



Board Meeting Agenda
Zoom Meeting
 1:30 pm April 29, 2021
 700 16th Street NE, Suite 301
 Cedar Rapids, Iowa 52402

Based on COVID-19 directives from Linn County Public Health and the State of Iowa to limit the size of group gatherings, the East Central Iowa Council of Governments (ECICOG) September Board Meeting will be held online as authorized under Iowa Code Section 21.8. **You can join the meeting by calling +1 312 626 6799 US (Chicago) and use the Meeting ID: 965 3400 4616. Board members will receive a Zoom meeting invitation with a web link to join the meeting using their computer’s video and audio.**

Members of the public can participate during the meeting, but only during the public comment portions of the agenda.

Board members are asked to follow the meeting etiquette guidelines below:

- **Mute your computer audio or phone when not speaking**
- **Identify yourself by name when speaking**

Meeting Agenda

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1-2	1. Call to Order <ul style="list-style-type: none"> a. Recognition of Alternates b. Public Comments <ul style="list-style-type: none"> o General Public o Legislators or Legislative Staff c. Approve Agenda
3-6	2. Public Hearing: Public Infrastructure Grant (PTIG) Application for Washington County MiniBus Facility <ul style="list-style-type: none"> a. Resolution for PTIG Application for Washington County MiniBus Facility
7-11	<ul style="list-style-type: none"> b. Memorandum of Understanding for Washington County MiniBus Facility
12-15	3. Approve Minutes <ul style="list-style-type: none"> a. Minutes of March 25, 2021 Board Meeting
16-27	4. Financial Report <ul style="list-style-type: none"> a. Receive and File March Financial Statements for Audit b. Approve Expenditures for April
28-30	5. Action Items <ul style="list-style-type: none"> a. Approve RLF Funding and related resolution for MJ Sports dba BluTrack - amended b. Approve RLF Funding and related resolution for 4DMobile
31	6. Reports
32-33	<ul style="list-style-type: none"> a. Director’s Report
34-38	<ul style="list-style-type: none"> b. Economic and Strategic Services Report

- 39-43 c. Community Development and Housing Report
- 44-46 d. Transportation and Transit Report
- 47-49 e. Environmental Services Report

- 50 7. Discussions/Presentations
 - a. Transit Update
 - b. Board Member Updates

8. Adjourn – Next Meeting: May 27, 2021

MINUTES

East Central Iowa Council of Governments
Board Meeting Video/Conference Call 1:30 p.m., April 29, 2021
700 16th Street NE, Suite 301, Cedar Rapids, Iowa

MEMBERS PRESENT

Dave Fish-City of Belle Plaine
Kathleen Van Steenhuyse-Benton County Citizen
Tracy Seeman-Benton County Supervisor
Kevin Heitshusen-Iowa County Supervisor
Vicki Pope-Iowa County Supervisor
Louise From-Mayor of University Heights
Rod Sullivan-Johnson County Supervisor
Lauren Whitehead-City of Solon Mayor ProTem
Donna Brooks-Johnson County Citizen
Derek Lumsden-Jones County Citizen
Jon Zirkelbach-Jones County Supervisor
Rod Smith-City of Anamosa
Adam Griggs-Mayor of Central City
Brent Hinson-City of Washington
Bob Yoder-Washington County Supervisor
Mary Audia-Washington County Citizen

MEMBERS ABSENT

Bethany Sarazin-Mayor of Alburnett
Darrin Gage-Linn County Policy & Administration
David Connolly-Linn County Citizen
Tony Hocamp-Iowa County Citizen
Ben Rogers-Linn County Supervisor

ALTERNATES PRESENT-none

OTHERS PRESENT

Rochelle Fuller-Senator Grassley's Office

STAFF PRESENT

Karen Kurt-Executive Director
Gina Peters-Executive Assistant
Brittany Rempe- Communications Specialist
Robyn Jacobson-Contract Manager
Harrison Freund-Planning Fellow
Adam Bentley-Senior Planner/Economic Development Specialist
Tom Gruis-Planner
Paula Mitchell-Planner/Grant Specialist
Mary Rump-Transportation Director
Nicole Wise-Housing Recovery Specialist
John Bruce-Planner
Jennifer Fencl-Environmental Services Director
Brock Grenis-Transit Administrator
Alicia Presto-Iowa Waste Exchange/Planner
Mark Culver-Housing Specialist

1. CALL TO ORDER

The meeting was called to order by Chairperson Hinson at 1:30 p.m.

- a. **Recognition of Alternates** - none
- b. **Public Comments**

Fuller noted she asked Peters to forward a letter Senator Grassley sent to the new director of FEMA prior to the meeting.

- c. **Approve Agenda**

M/S/C (Seeman/Sullivan) to approve the agenda as presented. All ayes.

2. PUBLIC HEARING: CONSOLIDATED TRANSIT APPLICATION

Hinson opened the public hearing at 1:34 p.m. Grenis stated the purpose of this hearing is to solicit citizen input regarding the submission of a PTIG grant to the Iowa DOT for a remodel and expansion project of Washington County Minibus' facility. The total project cost will be \$432,450 and the grant request is for \$345,960. Hinson explained the role of the City of Washington in the project and the history of ECICOG supporting two previous PTIG projects in Jones and Benton County. No public comments were received.

M/S/C (Lumsden/Yoder) to close the public hearing at 1:37 p.m. All ayes.

a. Resolution for the PTIG Application for Washington County MiniBus Facility

An authorizing resolution was included in the packet.

M/S/C (Sullivan/Gage) to approve the PTIG Application by authorizing the Chair to sign the resolution designating Brock Grenis as the authorized signatory for CorridorRides for FY 2022. All ayes.

b. Memorandum of Understanding (MOU) for Washington County MiniBus Facility

Washington County MiniBus has asked ECICOG to submit a Public Transit Infrastructure Grant (PTIG) application on their behalf to fund an expansion and re-model of their current transit facility. As done previously to complete PTIG-funded facilities in Jones and Benton Counties, and as required by the IDOT, this MOU has been prepared to specify the roles and responsibilities of each organization. Discussion followed.

M/S/C (Sullivan/Van Steehuyse) to authorize the Chairperson to sign the Memorandum of Understanding between ECICOG, Washington County MiniBus and the City of Washington. All ayes.

3. APPROVE MINUTES

a. Minutes of March 25, 2021 Board Meeting

M/S/C (Yoder/Audia) to approve the minutes of the March 25, 2021 Board Meeting as presented. All ayes.

b. Minutes of March 16, 2021 Personnel Committee Meeting

M/S/C (Audia/Van Steenhuyse) to approve the minutes of the March 16, 2021 Personnel Committee Meeting as presented. All ayes.

4. FINANCIAL REPORT

a. Receive and File March Financial Statements for Audit

Kurt said the operating account balance increased in March due to a transit-related EDA CARES payment.

M/S/C (Lumsden/Whitehead) to receive and file the March financial statements for audit. All ayes.

b. Approve Expenditures for April

M/S/C (Griggs/Seeman) to approve the expenditures as presented. All ayes.

5. ACTION ITEMS

a. Approve RLF Funding and related resolution for MJ Sports dba BluTrack-amended

Jacobson said the Revolving Loan Fund (RLF) Committee reviewed an amended application for MJ Sports dba BluTrack to purchase a newly built facility. The committee's recommendation is a \$500,000 loan at 0% for two years, then 2% for the 8 years; one-year moratoria on principal; 1st position Mortgage Lien, UCC Lien and personal guarantees for additional collateral. Discussion followed.

M/S/C (Audia/Seeman) to approve the RLF Committee's recommendation to loan Schnoebelen \$107,500 at 0% for two years, then 2% for the next 5 years with a UCC lien and personal guaranty for collateral. All ayes.

b. Approve RLF Funding and related resolution for 4DMobile

Jacobson said the RLF Committee reviewed an application for 4DMobile for working capital. The committee's recommendation is a \$250,000 loan at 0% for two years, then 2% for 3 years. A UCC Lien and personal guaranty from Matt Miller and a corporate guaranty from Mobile Demand for collateral. Discussion followed.

M/S/C (Seeman/Whitehead) to approve the RLF Committee's recommendation of a \$250,000 loan at 0% for two years, then 2% for 3 years. A UCC Lien and personal guaranty from Matt Miller and a corporate guaranty from Mobile Demand for collateral.

6. REPORTS

a. Director's Report

b. Economic and Strategic Services Report

Kurt said she has been following legislative activity regarding the Housing Trust Funds and is hopeful there will be an increase in annual funding. She said she has two consultants to interview in the upcoming week for the update of the Regional Vision Strategy. She noted staff will return to the office in June with a hybrid schedule and the June Board Meeting will be held in person at the ECICOG Office. Kurt said the EDA grant ECICOG wrote to support the Iowa City Area Development group's Ed Tech Collaborative project was finally awarded. She noted the PATCH program has awarded their funds to date and is working with the partners to expand the program to help more households.

Lumsden asked what criteria was used in the selection of the consultants for the Regional Vision Strategy. Kurt noted experience with regional plans and expertise with economic development and engagement processes that would benefit the region as well as cost were considered when making an interview selection.

c. Community Development and Housing Report

Culver gave an update on current projects and noted the City of Springville was interested in nuisance abatement and the City of Central City wanted more information on building inspection services. Lumsden asked about the fee structure for comprehensive plans, specifically for the City of Wyoming. Kurt noted there is not a set fee for comprehensive plans but the size of the community is taken into account when a proposal is made. Discussion followed.

d. Transportation and Transit Report

Rump said the Policy Committee met before the board and approved both the Passenger Transportation Plan (PTP) and the Transportation Planning Work Program (TPWP). She noted the IDOT was making COVID relief funds available for trails. The applications are due May 17 with a minimum award of \$500,000, contact Scott Flag at the IDOT or Rump for more information.

e. Environmental Services Report

Fencl said Senator Ernst toured Moss Farm on April 8th to look at the practices in place and the flood center station. She said CDBG water and wastewater applications are due July 1. She noted the derelict building program is now available for communities with populations of 7,500 or less and said to contact Presto for more information on projects.

7. DISCUSSION/PRESENTATIONS

a. Transit Update

Grenis gave an update on programs and challenges during the pandemic.

b. Board Member Updates - none

8. NEXT MEETING: May 27, 2021

M/S/C (Lumsden/Griggs) to adjourn the meeting at 2:28 p.m. All ayes.

Dave Fish, Secretary