

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)

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

**Executive Committee Meeting Minutes From
Thursday, June 18th, 2026**

The members present were Duane Hildebrandt, Bremer County; Mark Schildroth, Grundy County; Greg Barnett, Butler County; Keith Wieland, Buchanan County; Lisa Smock, City of Elk Run Heights; 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 11:30 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 Barnett, to approve the agenda as presented. The motion carried unanimously.

The minutes of May 21st, 2026, Meeting were emailed to all members prior to this meeting. It was moved by Schildroth, seconded by Smock, to approve the minutes as presented. The motion carried unanimously.

The May 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 Barnett, seconded by Geerts, to approve the May 2026 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, two staff evaluations, for Sanzida Rahman Setu and Hayley Weiglein, were presented for review and consideration. It was moved by Schildroth, seconded by Smock, to approve the performance evaluations and corresponding compensation adjustments as presented. The motion carried unanimously.

Regarding Human Resources, Schoon updated the Committee about addressing the pending resignation of Sheri Alldredge at the end of the fiscal year. He also informed the members that at the end of the search process, related to Alldredge's departure, INRCOG had extended an employment offer to Jen Johnson to fill the Human Resources and Communication Specialist. Johnson accepted the offer and is planning to begin on July 13th, 2026.

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 May regular meeting, focusing on the approval of the resubmitted Sumner CDBG grant, approval of the New Hampton RISE grant, and establishment of a large Housing Revolving Loan Fund for the Waterloo Housing Trust Fund. He also noted the execution of the Cedar Falls CDBG/HOME contract and environmental review project contracts with Habitat for Humanity.

Regarding the INRCOG building, 229 East Park Avenue, Schoon informed the Committee about three building projects that are underway 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.

Hildebrandt introduced draft Preliminary Fiscal Year 2027 INRCOG and RTC/OB Budgets for consideration. Schoon offered an overview of each, pointing out the changes from the current year. It was moved by Schildroth, seconded by Laudick, to recommend approval of the draft preliminary budgets as presented. The motion carried unanimously.

Hildebrandt introduced the Fiscal Year 2027 Pay Plan, which included salary, salary adjustment, performance

evaluation categories, and salary ranges and groups for consideration. It was moved by Barnett, seconded by Wieland, to adopt INRCOG 2027 Pay Plan as proposed. The motion carried unanimously.

Hildebrandt introduced the Fiscal Year 2027 INRCOG and RTC/OB insurance proposal from PDCM for consideration. Schoon offered an overview of the coverage and costs, pointing out the changes from the current year. It was moved by Smock, seconded by Barnett, to approve the insurance proposal as presented. The motion carried unanimously.

Finally, under other business, Schoon updated the members regarding several projects including: website construction, server upgrade, lease renewal for third floor space with the State of Iowa, and pending change in the financial institution that holds the existing INRCOG and RTC/OB Certificates of Deposit.

There being no further business, it was moved by Geerts, seconded by Wieland, to adjourn the meeting at 11:55 a.m. The motion carried unanimously.

The next meeting of the INRCOG Executive Committee will be held at 11:30 a.m. on July 16th, 2026.

Respectfully Submitted,



Brian Schoon, Acting Secretary