

SECRETARIAL NOTES: ECIA COUNCIL MEETING

DATE: Wednesday, May 16, 2024

TIME: 5:30 pm Meeting

PLACE: Zoom/Phone/7600 Commerce Park, Dubuque, Iowa

ECIA COUNCIL

MEMBERS PRESENT:

* = Alternate ☒ = Present

Cedar County:	<input checked="" type="checkbox"/> Olberding	<input type="checkbox"/> B. Gaul	<input type="checkbox"/> Laughlin
	<input type="checkbox"/> Ness	<input type="checkbox"/> Kaufmann*	
	<input checked="" type="checkbox"/> Wagner	<input checked="" type="checkbox"/> Oberbreckling	

Clinton County:	<input type="checkbox"/> Sander-Welzien	<input checked="" type="checkbox"/> Kelly	<input type="checkbox"/> Lindner*
	<input type="checkbox"/> Hasenmiller	<input checked="" type="checkbox"/> Maddasion	<input type="checkbox"/> Thiltgen*
	<input type="checkbox"/> George	<input type="checkbox"/> Wiese	

Delaware County:	<input type="checkbox"/> Bergan	<input checked="" type="checkbox"/> L. Gaul	<input checked="" type="checkbox"/> Helmrichs
	<input checked="" type="checkbox"/> Behnken	<input checked="" type="checkbox"/> Maurer	<input checked="" type="checkbox"/> Madlom
	<input type="checkbox"/> Vick*		

Dubuque County:	<input type="checkbox"/> Neises	<input checked="" type="checkbox"/> Bonz	<input checked="" type="checkbox"/> Pothoff
	<input checked="" type="checkbox"/> Ernst	<input checked="" type="checkbox"/> Burbach	<input type="checkbox"/> Fogel*
		<input type="checkbox"/> McDonough*	<input checked="" type="checkbox"/> Niehaus

Jackson County:	<input checked="" type="checkbox"/> Willey	<input checked="" type="checkbox"/> Steines	<input type="checkbox"/> VACANT*
	<input type="checkbox"/> Tranel	<input type="checkbox"/> Boldt	<input checked="" type="checkbox"/> Weinschenk
	<input checked="" type="checkbox"/> Ganzer	<input type="checkbox"/> Schwenker*	<input type="checkbox"/> Messerli*

OTHERS PRESENT:

Mya Steines – Legal Council

STAFF PRESENT:

<input checked="" type="checkbox"/> Ravada	<input checked="" type="checkbox"/> McPherson	<input checked="" type="checkbox"/> Specht
<input checked="" type="checkbox"/> Stoffel	<input type="checkbox"/> Danielson	<input checked="" type="checkbox"/> Michels
<input checked="" type="checkbox"/> Quinn	<input type="checkbox"/> Walker	<input checked="" type="checkbox"/> Efferding

Call to Order and Introductions

The meeting was called to order at 5:30 p.m. by Chair Bonz.

The members of the Executive Committee are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa, and due to the limited agenda for this meeting, relatively short period of time that this meeting is expected to be held, the expense of transporting the board members in person is impractical. The meeting is being held by phone or internet means originating from the ECIA offices in Dubuque. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

Motion to Enter into Closed Session

Motion by Niehaus, seconded by Burbach at 5:32 p.m. to enter into closed session in accordance with Iowa Code Section 21.5(1) (c) Motion passed unanimously.

Adjourned Closed Session

Chair Bonz adjourned closed session at approximately 6:00 p.m. and returned the council to regular session.

Motion by Olberding, seconded by Burbach to proceed with recommendation discussed in closed session. The motion passed unanimously.

Review/Action on Minutes and Secretarial Notes of the March 20, 2024 ECIA Council Meeting

Motion by Pothoff, seconded by Weinschenk, to approve Minutes and Secretarial Notes of the March 20, 2024 ECIA Council Meeting. Motion passed unanimously.

Review/Action on Consent Agenda

a. Financial Status Reports

b. Contracts

- i. Financial Status Reports
- ii. Contracts as recommended by the Executive Committee:
 - a. City of Delhi Nuisance Abatement contract – up to \$2,000; City of Dubuque FY 24 USD; Farmers Market grant application – up to \$5,000; United Way grant contract for CSEI - \$40,000; United Way grant contract for RTA - \$20,000; City of Asbury contract for building inspection duties; City of Peosta contract for building inspection
- iii. Addition of Financial Accountant and Part-time Mechanic to the ECIA Staff.
- iv. **Miscellaneous**
There were no miscellaneous contracts to discuss at this time.

Motion by Burbach, seconded by L. Gaul to approve consent agenda items as recommended by Executive Committee.

Review/Action on FY24 Amended Budget

Ravada reviewed the FY24 Budget with the board. Expenditures of note were: Decrease in salaries due to 6 months with no Executive Director, an increase in legal fees, and an increase in grant funding spent for HUD Lead and Healthy Homes due to a high need for these programs. Revenues of note were: an increase in RTA due to hiring an experienced full time dispatcher, and Healthy Homes staffing and construction costs due to the volume of work being done.

Motion by Madlom, seconded by Pothoff to approve the FY24 Amended Budget. Motion passed unanimously.

Review/Action on FY25 Updated Budget Assumptions, FY25 Budget, and FY25 Billable Hourly Rates

Ravada presented the FY25 updated budget assumptions, budget, and billable hourly rates. Ravada noted several line items, including: increase in salaries for COLA, increases in office supplies,

conferences, travel expenses, equipment, insurance, dues/subscriptions, telephone, and postage. Ravada also noted an increase in advertising for the advertisement of the Executive Director position. Ravada also noted several increases in revenues from a variety of grants as well as some staffing changes. The FY25 budget is projected to result in a \$20,000 profit.

Motion by Burbach, seconded by Helmricks to approve Updated Budget Assumptions, FY25 Budget, and FY25 Billable Hourly Rates. Motion passed unanimously.

Review/Action on soliciting public input on ECIA’s US Department of Housing and Urban Development, Preservation and Reinvestment Initiative for Community Enhancement (PRICE) competitive grant application

Motion by Burbach, seconded by L. Gaul to open the meeting to public comment. Motion passed unanimously.

No members of the public were present in person nor via Zoom.

Specht then presented the following to the board:

1. Need for the activity
 - a. Five County territory – 97% rural, very limited opportunities of financial assistance offered in the rural communities.
 - b. 36% of the population is < 80% Area Median Income (AMI) (all families under 80% AMI would qualify)
 - c. In three counties reporting; 35% of the mobile homes are manufactured prior to 1985
 - d. Local disasters including flooding, tornados, storms, and derecho have ravaged many of these homes
2. Funding source for proposed activities
 - a. HUD Preservation and Reinvestment Initiative for Community Enhancement (PRICE) competition
3. Date the application will be submitted
 - a. June 5, 2024
 - b. Possible extension announced by HUD until June 24, 2024
4. The amount (total) requested federal funds
 - a. \$13-\$15,000,000
5. Portion of federal funds that will benefit low-and moderate income households
 - a. 100%
6. Location of the proposed activities
 - a. ECIA’s five county footprint – Cedar, Clinton, Delaware, Dubuque (excluding City of Dubuque), and Jackson counties.
7. What is the plan to minimize displacement of person and businesses resulting from funded activities
 - a. During renovation and/or replacement relocation may be required for one to two weeks depending on area of the home needing attention (bathrooms, kitchens). Participants will be offered hotel stay or stipend to stay with family.
8. What is the plan to assist persons actually displaced
 - a. Hotel stay offered (paid for by the program) or a financial stipend offered with amount determined by length of displacement
9. What is the nature of the proposed activities
 - a. Replace manufactured homes (100) that were manufactured pre-1976

- b. Renovate and repair mobile homes manufactured after 1976. A criteria will be used to determine the best plan (renovate or replace) based on age of home, condition of home, repairs/renovations needed.

Discussion followed.

Motion by Pothoff, seconded by Burbach to close the meeting for public comment at 6:28. Motion passed unanimously.

Review/Appointment of Executive Committee Members and Election of Officers for FY25

Board Chair Bonz reviewed the makeup of the board and Executive Committee to ensure all areas have representation. Because Bonz has served two consecutive terms as chair, a new board chair must be elected. Executive Committee recommended electing Jack Willey as Chair with Beth Bonz as Vice Chair.

Motion by Pothoff, seconded by L. Gaul to elect Jack Willey as Board Chair and Beth Bonz as Vice Chair. Motion passed unanimously.

Other Business

There was no other business to discuss.

Adjournment

Motion by Burbach, second by Pothoff to adjourn the meeting at 6:58 p.m. The motion passed unanimously.

Respectfully submitted,

Beth Bonz
Board Chair