

Based on COVID-19 directives from Linn County Public Health and the State of Iowa to limit the size of group gatherings, the East Central Iowa Council of Governments (ECICOG) Board Meeting will be held online as authorized under Iowa Code Section 21.8. **You can join the meeting by calling +1 312 626 6799 US (Chicago) and use the Meeting ID: 965 3400 4616. Board members will receive a Zoom meeting invitation with a web link to join the meeting using their computer's video and audio.**

Members of the public can participate during the meeting, but only during the public comment portions of the agenda.

Board members are asked to follow the meeting etiquette guidelines below:

- **Mute your computer audio or phone when not speaking**
- **Identify yourself by name when speaking**

page

1. Call to Order
 - a. Welcome New Board Members
 - b. Recognition of Alternates
 - c. Public Comments
 - o General Public
 - o Legislators or Legislative Staff
 - d. Approve Agenda
2. Election of Officers
- 3-6 3. Approve Minutes
 - a. Executive Committee Meeting Minutes -December 29, 2020
 - b. Personnel Committee – January 18, 2021
 - c. Budget Committee – January 21, 2021
- 6-37 4. Financial Report
 - a. Receive and File Financial Statements for Audit
 - b. Approve Expenditures
 - c. Approve Depository Resolution
- 38-72 5. Action Items
 - a. Approve Fiscal Year 2022 ECICOG Budget
 - b. Approve RLF Loan Committee At-Large Representative Re-Appointments
 - c. Approve RLF Loan Committee At-Large Representative Appointment
 - d. Approve RLF Funding for Mondo's Union Brewery LC dba Reunion Brewery
 - e. Approve RLF Funding for Melting Bite LLC
 - f. Approve RLF Funding for MSD Sales, Inc
 - g. Approve RLF Funding for Watchpoint Date Inc. dba CryptoStopper
 - h. Approve RLF Funding for Atlas Truck Bodies LLC

6. Reports
 - a. Director's Report
 - b. Economic and Strategic Services Report
 - c. Community Development and Housing Report
 - d. Transportation and Transit Report
 - e. Environmental Services Report
7. Discussion/Presentations
 - a. Presentation – Jon Murphy, Lobbyist for Iowa Council of Governments (ICOG)
 - b. FY2021 Q2 Organizational Goals
 - c. Board Member Updates
8. Adjourn - Next Meeting: February 25, 2021

A new board member orientation will be held on February 25, 2021 immediately following the board meeting. Everyone is welcome to attend.

MINUTES

East Central Iowa Council of Governments

Board Meeting Video/Conference Call 1:30 p.m., January 28, 2021

700 16th Street NE, Suite 301, Cedar Rapids, Iowa

MEMBERS PRESENT

Brent Hinson-City of Washington

Tracy Seeman-Benton County Supervisor

Louise From-Mayor of University Heights

David Connolly-Linn County Citizen

Jon Zirkelbach-Jones County Supervisor

Bob Yoder-Washington County Supervisor

Vicki Pope-Iowa County Supervisor

Dave Fish-City of Belle Plaine

Kathleen Van Steenhuyse-Benton County Citizen

Derek Lumsden-Jones County Citizen

Tony Hocamp-Iowa County Citizen

Mary Audia-Washington County Citizen

Rod Sullivan-Johnson County Supervisor

Kevin Heitshusen-Iowa County Supervisor

Lauren Whitehead-City of Solon Mayor ProTem

MEMBERS ABSENT

Rod Smith-City of Anamosa

Darrin Gage-Linn County Policy & Administration

Ben Rogers-Linn County Supervisor

Vacancy-Johnson County Citizen

Vacancy-Linn County

Vacancy-Linn County

ALTERNATES PRESENT-none

OTHERS PRESENT

Libby Larsen-Senator Ernst's Office

Jon Murphy- ICOG Lobbyist

STAFF PRESENT

Karen Kurt-Executive Director

Gina Peters-Executive Assistant

Brittany Rempe- Communications Specialist

Alicia Presto-Iowa Waste Exchange/Planner

Nicole Wise-Housing Recovery Specialist

Robyn Jacobson-Contract Manager

Paula Mitchell-Planner/Grant Specialist

Jennifer Fencl-Environmental Services Director

Brock Grenis-Transit Administrator

John Bruce-Planner

Tom Gruis-Planner

Tracey Achenbach-Community Development & Housing Director

Adam Bentley-Senior Planner/Economic Development Specialist

Harrison Freund-Planning Fellow

1. CALL TO ORDER

The meeting was called to order by Chairperson Hinson at 1:32 p.m.

- a. Welcome New Board Members**
- b. Recognition of Alternates -None**
- c. Public Comments**

Hinson welcomed Libby Larsen from Senator's Ernst's office to the meeting.

- b. Approve Agenda**

Hinson asked to move Item 7a Presentation up to 2. on the agenda.

M/S/C (Lumsden/Van Steenhuyse) to approve the agenda as amended. All ayes.

7. **a. Presentation-Jon Murphy, Lobbyist for Iowa Council of Governments (ICOG)**

Jon Murphy gave an update on items before the legislature. Discussion followed.

2. **ELECTION OF OFFICERS**

Lumsden presented the slate of officers for 2021 as Chairperson-Hinson, Vice-Chairperson-Zirkelbach, and Secretary/Treasurer-Fish.

M/S/C (Van Steenhuyse/Heitshusen) to accept the slate of officers as presented. All ayes.

3. **APPROVE MINUTES**

a. Executive Committee Meeting Minutes – December 29, 2020

b. Personnel Committee – January 18, 2021

c. Budget Committee – January 21, 2021

M/S/C (Hocamp/Pope) to approve the minutes of the December 29, 2020 Executive Committee, January 18, 2021 Personnel Committee and the January 21, 2021 Budget Committee. All ayes.

4. **FINANCIAL REPORT**

a. Receive and File Financial Statements for Audit

Kurt noted the annual transit funding we would normally receive in November was expected to arrive in February. She said the cash flow projection has been updated to the end of the fiscal year and will be monitored monthly.

M/S/C (Audia/Seeman) to receive and file the December financial statements for audit. All ayes.

b. Approve Expenditures for January

M/S/C (Lumsden/Hocamp) to approve the expenditures as presented. All ayes.

c. Approve Depository Resolution

A depository resolution naming Cedar Rapids Bank & Trust as ECICOG's official depository was included in the packet.

M/S/C (Seeman/Van Steenhuyse) to approve the depository resolution. All ayes.

5. **ACTION ITEMS**

a. Approve Fiscal Year 2022 ECICOG Budget

Kurt gave an overview of the budget process and noted a 2% increase in assessments to the counties was included in the budget. She noted four new agency positions, outsourced IT and cleaning services are new expenses to this budget. She also noted a 2% base increase and a 2% merit increase for each position was included as well as a modified insurance plan and establishment of HRA accounts. She is hoping to add \$115,000 to the operating reserve as year's end. Discussion followed.

M/S/C (Connolly/Audia) to approve the FY2022 budget as presented. All ayes.

b. Approve RLF Loan Committee At-Large Representative Re-appointments

Jacobson gave an overview of the RLF Committee that began in 2009 for the benefit of new board members. She noted the ECICOG board is required to appoint three at-large members to the committee and Keith Eibey from Great Western Bank and Brook McLaughlin of Cedar Rapids Bank & Trust are both willing to be re-appointed to the committee. Discussion followed.

M/S/C (Sullivan/Hocamp) to approve the re-appointments of Keith Eibey and Brook McLaughlin to the RLF Loan Committee for a one-year term. All ayes.

c. Approve RLF Loan Committee At-Large Representative Appointment

Jacobson said Matt Behrends from Citizen's Bank is being considered for the third at-large appointment. His resume was included in the packet.

M/S/C (Sullivan/Heitshusen) to appoint Matt Behrends as an at-large appointment to the RLF Loan Committee for a one-year term. All ayes.

d. Approve RLF Funding for Mondo's Union Brewery LC dba Reunion Brewery

Jacobson said the RLF Committee reviewed an application for Mondo's Union Brewery LC dba Reunion Brewery for working capital and inventory. The committee's recommendation is a \$250,000 loan at 0% for two years, then 2% for the next 3 years - UCC Lien and personal guaranty. Discussion followed.

M/S/C (Pope/Seeman) to approve the RLF Committee's recommendation to loan Mondo's Union Brewery LC dba Reunion Brewery \$250,000 at 0% for two years, then 2% for the next 3 years - UCC Lien and personal guaranty. All ayes.

e. Approve RLF Funding for Melting Bite LLC

Jacobson said the RLF Committee reviewed an application for Melting Bite LLC for FF&E and working capital. The committee's recommendation is a \$165,000 loan at 0% for two years, then 2% for the next 3 years - UCC Lien with list of all equipment purchased and personal guarantees for both Sneh and Sachin Chopra for collateral. Discussion followed.

M/S/C (Seeman/Hocamp) to approve the RLF Committee's recommendation to loan Melting Bite LLC \$165,000 at 0% for two years, then 2% for the next 3 years - UCC Lien with list of all equipment purchased and personal guarantees for both Sneh and Sachin Chopra for collateral. All ayes.

f. Approve RLF Funding for MSD Sales, Inc.

Jacobson said the RLF Committee reviewed an application for MSD Sales, Inc. for machinery/capital assets and working capital/marketing. The committee's recommendation is a \$233,700 loan at 0% for two years, then 2% for the next 3 years - UCC Lien and personal guaranty for collateral. Discussion followed.

M/S/C (Sullivan/Fish) to approve the RLF Committee's recommendation to loan MSD Sales, Inc. \$233,700 at 0% for two years, then 2% for the next 3 years - UCC Lien and personal guaranty for collateral. All ayes.

g. Approve RLF Funding for Watchpoint Date Inc. dba CryptoStopper

Jacobson said the RLF Committee reviewed an application for Watchpoint Date Inc. dba CryptoStopper for marketing, salaries, product development (all working capital). The committee's recommendation is a \$500,000 loan at 0% for two years, then 2% for the next 3 years - UCC Lien, personal guaranty and first position on home/land for collateral. Discussion followed.

M/S/C (Van Steenhuyse/Hocamp) to approve the RLF Committee's recommendation to loan Watchpoint Date Inc. dba CryptoStopper \$500,000 at 0% for two years, then 2% for the next 3 years - UCC Lien, personal guaranty and first position on home/land for collateral. All ayes.

h. Approve RLF Funding for Atlas Truck Bodies LLC

Jacobson said the RLF Committee reviewed an application for Atlas Truck Bodies LLC for equipment. The committee's recommendation is a \$142,500 loan at 0% for two years, then 2% for the next 3 years - personal guarantees for Jay Lynch and Nick Payne, Owners, 1st position UCC Lien. Discussion followed.

M/S/C (Lumsden/Sullivan) to approve the RLF Committee's recommendation to loan Atlas Truck Bodies LLC \$142,500 at 0% for two years, then 2% for the next 3 years - personal guarantees for Jay Lynch and Nick Payne, Owners, 1st position UCC Lien. All ayes.

6. REPORTS

a. Director's Report

Kurt gave an update on the citizen engagement software Bang the Table and said a demo would be made at the February or March board meeting. She also noted the employee handbook is at the attorney's office for review.

b. Economic and Strategic Services Report

Kurt said staff is working with the City of Iowa City with a program to assist businesses with COVID relief and the first payments should be issued soon. She said three projects have been identified for the Rural Recovery Challenge and staff will be working to distribute the funds for those projects.

c. Community Development and Housing Report

Achenbach said the FHLB grants were awarded in December. She noted the department is currently working with the City of Coralville and Washington County to administer homebuyer assistance grants. She gave an update on the Homes for Iowa program and noted six homes are scheduled for our region.

d. Transportation and Transit Report

Grenis thanked Seeman for his work on the new Benton County bus building and said he hoped they would be able to hold an open house later this year.

e. Environmental Services Report

Fencl gave an update on the Belle Plaine compost bin project and said five payments will be sent out this month to residents. She gave an update on the soil health partnership and showed a video clip of a bioreactor.

7. DISCUSSION/PRESENTATIONS

b. FY2021 Q2 Organizational Goals

Kurt gave an overview of the organizational goals and quarterly progress towards those goals. She said a new board member orientation will be held after the February meeting, all are invited to attend. Hinson said everyone on the Board will be assigned to a committee and an email will be sent out next week to ask for committee preferences. The committee assignments will be made in February.

c. Board Member Updates

Hinson asked new board members to introduce themselves.

8. NEXT MEETING: February 25, 2021

M/S/C (Lumsden/Seeman) to adjourn the meeting at 3:05 p.m. All ayes.