

MINUTES

ECIA COUNCIL MEETING

DATE: Wednesday, July 20, 2011
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
++ = webcam

Cedar County:	<input type="checkbox"/> Muckler	<input type="checkbox"/> Vacant	<input type="checkbox"/> Boldt
	<input type="checkbox"/> Kepford	<input type="checkbox"/> Ellerhoff	<input type="checkbox"/> Vacant
	<input type="checkbox"/> Hein*	<input type="checkbox"/> Deerberg*	<input type="checkbox"/> Kedley*
<hr/>			
Clinton County:	<input checked="" type="checkbox"/> Tokheim	<input checked="" type="checkbox"/> Holm	<input type="checkbox"/> Lindner*
	<input checked="" type="checkbox"/> Thiltgen	<input checked="" type="checkbox"/> Reynolds	
	<input checked="" type="checkbox"/> Staszewski	<input type="checkbox"/> Vacant	
<hr/>			
Delaware County:	<input type="checkbox"/> Boss	<input checked="" type="checkbox"/> Gaul	<input type="checkbox"/> Helmrichs
	<input checked="" type="checkbox"/> Kramer	<input checked="" type="checkbox"/> Bergan	<input type="checkbox"/> Madlom
	<input type="checkbox"/> Vick*		
<hr/>			
Dubuque County:	<input checked="" type="checkbox"/> Gaylor	<input checked="" type="checkbox"/> Sweeney	<input checked="" type="checkbox"/> Klein
	<input type="checkbox"/> Stephan	<input type="checkbox"/> Van Milligen	<input checked="" type="checkbox"/> Smock
	<input checked="" type="checkbox"/> Heiar*		<input type="checkbox"/> Demmer
<hr/>			
Jackson County:	<input checked="" type="checkbox"/> Stewart	<input checked="" type="checkbox"/> Koos	<input checked="" type="checkbox"/> Carr*
	<input type="checkbox"/> Wagner	<input type="checkbox"/> Driscoll	<input type="checkbox"/> Konrardy
	<input type="checkbox"/> Flynn*	<input checked="" type="checkbox"/> Morehead	

OTHERS PRESENT:

Don Recker, Mayor, City of Sageville
Representative Mary Wolfe
Megan Peiffer, Iowa League of Cities
Mary Beth Mellick, Iowa State Association of Counties (ISAC)
Patrick Reynolds, Clinton

STAFF PRESENT:

<input checked="" type="checkbox"/> Deutmeyer	<input checked="" type="checkbox"/> Nagle	<input checked="" type="checkbox"/> Leary
<input type="checkbox"/> Schneider	<input type="checkbox"/> Schnier	<input type="checkbox"/> Schroeder
<input checked="" type="checkbox"/> Weinhold	<input checked="" type="checkbox"/> Munson	<input checked="" type="checkbox"/> Axtell
<input type="checkbox"/> Ravada	<input checked="" type="checkbox"/> Nesteby	<input type="checkbox"/> Morck
<input type="checkbox"/> Eudaley	<input type="checkbox"/> Kuhle	<input type="checkbox"/> Milum

Call to Order

Chair Smock called the meeting to order at 5:30 p.m. Introductions by board members, guests and staff followed.

Review/Action on Minutes of the May 18, 2011 Meeting

Motion by Thiltgen, second by Holm to approve the minutes of the May 18, 2011 ECIA Council meeting. The motion passed unanimously.

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

a. Financial Status Reports

Cash disbursements for May 1, 2011 to June 13, 2011 were sent to the board members earlier in the agenda packets. Deutmeyer noted the cash disbursements were normal and routine, with several pass through Jumpstart and flood payments made to homeowners and business owners. Deutmeyer said the remaining financial status reports are not available at this time; fiscal year '11 is still being closed out. The reports will be available at the next meeting. The Executive Committee has recommended approval of the financial status report to the ECIA Council.

b. Contracts

c. Miscellaneous Contracts

Deutmeyer listed the contracts to the board members and noted that the Executive Committee has recommended approval of these contracts to the ECIA Council: West Branch Comprehensive Plan, DeWitt, Clinton and Maquoketa HOME Homeownership Assistance, Manchester and Grand Mound Housing Rehabilitation, Manchester Child Care, Bennett, Clinton and Holy Cross Wastewater Improvements, Northeast Iowa Community College (NICC) H1B Grant Writing, City of Clinton Transportation Investment Generating Economic Recovery (TIGER), City of Dubuque TIGER, City of Dubuque Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER), City of Dubuque Bus Livability Grant, City of Dubuque State of Good Repair Grant, Iowa Workforce Development (IWD) Amendment to National Emergency Grant (NEG) Featherlite Trailers and Eagle Window & Door contract, and CARADCO/Gronen contract.

d. Purchase and Financing of Agency Vehicle

Deutmeyer distributed a spreadsheet detailing the vehicle proposals received along with the financing options from local lending institutions. She noted the lowest bid vehicle is a 2012 Ford Fusion from Mike Finnin Ford for \$17,291 fleet pricing, including license. Delivery will be mid-August. Staff looked at the Chrysler 200 and the Corolla, but recommends the Ford Fusion as the best vehicle for agency use. ECIA received approximately \$5,900 from the sale of the 2008 Silver Dodge Avenger. Deutmeyer noted the lowest interest rate proposed for a vehicle loan was 3.74% from DuTrac Community Credit Union. The purchase of a new vehicle is in the FY'12 budget. The Executive Committee has recommended approval of the 2012 Ford Fusion and financing from DuTrac Community Credit Union to the ECIA Council.

e. Insurance Coverage and Agent

Deutmeyer noted that after much research, meetings between staff and various insurance agents, and a policy review by ECIA's attorney, insurance coverage will now be provided through Friedman Insurance. She distributed a document listing the various insurances needed for ECIA, and the cost from both Iowa Community Assurances Pool (ICAP) and Friedman Insurance. After deducting Workers' Comp which is covered under a different line item in the budget, Friedman's cost is \$33,431 which is an increase over ICAP's insurance, but provides more complete coverage. Deutmeyer noted she budgeted \$40,000 for agency insurance. ECIA provides many unique services through contracts which can be difficult to insure, but Friedman does provide coverage for professional liability which was missing through ICAP. The Executive Committee has recommended approval of Friedman Insurance as the new provider for the agency to the ECIA Council.

Motion by Stewart, second by Koos to approve agenda consent items as recommended by the Executive Committee: financial status report; contracts as listed: West Branch Comprehensive Plan, DeWitt, Clinton and Maquoketa HOME Homeownership Assistance, Manchester and Grand Mound Housing Rehabilitation, Manchester Child Care, Bennett, Clinton and Holy Cross Wastewater Improvements,

Northeast Iowa Community College (NICC) H1B Grant Writing, City of Clinton Transportation Investment Generating Economic Recovery (TIGER), City of Dubuque TIGER, City of Dubuque Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER), City of Dubuque Bus Livability Grant, City of Dubuque State of Good Repair Grant, Iowa Workforce Development (IWD) Amendment to National Emergency Grant (NEG) Featherlite Trailers and Eagle Window & Door contract, CARADCO/Gronen contract; purchase of a 2012 Ford Fusion from Mike Finnin Ford with financing from DuTrac Community Credit Union; and Friedman Insurance as agent for insurance coverage for ECIA. The motion passed unanimously.

Review/Action to re-appoint Eric Newton, Cedar County private sector, to second four-year term on ECIA Council

Deutmeyer said Newton, after serving the first four-year term, has resigned from the ECIA Council due to time constraints. Term limits for private sector members are two four-year terms on the Council. We have two vacancies now in Cedar County, both private sector.

Election of Executive Committee for FY'12

Deutmeyer distributed a list of the current Executive Committee and detailed their designations to the Council members.

Cedar County	Vacant
Clinton County/RPA	Don Thiltgen
Delaware County/RPA	Milt Kramer
Dubuque County	Donna Sweeney
Jackson County/RPA/RTA	Larry "Buck" Koos
At-Large/RPA	Rodger Holm
DMATS	Roy Buol
EIRHA	Merrill Smock
RWIB	Jim Vermazen

Deutmeyer said all current members have agreed to continue to serve on the Executive Committee. She noted a vacancy in Cedar County and will check with current members for any interest at the September meeting.

Motion by Staszewski, second by Gaul to approve the reappointment of the Executive Committee for FY'12. The motion passed unanimously.

Election of Officers for FY'12

Deutmeyer said Smock has served as ECIA's Chairperson for the last two years, so he will rotate out of office and the current Vice Chair Holm will now become the Chairperson. Smock will remain the Eastern Iowa Regional Housing Authority (EIRHA) Chairperson. Deutmeyer requested a nomination or volunteer during the Executive Committee meeting; Koos volunteered to become Vice Chair. Deutmeyer said she is the Secretary for the board; Buol is the Treasurer since he is the Chairperson of DMATS per ECIA bylaws. Deutmeyer noted the Cedar County position on the board is vacant. The Executive Committee recommends Holm as Chair and Koos as Vice Chair to the ECIA Council.

Motion by Klein, second by Stewart to approve the following Officers for FY'12: Rodger Holm, Chairperson, Larry "Buck" Koos, Vice Chair, Roy Buol, Treasurer, and Kelley Deutmeyer, Secretary. The motion passed unanimously.

Deutmeyer thanked Smock for his two years as Chair of the Executive Committee and ECIA Council. She noted his dedication as a long time board member for ECIA and EIRHA. Smock thanked board members and staff for allowing him to serve as Chair.

Appoint 10 ECIA Members to E.C.I.A. Business Growth Full Membership and Board of Directors (2 per County)

Deutmeyer distributed a spreadsheet listing current ECIA Council members and the two members from each County that are appointed to the E.C.I.A. Business Growth Full Membership and Board of Directors per the ECIA bylaws. Gaylor is the current Chairperson of both Business Growth boards. She noted Cedar County has two vacancies on the Full Membership and three vacancies on the Board of Directors. All currently appointed Business Growth members agreed to remain on the two boards upon Council members' approval.

Motion by Sweeney, second by Gaul to approve the reappointment of 10 ECIA Members to E.C.I.A. Business Growth Full Membership and Board of Directors as the ECIA Council representatives. The motion passed unanimously.

Review/Action on FY'12 Unified Work Program (UWP) – Staff Presentation – visit www.ecia.org/publications to view the document prior to the meeting

Deutmeyer referred members to a powerpoint on the Unified Work Program (UWP) for FY'12. She noted that the ECIA web site has been updated to be more user friendly and to showcase people rather than programs. The UWP outlines ECIA's programs, grants and contracts and is updated annually. The auditors look at the cost allocations of each program and the budget. The UWP lists all timesheet codes used by staff to document their work hours. The budget at the end of the document is the one approved by board members at the May meeting. Deutmeyer said if board members have questions, they should contact staff. Board member consensus to approve the UWP for fiscal year 2012.

Legislative Update and Recap of 2011 Legislative Session with State Legislators, Iowa League of Cities and Iowa State Association of Counties

Introductions of guests, board members and staff followed. Guests present at the meeting were Representative Mary Wolfe, Mary Beth Mellick, Iowa State Association of Counties (ISAC), and Megan Peiffer, Iowa League of Cities. Discussion followed concerning many issues including the extended legislative session, the number of new legislators that were elected, commercial property taxes, a possible increase of the gas tax, mental health funding, and transportation infrastructure. Staff and board members thanked the guests for attending the meeting.

Other Business

Deutmeyer referred board members to the Standard Code of Conduct which was mailed to them earlier in the agenda packets. She noted this is a required document that needs to be signed annually by all board members, commissioners and staff.

Deutmeyer stated that ECIA has recently received four awards: The Petal Project was honored with the Governor's Award for Environmental Excellence; the Regional Transit Authority (RTA) received an Award of Recognition from the Federal Transit Administration (FTA) for a notable increase in passenger ridership and decrease in cost per ride; the Jule received both the Most Improved Transit System from the Iowa Department of Transportation (IDOT), and from the FTA, an Award of Excellence for the highest percentage decrease in cost per ride.

Adjournment

Motion by Staszewski, second by Gaul to adjourn the ECIA Council meeting. The motion passed unanimously. The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Kelley Deutmeyer
Executive Director
Secretary