

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE**

**THURSDAY, JUNE 19, 2025
11:30 A.M.**

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

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of May 15, 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 Preliminary Budgets
 - a) INRCOG
 - b) RTC/On Board Public Transit
- 7) FY 2026 Pay Plan and Performance Evaluation Categories/Performance Salary Adjustments
- 8) FY 2026 Insurance Renewals
- 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
Thursday, June 19th, 2025**

The members present were Mark Schildroth, Keith Wieland, Greg Barnett, Steve Geerts, Lisa Smock, and Danny Laudick.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:30 a.m. by Mark Schildroth, Secretary.

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

The minutes of May 15th, 2025 were emailed to all members prior to this meeting. It was moved by Smock, seconded by Barnett, to approve the minutes as presented. The motion carried unanimously.

The May 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 vehicle maintenance and the new scheduling/dispatching software. It was moved by Geerts, seconded by Barnett, to approve the May 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, the staff evaluation for Cindy Knox was presented for reconsideration. After discussion, it was moved by Laudick, seconded by Smock, to approve the evaluation as presented. The motion carried unanimously.

Regarding Human Resources, Schoon informed those present that INRCOG staff had extended an offer regarding the Transportation II position, which has been accepted by Sanzida Rahman Setu. She will begin working for INRCOG on July 1, 2025.

Schoon presented the updated FY 2025 Grants and Contracts sheet for the committee. He noted the changes since the April report, specifically re-listing the Aplington Emergency Services Building as a Community Project Funding designation. Initially, this project was eliminated from consideration as a result of the Congressional Budget reconciliation but was resurrected by budget approvals under a subsequent Presidential proposal.

Regarding the INRCOG building, 229 East Park Avenue, Schoon had no update to share.

Schoon presented the Preliminary Fiscal Year 2026 Budgets for INRCOG and RTC/On-Board. He went through the format explaining some of the nuances and upcoming agency projects. A motion was made by Barnett, seconded by Wieland, to recommend approval of the Preliminary FY 2026 Budgets. The motion carried unanimously.

Schoon presented a draft Fiscal Year 2026 Pay Plan, Salary Ranges, and Performance Evaluation Categories for consideration, noting the slight changes to the FY 2025 Pay Ranges. It was moved by Wieland, seconded by Smock, to approve the proposed FY 2026 Pay Plan, Salary Ranges, and Performance Evaluation Categories as presented. The motion carried unanimously.

Schoon presented the proposed Fiscal Year 2026 Insurance Renewals for coverages other than for health

insurance, specifically liability, auto, umbrella, cyber and several other agency and property policies. He did note the substitution of an alternative cyber coverage bid that he recommended we purchase in lieu of our current cyber policy. It was moved by Barnett, seconded by Wieland, to approve the proposed FY Insurance Renewals, with the cyber coverage substitution, as presented. The motion carried unanimously.

Under Other Business, Schoon briefly discussed proposed legislative actions and efforts that may impact INRCOG and RTC/OB. He provided an updated list of programs that were being analyzed for the upcoming state and federal fiscal years. Finally, he did inform the Committee that staff was working to obtain quotes for the two current Certificates of Deposit. He will update the Committee regarding quotes and rates at a future meeting.

There being no further business, it was moved by Laudick, seconded by Wieland, 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 July 17th, 2025.

Respectfully Submitted,



Brian Schoon, Acting Secretary