

**OFFICIAL
EAST CENTAL INTERGOVERNMENTAL ASSOCIATION
EXECUTIVE COMMITTEE PROCEEDINGS**

Regular Meeting: 9/10/2025
Executive Committee 4:00 PM
In/Person/Zoom Meeting, Dubuque, Iowa

Present: Wagner, Wiese, Bonz, Willey, Maddasion, Niehaus, Burbach, Vick

Upon motion approved agenda for Wednesday, September 10, 2025, meeting, (Unanimous).

Upon motion approved minutes and secretarial notes from the July 16, 2025, ECIA Executive Committee meeting, (Unanimous).

Upon motion approved Financial Status Reports, (Unanimous).

Upon motion approved Contracts: Agreement for services between Greater Dubuque Impact Investment Fund and ECIA, CSEI HOME Investment Partnerships Program - \$250,338, Agreement between Dubuque County and ECIA, City of Camanche Land Use Plan update - \$3,000, Agreement for services between Cascade Economic Development Corporation and ECIA - \$25,000, Agreement for services between City of DeWitt and ECIA - \$17,500, Iowa Homelessness Prevention Fund award - \$80,600, CSEI and YWCA Clinton Partnership Agreement, COG Assistance FY2026 Subcontract Agreement - \$20,588.23, Healthy Homes purchase of a Viken Heuresis PB200i XRF analyzer routine maintenance contract, Contract amendment between CSEI and IFA, Miscellaneous Contracts, (Unanimous).

Upon motion approved Strategic Plan RFP for ECIA re-branding, (Unanimous).

Upon motion adjourned the meeting at 5:17 p.m. (Unanimous)

Detailed secretarial notes are available by completing a public information request to ECIA.

ECIA EXECUTIVE COMMITTEE MEETING SECRETARIAL NOTES

DATE
TIME
PLACE

Wednesday, September 10, 2025
Immediately following ECDC
ECIA/Zoom

MEMBERS PRESENT:

☒ = *Present*

Cedar County:
Clinton County:
Delaware County:
Dubuque County:
Jackson County/RTA:
DMATS:
RPA:
EIRHA:
At Large:

☒ Brian Wagner
☒ Jeremiah Wiese
☐ Connie Behnken
☒ Beth Bonz
☒ Jack Willey
☐ Brad Cavanagh
☒ Scott Maddasion
☒ Chuck Niehaus
☐ Vacant

☒ Cori Burbach
(Cavanagh alternate)
☒ Tim Vick
(Behnken alternate)

OTHERS PRESENT:

STAFF PRESENT:

Stoffel, Hingtgen, Berning

*A quorum was present.

CALL TO ORDER

The meeting was called to order by Chair Bonz at 4:23 p.m.

REVIEW/ACTION ON THE AGENDA FOR THE WEDNESDAY, SEPTEMBER 10, 2025, MEETING

Motion by Niehaus, second by Burbach to approve the agenda for the Wednesday September 10, 2025, meeting. The motion passed unanimously.

REVIEW/ACTION ON MINUTES AND SECRETARIAL NOTES OF THE JULY 16, 2025 EXECUTIVE COMMITTEE MEETING

Motion by Burbach, second by Niehaus to approve the minutes and secretarial notes from the July 16, 2025, meeting. The motion passed unanimously.

REVIEW/RECOMMENDATION ON FINANCIAL STATUS REPORTS

Stoffel referred board members to the Fiscal Year 2025 Statement of Net Position ending June 30, 2025 which lists a comparison from June 2024 to June 2025: Cash at \$618,197.28; Accounts Receivable at \$1,409,889.89; Prepaid Insurance at \$9,313.34; Land is at \$214,432.00; Building at \$675,087.55; Solar Panel System at \$76,616.83; and Property and Equipment at \$17,240.61. Total Assets are \$3,076,915.57. Total Liabilities are \$1,800,468.40 including Accounts Payable at \$640,868.84; and the Building Loan Payable at \$374,141.19. Net Position is \$1,276,447.17 and Total Liabilities and Net Position equals \$3,076,915.57.

The Statement of Revenue and Expenditures-Governmental Funds ending June 30, 2025, tracks the income and expenses of the budget for Fiscal Year 2025 with agency expenditures currently at 100% of the budget. The agency is over the projected year-to-date budget of \$31,181 at this time.

The Accounts Receivable list as of September 8, 2025 totals \$288,257.68 with \$4,723.00 at 91 Days and Over. Stoffel said some of the past due payments listed in the report can be a timing issue or a draw needs to be submitted.

Cash disbursements for July 1 – August 31, 2025 were sent to the board members earlier in the agenda packets. Stoffel stated the cash disbursements were normal and routine and noted disbursement to Parsons Transportation Group Inc for \$235,359.14 and to Keep Iowa Beautiful for \$45,000.00.

Motion by Willey, second by Burbach to recommend to the ECIA Council Board approval of the Financial Status Reports. The motion passed unanimously.

REVIEW/RECOMMENDATION ON CONTRACTS

Hintgen reviewed contracts:

- a. Agreement for services between Greater Dubuque Impact Investment Fund and ECIA - \$3,920
- b. CSEI HOME Investment Partnerships Program - \$250,338
- c. Agreement between Dubuque County and ECIA - \$26,692
- d. City of Camanche Land Use Plan update - \$3,000
- e. Agreement for services between Cascade Economic Development Corporation and ECIA - \$25,000
- f. Agreement for services between City of DeWitt and ECIA - \$17,500
- g. Iowa Homelessness Prevention Fund award - \$80,600
- h. CSEI and YWCA Clinton Partnership Agreement
- i. COG Assistance FY2026 Subcontract Agreement - \$20,588.23
- j. Healthy Homes purchase of a Viken Heuresis PB200i XRF analyzer routine maintenance contract
- k. Contract amendment between CSEI and IFA - \$1,813,869
- l. Miscellaneous Contracts

Motion by Niehaus, second by Burbach to recommend to the ECIA Council Board approval of the contracts. The motion passed unanimously.

REVIEW/RECOMMENDATION ON STRATEGIC PLAN RFP FOR ECIA REBRANDING

Hingtgen informed the board that one of the recommendations to come out of the strategic plan was rebranding ECIA. Some of the feedback from the strategic plan as to why ECIA needs to rebrand was; there is a lack of knowledge about ECIA programs, ECIA needs additional exposure within the region, there is a disconnect in what elected officials know about ECIA, and brand/identity is worn and confusing. The purpose of rebranding is to develop a new brand identity and story that embodies ECIA's mission, vision, and values. Hingtgen stated ECIA is looking to be rebranded by spring of 2026.

Motion by Wagner second by Willey to recommend to the ECIA Council Board approval of the Strategic Plan RFP for ECIA rebranding. The motion passed unanimously.

UPDATE ON TECHNOLOGY INTEGRATION EVALUATION

Hingtgen updated the board on ECIA's plan to evaluate and review the current systems and recommend enhancements to the organization's technology resources and practices. Hingtgen stated she put together a small committee to evaluate the current technology infrastructures so staff can reveal critical gaps and streamline processes, ultimately enhancing productivity, reducing expenditures, and positioning the organization for sustainable growth and innovation.

DISCUSSION ON CONTRACT EXECUTION PROCEDURES

Bonz started the discussion about what procedures should be set in place for the executive director to sign contracts and grants. Does the ED need to wait for board approval before signing or could she sign prior to board approval pending on amount of contract/grant.

Hingtgen stated she feels there are no clear procedures on contract execution.

Burbach offered to send The City of Dubuque procedures to review.

Discussion followed.

REVIEW EXECUTIVE COMMITTEE AND COUCIL MEMBERSHIP AND BY-LAWS

Bonz stated there is an at large vacant spot on the Executive Committee Board. Bonz stated this is an agenda item for Council to appoint someone to fill the at large spot.

DISCUSSION ON OPEN MEETINGS LAW TRAINING

Bonz stated the Iowa legislature passed a bill that effective July 1, 2025, all elective and appointed officials need to have open meetings law training. Hingtgen stated she would like to develop a training that will be approved by the Iowa Public Information Board and then ECIA staff will provide an open meetings law training to county members within ECIA jurisdiction.

OTHER BUSINESS

No other business at this time.

ADJOURNMENT

Motion by Niehaus, second by Willey to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 5:17 p.m.

Respectfully submitted,

Mae Hingtgen
Executive Director