

East Central Iowa Council of Governments Board Meeting Notice

1:30 P.M. February 28, 2019
East Central Iowa Council of Governments
700 16th Street NE, Suite 301
Cedar Rapids, Iowa

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page

- 1.0 CALL TO ORDER**
 - .1 Recognition of Alternates
 - .2 Public Discussion
 - 3 .3 Approval of Agenda

- 2.0 ROUTINE MATTERS**
 - 4 .1 Approval of Executive Committee Minutes (January 31, 2019)
 - 5-16 .2 Budget Reports/Balance Sheet (December & January)

- 3.0 AGENCY REPORTS**
 - 17-22 .1 Director's Report
 - *Depository Resolution*
 - 23-24 .2 Community Development Report
 - 25-27 .3 Housing Report
 - 28 .4 Transportation Report
 - *Set Public Hearing Date*
 - 29 .5 Environmental Services Report

- 4.0 STRATEGIC DECISION-MAKING CONSIDERATIONS**

- 5.0 COMMITTEE REPORTS**
 - .1 Nominating Committee - JON
 - *Election of Officers*
 - .2 Personnel Committee – DON/TONY
 - *Summary and Discussion of Executive Director Performance Review*
 - .3 Budget Committee - VICKI
 - *Consider FY2020 Agency Budget*
 - 30-32 .4 Revolving Loan Fund Review Committee
 - *Consider Committee Appointment*
 - 33-34 .5 Solid Waste Technical Advisory Committee – minutes only

- 6.0 PROGRAM SPOTLIGHT: SERVICES TO LINN COUNTY**

- 7.0 OLD BUSINESS**
 - .1 Approval of Expenditures

- 8.0 NEW BUSINESS**
 - 35-36 .1 Committee Appointments
 - .2 Legislative Priorities

- 9.0 NEXT MEETING:** March 28, 2019

ECICOG is the Region 10 planning agency serving local governments in the counties of Benton, Iowa, Johnson, Jones, Linn, and Washington.

MINUTES

East Central Iowa Council of Governments
Board Meeting 1:30 p.m., February 28, 2019
700 16th Street NE, Suite 301, Cedar Rapids, Iowa

MEMBERS PRESENT

Kathleen VanSteenhuysen-Benton County Citizen
Les Beck-Linn County Planning & Development
Jon Zirkelbach-Jones County Supervisor
Dave Fish-City of Belle Plaine
Brent Hinson-City of Washington
Tony Hocamp-Iowa County Citizen
Darrin Gage-Linn County Citizen
Randy Laubscher-Johnson County Citizen
David Collins-Washington County Citizen
Sara Buck-City of Cedar Rapids
Tracy Seeman-Benton County Supervisor
Bob Yoder-Washington County Supervisor
Rod Sullivan-Johnson County Supervisor
Derek Lumsden-Jones County Citizen
Kevin Heitshusen-Iowa County Supervisor
Vicki Pope-Iowa County Supervisor
Don Gray-Mayor of Central City
Ben Rogers-Linn County Supervisor
Ruby Dickey-City of Lone Tree
Betty Weimer-City of Anamosa

MEMBERS ABSENT

Mark Prentice-City of Solon

ALTERNATES PRESENT

Cami Rasmussen-City of Solon

OTHERS PRESENT

Rochelle Fuller-Senator Grassley's Office
Gary Bierschenk-Benton County Supervisor

STAFF PRESENT

Mary Rump-Transportation Director
Gina Peters-Executive Assistant
Brock Grenis-Transit Administrator
Chad Sands-Community Development Director
Kendra Abel-Grant Writer
Tracey Achenbach-Housing Director
Mark Culver-Housing Specialist
Jennifer Fencl- Environmental Services Director
John Bruce-Iowa Waste Exchange
Tom Gruis-Planner

1.0 CALL TO ORDER

The meeting was called to order by Chairperson Van Steenhuyse at 1:32 p.m.

.1 Recognition of Alternates

Cami Rasmussen for Mark Prentice.

Everyone introduced themselves for the benefit of new members.

.2 Public Discussion -None

.3 Approval of Agenda

M/S/C (Yoder/Rogers) to approve the agenda as presented. All ayes.

2.0 ROUTINE MATTERS

.1 Approval of Executive Committee Meeting Minutes

M/S/C (Gray/Yoder) to approve the executive committee minutes of the December 21, 2018 and January 31, 2019 meetings as presented. All ayes.

(Weimer joined the meeting at this time.)

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.2 Budget Reports/Balance Sheets

Rump gave an overview of the December and January financial statements.
M/S/C (Heitshusen/Buck) to receive and file the December and January financial statements for audit. All ayes.

3.0 AGENCY REPORTS

.1 Director's Report

Rump noted a depository resolution was included on page 22 of the packet.
M/S/C (Rogers/Lumsden) to approve the depository resolution. All ayes.

.2 Community Development Report

Sands introduced himself and his department. He said he and Grenis have been working with the Linn and Johnson County MPOs to update census block tracts. He said more information would be provided next month.

.3 Housing Report

Achenbach introduced herself and her department. She gave an update on the recent FHLB awards and housing trust fund awards.

.4 Transportation Report

Rump introduced herself and her department. She noted every year ECICOG must submit a Consolidated Transit Application to the IDOT for state and federal operating assistance and programmed capital purchases.
M/S/C (Gage/Hinson) to set a public hearing for the Consolidated Transit Application for March 28, 2019 at 1:30 p.m. All ayes.

.5 Environmental Services Report

Fencl introduced herself and her department. She gave an update on watershed management projects.
Van Steenhuyse took a 5 minute break to allow Elliott to join the meeting via Skype.
Fuller from Senator Grassley's office gave an update.

4.0 STRATEGIC DECISION-MAKING CONSIDERATIONS

Van Steenhuyse noted everyone should have received a copy of the June 30 letter of retirement submitted by Elliott. Handouts included a strategic compensation analysis, executive director job description, ICOG executive director salary survey and a proposal from ICOG to assist with the executive director search. Elliott reviewed each handout and discussion followed. It was consensus to use ICOG for the executive director search and to begin the process as soon as possible. Discussion was held on updating the executive director job description. Elliott stated he would talk to ICOG about the update.

M/S/C (Gage/Weimer) to approve the scope of work as presented by ICOG. All ayes.
Discussion was held on amending the budget – it was decided not to amend at this time.
Van Steenhuyse said she would leave this item on the agenda for future discussion.

5.0 COMMITTEE REPORTS

.1 Nominating Committee

Zirkelbach said the nominating committee consisted of Gage, Hocamp and himself. He noted he was appointed the Chair of the Personnel Committee and Pope was appointed the Chair of the Budget Committee. The slate of officers is: Chair – Kathleen Van Steenhuyse, Vice-Chairperson – Brent Hinson and Secretary/Treasurer- Don Gray. He asked the slate of officers to introduce themselves.

M/S/C (Weimer/Sullivan) to approve the slate of officers as presented. All ayes.

.2 Personnel Committee

Gray noted the executive director review was positive. Discussion was held on how to get better participation in the review process.

.3 Budget Committee

Pope said the Budget Committee met and presents the FY2020 budget document for approval. Elliott gave an overview of the document and noted 90% of the operating revenues are already under contract. Heitshusen asked about the increase in solid waste assessment in Iowa County. Fencl explained the assessment used to be calculated on a per-capita basis and now it is calculated on a fee for service. She has met with each solid waste commission and they have all approved this change.

M/S/C (Yoder/Hinson) to approve the FY2020 budget as presented. All ayes.

.4 Revolving Loan Fund Review Committee

Rump gave an overview of the loan review committee for the benefit of new members. She noted on page 30 of the packet was a resume from Mark Nolte who would be willing to fill the position left vacant when Ed Raber moved. Discussion followed.

M/S/C (Hinson/Gage) to appoint Mark Nolte to the Revolving Loan Fund Review Committee. All ayes.

.5 Solid Waste Technical Advisory Committee-minutes only

6.0 PROGRAM SPOTLIGHT- SERVICES TO LINN COUNTY

Due to the time, this item will be deferred to the March meeting.

7.0 OLD BUSINESS

.1 Approval of Expenditures

M/S/C (Gray/Yoder) to approve the list of expenditures as presented. All ayes.

8.0 NEW BUSINESS

.1 Committee Appointments

Van Steenhuyse referred to page 35, a list of standing committees for 2019.

.2 Legislative Priorities - none

9.0 NEXT MEETING: March 29, 2019

Van Steenhuyse adjourned the meeting at 3:17 p.m. All ayes.

Don Gray, Secretary