ECIA Council Meeting Minutes

Wednesday, July 22, 2026 – 5:30 PM
Zoom Only

ECIA Council Present: **Cedar** (B. Gaul, Goerdt, Helm, Oberbreckling) **Clinton** (Hasenmiller and Sander-Welzien) **Delaware** (Behnken, L. Gaul, Helmrichs, Madlom, Waters *(A)*) **Dubuque** (Bonz, Burbach *(A)*, Neises, Niehaus, Pothoff) **Jackson** (Steines, Weinschenk, Willey).

ECIA Council Absent: **Cedar** (Laughlin) **Clinton** (George, Maddasion, Wiese) **Delaware** (Bergan, Maurer) **Jackson** (Bolt, Ganzer, Tranel,).

Other/Staff Present: Kim Reem/Hingtgen and Klootwyk.

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*A quorum was present

Call to Order and Introductions

Chair Bonz called the meeting to order at 5:38 p.m. Introductions were made.

Review/Action on the Agenda for Wednesday, May 20, 2026

Motion by Burbach, second by Pothoff, to approve the agenda. Motion carried.

Review/Action on Executive Committee Members and Elections of Officers FY27

Hingtgen listed the current Executive Committee members for reappointment. All committee members in attendance indicated their interest in remaining on the Executive Committee, subject to approval by the ECIA Council.

Hingtgen explained the Executive Committee consists of a representative from each county, one at-large representative, and members representing the various boards of DMATS, EIRHA and RPA. Hingtgen noted that the East Central Development Corporation (ECDC) board membership mirrors the Executive Committee and appointees will also serve on the ECDC Board.

Motion by Neises, second by Pothoff, to approve the appointment of the Executive Committee members with the following Officers: Burbach, Chairperson; Willey, Vice Chair; Steve Stoffel, Treasurer; and Mae Hingtgen, Secretary, for FY27. Motion carried.

Public Comment – None.

Review/Action on Consent Agenda Items as Recommended by the Executive Committee

a. Minutes for May 20, 2026
b. Financial Status Reports
c. Contracts
    i. Greater Dubuque Impact Investment Fund – Site Access Agreement
    ii. City of Clinton – Labor Standards Compliance Review - $101/hour
    iii. City of Tipton – Grant Administration – NTE $75,000
    iv. City of Dubuque – EPA ACRES Update Assistance – NTE $43,120
    v. City of Dubuque – EPA FY26 Brownfield Assessment Grant – NTE $2,525

i. Peerman Group - ECIA Staff Training - $2,000/per date
ii. City of Farley – Future Land Use & Zoning Maps – NTE $3,000
iii. City of Dubuque - Housing Helpline/CSEI - $48,000
iv. Iowa Department of Transportation – Transportation Planning Work Program SFY27 - $256,794
v. City of Dubuque – Intake Coordinator/CSEI - $20,000
vi. Infrastructure Technology Solutions, LLC – Teams Phone System - $8,802.08
vii. City of DeWitt – Grant Writing – NTE $3,000
viii. Iowa Department of Transportation – State Transit Assistance Formula Project - $485,940
ix. Miscellaneous Contracts

Motion by Burbach, second by Willey, to approve all consent agenda items as recommended by the Executive Committee. Motion carried.

Review/Action FY27 Billable Hourly Rates & Cost Allocation Plan

Stoffel recommended the board approves a 2% increase to billable hourly rates for FY27. Stoffel stated on an annual basis ECIA needs the cost allocation/work plan approved by the board, so it can be submitted to various federal agencies. The purpose of the cost allocation plan is to summarize the methods and procedures that ECIA will use to allocate costs to various programs, grants, contracts and agreements.

Motion by Burbach, second by Pothoff, to approve the FY27 Billable Hourly Rates & Cost Allocation Plan. Motion carried.

Review/Action on the Executive Director Evaluation Summary & Contract Renewal

Bonz shared a summary of the Executive Director's annual evaluation, which included input from a self-assessment, the Directors, staff, and the Executive Committee.

Bonz noted that the Executive Director's contract included language changes that reflect eligibility for Cost-of-Living Adjustment (COLA), consistent with other ECIA employees, and merit increases at the Executive Committee's discretion.

Motion by Pothoff, second by Burbach, to approve the Executive Director Contract Renewal. Motion carried.

Informational

Hingtgen provided an update on the ECIA Brand Roll Out, including standardized logos, colors, and fonts provided to staff. A press release was issued to inform the community, the brand was launched on the ECIA website, and an email announcement was sent directly to partners. New promotional materials were purchased, and updates to agency signage were planned.

Hingtgen shared the progress on Technology Integrations, including the implementation of Microsoft OneDrive, Teams, and SharePoint. A training plan that considered various learning styles and incorporated feedback from the pilot groups. The transition from C3X to Teams phone, along with implementation of the HR, Accounting and Payroll System was identified as the next priority.

Hingtgen reviewed membership dues structure established in FY22 at the rate of $0.02 per capita for a five-year period. As FY27 is the fifth year of that structure, Council will need to review and determine the membership dues for FY28 & beyond. This topic will be on the September meeting agenda for discussion and possible action.

Other Business – None.

Adjournment

Motion by Pothoff, second by Burbach, to adjourn the meeting at 6:17 p.m. Motion carried.

Respectfully submitted,

Mae Hingtgen
Executive Director