

ECIA COUNCIL MEETING SECRETARIAL NOTES

DATE: Wednesday, May 21, 2025
TIME: 5:30 pm Meeting
PLACE: Zoom/Phone/7600 Commerce Park, Dubuque, Iowa

ECIA COUNCIL MEMBERS PRESENT:

* = Alternate ☑ = Present

Cedar County:	<input type="checkbox"/> Vacant <input type="checkbox"/> Ness <input checked="" type="checkbox"/> Wagner	<input checked="" type="checkbox"/> B. Gaul <input type="checkbox"/> Kaufmann* <input checked="" type="checkbox"/> Oberbreckling	<input checked="" type="checkbox"/> Laughlin
Clinton County:	<input checked="" type="checkbox"/> Sander-Welzien <input checked="" type="checkbox"/> Thiltgen* <input type="checkbox"/> George	<input type="checkbox"/> D. Srp* <input checked="" type="checkbox"/> Kelly <input checked="" type="checkbox"/> Maddasion	<input type="checkbox"/> Wiese <input type="checkbox"/> Hasenmiller <input type="checkbox"/> Lindner*
Delaware County:	<input type="checkbox"/> Bergan <input type="checkbox"/> Behnken <input type="checkbox"/> Vick*	<input checked="" type="checkbox"/> L. Gaul <input type="checkbox"/> Maurer	<input checked="" type="checkbox"/> Helmrichs <input checked="" type="checkbox"/> Madlom
Dubuque County:	<input type="checkbox"/> Neises <input type="checkbox"/> Ekhoﬀ <input checked="" type="checkbox"/> Niehaus	<input checked="" type="checkbox"/> Bonz-v-chair <input type="checkbox"/> Cavanagh <input type="checkbox"/> Burbach*	<input checked="" type="checkbox"/> Pothoﬀ <input type="checkbox"/> Kenniker*
Jackson County:	<input checked="" type="checkbox"/> Willey-chair <input type="checkbox"/> Tranel <input type="checkbox"/> Ganzer	<input checked="" type="checkbox"/> Steines <input type="checkbox"/> Schwenker* <input type="checkbox"/> Boldt	<input type="checkbox"/> Messerli* <input type="checkbox"/> Weinschenk

OTHERS PRESENT:

Jim Irwin

STAFF PRESENT:

<input checked="" type="checkbox"/> McPherson	<input type="checkbox"/> Specht
<input type="checkbox"/> Berning	<input checked="" type="checkbox"/> Schnier
<input checked="" type="checkbox"/> Ravada	<input type="checkbox"/> Fox
<input checked="" type="checkbox"/> Stoffel	<input checked="" type="checkbox"/> Walker
<input type="checkbox"/> Kennedy	<input checked="" type="checkbox"/> Michels
<input checked="" type="checkbox"/> Hingtgen	

*A quorum was present

Call to order and introductions

Chair Willey called the meeting to order at 5:30 p.m. Introductions were made at this time.

REVIEW/ACTION ON THE REVISED AGENDA FOR WEDNESDAY MAY 21, 2025, MEETING

Motion by Pothoff, second by Madlom to approve the revised agenda for Wednesday May 21, 2025, meeting. The motion passed unanimously.

COMMENTS FROM THE PUBLIC ON AN ITEM THAT DID NOT APPEAR ON THE AGENDA

No discussion of this item due to zero members from the public online or at the meeting.

REVIEW/ACTION ON MINUTES AND SECRETARIAL NOTES OF THE MARCH 19 AND APRIL 9, 2025, MEETING

Motion by Helmrichs, second by Niehaus to approve the minutes and secretarial notes from the March 19 and April 9, 2025, meeting. The motion passed unanimously.

REVIEW/ACTION ON CONSENT AGENDA ITEMS AS RECOMMENDED BY THE EXECUTIVE COMMITTEE

- a. Financial Status Report
- b. Contracts
 - i. Greater Dubuque Development Corporation Housing Study contract - \$7,000
 - ii. Grant agreement between Iowa Finance Authority and ECIA for Homeowner Assistance funds - \$38,500 (HRPP-HAF-01-11) – City of Clinton
 - iii. Grant agreement between Iowa Finance Authority and ECIA for Homeowner Assistance funds - \$38,500 (HRPP-HAF-01-12) – City of West Branch
 - iv. Nuisance Abatement Services for the City of Edgewood - \$5,000
 - v. Nuisance Abatement Services for the City of Worthington - \$485
 - vi. Partnership contract between ECIA and Hawkeye Area Community Action program contract for Healthy Homes and Weatherization grants
 - vii. United Way grant contract for CSEI - \$40,000
 - viii. United Way grant contract for RTA - \$20,000
 - ix. Home Investment Partnership (HOME) American Rescue Plan Act (ARP) grant contract with CSEI - \$237,279

Motion by Bonz, second by Pothoff to approve the consent agenda items as recommended by the Executive Committee. Motion passed unanimously.

Review/Action on FY25 Amended Budget

Ravada reviewed the FY25 amended budget revenues, stating there were some pass-through funds for grants that were just received. The SMART grant contract received \$540,000 in pass-through funds, along with the IL 35 Contract after the budget was approved in 2024. Ravada stated the \$122,261 is the consultant cost for this project. The SS4A local and federal contract funds have changed. Ravada stated some other projects that funds amount have changed, HUD Lead Grant Construction and Brownfields consultant cost.

Ravada stated the overall budget is initially programmed.

Motion by Pothoff, second by Helmrichs to approve the FY25 Amended Budget. Motion passed unanimously.

Review/Action on FY26 Updated Budget Assumptions and the FY26 Budget

Ravada presented the FY26 updated budget assumptions stating there were no changes in most departments. However, in the administration department the Director of Finance is being reclassified from grade 32 to grade 36. Also, the insurance went up a little from adding the new executive director was added to the budget.

Ravada continued by going over the FY26 budget and what can be expected in each department. Ravada highlighted a couple things in regard to membership fees, hiring a full-time building inspector, and a 2% increase in billable rates. Ravada stated our initial estimates on income versus expenses changes a little due to changes made to FY26 Budget.

Motion by Steines, seconded by Neihaus to approve FY26 Updated Budget Assumptions and the FY26 Budget. Motion passed unanimously.

Presentation on ECIA Strategic Plan

Hingtgen presented ECIA's three-year strategic plan, stating the process started back in December of 2024 and finalized in May of 2025. Hingtgen went over the key stakeholder committee members and how they gathered data and input from staff, board members, local governments, elected officials, directors and other key stakeholders. Hingtgen stated the mission statement as follows: ECIA proactively enhances the well-being of our region by forging strong county and community partnerships, developing innovative solutions, and delivering essential services. Hingtgen gave the vision statement, the why behind ECIA; As a proactive and trusted partner in the region, ECIA is committed to enhancing professional services and equipping communities and counties with the tools and resources they need to succeed. ECIA has a strong, creative team of experts that delivers relevant, efficient, impactful services and innovative solutions. Hingtgen continues by going over ECIA values and the goals and outcomes for external communication and outreach, community services, internal workplace culture and collaboration and sustainable organization.

Discussion followed.

OTHER BUSINESS

No other business at this time.

ADJOURMENT

Motion by Madlom, second by Bonz to adjourn the meeting at 6:06 p.m. The motion passed unanimously.

Respectfully submitted,

Chandra Ravada
Interim Executive Director