



Board Meeting Agenda
Zoom Meeting
 1:30 pm December 3, 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: 961 9552 4454. 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 |
| | o General Public |
| | o Legislators or Legislative Staff |
| | c. Approve Agenda |
| | 2. Approve Minutes |
| 3-5 | a. Minutes of October 29, 2020 Board Meeting |
| | 3. Financial Report |
| 6-16 | a. Receive and File October Financial Statements for Audit |
| | b. Approve Expenditures for November |
| | c. Approve FY 2020 Audit Report |
| | 4. Action Items |
| 17-19 | a. Approve RLF Loan Committee At-Large Representative |
| 20 | b. Consider Stratafolio RLF Loan Request |
| 21 | c. Consider Creative Printing Plus RLF Loan Request |
| | 5. Reports |
| 22 | a. Director’s Report |
| 23-24 | b. Economic and Strategic Services Report |
| 25-28 | c. Community Development and Housing Report |
| 29-33 | d. Transportation and Transit Report |
| 34-36 | e. Environmental Services Report |
| 37-39 | |

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6. Discussions/Presentations

- a. Presentation – Housing Recovery/PATCH
- b. Board Member Updates

7. Adjourn – Next Meeting: January 28, 2021

Executive Committee will meet in December

MINUTES

East Central Iowa Council of Governments
Board Meeting Video/Conference Call 1:30 p.m., December 3, 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
Kathleen VanSteenhuysen-Benton County Citizen
Darrin Gage-Linn County Policy & Administration
Don Gray-Linn County Citizen
Derek Lumsden-Jones County Citizen

MEMBERS ABSENT

Randy Laubscher-Johnson County Citizen
Janice Weiner-Iowa City City Council
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

Larry Pump, Larry Pump CPA
Rochelle Fuller-Senator Grassley's Office

STAFF PRESENT

Karen Kurt-Executive Director
Gina Peters-Executive Assistant
Brittany Rempe- Communications Specialist
Mark Culver-Housing Specialist
Alicia Presto-Iowa Waste Exchange/Planner
Nicole Wise-Housing Recovery Specialist
Robyn Jacobson-Contract Manager
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
Adam Bentley-Senior Planner/Economic Development Specialist
Harrison Freund-Planning Fellow

1. CALL TO ORDER

The meeting was called to order by Chairperson Hinson at 1:33 p.m.

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

Rochelle Fuller from Senator Grassley's office noted the Senator is back in his office in Washington DC following his bout with COVID-19 and thanked the Board for giving her the opportunity to speak each month.

- c. Approve Agenda**

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

2. **APPROVE MINUTES**

a. **Minutes of October 29, 2020 Board Meeting**

M/S/C (Lumsden/Gray) to approve the minutes of the October 29 board meeting. All ayes.

3. **FINANCIAL REPORT**

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

Kurt said the cash flow projection now shows the PATCH Program and more information about that program will be provided later in the meeting.

M/S/C (Seeman/Pope) to receive and file the October financial statements for audit. All ayes.

b. **Approve Expenditures for November**

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

c. **Approve FY 2020 Audit Report**

Larry Pump from Larry Pump, CPA presented the FY2020 audit report. The report was emailed with the packet and hard copies were distributed to those interested. Discussion followed.

M/S/C (Van Steenhuyse/Gray) to approve the FY2020 audit as presented. All ayes.

4. **ACTION ITEMS**

a. **Approve RLF Loan Committee At-Large Representative**

Jacobson said Jen Welton is resigning from the RLF loan committee and another representative from Cedar Rapids Bank & Trust, Brooke McLaughlin, has been recommended to serve the remainder of her term. Her resume is included in the packet.

M/S/C (Van Steenhuyse/Gage) to approve the appointment of Brooke McLaughlin to the RLF loan committee as an At-Large representative to serve the remainder of Jen Welton's term. All ayes.

b. **Consider Stratafolio RLF Loan Request**

Jacobson said the RLF Committee reviewed an application for Stratafolio, Inc. to expand their workforce. The committee's recommendation is a \$150,000 loan at 0% for one year, then 2% for the next 4 years. UCC Lien, personal guarantees, and 2nd mortgages plus assignments of rents for collateral up to the amount of the loan. Discussion followed.

M/S/C (Lumsden/Gage) to approve the RLF Committee's recommendation to loan Stratafolio \$150,000 at 0% for one year, then 2% for the next 4 years. UCC Lien, personal guarantees, and 2nd mortgages plus assignments of rents for collateral up to the amount of the loan. All ayes.

c. **Consider Creative Printing Plus RLF Loan Request**

Jacobson said the RLF Committee reviewed an application from Creative Printing Plus to purchase equipment. The committee's recommendation is a \$25,000 loan at 0% for 1 year, then 2% for 4 years – 6 months principal deferment. A purchase money lien and a personal guaranty from a person with at least a 670 credit score for collateral will be filed. Discussion followed.

M/S/C (Beck/Heitshusen) to approve the RLF Committee's recommendation to loan Creative Printing Plus \$25,000 loan at 0% for 1 year, then 2% for 4 years – 6 months principal deferment. A purchase money lien and a personal guaranty from a person with at least a 670 credit score for collateral will be filed. All ayes.

5. **REPORTS**

a. **Director's Report**

Kurt welcomed and had two new employees Brittany Rempe and Nicole Wise introduce themselves.

b. **Economic and Strategic Services Report**

Kurt said staff is working with the City of Iowa City with a program to assist businesses with COVID relief. She also gave an overview of the citizen engagement software Bang the Table that was recently purchased.

c. **Community Development and Housing Report**

Achenbach gave an overview of current projects and gave an update on the Matthew 25 shingles project, she said they should be able to roof 100 homes.

d. **Transportation and Transit Report**

Rump said ECICOG has recently received a contract for the second half of CARES funds. The first half of the first payment has been paid out to providers, she reminded the board the providers have to be able to show a deficit to receive the funds. Rump said 9 pre-applications for STBG and TAP funds were received, they are invited to submit a full application by December 15.

e. **Environmental Services Report**

Fencl said she is working on getting service agreements to the other COGs for the hazard mitigation state contract. She gave an update on the watershed projects in the region.

6. DISCUSSION/PRESENTATIONS

a. Presentation – Housing Recovery/PATCH

Achenbach gave a presentation about the PATCH program. Discussion followed.

b. Board Member Updates

Kurt thanked board members for serving on the board this year and noted Don Gray is retiring from the board at the end of December. She presented him with a plaque to acknowledge his 15 years of service on the board.

Hinson noted Mary Audia, the new executive director for WEDG, will be appointed to the board. Hinson also said he is looking for volunteers for a nominating committee to present a slate of officers at the January board meeting and said to contact him if you would be willing to serve on the committee.

7. NEXT MEETING: January 28, 2021

M/S/C (Lumsden/Heitshusen) to adjourn the meeting at 2:52 p.m. All ayes.

Jon Zirkelbach, Secretary