

ECIA COUNCIL - Meeting Minutes

Wednesday, May 20, 2026 – 5:30 PM
7600 Commerce Park, Dubuque and by Zoom

ECIA Council Present: **Cedar** (B. Gaul, Goerdts) **Clinton** (George, Kelly, Sander-Welzien, Thiltgen (A), Wiese) **Delaware** (Behnken, L. Gaul, Helmrichs, Maurer) **Dubuque** (Bonz, Burbach (A), Neises, Pothoff) **Jackson** (Willey).

ECIA Council Absent: **Cedar** (Helm, Laughlin, Oberbreckling) **Clinton** (Hasenmiller, Maddasion) **Delaware** (Bergan, Madlom) **Dubuque** (Niehaus) **Jackson** (Bolt, Ganzer, Steines, Tranel, Weinschenk).

Other/Staff Present: Danielson, Hingtgen, Klootwyk, Stofel

*A quorum was present

Call to Order and Introductions

Chair Bonz called the meeting to order at 5:35 p.m. Introductions were made at this time.

Review/Action on the Agenda for Wednesday, May 20, 2026

Motion by Burbach, second by Pothoff to approve the agenda. The motion passed unanimously.

Public Comment – None.

Review/Action on Consent Agenda Items as Recommended by the Executive Committee

- a. Minutes for March 18, 2026
- b. Financial Status Reports
- c. Contracts
 - i. Grant Writing Service - Inspiration Stables – \$5,000
 - ii. EBL Assessment - Cedar County Public Health - \$1,000/each
 - iii. ECIA Internet - Central Broadband - \$500/per mo.
 - iv. Administration - RTA Management
 - v. Lead Grant - HUD - \$1,947,579.51
 - vi. Brownfield Revolving Loan - Greater Dubuque Impact Fund - \$1,500,000.00
 - vii. SMART Grant Amendment - Parsons Transportation Group, Inc. – Reallocated Funds
 - viii. Homeless Prevention/CSEI - United Way - \$44,500
 - ix. Bus Service/RTA - United Way - \$20,000
 - x. Miscellaneous Contracts

Motion by Pothoff, second by George to approve all consent agenda items as recommended by the Executive Committee. Motion passed unanimously.

Review/Action on the FY26 Budget Amendment

Stoffel presented the FY26 Budget Amendment noting an update to the formatting. Transportation/Transit FY26 budget was \$2.9 million, with a \$2.3 million amended budget due to some grant consulting costs not included in current fiscal year. Program Development/Administration is less by \$3,000. Housing/CSEI budget was \$2.5 million, with \$2.3

million amended budget due to staff retirements. Economic & Community Development has an increase in the budget amendment of approximately \$200,000 due to the HRPP Grant. Total amended revenue \$11,397,168 and total amended expenditures \$11,387,849, leaves an excess of \$9,319.

Motion by Willey, second by Burbach to approve the FY26 Budget Amendment. Motion passed unanimously.

Review/Action on the FY27 Budget

Stoffel reviewed the FY27 budget and discussed anticipated department activities and expenditures. Hingtgen noted that grant funds that haven't been secured are not included in the budget for next year and will be reflected with a budget amendment. Revenue for Transportation/Transit \$2.54 million, Program Development/Administration \$814,000, Housing/CSEI budget was \$2.6 million, Economic & Community Development \$5.845 million. Total FY27 revenues \$11,034,372 and total expenditures \$11,015,283, with an overall excess of \$19,089.

Motion by Wiese, second by Pothoff to approve the FY27 budget. Motion passed unanimously.

Review/Action on the Brownfield RLF Loan Manual

Hingtgen shared the updated Brownfield RLF Loan Manual that includes revisions regarding the approval authority from Business Growth to the ECIA Council as approved by Council at the last meeting. A summary of the manual was shared including key program features, goals, and the application and approval process. Hingtgen noted that the Brownfields Manager would provide quarterly reports to the ECIA Council.

Motion by Burbach, second by Willey to approve the manual. Motion passed unanimously.

Review/Action on the Personnel Policy Update #520 Remote Work

Hingtgen provided a policy change to the Personnel Policy #520 Remote Work. The current policy was lengthy with some additions during the pandemic and previous language needed to be cleaned up, as well implementation was not consistent either. Research on productivity and culture indicated one remote workday could increase productivity. The best thing for workplace culture is having the remote workday designated. The revised policy includes one designated remote workday on Fridays, with the office closed to the public on that day. Employees are welcome to work in the office on Fridays and may still hold meetings at the office. Criteria for this remote work is outlined and guidelines were reviewed.

Motion by George, second by Neises to approve the personnel policy update. Motion passed unanimously.

Informational

Hingtgen provided an update on staffing after approval of the organizational chart that CSEI into the Housing Department. The Housing Support Services Supervisor is Mindy Wiley, and the Housing Development Supervisor is Carl Reimer.

Legislative updates include the Governor signing the property tax bill and the budget for the Iowa Department of Economic Development has previously included a line item for COG assistance in the amount of \$350,000 divided equally to the seventeen COGs. The past 3 years the Governor has removed this funding, although with successful negotiations it was added back in the last two years.

It did not make it into the budget this year. Hingtgen reported the ECIA was working with other COGs to develop a strategy the next legislative session.

Sean Murphy with Gigantic presented the new ECIA branding with a logo reveal, brand colors, font, photo styling and brand template examples.

Other Business

None

Adjournment

Motion by Pothoff, second by Burbach to adjourn the meeting at 6:40 p.m. The motion passed unanimously.

Respectfully submitted,

Mae Hingtgen
Executive Director