IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)

229 E. Park Ave.
Waterloo, Iowa 50703

Executive Committee Meeting Minutes From
Thursday, October 15th, 2026

The members present were Duane Hildebrandt, Bremer County; Mark Schildroth, Grundy County; Greg Barnett, Butler County; Keith Wieland, Buchanan County; Steve Geerts, City of New Hampton; Lisa Smock, City of Elk Run Heights; 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 Hildebrandt, Chair. A virtual Teams Meeting link and telephone number were also made available to members as well.

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 September 17th, 2026, Meeting were emailed to all members prior to this meeting. It was moved by Barnett, seconded by Schildroth, to approve the minutes as presented. The motion carried unanimously.

The September 2026 Financial Report for INRCOG was presented. Schoon reviewed the Revenue and Expenditures Reports and Combined Statements and provided a spreadsheet summary for the organization. It was moved by Wieland, seconded by Smock, to approve the September 2026 INRCOG Financial Report as presented. The motion carried unanimously.

Under the Executive Director's report, there were performance evaluation recommendations made for two employees this month, one for Nick Fratzke and one for Brenda Vavroch. It was moved by Laudick, seconded by Barnett, to approve the evaluation recommendations as presented. The motion carried unanimously.

Regarding Human Resources, Schoon updated the performance of our Human Resources and Communications Specialist.

Schoon presented the FY 2027 Grants and Contracts sheet to the committee. He provided a brief overview of the report regarding changes from the September reports.

Regarding the INRCOG building, 229 East Park Avenue, Schoon provided three updates. First, the repairs to the plumbing leaks discussed in prior months have been addressed and bills paid. Second, a recurring roof leak was discovered and reported to our roof warranty company, and third, the large tree adjacent to the sidewalk and parking lot was removed by the city.

Hildebrandt introduced the Title VI Programs for the Regional Transit Commission/On-Board Public Transit and the Metropolitan Planning Organization/Regional Transportation Authority for consideration. Both individual policies include assurances, formal complaint process outline and application, and public notification. It was moved by Boesen, seconded by Geerts to approve the Title VI Programs and Policies and all related materials as presented. The motion carried unanimously.

Hildebrandt introduced an amended Substance Abuse Policy and Program for the Regional Transit Commission/On-Board Public Transit for consideration. These minor amendments are recommended by the Iowa Department of Transportation following RTC's triennial review with the state agency. It was moved by Laudick, seconded by Barnett

to approve the amended Substance Policy and Program as presented. The motion carried unanimously.

Schoon distributed a working outline for an updated INRCOG Strategic Plan, which is being developed by staff. He also passed around document design examples for consideration after the plan content has been completed. Schoon asked members to review the working outline and offer any suggestions to staff such that they can be integrated into the final plan that will be considered in an upcoming meeting.

There being no further business, it was moved by Boesen, seconded by Laudick, 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 November 19th, 2026.

Respectfully Submitted,



Brian Schoon, Acting Secretary