

**MEETING NOTICE OF THE
IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE**

**THURSDAY, SEPTEMBER 18, 2025
11:30 A.M.**

**INRCOG Office
229 E. Park Avenue
3rd Floor Board Room
Waterloo, Iowa**

Tentative Agenda

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of July 17, 2025, Executive Committee Minutes
- 4) Financials:
 - a) INRCOG
 - b) RTC/On Board Public Transit
- 5) Executive Director's Report:
 - a) Staff Evaluations
 - b) Human Resources
 - c) Grants/Contracts
 - d) 229 E. Park
- 6) FY 2026 Final Budgets:
 - a. INRCOG
 - b. RTC/On-Board Public Transit
- 7) CARES RLF Loan Application: Martzahn Poultry Processing
- 8) CLA Communication Letter-FY 2025 Audit
- 9) Other Business
- 10) Adjourn.

INRCOG meetings are open to all individuals. Any person requesting reasonable accommodation to participate in this meeting must contact INRCOG at (319) 235-0311 at least two business days in advance of this meeting.

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)

**229 E. Park Ave.
Waterloo, Iowa 50703**

**Executive Committee Meeting Minutes From
Thursday, September 18th, 2025**

The members present were Duane Hildebrandt, Mark Schildroth, Keith Wieland, Linda Laylin, Steve Geerts, and Greg Barnett (virtually due to illness).

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:30 a.m. by Duane Hildebrandt, Chair. A virtual Teams Meeting link was also made available to those members who could not attend in-person.

Hildebrandt asked for any additional changes to the agenda. There were none offered. It was moved by Laylin, seconded by Geerts, to approve the agenda as presented. The motion carried unanimously.

The minutes of July 17th, 2025, were emailed to all members prior to this meeting. It was moved by Schildroth, seconded by Wieland, to approve the minutes as presented. The motion carried unanimously.

The August 2025 Financial Reports for both INRCOG and RTC/On Board were presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements and provided spreadsheet summaries for both entities. The committee discussed RTC/OB expenses causing budget overruns, specifically those associated with auditing and professional membership expenses. It was moved by Geerts, seconded by Laylin, to approve the August 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, the staff evaluations for Sheri Alldredge and Brian Schoon were presented for consideration. After discussion, it was moved by Laylin, seconded by Schildroth, to approve the Alldredge evaluation as presented. The motion carried unanimously. Schoon exited the room leaving the Executive Committee to discuss his evaluation. After discussion, it was moved by Schildroth, seconded by Geerts, to approve Schoon's evaluation as Exceeding Expectations with a corresponding four percent salary adjustment. The motion carried unanimously.

Regarding Human Resources, Schoon informed those present that INRCOG continued to be fully staffed, however, hiring and maintaining RTC/OB drivers continues to be a challenge, with one route still being vacant.

Schoon presented the FY 2026 Grants and Contracts sheets to the committee. He provided a brief overview of the 2026 report regarding changes from the July meeting.

Regarding the INRCOG building, 229 East Park Avenue, Schoon discussed an HVAC control project, and he stated that staff was working with a prospective tenant on renting at least one vacant office.

Schoon presented the Final Fiscal Year 2026 INRCOG and RTC/OB budgets for recommendation to the full INRCOG Board. It was moved by Schildroth, seconded by Laylin, to recommend Final Budgets for approval. The motion carried unanimously.

Schoon presented a Legacy Revolving Fund Application for Martzahn Poultry Processing. Said loan would be used by the business for purchasing the existing building and for working capital. Three jobs will be retained as a result of the loan. The RLF Revolving Loan Fund Committee recommended approval of a seven-year; 5.5% interest rate loan of \$50,000 that will be matched with \$15,000 in personal capital contributions, subject to execution of all agreements and securements required by the program. It was moved by Laylin, seconded by Geerts to approve the

loan as recommended by the RLF Loan Committee. The motion carried unanimously.

On behalf of our auditors, CLA, Schoon distributed and discussed a Communication Letter regarding engagement on the FY 2025 Audit. Specifically, the letter outlines duties of both parties, and is tied back to the signed contract INRCOG has with CLA. Per the auditors, INRCOG should expect to receive a draft of the audit in November or December, with the final presentation being made at the December INRCOG Board Meeting.

Finally, Schoon presented a comparison spreadsheet of snow removal costs for the upcoming winter. Three quotes were shown on the handout, with staff's recommendation to select a seasonal plan from M2 Outdoor Services as the low bidder. It was moved by Wieland, seconded by Schildroth, to sign an agreement with the company. The motion carried unanimously.

There being no further business, it was moved by Barnett, seconded by Laylin, to adjourn the meeting at 12:00 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on October 16th, 2025.

Respectfully Submitted,



Brian Schoon, Acting Secretary