

ECIA Executive Committee Meeting Minutes

Wednesday, May 20, 2026 – 4:30 PM
7600 Commerce Park, Dubuque and by Zoom

ECIA Executive Committee Present: **Clinton** (Wiese) **Delaware** (Behnken) **Dubuque** (Bonz), **DMATS** (Burbach - A), **RPA** (Maddason), **Private Citizen – Jackson** (Willey)

ECIA Executive Committee Absent: **Jackson** (Steines), **EIRHA/EIRHC** (Niehaus)

Others/Staff Present: Hingtgen, Klootwyk, and Stoffel.

*A quorum was present.

Call to Action

The meeting was called to order by Chair Bonz at 4:39 p.m.

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

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

Review/Action on Minutes of the March 18, 2026, Executive Committee Meeting

Motion by Behnken, second by Burbach to approve the March 18th, 2026, meeting minutes. The motion passed unanimously.

Review/Action on Financial Status Reports

Stoffel referred the board members to the Statement of Net Position ending March 2026: Cash at \$392,623.94; Accounts Receivable at \$536,927.44; Prepaid Insurance at \$11,124.41; Land is at \$214,432.00; Building at \$651,377.05; Solar Panel System at \$73,125.46; and Property and Equipment at \$14,054.88. Total Assets are \$1,940,182.95. Total Liabilities are \$1,157,920.56 including Accounts Payable at \$214,219.67; and the Building Loan Payable at \$311,050.12. Net Position is \$783,246.89 and Total Liabilities and Net Position equals \$1,940,182.95.

The Statement of Revenue and Expenditures-Governmental Funds ending March 31, 2026, tracks the income and expenses of the budget for the fiscal year with agency expenditures currently at 73.2% of the budget, YTD (75%). The agency's total excess revenue/expenses as of 3/31/26 is \$16,545.

Cash disbursements for March 1 – 31, 2026, Stoffel noted the payment of \$3,950 to IEDA City of Rickardsville payback admin funds for CDBG Grant.

The Accounts Receivable list as of May 15, 2026, totals \$383,996.46, with \$20,011.34 at 91 days and over.

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

Review/Action of Contracts

Hintgen reviewed 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 Willey, second by Burbach to recommend to the ECIA Council Board approval of the contracts. The motion passed unanimously.

Review/Action of Brownfield RLF Loan Manual

Hingtgen presented the updated Brownfield RLF Loan Manual that included changes made at the last board meeting to move the approval authority from Business Growth to EICA Council including criteria for approving in pages 16 - 20. The manual defines what types of funding will be offered as well as loan forgiveness for nonprofits and municipalities. The goals of the program are outlined, and a quarterly report will be prepared by the Brownfields Manager for the board.

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

Review/Action on Personnel Policy Update #520 Remote Work

Hingtgen shared a proposed update to the Personnel Policy #520 remote work. The current policy had some contradicting language and policies put in place after the COVID pandemic that were vague, as well were not monitored either. The Executive Director researched productivity and culture while evaluating changes to the policy, resulting in the decision to have one designated work from home day. Friday will be the designated day, and the ECIA offices will be closed to walk in public on this day, however employees are welcome to work in the office and schedule in office meetings during Fridays. Supervisors may approve a temporary, non-recurring exception allowing (1) an additional remote work day under conditions outlined in the policy.

Motion by Burbach, second by Behnken to recommend to the ECIA Council Board approval of the Personnel Policy update. The motion passed unanimously.

Review/Discussion on Executive Committee Membership

Hingtgen informed the Executive Committee of a member vacancy with the retirement of a former committee member, a Cedar County representative on the Council has been appointed, however there is not an automatic appointment to the Executive Committee. The Executive Director will reach out to the Cedar County ECIA Council members to solicit interest and have this on the agenda for a future meeting.

Review/Action on NADO Research Foundation Advisory Committee Letter of Recommendation

The National Association of Development Organizations (NADO RF) Research Foundation asked for participants in their research advisory committee on a national level. The Executive Director has expressed interest in serving in this capacity. There is an expectation that the committee members attend the national conference and DC fly in

Motion by Willey, second by Burbach to approve the Executive Director Letter of Support for appointment to the NADO Research Foundation Advisory Committee. The motion passed unanimously.

Other Business

None

Adjournment

Motion by, second by to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 5:18 p.m.

Respectfully submitted,

Mae Hingtgen
Executive Director