

SECRETARIAL NOTES: ECIA COUNCIL MEETING

DATE: Wednesday, September 18, 2024

TIME: 5:00 pm Meeting

PLACE: In-Person/Zoom

ECIA COUNCIL

MEMBERS PRESENT:

* = Alternate = Present

Cedar County: Olberding B. Gaul Laughlin
 Ness Kaufmann*
 Wagner Oberbreckling

Clinton County: Sander-Welzien Kelly Lindner*
 Hasenmiller Maddasion Thiltgen*
 George Wiese

Delaware County: Bergan L. Gaul Helmrichs
 Behnken Maurer Madlom
 Vick*

Dubuque County: Neises Bonz-v-chair Pothoff
 Ernst Burbach Niehaus
 Kenniker*

Jackson County: Willey-chair Steines VACANT*
 Tranel Boldt Weinschenk
 Ganzer Schwenker* Messerli*

OTHERS PRESENT:

STAFF PRESENT: Ravada Stoffel Gomoll Berning

*A quorum was present

Call to Order and Introductions

Chair Willey called the meeting to order at 5:31 p.m. Introductions followed.

Review/Action the agenda for the Wednesday September 18, 2024, meeting

Motion by Niehaus, second by Pothoff to approve September 18 agenda. The motion passed unanimously.

Review/Action on Minutes and Secretarial Notes of the July 17, 2024 Meeting

Motion by Madlom, second by Steines to approve the minutes and secretarial notes from the July 17 2024 ECIA Council meeting. The motion passed unanimously.

Review/Action on Consent Agenda items as recommended by the Executive Committee

- a) Financial Status Reports (enc 2)
- b) Contracts:

Ravada reviewed contracts:

- a. Brownfield contract for preparation of EPA Brownfield Assessment and clean up grant for the City of Clinton - \$14,550
- b. Contract between ECIA and City of LA Motte for grant administration with Iowa Economic Development Authority (IEDA) – up to \$30,000
- c. Economic and Community Development services to the City of Cascade - \$20,000
- d. FY 2025 Purchase of Service agreement with Dubuque County - \$26,317
- e. Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds – \$38,500 (HRPP-HAF-01-04)
- f. Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds – \$38,500 (HRPP-HAF-01-05)
- g. Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds – \$38,500 (HRPP-HAF-01-06)
- h. Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds – \$38,500 (HRPP-HAF-01-07)
- i. Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds – \$38,500 (HRPP-HAF-01-08)
- j. Grant agreement between Iowa finance authority and ECIA for Homeowner Assistance funds – \$38,500 (HRPP-HAF-01-09)
- k. ITS Improvement Assessment Plan Bridge Detour project on IL-35 project contract with Illinois Department of Transportation - \$360,000
- l. ITS Improvement Assessment Plan Bridge Detour project on IL-35 project contract with Parsons Transportation Group, Inc - \$300,000
- m. Smart grant contract with USDOT - \$2,000,000
- n. Smart grant contract with Parsons Transportation Group, Inc - \$1,767,000
- o. SMART grant contract with the City of Dubuque -\$75,000
- p. SMART grant contract with the City of East Dubuque- \$25,000
- q. SMART grant contract with the City of Asbury - \$12,500
- r. SMART grant contract with the City of Peosta - \$12,500

Motion by Pothoff, second by Weinschenk to approve the Financial Status reports and Contracts. The motion passed unanimously.

Review/Action amendment to the Articles of Agreement (Enc. 3)

Motion by Niehaus, second by Madlom to approve the amendment to the Articles of Agreement. Motion passed unanimously.

Review/Action Policy for public comments at the board meeting (Enc. 4, 4a)

Ravada noted the need to add language in for those who are participating online when attending meetings. Motion by Bonz to approve with the addition of changes to the guidelines for virtual attendance, second by Pothoff to approve policy for public comments at board meetings. Motion passed unanimously.

Review/Action ECIA Conflict of Interest and Confidentiality Agreement (Enc. 5)

Motion by Bonz, second by Helmrichs to approve ECIA conflict of interest and confidentiality agreement. Motion passed unanimously

Review/Action Request for Proposal for a consultant selection process for a Classification, Compensation, and Benefits Study and Analysis (Enc. 6)

Ravada reviewed the enclosure and explained the purpose of the study. The goal is to assess the job descriptions and create a structured wage and compensation framework, along with guidelines for staff to advance between tiers. Ravada and Bonds both noted this study will be useful information for the next Executive Director entering the role. Ravada noted the specific work to be done by the consultant, the timeline, and the cost of the study. In regards to cost, Ravada noted a similar study done by Dubuque County and the City of Dubuque, which were used to estimate the cost. The start of the study is currently scheduled for December 1st and will conclude on April 30th. Motion by Bonz, second by Helmrichs to approve proposal for consultant selection process for Classification, Compensation, and Benefits Study and Analysis. Motion passed unanimously.

Review/Action request for a proposal for a consultant selection process for a Strategic Plan (Enc. 7).

Ravada discussed the request for a proposal regarding the ECIA strategic plan. He outlined his approach to collecting data and input at five distinct levels: cities with populations under 3,000, cities with populations between 3,000 and 20,000, cities with populations above 20,000, counties, and ECIA staff. He indicated that the executive team would work alongside the consultant to gather information, analyze the data, and prepare the final report, which will help reduce the overall cost of the study. Ravada emphasized the importance of selecting a third party for this study, as their unbiased perspective and specialized expertise are essential for developing a comprehensive five-year plan. He emphasized the significance of staff contributions to the board during the planning process. Timeline is to start the study on Dec 1st and conclude April 30th. Motion by Helmrichs, second by Pothoff to approve request for proposal for consultant selection. Motion passed unanimously.

Review/Action Short Term Extension of the Line of Credit (Enc. 8).

Ravada noted the credit line will act as a fail-safe if there are any potential gaps in federal funding. Ravada expounded on this citing a past example as to why this is needed. Motion by Bonz, second by Pothoff to approve short term line of credit. Motion passed unanimously.

Other Business

Update on Executive Director search: Bonz noted a conversation with a recruiter has commenced and the timeline will start in January.

Adjournment

Motion by Madlow, second by Pothoff to adjourn the meeting at 5:57 p.m. The motion passed unanimously.

Respectfully submitted,

Chandra Ravada
Interim-Executive Director
Secretary