



Board Meeting Agenda
Zoom Meeting
 1:30 pm October 29, 2020
 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: 936 5072 6287. 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 |
| 3-4 | 2. Approve Minutes <ul style="list-style-type: none"> a. Minutes of September 24, 2020 Board Meeting |
| 5-14 | 3. Financial Report <ul style="list-style-type: none"> a. Receive and File September Financial Statements for Audit b. Approve Expenditures for October |
| 15 | 4. Action Items <ul style="list-style-type: none"> a. Write off Loan for ABL Group LLC b. Consider Inteconnect RLF Loan Request c. Consider Spotix Inc RLF Loan Request d. Consider Combining November and December Board Meetings |
| 16 | |
| 17 | |
| 18 | |
| 19 | 5. Reports <ul style="list-style-type: none"> a. Director’s Report b. Economic and Strategic Services Report c. Community Development and Housing Report d. Transportation and Transit Report e. Environmental Services Report |
| 20-21 | |
| 22-25 | |
| 26-30 | |
| 31-34 | |
| 35-36 | |

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6. Discussions/Presentations

- a. Presentation – Belle Plaine Composting Program
- b. Board Member Updates

7. Adjourn – Next Meeting: December 3, 2020

MINUTES

East Central Iowa Council of Governments
Board Meeting Video/Conference Call 1:30 p.m., October 29, 2020
700 16th Street NE, Suite 301, Cedar Rapids, Iowa

MEMBERS PRESENT

Brent Hinson-City of Washington
Tracy Seeman-Benton County Supervisor
Meghann Foster-Coralville City Council
Les Beck-Linn County Planning & Development
Jon Zirkelbach-Jones County Supervisor
Bob Yoder-Washington County Supervisor
Vicki Pope-Iowa County Supervisor
Dave Fish-City of Belle Plaine
Janice Weiner-Iowa City City Council
Kathleen VanSteenhuysen-Benton County Citizen
Darrin Gage-Linn County Policy & Administration
Don Gray-Linn County Citizen
Randy Laubscher-Johnson County Citizen
Derek Lumsden-Jones County Citizen

MEMBERS ABSENT

Rod Smith-City of Anamosa
Tony Hocamp-Iowa County Citizen
Kevin Heitshusen-Iowa County Supervisor
Al Havens-City of Tiffin
Ben Rogers-Linn County Supervisor
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
Alicia Presto-Iowa Waste Exchange/Planner
Robyn Jacobson-Contract Manager
Mark Culver-Housing Specialist
Paula Mitchell-Planner/Grant Specialist
Jennifer Fencl-Environmental Services Director
Mary Rump-Transportation Director
Brock Grenis-Transit Administrator
John Bruce-Planner
Tom Gruis-Planner
Tracey Achenbach-Community Development & Housing Director

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**

Rochelle Fuller from Senator Grassley's office gave an update on FEMA and noted the deadline to apply for assistance is November 2, 2020. Kurt thanked Senator Grassley and his office for their support of legislation to defederalize the revolving loan fund.

- c. Approve Agenda**

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

2. APPROVE MINUTES

- a. Minutes of September 24, 2020 Board Meeting**

M/S/C (Beck/Seeman) to approve the minutes of the September 24 board meeting. All ayes.

3. FINANCIAL REPORT

a. Receive and File Financial Statements for Audit

Kurt said the cash balance remains steady and staff will update the cash flow projection sheet for the packet next month.

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

b. Approve Expenditures for October

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

4. ACTION ITEMS

a. Write of Loan for ABL Group LLC

Jacobson said everything has been done to legally recover the funds from this loan and ABL Group LLC has been out of business since December 2019. The owner is in the State of Iowa's offset program. The remaining principal balance on this loan is \$45,073.58 and the RLF Loan Committee recommends writing off this loan. Discussion followed.

M/S/C (Gage/Van Steenhuyse) to approve the RLF Committee's recommendation to write off the loan to ABL Group LLC. All ayes.

b. Consider Inteconnect RLF Loan Request

Jacobson said the RLF Committee reviewed an application for Inteconnect dba Inteconnex. Inteconnect has had two loans with ECICOG, one is paid in full. The committee's recommendation is a \$300,000 loan at 0% for two years, then 2% for 5 years. UCC Lien and personal guarantees plus 1st security position on titles for all vehicles for collateral. Discussion followed.

M/S/C (Gage/Pope) to approve the RLF Committee's recommendation to loan Inteconnect \$300,000 at 0% for two years, then 2% for 5 years. UCC Lien and personal guarantees plus 1st security position on titles for all vehicles for collateral. All ayes.

c. Consider Spotix Inc RLF Loan Request

Jacobson said the RLF Committee reviewed an application from Spotix Inc. The committee's recommendation is a \$200,000 loan at 0% for 2 years, then 2% for 5 years. Lumsden asked if the 1st security position on vehicle titles also pertained to this application. Jacobson said it did not, it was an error to the write up and a UCC Lien will be filed. Discussion followed.

M/S/C (Seeman/Fish) to approve the RLF Committee's recommendation to loan Spotix Inc \$200,000 at 0% for 2 years, then 2% for 5 years. All ayes.

d. Consider Combining November and December Board Meetings

Kurt noted ECICOG's regularly scheduled board meetings in November and December fall on holidays. Staff recommends that the meetings be combined and held on December 3. If the Board agrees, an Executive Committee meeting would be necessary at the end of December to approve expenditures and RLF loan requests.

M/S/C (Fish/Beck) to combine the November and December meetings to December 3 and to authorize the Executive Committee to meet at the end of December to approve expenditures and RLF loan requests. All ayes.

5. REPORTS

a. Director's Report

Kurt said she will be on-boarding three new staff by the end of the year. She is working on updating office technology and noted the new laptops are on backorder. Kurt said ECICOG's new VOIP phone system will go live on November 12th. Van Steenhuyse asked Kurt to share information about the NADO conference. Kurt said it was a virtual conference this year with an emphasis on recovery. She noted she helped facilitate a panel on internal communication.

b. Economic and Strategic Services Report

Kurt said staff is waiting on final notification of the EDA Grant award for ICAD Ed Tech Collaborative and working with NewBoCo on an EDA grant application to expand training programs for emerging technologies. She said the City of Alburnett will serve as a pilot for a capital improvement plan and Jacobson has been working on a new marketing program for the RLF.

c. Community Development and Housing Report

Achenbach said she attended a grand opening for a new housing project yesterday in Cedar Rapids – the Housing Fund for Linn County awarded funds to this project. She gave an update on current projects and discussion followed on the City of Central City Nuisance Enforcement project.

d. Transportation and Transit Report

Rump gave an update on transportation funding and said a pre-application, virtual workshop was held on October 14 and pre-aps are due by October 30. Full applications are due by December 15.

e. Environmental Services Report

Fencil noted the Clear Creek Watershed Plan has been adopted and gave an update on watershed projects. She congratulated the City of Coralville for receiving the Stormwater and Urban Watershed Development of the Year Award from the Iowa Stormwater Education Partnership.

6. DISCUSSION/PRESENTATIONS

a. Presentation-Belle Plaine Composting Program

Presto gave a presentation on the City of Belle Plaine's Organics Management Pilot Program. Discussion followed.

b. Board Member Updates

Hinson noted Washington County has a vacancy on the Board and noted they are working to hire a new executive director at Washington Economic Development Group.

Kurt reminded board members there is up to \$5,000 in assistance available to assist rural economic development partners with recovery, contact Adam Bentley for more information.

7. NEXT MEETING: December 5, 2020

M/S/C (Seeman/Gray) to adjourn the meeting at 2:43 p.m. All ayes.

Jon Zirkelbach, Secretary