

## **ECIA Executive Committee Meeting Minutes**

Wednesday, July 22, 2026 – 4:30 PM  
Zoom Only

ECIA Executive Committee Present: Delaware (Behnken) Dubuque (Bonz), Jackson (Steines)  
DMATS (Burbach - A), EIRHA/EIRHC (Niehaus), RPA (Maddasion), Private Citizen – Jackson (Willey)

ECIA Executive Committee Absent: Clinton (Wiese)

Others/Staff Present: Hingtgen, Klootwyk, and Stoffel.

---

\*A quorum was present.

### **Call to Order**

The meeting was called to order by Chair Bonz at 4:32 p.m.

### **Review/Action on the Agenda for the Wednesday, July 22, 2026, Meeting**

Motion by Willey, second by Burbach, 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.

|                              |                                        |
|------------------------------|----------------------------------------|
| Cedar County:                | Vacant                                 |
| Clinton County:              | Jeremiah Wiese                         |
| Delaware County:             | Connie Behnken/Brock Waters, Alternate |
| Dubuque County:              | Beth Bonz                              |
| Jackson County:              | Mike Steines                           |
| RPA:                         | Scott Maddasion                        |
| DMATS:                       | Brad Cavanagh/Cori Burbach, Alternate  |
| EIRHA:                       | Chuck Niehaus                          |
| At Large or Private Citizen: | Jack Willey                            |

Motion by Steines, second by Behnken to recommend approval to the ECIA Council the following Officers: Cori Burbach, Chairperson; Jack Willey, Vice-Chair; Steve Stoffel, Treasurer; and Mae Hingtgen, Secretary, for FY27. Motion carried.

### **Review/Action on Minutes of the May 20, 2026, Executive Committee Meeting**

Motion by Willey, second by Burbach, to approve May 20<sup>th</sup>, 2026, meeting minutes. Motion carried.

### **Review/Action on Financial Status Reports**

Stoffel stated that due to the close out of FY26 there is no Financial Statement. A preliminary Financial Statement will be provided at the September meeting.

Regarding cash disbursements for May 1 – June 30, 2026, Stoffel noted there was nothing out of the ordinary

The Accounts Receivable list as of July 20, 2026, totals \$324,847.38, with \$56,824.32 at 91 days and over.

Motion by Burbach, second by Steines, to recommend to the ECIA Council Board approval of the Financial Status Reports. Motion carried.

### **Review/Action of Contracts**

Hingtgen reviewed the following 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 Willey, second by Maddasion, to recommend to the ECIA Council Board approval of the contracts. Motion carried.

### **Informational ECIA Brand Roll Out**

Hingtgen shared information regarding the ECIA Brand Roll Out. Communications were sent to partners through direct email, to the public through a website landing page and a press release, and to staff through specific brand assets and promotional materials.

### **Informational Technology Integrations Progress**

Hingtgen provided an update on the technology integrations noting several challenges were encountered during the transition to the new phone system, including technical issues and disruptions that required troubleshooting and follow-up. The contract with the current provider was scheduled to expire on August 9<sup>th</sup> and implementation of the new phone system is scheduled for next week.

### **Closed Session:**

Hingtgen requested to go into closed session pursuant to Iowa Code 21.5(1)(i): To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Motion by Willey, second by Burbach, to enter closed session at 5:10 pm pursuant to Iowa Code 21.5(1)(i). Roll Call Vote: Ayes: 7 (Behnken, Bonz, Burbach, Maddasion, Niehaus, Steines, Willey) Nays: 0 Motion carried.

Motion by Burbach, second by Steines, to conclude the closed session at 5:27 pm. Motion carried.

### **Review/Recommend Executive Director Annual Review and Contract**

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

Motion by Behnken, second by Burbach, to recommend approval to the ECIA Council the Executive Director's annual review and contract. Motion carried.

### **Other Business**

None

### **Adjournment**

Motion by Burbach, second by Behnken, to adjourn the meeting. Motion carried.  
The meeting was adjourned at 5:32 p.m.

Respectfully submitted,

Mae Hingtgen  
Executive Director