

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)

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

**Executive Committee Meeting Minutes From
Thursday, January 15th, 2026**

The members present were Duane Hildebrandt, Mark Schildroth, Keith Wieland (virtually), Linda Laylin, Greg Barnett, Steve Geerts, Dave Boesen, and Lisa Smock.

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 who could not attend in-person.

Hildebrandt asked for any additional changes to the agenda. There were none offered. It was moved by Barnett, seconded by Geerts, to approve the agenda as presented. The motion carried unanimously.

The minutes of December 18th, 2025, were emailed to all members prior to this meeting. It was moved by Schildroth, seconded by Barnett, to approve the minutes as presented. The motion carried unanimously.

The December 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 Geerts, seconded by Laylin, to approve the December 2025 INRCOG and RTC Financial Reports as presented. The motion carried unanimously.

Under the Executive Director's report, there were three staff evaluations to review and consider for Vincent Ruggiere, Community Planner I; Oghogho Oriakhi, Transportation Planner I; and Linda Sires, Transit Operations Manager. It was moved by Smock, seconded by Laylin, to approve the evaluations as recommended and presented. The motion carried unanimously.

Regarding Human Resources, Schoon updated members regarding the status of our Environmental Resource Specialist vacancy, which is primarily responsible for implementation of the Iowa Waste Exchange Program. He indicated that applications had been taken, four good interviews conducted, and an offer extended to the lead candidate. INRCOG is waiting on a response at this time, and Schoon will update members regarding the response.

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 December meeting, focusing on the contract approvals of the three Local Housing Trust Fund awards, as well as receipt of an award letter for the Safe Routes to School Program, Round #17, grant request.

Regarding the INRCOG building, 229 East Park Avenue, there were no updates.

Sterling Shatek, from Clifton Larson and Allen, presented the Fiscal Year 2025 Audit for consideration. Said audit also contains review of subagencies and programs including RTC/On Board, Housing Trust Fund and Transportation Programs. Shatek reviewed the contents, calculations, and explanations of the audit report, noting there were no findings associated with the audit. Schoon recognized Brenda Ponto, our internal Accountant, for her patience and persistence during the process of not only managing the finances of the organization but also leading the subsequent annual audit procedures. It was moved by Wieland, seconded by Laylin, to approve the Fiscal Year 2025 INRCOG Audit, as presented. The motion carried unanimously.

Hildebrandt introduced the 2026 Depository and Corporate Authorizing Resolution, noting that it was an annual action for INRCOG and its subagencies, specific to financial management, investment policy management, payment of expenses, and signatures on checks. It was moved by Barnett, seconded by Laylin, to approve the proposed Depository and Corporate Authorization Resolution as provided and presented. The motion carried unanimously.

Hildebrandt introduced the 2026 Business Transaction Resolution authorizing the INRCOG Executive Director to sign contracts, revenue and expenditure documents, and reports for INRCOG and its subagencies, specific to it conducting agency business. It was moved by Smock, seconded by Barnett, to approve the proposed Business Transaction Resolution as provided and presented. The motion carried unanimously.

Finally, Schoon informed the Members present about two additional items including INRCOG staff's efforts to enroll the agency in the E-Verify Employment Authorization program, as managed by the US Department of Homeland Security, and the update of the INRCOG website work to date.

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 February 19th, 2026.

Respectfully Submitted,



Brian Schoon, Acting Secretary