

MINUTES

ECIA COUNCIL MEETING

DATE: Wednesday, September 16, 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**
 Weih* Cummins Boldt
 Kepford Vacant-Public Newton
 Hein* Deerberg
**by webcam

Clinton County:
 Vacant-Private Holm Lindner*
 Thiltgen Reynolds
 Staszewski Vosler

Delaware County:
 Boss Gaul Helmricks
 Kramer Vacant-Private Madlom
 Vick*

Dubuque County:
 Gaylor Sweeney Smith
 Stephan Van Milligen Smock
 Heiar*

Jackson County:
 Stewart Koos Carr*
 Wagner Sturtz-Pickup Konrardy
 Flynn* Morehead

OTHERS PRESENT:

Don Recker, Mayor, City of Sageville

STAFF PRESENT:

Deutmeyer Nagle Leary
 Schneider Schnier Schroeder
 Weinhold Munson Axtell
 Ravada Nesteby

Call to Order

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

Review/Action on Minutes of the July 15, 2009 Meeting

Motion by Holm, second by Thiltgen to approve the minutes of the July 15, 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**
 - i. **Portzen Contract for emergency Detention Basin repair**
 - ii. **IIW Engineering Contract for Slope Failure design**
 - iii. **Portzen Contract for slope repair up to \$12,000**
 - iv. **Miscellaneous Contracts**
- c. **Mobility Coordinator**
- d. **Assistant Director of Employment and Training**
- e. **Part-Time Employment and Training Specialist**
- f. **Miscellaneous**

Deutmeyer referred board members to the check register enclosed in their agenda packets and the balance sheet and accounts receivable list in their handouts. An Income and Expense Summary was distributed to the board members; Deutmeyer said the fiscal year ended June 30, 2009 and the agency was audited last week. She noted the audit presentation will be held at the November Council meeting. The new report lists Excess of Revenues over Expenditures at \$23,299, land donation to the RTA was \$169,074 and the Decrease in Fund Balance is (\$145,775) for the fiscal year. She stated the Executive Committee has recommended approval of the financial status reports to the ECIA Council.

Deutmeyer said ECIA received a letter from the City of Dubuque in July that our storm water management system involving our detention basins and hillside was not in compliance and needed to be repaired in 30 days. After consultation with Kueny Architects, Portzen Construction and Wagner Nursery on the work necessary to be in compliance in the detention basins, Portzen completed the work for \$8,850. ECIA received a letter from the City of Dubuque in August which stated that the re-inspection found the detention basin areas to be in compliance. ECIA staff will continue to maintain the detention basins in the future. Staff received a proposal from IIW Engineering for the design work on the hillside for \$3,600. Deutmeyer estimated the repair work can cost up to \$12,000 depending if one or two benches is needed. The hillside repair is an outstanding change order on the Portzen construction of our facility. Deutmeyer said the slope repair is in the budget; the emergency detention basin repair was not anticipated and was not included in the original budget. The hillside work should be completed before winter. The Executive Committee has recommended approval of the three contracts to the ECIA Council.

There are two Community Development Block Grant (CDBG) contracts through the Iowa Department of Economic Development (IDED) Housing Fund: Edgewood at \$14,000 and \$27,000 and Cascade at \$18,000 and \$45,000 which need approval. The Executive Committee has recommended approval of the two CDBG contracts to the ECIA Council.

Deutmeyer referred board members to the three job descriptions that were mailed in the agenda packet. The Mobility Coordinator is a two-year grant funded position through the Iowa Department of Transportation (IDOT). Up to 80% of this position will be funded this year; 50% will be funded next year. The Mobility Coordinator position will be a Grade 16 in the Transit Department. Responsibilities include coordination and collaboration between social service agencies to share resources, develop education, and improve ridership. This person will also assist in preparation of the Passenger Transportation Development Plan (PTDP); a document that is required by the Dubuque Metropolitan Area Transportation Study (DMATS).

ECIA staff person, Dave Leary, has been hired as the new Regional Area Coordinator for Region 1. A 28E Agreement will need to be signed between ECIA, Northeast Iowa Community College (NICC), Upper Explorerland Regional Planning Commission and the Iowa Workforce Development Center (IWD); each agency will pay part of his salary. Leary will supervise all employees and all programs for

the region. With the additional responsibilities of his new position, Leary will need assistance in the supervision of ECIA's Employment and Training staff and programs. An Assistant Director job description was created and the position was offered to that department's staff; five qualified individuals were interviewed for the new position. Responsibilities will include carrying half a caseload and half a supervisory role. The remaining caseload will be the responsibility of a new part-time 20-hour/week Employment and Training Specialist. A Site Coordinator for the Dubuque office will be hired; again funded by the partners through another 28E agreement. Staff are currently involved with model integration training now and will open to the public this week. The Executive Committee recommended approval of the job descriptions for Mobility Coordinator and Assistant Director of Employment and Training and the new part-time Employment and Training Specialist position.

Discussion followed by board members concerning the pay grade of each new position, hillside funds from both RTA and ECIA, and the fund balance for the fiscal year.

Motion by Koos, second by Thiltgen to approve consent agenda item as recommended by the Executive Committee: financial status reports. The motion passed unanimously.

Motion by Koos, second by Sweeney to approve consent agenda items as recommended by the Executive Committee: Portzen contract for emergency detention basin repair, IIW Engineering contract for slope failure design and Portzen contract for slope repair. The motion passed unanimously.

Motion by Koos, second by Stewart to approve consent agenda items as recommended by the Executive Committee: Mobility Coordinator job description, Assistant Director of Employment and Training job description and Part-Time Employment and Training Specialist position. The motion passed unanimously.

Motion by Boss, second by Thiltgen to approve consent agenda items as recommended by the Executive Committee: Edgewood CDBG and Cascade CDBG. The motion passed unanimously.

Review/Action on American Trust \$200,000 Line of Credit for Jumpstart Federal Funds

Deutmeyer explained that some Council of Governments (COGs) use a Line of Credit from a local bank to avoid cash flow problems with drawdowns being reimbursed from the State in a timely manner. ECIA is experiencing some cash flow issues with the reimbursement of Jumpstart Federal Funds in order to pay other COGS, contractors and homeowners. Contractors are not willing to bid on ECIA projects without prompt payment. Expenses incurred because of the Line of Credit, such as the 5% interest rate and filing fees are allowable under the Jumpstart funding and will be reimbursed to ECIA. The Executive Committee recommended approval of the Line of Credit to the ECIA Council. Discussion followed by board members concerning the interest rate and security.

Motion by Stewart, second by Holm to approve the American Trust \$200,000 Line of Credit for Jumpstart Federal Funds. The motion passed unanimously.

Review/Action on EIRHA Garage

Deutmeyer said the Regional Transit Authority (RTA) recently purchased six new buses and will need the entire garage for parking this winter. Last year, agency cars were kept in the garage over the winter. The Eastern Iowa Regional Housing Authority (EIRHA) has capital funds that could be used to build a garage to house the six agency cars, the agency dump truck used for snow removal and salting, and storage. Capital funds are used annually to rehabilitate public housing units and can be used for some administrative costs and building improvements; this year, stimulus funds were available for unit rehab, so there are some funds that can be used for the garage. No match is necessary for using capital funds.

Plans on the proposed garage were distributed to the board members. The north side of the parking lot will be used for the garage; staff personal vehicles that will be displaced will be parked at the front of the building marked by signs. ECIA's attorney said that EIRHA would own the garage and a 28E agreement for EIRHA to lease the land for \$1 annually would need to be signed between the two agencies. Staff will obtain three bids from contractors for the combined design and construction of the garage. The Executive Committee recommended approval of the design and construction of the garage up to \$80,000. Smock reiterated that EIRHA has the funding and that it is for capital expenses and that no program recipients will be negatively impacted by doing this project.

Motion by Koos, second by Kramer to approve the design and construction of the EIRHA garage not to exceed \$80,000. The motion passed unanimously.

Updated UWP format – Staff Presentation

Deutmeyer presented the Unified Work Program (UWP) which outlines ECIA's programs and is updated annually. She noted that the document is no longer required by our funding sources, but staff find it a useful document so we will continue to update it. 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. In an effort to be green, this updated version is much smaller than previous versions; the paragraphs explaining each timesheet code have been deleted. 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.

Reappoint Mike Hein (Cedar County private sector alternate) and Roger Stewart (Jackson County private sector) to the Business Growth Full Membership as ECIA Council Representatives (first four year terms expired in spring, 2009)

Deutmeyer said the Business Growth board membership was reorganized in 2007. Ten members of the ECIA Council are appointed to the Business Growth Full Membership, two from each county. As Hein and Stewart's four-year terms expire this year, reappointments to the Business Growth Full Membership must be approved by the Council.

Deutmeyer noted that because of an Economic Development Administration (EDA) ruling, members of the Business Growth Board of Directors must sign a Conflict of Interest Affidavit that they and their families can't receive loans as long as they are board members and for one year after they have resigned from the board. She noted that this affidavit will eliminate business owners from becoming Business Growth Board of Director members. Cummins who is currently a member of the ECIA Council, Business Growth Full Membership and Business Growth Board of Directors has decided not to sign the affidavit because of the possibility of a future loan request, and therefore will be resigning from both Business Growth boards. Cummins will remain a member of the ECIA Council. Since his resignation will leave a vacancy on both Business Growth boards; Deutmeyer asked for a volunteer from Cedar County to become a member of these two boards. Deerberg volunteered to become a member of both Business Growth Full Membership and Business Growth Board of Directors.

Discussion followed by board members that the Conflict of Interest policy and affidavit should be brought up for discussion again at a future Business Growth meeting.

Motion by Smith, second by Boss to reappoint Mike Hein (Cedar County private sector alternate) and Roger Stewart (Jackson County private sector) to the Business Growth Full Membership as ECIA

Council Representatives; and appoint Wayne Deerberg to the Business Growth Full Membership and Board of Directors, with Mike Hein as alternate. The motion passed unanimously.

Motion by Smith, second by Koos to approve a letter of appreciation from the Business Growth Chair to be sent to Bob Cummins upon his resignation from the Business Growth Full Membership and Board of Directors. The motion passed unanimously.

At this time, Cedar County ECIA Council members left the meeting.

2010 Census Information – Staff Presentation

Nagle said ECIA is a census depository providing information to universities, libraries, communities and the public. The Census Bureau has approached staff to assist with informing the public about the upcoming Census, which is to be completed by April 2010. Nagle reminded board members that population affects the allocation of federal funds. The Bureau is encouraging the formation of Complete Count Committees--teams formed by local people in order to promote census awareness and organize the gathering of complete data information. Funds up to \$3,000 are available to the committees for promotional materials. Nagle said if board members have questions or an interest in forming a committee, they should contact staff. A Census presentation will be on the agenda for the November City Clerks' meeting at ECIA.

ECIA Council Member Longevity Awards

Deutmeyer presented two Council members with awards: Shirley Helmricks for ten years on the board, and Donna Sweeney for fifteen years on the board. She thanked Helmricks and Sweeney for their support and dedication to ECIA and staff over the years. There are two other board members to receive awards; Mike Van Milligen and Jim Vermazen were not present, so the awards will be presented at a future meeting.

Other Business

There will be a ribbon cutting ceremony at NICC, Town Clock Center, in Dubuque on October 7 to celebrate the new model integration customer service and the move into the new facility. Smock will attend to represent ECIA; Deutmeyer said she would be unable to attend. She encouraged all board members to attend the ceremony.

Adjournment

Motion by Thiltgen, second by Boss to adjourn the ECIA Council meeting. The motion passed unanimously. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Kelley Deutmeyer
Executive Director
Secretary