

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)

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

**Executive Committee Meeting Minutes From
Thursday, July 16th, 2026**

The members present were Duane Hildebrandt, Bremer County; Mark Schildroth, Grundy County; Keith Wieland (virtual), Buchanan County; Linda Laylin, Black Hawk County; Steve Geerts, City of New Hampton; Danny Laudick, City of Cedar Falls; and Dave Boesen, City of Waterloo.

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 if they 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 Schildroth, to approve the agenda as presented. The motion carried unanimously.

The minutes of June 18th, 2026, Meeting were emailed to all members prior to this meeting. It was moved by Schildroth, seconded by Laylin, to approve the minutes as presented. The motion carried unanimously.

The June 2026 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 Boesen, seconded by Laudick, to approve the June 2026 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, there were no performance evaluations for review this month.

Regarding Human Resources, Schoon updated the Committee about addressing the pending resignation of Sheri Alldredge at the end of July. He also informed those present that Jen Johnson began her employment with INRCOG on July 13th.

Schoon presented the FY 2026 and 2027 Grants and Contracts sheets to the committee. He provided a brief overview of both reports regarding changes from the June reports. He also explained how grants and contracts were split between the two reports when submittal and approvals occurred across both years.

Regarding the INRCOG building, 229 East Park Avenue, Schoon updated the Committee about three building projects that were described during last month's meeting including exhaust fan replacement on the 3rd Floor; fixing a leaking pipe that was repaired once already this year; and cleaning out and repair two primary water pumps. All three projects have been completed.

Hildebrandt introduced a proposal for the new Human Resources and Communication Specialist position, as well as amendments to the Accountant and Administrative Assistant positions. Schoon provided details about the adjustments proposed to all three positions, along with proposed changes to the salary ranges and compensation for each. It was moved by Geerts, seconded by Laylin, to approve the three proposed job descriptions as presented. The motion carried unanimously. It was then moved by Boesen, seconded by Laudick, to approve the three proposed salary ranges as presented. The motion carried unanimously. Finally, it was moved by Wieland, seconded by Schildroth, to approve the three proposed salaries and their start dates as presented. The motion carried unanimously.

Hildebrandt introduced a summary of the bids provided by five financial institutions for holding certificates of deposit for INRCOG and RTC/On Board. After review, it was moved by Laudick, seconded by Boesen, to affirm and award to Banklowa, as the highest bidder at 3.85% APY for 12 months, both certificates through the month of June 2027. The motion carried unanimously.

Schoon provided a demonstration of the new INRCOG website, which went live on July 6th. The project was authorized by the Committee early this year and was completed in late June.

Finally, under other business, Schoon notified the members that work was beginning on the next Strategic Plan for the agency. He also informed the group of two National Association of Development Organization (NADO) awards we were receiving, one for the Passenger Transit Plan development, and the second for approval and creation of an Open Meetings and Records class presentation, which was co-developed with three other Iowa COGs.

There being no further business, it was moved by Boesen, seconded by Schildroth, to adjourn the meeting at 12:10 p.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on August 20th, 2026.

Respectfully Submitted,



Brian Schoon, Acting Secretary