



EAST CENTRAL IOWA
COUNCIL OF GOVERNMENTS
YOUR REGIONAL PLANNING AGENCY

Board Meeting Agenda

June 24, 2021

- 12-1:00 pm Homes for Iowa Open House (Optional)
- 1:30 pm Regular Meeting

Johnson County Board of Supervisors

Boardroom 2nd Floor

913 S. Dubuque Street

Iowa City, Iowa

Homes for Iowa Open House (Optional) – Noon to 1:00 pm

Address: 2438 Indigo Drive, Iowa City

The first Homes for Iowa house was delivered to our region! Board members are invited to tour the home anytime between noon and 1 pm on June 24. Homes for Iowa is a COG-sponsored program. Offenders at the Newton Correctional facility received training on construction skills while building affordable houses that are delivered to vacant lots through the state.

Regular Meeting -1:30 pm

Address: 913 S. Dubuque Street, Iowa City

The East Central Iowa Council of Governments (ECICOG) June Board Meeting will be held in person in Iowa City. Thank you Johnson County for hosting! Members can still attend using the call-in number below, but please understand that your meeting experience may be less than optimal. Members of the public can participate during the meeting, but only during the public comment portions of the agenda.

Virtual Option: You can join the meeting by calling +1 312 626 6799 and using Meeting ID: 965 3400 4616. Board members received a Zoom meeting invitation with a web link to join the meeting using their computer’s video and audio. Please mute your computer audio or phone when not speaking and identify yourself by name when speaking.

Agenda

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1. Call to Order
 - a. Recognition of Alternates
 - b. Public Comments
 - o General Public
 - o Legislators or Legislative Staff
 - c. Approve Agenda

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2. Presentation: ICAD/Ed Tech Collaborative Grant

- 3. Approve Minutes
 - 3-5 a. Minutes of May 27, 2021 Board Meeting

- 4. Financial Report
 - 6-18 a. Receive and File May Financial Statements for Audit
 - b. Approve Expenditures for June

- 5. Action Items
 - 19-33 a. Consider Approval of FY22 Purchase of Service Agreements with Regional Transit Providers
 - 34 b. Consider Approval of ECICOG Compensation Policy and Schedule
 - 35 c. Authorize the Executive Committee to meet in July in lieu of Full Board
 - 36 d. Board Succession Plan
 - 37 e. Approve RLF Funding for Zapo Nixon LLC ie: Mexican Restaurant

- 6. Reports
 - 38
 - 39-40 a. Director's Report
 - 41-45 b. Economic and Strategic Services Report
 - 46-50 c. Community Development and Housing Report
 - 51-53 d. Transportation and Transit Report
 - 54-56 e. Environmental Services Report

- 7. Discussion
 - 57 a. Board Member Updates

- 8. Adjourn – Next Meeting: August 26, 2021

MINUTES

East Central Iowa Council of Governments
Board Meeting Video/Conference Call 1:30 pm, June 24, 2021
Johnson County Board of Supervisors Boardroom
913 S. Dubuque Street, Iowa City, IA

MEMBERS PRESENT

Dave Fish-City of Belle Plaine
Vicki Pope-Iowa County Supervisor
Jon Zirkelbach-Jones County Supervisor
Kevin Heitshusen-Iowa County Supervisor
Bob Yoder-Washington County Supervisor
Kathleen Van Steenhuyse-Benton County Citizen
Rod Sullivan-Johnson County Supervisor
Mary Audia-Washington County Citizen
Louise From-Mayor of University Heights
Derek Lumsden-Jones County Citizen
Darrin Gage-Linn County Policy & Administration
David Connolly-Linn County Citizen
Tracy Seeman-Benton County Supervisor
Donna Brooks-Johnson County Citizen

MEMBERS ABSENT

Rod Smith-City of Anamosa
Bethany Sarazin-Mayor of Alburnett
Adam Griggs-Mayor of Central City
Brent Hinson-City of Washington
Lauren Whitehead-City of Solon Mayor ProTem
Tony Hocamp-Iowa County Citizen
Ben Rogers-Linn County Supervisor

ALTERNATES PRESENT-none

OTHERS PRESENT

Rochelle Fuller-Senator Grassley's Office
Tom Barta-ICAD
Andy Whiting-Congresswoman Hinson's Office

STAFF PRESENT

Karen Kurt-Executive Director
Gina Peters-Office Manager
Jennifer Fencl-Environmental Services Director
Robyn Jacobson-Contract Manager
Mary Rump-Transportation Director
Tracey Achenbach-Community Development & Housing Director
Brock Grenis-Transit Administrator
John Bruce-Iowa Waste Exchange
Adam Bentley-Senior Planner/Economic Development Specialist
Harrison Freund-Planning Fellow
Tom Gruis-Planner
Alicia Presto-Iowa Waste Exchange/Planner

1. CALL TO ORDER

The meeting was called to order by Vice-Chairperson Zirkelbach at 1:30 p.m.

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

Fuller updated on the infrastructure plan. Whiting introduced himself to the Board.

- c. Approve Agenda**

M/S/C (Audia/Pope) to approve the agenda as presented. All ayes.

2. PRESENTATION: ICAD/ED TECH COLLABORATIVE GRANT

Kurt thanked Johnson County for hosting the meeting. Tom Banta from Iowa City Area Development Group made a presentation on the ICAD/Ed Tech Collaborative Grant.

3. APPROVE MINUTES

a. Minutes of May 27, 2021 Board Meeting

M/S/C (Yoder/Sullivan) to approve the minutes of the May 27, 2021 board meeting as presented. All ayes.

4. FINANCIAL REPORT

a. Receive and File May Financial Statements for Audit

Kurt noted the first payment to Future IQ and the pass-thru payments to COGs for the statewide hazard mitigation plan were included on the expenditure sheet.

M/S/C (Heitshusen/Van Steenhuyse) to receive and file the May financial statements for audit. All ayes.

b. Approve Expenditures for June

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

5. ACTION ITEMS

a. Consider Approval of FY22 Purchase of Service Agreements with Regional Transit Providers

Grenis said each year ECICOG, as the designated transit system, contracts with providers in each of the six counties to provide public transit service. Included in the packet is a sample purchase of service agreement.

M/S/C (Sullivan/Gage) to approve the FY22 Purchase of Service Agreements with the regional providers. All ayes.

b. Consider Approval of ECICOG Compensation Policy and Schedule

Kurt said the leadership team has been working on the ECICOG Compensation Policy and Schedule for a few months with the goal to establish a formal structure. She noted the personnel committee met to review the policy and recommends board approval.

M/S/C (Yoder/Sullivan) to approve the ECICOG Compensation Policy and Schedule. All ayes.

c. Authorize the Executive Committee to meet in July in lieu of the full board

Kurt said traditionally the full board has not met in July. If the executive committee is authorized to meet in July, they would approve time-sensitive matters such as expenditures and RLF loan applications. The meeting would be held on July 29 at 1:30 pm.

M/S/C (Pope/Sullivan) to authorize the Executive Committee to meet in July to approve expenditures and matters related to the revolving loan fund program. All ayes.

d. Board Succession Plan

Kurt said Chairperson Hinson took a new position outside the region and will be resigning from the ECICOG Board after the July meeting. She noted the bylaws lack detail with respect to succession in the case of a permanent executive committee resignation. In a similar, but shorter term situation, the Vice Chairperson assumed the role of Chair. Kurt said staff recommends Vice-Chairperson Jon Zirkelbach be appointed Chair for the remainder of the term which ends December 31. Discussion followed. Fish, the Secretary/Treasurer, said he would Chair a meeting if Zirkelbach was not available. Lumsden asked if not filling the Vice-Chairperson position would potentially lead to the executive committee not having a quorum. Kurt noted Hinson would attend the July meeting and would work around schedules for any other meetings to obtain a quorum.

e. Approve RLF Funding for Zapo Nixon LLC

Jacobson said the RLF Committee reviewed the application for Zapo Nixon LLC to fund equipment. She noted a correction to the information in the packet – the financial chart should say “owner equity” instead of “bank mortgage”. The committee’s recommendation is a \$30,000 loan at 0% interest for two years, then 2% interest for 3 years with personal guarantees for Rachel Nixon and Isai Escribano, owners. First position UCC Lien, first position mortgage lien. Discussion followed.

M/S/C (Lumsden/Audia) to approve the RLF Committee’s recommendation to loan Zapo Nixon LLC \$30,000 at 0% interest for two years, then 2% interest for 3 years with personal guarantees for Rachel Nixon and Isai Escribano, owners with first position UCC Lien, first position mortgage lien. All ayes.

Kurt said we have received notice from EDA that the CARES RLF money must all be lent by June 2022 or returned to EDA and that half would need to be lent by November 2021. She said Jacobson has already met the 50% mark to date.

6. REPORTS

a. Director’s Report

Kurt said Bentley and Gruis are working on outreach for the American Rescue Plan Funds, they have divided the region and will be contacting cities to assist with using these funds. She gave an update on the Regional Vision Strategy and noted the strategy committee will meet monthly beginning July 8. Kurt told the board she has been asked to serve as the Secretary for ICOG. July 7 is the date for the economic development project tour, she encouraged board members to contact her if they are interested in joining the tour.

She said the office is fully open and the majority of staff are working a hybrid schedule.

b. Economic and Strategic Services Report

Kurt noted Bentley recently signed an agreement with the City of Shellsburg for economic development assistance.

c. Community Development and Housing Report

Achenbach thanked those who attended the Homes for Iowa tour. She noted the housing department hopes to submit CDBG housing applications for the Cities of Anamosa, Brighton, Marengo and North Liberty.

d. Transportation and Transit Report

Rump noted the FY22-25 TIP is available for public review on the ECICOG website. She said as part of a \$2 million grant from the IDOT for low emission/no emissions, Linn County LIFTS will be receiving an electric bus. Audia asked if there were funds for EV charging stations. Rump stated not at this time but she would update if funds become available. Audia thanked Rump and Grenis for their work with the Riverside Casino to help set up a vanpool program.

e. Environmental Services Report

Fencl said the Middle Cedar Watershed Coordinator for the Iowa Watershed Approach has accepted a new position and his last day will be July 2. She said the summer library reading program is underway and there are 6 in-person programs scheduled to date.

7. DISCUSSION/PRESENTATIONS

a. Board Member Updates - none

8. NEXT MEETING: August 26, 2021

M/S/C (Heitshusen/Yoder) to adjourn the meeting at 2:21 p.m. All ayes.

Dave Fish, Secretary