

**Secretarial Notes
Eastern Iowa Regional Utility Service Systems Commission**

DATE: Wednesday, March 5, 2025

TIME: 9:00 a.m.

PLACE: Zoom/Phone Meeting

MEMBERS PRESENT:	<input checked="" type="checkbox"/>	Brad Gaul	Cedar County Representative
	<input type="checkbox"/>	Jeff Kaufmann	Cedar County Alternate
	<input checked="" type="checkbox"/>	Erin George	Clinton County Representative
	<input type="checkbox"/>	Vacant	Clinton County Alternate
	<input type="checkbox"/>	Shirley Helmrichs	Delaware County Representative
	<input checked="" type="checkbox"/>	Michael Corkery	Delaware County Alternate
	<input checked="" type="checkbox"/>	Nin Flagel	Jackson County Representative
	<input checked="" type="checkbox"/>	Elizabeth Townsend	Jackson County Alternate
	<input type="checkbox"/>	Joe Oswald	Jones County Representative
	<input type="checkbox"/>	Jon Zirkelbach	Jones County Alternate

OTHERS PRESENT: Chris Becklin, Origin Design

STAFF PRESENT:	<input checked="" type="checkbox"/>	Matt Specht, Director of Comm/Economic Development
	<input checked="" type="checkbox"/>	Mark Jobgen, Project Manager
	<input checked="" type="checkbox"/>	Steve Stoffel, Director of Finance & Administration
	<input checked="" type="checkbox"/>	Rebecca Kennedy, Finance Accountant
	<input checked="" type="checkbox"/>	Amanda Dupont, Grant Specialist/Inspector

Call to Order

Chair Flagel called the meeting to order at 9:01 a.m.

The members of the EIRUSS 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 internet 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.

Action on March 5, 2025 EIRUSS Agenda

Motion by George, second by Corkery to approve the EIRUSS agenda for March 5, 2025. The motion passed unanimously.

Droessler Subdivision/Spruce Creek Park

A. Project Status Update

Jobgen stated the project is going well and residents are paying their bill on time.

B. Review/Action on Anstoetter Construction Pay Application #11

Becklin stated that this is the final pay application for the project and the release of retainage. Jobgen stated that the interim loan has been extended with the bank to March 31st, which was the reason for the special meeting. Becklin noted that the pay app cannot be paid until March 13th.

Motion by George, seconded by Gaul for approval and direct Specht to sign the Anstoetter Construction Pay Application #11. Motion passed unanimously.

C. Review/Action on Resolution to Amend EIRUSS/ECIA Agreement to \$105,000

Jobgen stated that the previous agreement was set for \$100,000. This agreement allowed ECIA staff to work on EIRUSS activities. As the project was coming to completion, it was noted that the staff amount was slightly exceeded. Per USDA, a resolution is needed to amend the agreement. This agreement will then be passed to ECIA for approval and signature.

Motion by George, seconded by Corkery to pass Resolution to Amend EIRUSS/ECIA Agreement to \$105,000. Motion passed unanimously.

D. Review/Action on Petesch Public Utility Easement

Jobgen explained that during construction the water line was moved, which avoided additional roadway costs. Therefore, a new easement needed to be signed. The Petesch family has signed the document and staff will have the document recorded once there is EIRUSS approval.

Motion by George, seconded by Gaul to approve Petesch Public Utility Easement. Motion passed unanimously.

Other Business

A. Next meeting: March 26, 2025.

Adjournment

Motion by George, seconded by Corkery to adjourn the meeting. The meeting adjourned at 9:10 a.m.

Respectfully submitted,

Steve Stoffel

ECIA Director of Finance and Administration
EIRUSS Board Secretary/Treasurer