

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

**THURSDAY, OCTOBER 16, 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 September 18, 2025, Executive Committee Minutes
- 4) Financials: Review and Consideration:
 - a) INRCOG
 - b) RTC/On Board Public Transit
- 5) Executive Director's Report:
 - a) Staff Evaluations: Review and Consideration of Presented Evaluations (2)
 - b) Human Resource Updates
 - c) Grants/Contracts: Review Report
 - d) 229 E. Park: Building Updates
- 6) Administrative/Transit Salary Adjustment Consideration
- 7) Consider Approval of the RTC/OB Preventive Maintenance Plan and Program (Recommended by RTC Advisory Committee for adoption)
- 8) Discussion and Possible Action on INRCOG Website Update
- 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, October 16th, 2025**

The members present were Duane Hildebrandt, Keith Wieland, Linda Laylin, Steve Geerts, Quentin Hart (virtually) and Lisa Smock (virtually).

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 Geerts, seconded by Wieland, to approve the agenda as presented. The motion carried unanimously.

The minutes of September 18th, 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 September 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 Smock, seconded by Hart, to approve the September 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, the staff evaluation recommendations for Nick Fratzke and Brenda Vavroch were presented for consideration. It was moved by Smock, seconded by Laylin, to approve both evaluations as presented. The motion carried unanimously.

Regarding Human Resources, Schoon informed those present that INRCOG continued to be fully staffed, however, and that we were nearing that for RTC/OB drivers, 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 September meeting.

Regarding the INRCOG building, 229 East Park Avenue, Schoon discussed a Roof Budget Report that was produced by staff, noting that the 2005 roof replacement agreement included a 30-year warranty purchase. Members asked staff to develop capital improvements line items, including roof replacement, within the Balance Sheet of the Financial Report and to identify deposits in future budget years, as is necessary.

Schoon presented a salary comparison for COG employees, specific to the current Administrative Assistant and Transit Dispatcher positions. After discussion, members asked staff to prepare a corresponding job description and to bring the matter back to the Committee for consideration at the next meeting on November 20th.

Schoon presented an overview of the draft RTC/OB Preventative Maintenance Plan and Program for consideration. He noted it was the same draft that was presented and recommended for approval by the RTC Advisory Committee at their September 18th, 2025, meeting. It was moved by Wieland, seconded by Laylin, to approve the RTC/OB Preventative Maintenance Plan and Program. The motion carried unanimously.

Schoon presented a summary procurement spreadsheet for updating the INRCOG website, which is approximately

20 years in age. The spreadsheet represented a Request for Proposals (RFP) process that was conducted by staff. He provided an overview of the bidders, of which there were five, along with the specific elements each proposed for accomplishing the website update. Schoon also pointed out the differences between the proposals, showed example websites, and outlined what was requested in the RFP. The Committee consensus was for staff to request a written agreement from Revise, as the preferred vendor, and then offer it for consideration at the next meeting on November 20th.

Finally, Schoon informed the Members present about a number of items. He reminded them that the agency audit will be presented in December and that Officer Elections would occur at that same meeting. Schoon stated that INRCOG had not been able to negotiate a contract with a state agency for leasing space and that the directors had completed Open Meetings/Public Records Training and submitted a request to become trainers for the state. Also, he indicated that the federal shutdown was not impacting the agency, as of the meeting.

There being no further business, it was moved by Wieland, seconded by Laylin, to adjourn the meeting at 12:25 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on November 20th, 2025.

Respectfully Submitted,



Brian Schoon, Acting Secretary