



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

## Board Meeting Agenda

October 28, 2021

1:30 pm Regular Meeting

### East Central Iowa Council of Governments

700 16<sup>th</sup> Street NE, Suite 301  
Cedar Rapids, Iowa

The East Central Iowa Council of Governments (ECICOG) September Board Meeting will be held in person. 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
- 1-2
2. Approve Minutes
  - a. Minutes of September 30, 2021 Board Meeting
- 3-5
3. Financial Report
  - a. Receive and File September Financial Statements for Audit
  - b. Approve Expenditures for October
- 6-17
4. Action Items
  - a. Consider Combining November and December Board Meetings
  - b. Approve Resolution Requesting Defederalization of Legacy RLF Program
- 18
- 19-20
5. Reports
  - a. Director's Report
  - b. Economic and Strategic Services Report
- 21
- 22-23
- 24-29

- 30-34 c. Community Development and Housing Report
- 35-37 d. Transportation and Transit Report
- 38-40 e. Environmental Services Report
  
- 41 6. Discussion/Presentation
  - a. Presentation: Envision East Central Iowa Update
  - b. ECICOG Role in Economic Development
  - c. Board Member Updates
  
- 7. Adjourn – Next Meeting: December 2, 2021 (pending approval)

**MINUTES**

East Central Iowa Council of Governments  
Board Meeting Video/Conference Call 1:30 pm, September 30, 2021  
700 16<sup>th</sup> Street NE, Suite 301, Cedar Rapids, IA

**MEMBERS PRESENT**

*Dave Fish-City of Belle Plaine*  
*Tracy Seeman-Benton County Supervisor*  
*Louise From-Mayor of University Heights*  
*Rod Sullivan-Johnson County Supervisor*  
*Donna Brooks-Johnson County Citizen*  
*Derek Lumsden-Jones County Citizen*  
*Jon Zirkelbach-Jones County Supervisor*  
*David Connolly-Linn County Citizen*  
*Adam Griggs-Mayor of Central City*  
*Bob Yoder-Washington County Supervisor*  
*Mary Audia-Washington County Citizen*

**MEMBERS ABSENT**

*Kathleen Van Steenhuyse-Benton County Citizen*  
*Kevin Heitshusen-Iowa County Supervisor*  
*Tony Hocamp-Iowa County Citizen*  
*Vicki Pope-Iowa County Supervisor*  
*Bethany Sarazin-Mayor of Alburnett*  
*Darrin Gage-Linn County Policy & Administration*  
*Rod Smith-City of Anamosa*  
*Lauren Whitehead-City of Solon Mayor ProTem*  
*Ben Rogers-Linn County Supervisor*

**ALTERNATES PRESENT**- none

**OTHERS PRESENT**

*Rachel Montgomery-Belle Plaine Community Development*

**STAFF PRESENT**

*Karen Kurt-Executive Director*  
*Gina Peters-Office Manager*  
*Robyn Jacobson-Contract Manager*  
*Brittany Rempe-Communications Specialist*  
*Brock Grenis-Transit Administrator*  
*Tracey Achenbach-Community Development & Housing Director*  
*Adam Bentley-Senior Planner/Economic Development Specialist*  
*Harrison Freund-Planning Fellow*  
*Jennifer Fencl-Environmental Services Director*

**1. CALL TO ORDER**

The meeting was called to order by Chairperson Zirkelbach at 1:31 p.m.

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

Rachel Montgomery, Executive Director of Belle Plaine Community Development introduced herself.

- c. Approve Agenda**

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

**2. APPROVE MINUTES**

- a. Minutes of August 26, 2021 Board Meeting**

M/S/C (Sullivan/Audia) to approve the minutes of the August 26, 2021 board meeting as presented. All ayes.

- b. Minutes of the September 1, 2021 Executive Committee Meeting**

M/S/C (Sullivan/Fish) to approve the minutes of the September 1, 2021 executive committee meeting as presented. All ayes.

**3. FINANCIAL REPORT**

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

Kurt noted the operating balance has increased and she changed the graph to reflect 2019-2021.

M/S/C (Sullivan/Yoder) to receive and file the August financial statements for audit. All ayes.

**b. Approve Expenditures for September**

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

**4. ACTION ITEMS****a. Approve Selection of Audit Firm**

Kurt said a RFP for auditing services (FY21-FY23) was sent out earlier in the month to accounting firms in the area and also to firms that other COG's use. She noted a summary of responses was included in the packet. She said one proposal was received from Larry Pump, CPA and staff recommends approval of the proposal.

M/S/C (Sullivan/Fish) to select the proposal from Larry Pump, CPA for auditing services for FY2021-FY2023 and authorize the Executive Director to sign a contract for services. All ayes.

**b. Approve Master Agreement for Washington County PTIG Grant Project**

Grenis said ECICOG was awarded \$472,456 from the IDOT Public Transit Infrastructure Grant program to remodel and expand the current facility used by Washington County Mini Bus. One stipulation of the grant funds is that ECICOG must own the property for 30 years. The City of Washington will be involved in the agreement as the official lease holder of the building. The Master Agreement was included in the packet.

Discussion followed.

M/S/C (Yoder/Sullivan) to approve the Master Agreement for the Washington County PTIG grant project between ECICOG, Mini Bus and the City of Washington. All ayes.

**c. Approve RLF Funding for FX Unlimited dba AirFX/Climb FX**

Jacobson said the RLF Committee reviewed the application for FX Unlimited dba AirFX/Climb FX for climbing equipment for their indoor facility. The committee's recommendation is a \$500,000 loan at 0% interest for one year, then 2% interest for 6 years with a first position equipment lien, 2<sup>nd</sup> position mortgage lien on personal residence, closure of home equity line of credit, and personal guarantees for collateral. Discussion followed.

M/S/C (Fish/Sullivan) to approve the RLF Committee's recommendation to loan FX Unlimited dba AirFX/Climb FX \$500,000 at 0% interest for one year, then 2% interest for 6 years with a first position equipment lien, 2<sup>nd</sup> position mortgage lien on personal residence, closure of home equity line of credit, and personal guarantees for collateral. All ayes.

**d. Approve Resolution for Official Certification – RLF CARES**

Jacobson said the resolution was included in the packet and takes the place of meeting minutes that would delay payment from EDA for loans approved by a month.

M/S/C (Lumsden/Fish) to approve the Resolution for Official Certification for FX Unlimited dba AirFX/Climb FX. All ayes.

**5. REPORTS****a. Director's Report**

Kurt said PATCH was recognized with a 2021 Impact Award from NADO. She gave an update on the Envision East Central Iowa Think Tank Workshop that was held yesterday. She noted there were about 120 participants and they will be following up with focus groups on a county-wide basis. Kurt said she would send the morning presentation to the Board. Kurt said ECICOG staff hosted a roundtable for small cities on using American Rescue Plan Act funding and had about 12 attendees.

**b. Economic and Strategic Services Report**

Kurt gave an update on EDA grant applications with Kirkwood Community College and Iowa Rural Innovation Network.

**c. Community Development and Housing Report**

Achenbach said the PATCH program also received the Housing Iowa Innovation Award from the Iowa Finance Authority. She gave an update on the PATCH program and other current projects.

**d. Transportation and Transit Report**

Grenis said the STBG and TAP applications are due in October. He gave an update on a partnership with Kirkwood Community College and the 380 Express to provide students with passes that live in Iowa City but need to attend classes in Cedar Rapids. Grenis said he will make a presentation on the 380 Express at the National Inter-City Bus Conference later this month.

**e. Environmental Services Report**

Lumsden asked if the Middle Cedar Watershed duties assumed by Fencl will be long-term. Kurt said there is about a year left on the contract. Lumsden also asked about income survey training, since surveys are needed for CDBG projects and communities seem to be having trouble getting the surveys completed. Discussion followed on the challenges with completing income surveys.

**6. DISCUSSION/PRESENTATIONS**

**a. Revolving Loan Fund (RLF) Defederalization**

Jacobson gave a presentation on the Defederalization of the revolving loan fund and answered questions. More information is to follow next month.

**b. State APRA Funds for Housing**

Achenbach gave an overview of the APRA funds and what housing projects they can be used for. She said the state is putting \$100 million towards housing funding and applications are due January 31, 2022. Contact Achenbach for more information on submitting an application.

**c. Organization Goals Update**

Kurt gave an update on updated information included in the packet. Discussion followed.

**d. Board Member Updates**

Lumsden asked what ECICOG's role is in Envision East Central Iowa and economic development. Discussion followed. Kurt offered to add a discussion item to the agenda.

**7. NEXT MEETING: October 28, 2021**

M/S/C (Lumsden/Yoder) to adjourn the meeting at 2:38 p.m. All ayes.

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Dave Fish, Secretary