

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

**THURSDAY, MAY 21, 2026
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 April 16, 2026, Executive Committee Meeting Minutes
- 4) Financial Reports. Review and Consideration of Monthly Financial Reports:
 - a) INRCOG
 - b) RTC/On Board Public Transit
- 5) Executive Director's Report:
 - a) Staff Evaluations: Review and Consideration of Evaluations Presented (There are two reviews this month)
 - b) Human Resource Updates
 - c) Grants/Contracts: Review Report
 - d) 229 E. Park: Building Updates
- 6) Consider Adoption of an ACH Policy
- 7) Consider Reintroducing an Employee Evaluation Policy Governing Open/Closed Sessions
- 8) Other Business: Project Updates
- 9) 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, May 21st, 2026**

The members present were Duane Hildebrandt, Bremer County; Mark Schildroth, Grundy County; Keith Wieland (electronic), Buchanan County; Linda Laylin, Black Hawk 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 Wieland, to approve the agenda as presented. The motion carried unanimously.

The minutes of April 16th, 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 April 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 Laylin, seconded by Geerts, to approve the April 2026 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, two staff evaluations, for Brenda Ponto and Cindy Knox, were presented for review and consideration. It was moved by Laudick, seconded by Boesen, 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. Specifically, he stated that 51 resumes had been received and that they were being reviewed and sorted for interviews.

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 April regular meeting, focusing on the resubmittal of the Sumner CDBG grant as well as the submittal of two RISE grants to IDOT on behalf of the City of New Hampton and Butler County. He also reviewed the contract list with those present.

Regarding the INRCOG building, 229 East Park Avenue, Schoon stated that the roof had been inspected post hailstorm and that the only noted damage was to vents and vent covers, which do not need to be replaced and will not affect their performance.

Hildebrandt introduced a draft Automatic Clearing House (ACH) policy for consideration. Said policy, which was prepared by Sheri Alldredge and Brenda Ponto, is intended to govern ACH payments made and received by INRCOG. It was moved by Laylin, seconded by Schildroth, to adopt the ACH Policy as presented. The motion carried unanimously.

Hildebrandt introduced proposed language for the INRCOG Employee Handbook and a corresponding request form, relative to employees being able to request closed sessions when the Executive Committee considers their individual performance evaluations. This language is intended to affect and govern all INRCOG employees only. It was moved by

Boesen, seconded by Wieland, to adopt the Handbook language and corresponding request form as proposed. The motion carried unanimously.

Finally, under other business, Schoon updated the members regarding several projects including: website construction, server upgrade, upcoming Fiscal Year 2027 plans, budgets, and policies that will be reviewed by the Committee, lease renewal progress for third floor space with the State of Iowa, an RLF Loan payback, RTC vehicle hail damage, the end of the Legislative Session and the loss of COG Assistance funding, and an upcoming Board Meeting presentation on the Population Study.

There being no further business, it was moved by Schildroth, seconded by Geerts, 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 11:30 a.m. on June 18th, 2026.

Respectfully Submitted,



Brian Schoon, Acting Secretary