



## Board Meeting Agenda

### Zoom Meeting

1:30 pm September 24, 2020  
 700 16<sup>th</sup> 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: 958 1432 2853. 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. Call to Order
  - a. Recognition of Alternates
  - b. Public Comments
    - General Public
    - Legislators or Legislative Staff
  - c. Approve Agenda
  
2. Approve Minutes
  - a. Minutes of August 27 Executive Committee Meeting
  
3. Financial Report
  - a. Receive and File August Financial Statements for Audit
  - b. Approve Expenditures for September
  
4. Action Items
  - a. Consider Service Contract with Commute with Enterprise
  - b. Write off loan for Contiguous LLC dba Press Café
  - c. Write off loan for Sauce Productions Inc.
  
5. Reports
  - a. Director's Report

- 31 6. Discussions/Presentations
- 32-33 a. Organization Structure Update
- 34-45 b. Presentation – Department Reports
  - Community Development and Housing Report
  - Transportation and Transit Report
  - Environmental Services Report
  - Economic and Strategic Services Report
  
- 46-48 c. Quarterly Progress Report
- d. Board Member Updates

7. Adjourn – Next Meeting: October 29, 2020

**MINUTES**

East Central Iowa Council of Governments  
Board Meeting Video/Conference Call 1:30 p.m., September 24, 2020  
700 16<sup>th</sup> Street NE, Suite 301, Cedar Rapids, Iowa

**MEMBERS PRESENT**

- Brent Hinson-City of Washington*
- Meghann Foster-Coralville City Council*
- Les Beck-Linn County Planning & Development*
- Jon Zirkelbach-Jones County Supervisor*
- Bob Yoder-Washington County Supervisor*
- Rod Smith-City of Anamosa*
- Dave Fish-City of Belle Plaine*
- Janice Weiner-Iowa City City Council*
- Tony Hocamp-Iowa County Citizen*
- Kathleen VanSteenhuysen-Benton County Citizen*
- Darrin Gage-Linn County Policy & Administration*
- Kevin Heitshusen-Iowa County Supervisor*
- Randy Laubscher-Johnson County Citizen*
- Derek Lumsden-Jones County Citizen*

**MEMBERS ABSENT**

- Tracy Seeman-Benton County Supervisor*
- Vicki Pope-Iowa County Supervisor*
- Al Havens-City of Tiffin*
- Ben Rogers-Linn County Supervisor*
- Don Gray-Linn County Citizen*
- Vacancy-Washington County Citizen*
- Vacancy-Linn County Citizen*

**ALTERNATES PRESENT**-none

**OTHERS PRESENT**

*Rochelle Fuller-Senator Grassley’s Office*

**STAFF PRESENT**

- Karen Kurt-Executive Director*
- Gina Peters-Executive Assistant*
- Robyn Jacobson-Contract Manager*
- Jennifer Fencl-Environmental Services Director*
- Mary Rump-Transportation Director*
- Brock Grenis-Transit Administrator*
- Mark Culver-Housing Specialist*
- Paula Mitchell-Planner/Grant Specialist*
- John Bruce-Planner*
- Adam Bentley-Senior Planner/Economic Development Specialist*
- Alicia Presto-Iowa Waste Exchange/Planner*
- Tom Gruis-Planner*
- Natalie Fraehlich- Public Information Specialist*
- Tracey Achenbach-Community Development & Housing Director*

**1. CALL TO ORDER**

The meeting was called to order by Chairperson Hinson at 1:34 p.m.

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

Rochelle Fuller from Senator Grassley’s office gave an update on FEMA and noted the local office will close on September 26.

- c. Approve Agenda**

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

**2. APPROVE MINUTES**

- a. Minutes of August 27 Executive Committee Meeting**

M/S/C (Lumsden/Yoder) to approve the minutes of the August 27 executive committee meeting. All ayes.

**3. FINANCIAL REPORT**

**a. Receive and File Financial Statements for Audit**

Kurt noted an updated cash flow projection through the end of the fiscal year was included in the packet. She said she recently hired a cleaning service and has contracted for IT service and that is included in the projection. M/S/C (VanSteenhuysen/Beck) to receive and file the August financial statements for audit. All ayes.

**b. Approve Expenditures for September**

M/S/C (Gage/Hocamp) to approve the expenditures as presented. All ayes.

**4. ACTION ITEMS**

**a. Consider Service Contract with Commute with Enterprise**

Grenis noted a contract to continue vanpool service with Commute with Enterprise was included in the packet. He said ECICOG will provide \$400 each month to subsidize the cost of the established vanpool, these funds will be covered by state and federal operating assistance.

M/S/C (Gage/Laubscher) to authorize the Chairperson to sign the service contract with Commute with Enterprise. All ayes.

**b. Write off loan Contiguous LLC dba Press Café**

Jacobson said everything has been done to legally recover the funds from this loan. The remaining principal balance on this loan is \$70,339.78 and the RLF Loan Committee recommends writing off this loan.

**c. Write off loan Sauce Productions Inc.**

Jacobson said everything has been done to legally recover the funds from this loan. The remaining principal balance on this loan is \$20,562.18 and the RLF Loan Committee recommends writing off this loan.

Hinson asked if ECICOG is able to participate in the State of Iowa's offset program. She said that ECICOG is able to participate in the program and if the owners were to receive a tax refund, etc. we would be able to recover some money. Discussion followed.

M/S/C (Hocamp/Yoder) to write off the loans to Contiguous LLC dba Press Café and Sauce Productions Inc. All ayes.

**5. REPORTS**

**a. Director's Report**

Kurt noted she has hired and on-boarded two new staff members: Adam Bentley and Paula Mitchell. She has also contracted for a weekly cleaning service and IT support and has been working on purchasing new laptops and VOIP phone service.

**6. DISCUSSION/PRESENTATIONS**

**a. Organization Structure Update**

Kurt gave an overview of the updated ECICOG Organization and Functional Structure found on page 32-33 of the packet. Discussion followed. She introduced Adam Bentley, Senior Planner/Economic Development Specialist and Paula Mitchell, Planner/Grants Specialist.

**b. Presentation – Department Reports**

Each department director introduced their staff and gave a presentation on current projects. Discussion followed.

**c. Quarterly Progress Report**

Kurt included the FY2021 Organization Goals Q1 Progress Report in the packet.

**c. Board Member Updates**

Various topics were discussed.

**7. NEXT MEETING: October 29, 2020**

M/S/C (Yoder/Heitshusen) to adjourn the meeting at 2:57 p.m. All ayes.

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Jon Zirkelbach, Secretary