

MINUTES

ECIA COUNCIL MEETING

DATE: Wednesday, November 17, 2009

TIME: 5:00 PM Dinner
5:30 PM Meeting

PLACE: ECIA Administrative Offices
7600 Commerce Park, Dubuque, Iowa
ECIA Large Conference Room

ECIA COUNCIL

MEMBERS PRESENT:

* = Alternate = Present

Cedar County**

- | | | |
|----------------------------------|--|--|
| <input type="checkbox"/> Weih* | <input checked="" type="checkbox"/> Cummins | <input type="checkbox"/> Boldt |
| <input type="checkbox"/> Kepford | <input type="checkbox"/> Vacant-Public | <input checked="" type="checkbox"/> Newton |
| <input type="checkbox"/> Hein* | <input checked="" type="checkbox"/> Deerberg | |
- **by webcam

Clinton County:

- | | | |
|--|--|--|
| <input type="checkbox"/> Vacant-Private | <input type="checkbox"/> Holm | <input checked="" type="checkbox"/> Lindner* |
| <input type="checkbox"/> Thiltgen | <input checked="" type="checkbox"/> Reynolds | |
| <input checked="" type="checkbox"/> Staszewski | <input type="checkbox"/> Vosler | |

Delaware County:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Boss | <input checked="" type="checkbox"/> Gaul | <input type="checkbox"/> Helmrichs |
| <input checked="" type="checkbox"/> Kramer | <input type="checkbox"/> Vacant-Private | <input checked="" type="checkbox"/> Madlom |
| <input type="checkbox"/> Vick* | | |

Dubuque County:

- | | | |
|--|---------------------------------------|---|
| <input checked="" type="checkbox"/> Gaylor | <input type="checkbox"/> Sweeney | <input type="checkbox"/> Smith |
| <input type="checkbox"/> Stephan | <input type="checkbox"/> Van Milligen | <input checked="" type="checkbox"/> Smock |
| <input checked="" type="checkbox"/> Heiar* | | |

Jackson County:

- | | | |
|--|---|-----------------------------------|
| <input type="checkbox"/> Stewart | <input checked="" type="checkbox"/> Koos | <input type="checkbox"/> Carr* |
| <input checked="" type="checkbox"/> Wagner | <input checked="" type="checkbox"/> Sturtz-Pickup | <input type="checkbox"/> Konrardy |
| <input type="checkbox"/> Flynn* | <input checked="" type="checkbox"/> Morehead | |

OTHERS PRESENT:

Don Recker, Mayor, City of Sageville
Mike Temp, Tostrud & Temp

STAFF PRESENT:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Deutmeyer | <input checked="" type="checkbox"/> Nagle | <input type="checkbox"/> Leary |
| <input type="checkbox"/> Schneider | <input checked="" type="checkbox"/> Schnier | <input checked="" type="checkbox"/> Schroeder |
| <input checked="" type="checkbox"/> Weinhold | <input type="checkbox"/> Munson | <input checked="" type="checkbox"/> Axtell |
| <input type="checkbox"/> Ravada | <input checked="" type="checkbox"/> Nesteby | |

Call to Order

Chairperson Smock called the meeting to order at 5:30 p.m.

Review/Action on Minutes of the September 16, 2009 Meeting

Motion by Koos, second by Boss to approve the minutes of the September 16, 2009 ECIA Council meeting. The motion passed unanimously.

Review/Action on Consent Agenda Items as recommended by Executive Committee

- a. **Financial Status Reports**
- b. **Contracts**
- c. **Executive Director Annual Review and Contract**
- d. **ECIA/EIRHA Lease for Garage**
- e. **Capitalization Policy**
- f. **Purchasing and Procurement Policy**
- g. **Personnel Policy Updates**
- h. **Update on Portzen Hillside Contract**

Deutmeyer referred board members to the check register covering September, October and part of November which was enclosed in their agenda packets; she said the balance sheet is not included since the audit will be presented shortly. She noted that all transactions are normal and routine. The Executive Committee has recommended approval of the check register to the ECIA Council.

The 28E Agreement for the Administration/Management of Workforce Development in Region 1--Leary's Regional Area Coordinator position was also included in the agenda packet. Deutmeyer said the agreement which will be funded by ECIA, NICC and IWD has been finalized for approval by the board members. The Iowa Workforce Development will be hiring a Site Coordinator around the first of the year to assist Leary; this position will also be funded by ECIA, NICC and IWD. The Executive Committee has recommended approval of the 28E Agreement.

Other contracts recommended for approval by the Executive Committee include: A contract with the City of Manchester to buy out six properties for \$30,000 through our Community Development Department over the next 33 months; 40 properties to be bought for \$222,318 in the next 33 months in the City of Dyersville through our Community Development Department; the City of Clinton Department of Energy has been awarded a stimulus grant of \$20,000 through the Energy Efficiency and Community Block Grant program; a grant was awarded to PEI for \$50,000 for the Buyer-Supplier program and the new Petal sustainability program; two Hazard Mitigation Plan contracts through the Community Development Department which are Durant for \$5,940 and Bernard for \$3,780 and finally, two contracts for Cedar County which are Demo for \$30,000 and Buyout for \$171,000.

Smock said Deutmeyer's annual review was completed at the Executive Committee meeting, with positive comments from both the board members and staff directors. He noted the annual contract will need approval from board members, and that Deutmeyer is eligible for a merit award since she received an excellent review and is at the top of her pay grade. As part of the Personnel Policy Manual, all staff are eligible for the one-time annual merit award if they receive an excellent review and are at the top of their pay grade. The merit award was raised from \$500 to \$1,000 at the July board meetings. The Executive Committee has recommended approval of Deutmeyer's annual review and contract.

Deutmeyer said at the September board meeting, members approved up to \$80,000 for use in building garages for the agency vehicles. The funds were available through EIRHA's capital funds, which are normally used for public housing rehabilitation. This year, the units were rehabbed with stimulus funds, so the capital funds were available for the garage construction. Deutmeyer reminded the members that the RTA recently purchased six new buses and would need the entire garage for parking this winter. Last year, agency cars were kept in the RTA garage over the winter. Three bids were obtained for the six-vehicle garage; not including a garage for the dump truck. Low bid came in with Portzen Construction at \$48,000. The dump truck will still be housed in the RTA garage for another winter. Since ECIA owns the land and EIRHA will build and maintain the garage; Walters, our attorney, provided a lease between the two entities for 99 years for \$1.00. The EIRHA board has approved the land lease at their recent meeting. Upon approval of the lease by board members, construction on the garage could start as early as

next week. The Executive Committee has recommended approval of the land lease for the garage between ECIA and EIRHA.

Deutmeyer referred board members to the updated Purchasing and Procurement Policy. She noted Petty Cash has been added, Micro Purchases under \$2,500 were added, along with Invitation for Bid, Request for Proposal, and Third Party Guidelines. Upon approval by board members, this updated policy will become part of the Personnel Policy Manual and will help clarify future purchasing for staff. The Executive Committee has recommended approval of the updated Purchasing and Procurement Policy.

The Capitalization and Disposition Policy has also been updated with similar thresholds as the Purchasing and Procurement Policy. The policy also details Depreciation of Non-Expendable Items, and Disposition of Non-Repairable or Obsolete Equipment. Upon approval, this updated policy will also become part of the Personnel Policy Manual. The Executive Committee has recommended approval of the updated Capitalization and Disposition Policy.

The Portzen contract to work on the hillside that the board members approved at the last meeting was never signed. Callahan Construction, a neighboring business, offered to grade the hillside behind our building for free. This could save the agency \$12,000. The grading will be completed this fall; planting of the hillside will be in the spring if the hillside holds all winter. Deutmeyer indicated Callahan is starting a housing development on the upper lots on the south side of the street.

Deutmeyer said a work session with staff directors to update the Personnel Policy Manual was done several years ago; and again just recently. Actual pages with updates were emailed to board members; a list of the changes was mailed in the agenda packets. Deutmeyer said she discussed updates with the Executive Committee just prior to the ECIA Council meeting; she noted the Executive Committee has recommended approval of the updated Personnel Policy Manual.

Motion by Heiar, second by Madlom to approve consent agenda items as recommended by the Executive Committee: financial status reports, contracts, Executive Director Annual Review and Contract, ECIA/EIRHA Lease for Garage, Capitalization Policy, Purchasing and Procurement Policy, and Personnel Policy Updates. The motion passed unanimously.

Review/Action on FY'09 ECIA Annual Audit Report presented by Tostrud and Temp

Deutmeyer introduced Mike Temp from Tostrud and Temp to present the FY'09 ECIA Annual Audit Report to the board members. Temp went through the audit and explained the business accounting and the governmental accounting practices and procedures. He detailed the net assets, activities, and balance sheet, along with the statement of revenues, expenditures and changes in fund balances and supplemental information. He mentioned the land donation to the RTA which changed the net assets for the agency. The footnotes in the audit list the cash, accounts receivable, grants receivable, pension plan, fixed assets and long term debt. A section in the audit lists the debt on the building with principle and interest payments for five years and then payments grouped by five years for the next thirty years. He reported there were no issues, findings, significant adjustments or management disagreements with ECIA and the agency is in very good shape. Temp said copies will be sent to the appropriate federal governmental departments.

Motion by Koos, second by Madlom to approve the FY'09 ECIA Annual Audit Report. The motion passed unanimously.

Smock and Deutmeyer thanked Temp for the audit presentation; Deutmeyer also thanked Weinhold and her staff for taking over the accounting in house. Koos said he has heard three good audit presentations

over the last week, ECIA, E.C.I.A. Business Growth, Inc., and RTA; he appreciates that staff are doing their jobs and it makes board members' jobs easier.

Review/Action on Five Year Comprehensive Economic Development Strategy

Deutmeyer presented a powerpoint of the five year Comprehensive Economic Development Strategy (CEDS) to the board members. This document is required by the Economic Development Administration (EDA) for our \$52,000 planning grant. Staff update the CEDS annually, and every five years the document is completely revised. This revision is a complete update for January 2010-2014. The CEDS identifies strategies to create economic development in our region. It lists the background, history, programs and services that our agency provides to our membership. Several new areas include the Eastern Iowa Regional Utility Service Systems (EIRUSS), PEI, and tying Transportation Planning to Economic Development. The CEDS document also analyzes problems such as workforce, labor, aging population, and wage disparity. Also included in the new five year CEDS is information on the region's flooding; to encourage entrepreneurship and partnerships; new companies to the region, future green employment opportunities; buying regionally, and promoting sustainability. The Goals and Objectives section was updated by the CEDs Committee and PEI Steering Committee several months ago. Deutmeyer noted that if a community in the future wants to apply for EDA funds; their project needs to be listed in the CEDS document. The entire document was put on ECIA's web site for November 1st for the thirty day comment period. The thirty day comment period is November 1 to December 1, 2009. Deutmeyer indicated that if anyone had any additional comments, to get them to her by December 1st. The intent is to submit to EDA by mid-December due to Quinn's maternity leave quickly approaching. The CEDS submission deadline to the EDA is December 31st.

Motion by Reynolds, second by Koos to approve the Five Year Comprehensive Economic Development Strategy. The motion passed unanimously.

Review/Action on ECIA FY'09 Annual Report

Deutmeyer distributed the ECIA FY'09 Annual Report to the board members. This year's focus of the report is on the people that our agency serves every day through all our departments in the last fiscal year. The report starts with the FY'09 funding sources and updates the flood related funding.

The Eastern Iowa Regional Housing Authority (EIRHA) has assisted 16 families with homeownership; and are working with another 17 families with a goal of homeownership. A new project was teaching residents about gardening and home grown foods. Prosperity Eastern Iowa (PEI) developed accessmyfuture, a career exploration website targeted toward 14-25 year olds and their future; the Buyer Supplier program has seen a 60% increase in signups and a newly funded Petal Project will develop green initiatives for businesses participating in the Buyer Supplier program.

The Regional Transit Authority (RTA) continues to expand and grow service in the three-county region; routes have been redesigned for more efficient service; and a Saturday route has been implemented for medical patients. The Economic Development Department highlighted The Egging Company, a business that has been assisted with funds through Business Growth over the years. Business Growth was also awarded \$500,000 to recapitalize its loan program through EDA disaster funds. Nine loans were approved by the Business Growth board members this fiscal year. The Employment and Training Department received Youth funding to implement a Summer Youth Program; and also received National Emergency Grant funds to assist dislocated workers due to flooding.

The Community Development Department took the lead in flood disaster recovery assisting both businesses and homeowners in our region; seven communities replaced or upgraded main water or sewer systems; and six individuals received home rehabilitation or home ownership assistance. The

Transportation Department is working with the Safe Routes to School grant funding program to increase the safety of children walking and biking to school. The department is also working with local citizens on returning Amtrak rail service to the region, and assisting with the funds for the SW Arterial. Finally, the annual report focuses on the environment and our agency taking a pro-active approach in recycling and composting, fuel efficient hybrid vehicles, using skype instead of board members traveling to meetings, emailing agenda packets, and other sustainability efforts. The report finishes up with staff and council member lists. Deutmeyer said the annual report is also available on ECIA's web site.

Motion by Boss, second by Madlom to approve the ECIA FY'09 Annual Report. The motion passed unanimously.

Other Business

2010 Meeting Dates

Deutmeyer noted that a memo was included with the agenda packets listing the dates for the 2010 Executive Committee and ECIA Council meetings. She said that January 20 meeting date may need to be changed; she is returning from vacation on January 19. A memo will be mailed out to board members if the meeting date is to be changed.

Appointments to ECIA Council to fill Vacancies

Deutmeyer said this is Linda Sturtz-Pickup's last ECIA Council meeting; she is resigning at the end of the year due to other time commitments. Deutmeyer thanked her for the four years she committed to representing Jackson County on the ECIA Council.

Deutmeyer stated the EDA is requiring that the vacancies on the ECIA Council be filled by the first week of December. She listed the open seats on the Council: Cedar County Public Sector, Clinton County Private Sector, Delaware County Private Sector, and now Jackson County Private Sector. Staff have contacted several people who have agreed to join the ECIA Council upon board member approval:

Kyle Soukup, City of West Branch, as Cedar County Public Sector representative, with Peggy Kedley, City of Lowden, as his alternate

Rod Tokheim, Mercy Medical Center, as Clinton County Private Sector representative

Elise Bergen, Edgewood Chamber/Economic Development as Delaware County Private Sector Representative

Stacy Driscoll, Maquoketa Chamber/Economic Development as Jackson County Private Sector Representative

Motion by Staszewski, second by Gaylor to approve the following appointments to fill ECIA Council vacancies: Kyle Soukup, City of West Branch, as Cedar County Public Sector representative, with Peggy Kedley, City of Lowden, as his alternate, Rod Tokheim, Mercy Medical Center, as Clinton County Private Sector representative, Elise Bergen, Edgewood Chamber/Economic Development as Delaware County Private Sector Representative, and Stacy Driscoll, Maquoketa Chamber/Economic Development as Jackson County Private Sector Representative. The motion passed unanimously.

Deutmeyer said she would send the complete ECIA Council membership to the EDA in order to be in compliance by December 1st.

Miscellaneous

None.

Adjournment

Motion by Madlom, second by Koos to adjourn the ECIA Council meeting. The motion passed unanimously. The meeting adjourned at 6:23 p.m.

Respectfully submitted,

Kelley Deutmeyer
Executive Director
Secretary