

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

**THURSDAY, NOVEMBER 20, 2025
11:30 A.M.**

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

Tentative Agenda

- 1) Call to Order
- 2) Consider Approval of Agenda
- 3) Consider Approval of October 16, 2025, Executive Committee Minutes
- 4) Financial Reports: Review and Consideration of Monthly Financial Reports Presented:
 - a) INRCOG
 - b) RTC/On Board Public Transit
- 5) Executive Director's Report:
 - a) Staff Evaluations: Review and Consideration of Evaluations Presented (None this month)
 - b) Human Resource Updates
 - c) Grants/Contracts: Review Report
 - d) 229 E. Park: Building Updates
- 6) Consider Administrative/Transit Job Description Amendment and Corresponding Salary Adjustment
- 7) Consider Action on INRCOG Website Update Contract
- 8) Consider 2026 INRCOG Employee Health and Dental Insurance Policy Renewal
- 9) Consider Housing Inspector Procurement and Contract
- 10) Other Business
- 11) 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, November 20th, 2025**

The members present were Duane Hildebrandt, Mark Schildroth, Keith Wieland, Linda Laylin, Steve Geerts, and Danny Laudick.

Also, in attendance was Brian Schoon.

The meeting was called to order at 11:35 a.m. by Duane Hildebrandt, Chair. A virtual Teams Meeting link and telephone number were also made available to 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 Schildroth, to approve the agenda as presented. The motion carried unanimously.

The minutes of October 16th, 2025, were emailed to all members prior to this meeting. It was moved by Geerts, seconded by Wieland, to approve the minutes as presented. The motion carried unanimously.

The October 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. It was moved by Wieland, seconded by Laylin, to approve the October 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, there were no staff evaluations to review and approve.

Regarding Human Resources, Schoon informed those present that there were no changes or matters at hand.

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 October meeting.

Regarding the INRCOG building, 229 East Park Avenue, Schoon offered no items of discussion.

Following up from the October Meeting, Schoon presented a salary comparison for COG employees, specific to the current Administrative Assistant position. He also presented a draft job description that amends the duties to include those associated with the transit-related functions that our current employee has been, or will, performing going forward. It was moved by Schildroth, seconded by Geerts, to approve the amended Administrative Assistant job description and recommended salary adjustment for Hayley Weiglein, as presented. The motion carried unanimously.

Following up from the October Meeting, and relative to updating the INRCOG website, Schoon presented a vendor procurement summary spreadsheet and draft service contract between the selected vendor, Revize, and INRCOG for consideration. It was moved by Wieland, seconded by Laylin, to approve the proposed Revize/INRCOG contract and begin the process of updating the INRCOG website. The motion carried unanimously.

Schoon presented the health and dental insurance proposals for INRCOG employee, as received from our provider, PDCM Insurance. He reviewed the renewal quote, as well as seven health insurance alternates, along with the dental renewal quote. After reducing the number of health insurance alternative to the renewal and two alternatives, those present focused on the individual financial impact for each covered employee. It was moved by Laudick, seconded by Geerts, to select and approve Wellmark Health Alternate #2, under the Grandmothered Policy options, along with the

proposed Delta Dental proposal, as presented. The motion carried unanimously.

Schoon summary procurement information, including the Request for Proposals, notice advertisement, along with a draft service agreement, for Housing Inspection services, relative to ongoing housing projects administered by INRCOG staff. This procurement is to be completed every 3-5 years and was last approved in 2021, so this is a standing requirement in order to remain in compliance with housing requirement standards. It was moved by Laudick, seconded by Schildroth, to approve the procurement and subsequent service agreement, as presented. The motion carried unanimously.

Finally, Schoon informed the Members present about a number of items that will be upcoming for the December Meeting including: 2026 Officer Elections; the Fiscal Year 2025 Audit; Fiscal Year 2027 INRCOG Dues proposal; and Member and Staff recognitions.

There being no further business, it was moved by Laylin, seconded by Laudick, to adjourn the meeting at 12:20 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:00 a.m. on December 18th, 2025.

Respectfully Submitted,



Brian Schoon, Acting Secretary