

## Board Meeting Agenda

1:30 pm June 29, 2023  
700 16<sup>th</sup> Street NE, Suite 301  
Cedar Rapids, Iowa 52402

The East Central Iowa Council of Governments (ECICOG) Board Meeting will be held in person. Members can still attend using the call-in number below, but please understand that your meeting experience may be less than optimal. Members of the public can participate during the meeting, but only during the public comment portions of the agenda.

Virtual Option: You can join the meeting by calling +1 312 626 6799 and using Meeting ID: 965 3400 4616. Board members received a Zoom meeting invitation with a web link to join the meeting using their computer's video and audio. Please mute your computer audio or phone when not speaking and identify yourself by name when speaking.

- |         |                                                                                                                                                                                                                                                                                                                           |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Page #s | <ol style="list-style-type: none"> <li>1. Call to Order <ol style="list-style-type: none"> <li>a. Recognition of Alternates</li> <li>b. Public Comments <ol style="list-style-type: none"> <li>o General Public</li> <li>o Legislators or Legislative Staff</li> </ol> </li> <li>c. Approve Agenda</li> </ol> </li> </ol> |
| 1-3     | <ol style="list-style-type: none"> <li>2. Approve Minutes <ol style="list-style-type: none"> <li>a. Board Meeting Minutes - May 25, 2023</li> </ol> </li> </ol>                                                                                                                                                           |
| 4-13    | <ol style="list-style-type: none"> <li>3. Financial Report <ol style="list-style-type: none"> <li>a. Receive and File Financial Statements for Audit</li> <li>b. Approve Expenditures</li> </ol> </li> </ol>                                                                                                              |
| 14-28   | <ol style="list-style-type: none"> <li>4. Action Items <ol style="list-style-type: none"> <li>a. Consider Approval of Purchase of Service Contracts with 6 County Transit Providers</li> </ol> </li> </ol>                                                                                                                |
| 29      | <ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>b. Consider Authorizing an Application for SS4A Funding</li> </ol> </li> </ol>                                                                                                                                                             |
| 30-34   | <ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>c. Approve Plan and Expenditures for Office Remodel</li> </ol> </li> </ol>                                                                                                                                                                 |
| 35      | <ol style="list-style-type: none"> <li>5. Reports</li> </ol>                                                                                                                                                                                                                                                              |
| 36-37   | <ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>a. Director's Report</li> </ol> </li> </ol>                                                                                                                                                                                                |
| 38-43   | <ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>b. Community and Economic Development Report</li> </ol> </li> </ol>                                                                                                                                                                        |
| 44-45   | <ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>c. Housing Report</li> </ol> </li> </ol>                                                                                                                                                                                                   |
| 46-47   | <ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>d. Transportation and Transit Report</li> </ol> </li> </ol>                                                                                                                                                                                |
| 48-49   | <ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>e. Environmental Services Report</li> </ol> </li> </ol>                                                                                                                                                                                    |
| 50      | <ol style="list-style-type: none"> <li>6. Discussion/Presentations</li> </ol>                                                                                                                                                                                                                                             |
| 51      | <ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>a. Presentation: Hometown Pride Program</li> <li>b. Envision East Central Iowa</li> <li>c. Board Member Updates</li> </ol> </li> </ol>                                                                                                     |
|         | <ol style="list-style-type: none"> <li>7. Adjourn - Next Meeting: July 27, 2023 – Executive Committee<br/>August 31, 2023 – Full Board</li> </ol>                                                                                                                                                                         |

## **MINUTES**

East Central Iowa Council of Governments  
Board Meeting/Zoom 1:30 pm, May 25, 2023  
ECICOG, 700 16<sup>th</sup> St NE, Suite 301, Cedar Rapids, IA

## **MEMBERS PRESENT**

*Dave Fish-City of Belle Plaine*  
*Tracy Seeman-Benton County Supervisor*  
*Kate Robertson-Benton County Citizen*  
*Kevin Heitshusen-Iowa County Supervisor*  
*Chris Montross-Iowa County Supervisor*  
*Jon Green-Johnson County Supervisor*  
*Allison Wells-Johnson County Citizen*  
*Derek Lumsden-Jones County Citizen*  
*Jon Zirkelbach-Jones County Supervisor*  
*David Connolly-Linn County Citizen*  
*Adam Griggs-Mayor of Central City*  
*Chris Nosbisch-Mount Vernon City Administrator*  
*Bob Yoder-Washington County Supervisor*

## **MEMBERS ABSENT**

*Tony Hocamp-Iowa County Citizen*  
*Meghann Foster-Mayor of Coralville*  
*Chris Taylor-Mayor of Swisher Vacant-Jones County*  
*Eric Van Kerckhove-Mayor of Palo*  
*Kirsten Running-Marquardt-Linn County Supervisor*  
*Mary Audia-Washington County Citizen*  
*Deanna Mc Cusker-Washington City Administrator*

## **ALTERNATES PRESENT** - none

## **OTHERS PRESENT**

*Andy Whiting-Senator Ernst's Office*  
*Jordan DeGree-Rural Ideas Network*

## **STAFF PRESENT**

*Karen Kurt-Executive Director*  
*Gina Peters-Office Manager*  
*Joe Bauer-Communications Specialist*  
*Tracey Achenbach- Housing Director*  
*Mark Culver-Housing Specialist*  
*Tom Gruis-Planner*  
*Robyn Jacobson-Contract Administrator*  
*Julie Herny-Housing Fellow*  
*Jennifer Fencl-Environmental Services Director*  
*Steve Van Abbema-Housing Specialist*

## **1. CALL TO ORDER**

The meeting was called to order by Chairperson Zirkelbach at 1:30 p.m.

- a. Recognition of Alternates** -none
- b. Public Comments** -none
- c. Approve Agenda**

M/S/C (Fish/Yoder) to approve the agenda as presented. All ayes.

## **2. APPROVE MINUTES**

- a. Board Meeting Minutes-April 27, 2023**

M/S/C (Yoder/Montross) to approve the minutes of the April 27, 2023 Board Meeting as written. All ayes.

- b. Personnel Committee Minutes -May 22, 2023**

Connolly said he had a correction to the minutes, he was not present at the meeting.

M/S/C (Yoder/Fish) to approve the minutes of the May 22, 2023 Personnel Committee Meeting with the noted correction. All ayes.

### **3. FINANCIAL REPORT**

#### **a. Receive and File Financial Statements for Audit**

Kurt noted the Amoco Loan repayment is on the list of expenditures.

M/S/C (Griggs/Montross) to receive and file the April financial statements for audit. All ayes.

#### **b. Approve Expenditures**

M/S/C (Griggs/Seeman) to approve the expenditures as presented. All ayes.

### **5. ACTION ITEMS**

#### **a. Approve Amendment to Revolving Loan Fund (RLF) Administrative Plan**

Jacobson said she was bringing the RLF Administrative Plan back to be approved after she was asked to include and address underserved and distressed areas.

M/S/C (Lumsden/Griggs) to approve the amendment of the RLF 1 Administrative Plan. All ayes.

#### **b. Approve Amendment to Revolving Loan Fund 2 (RLF 2) Administrative Plan**

Jacobson said she updated the CEDS information and added the loan risk rating system.

M/S/C (Lumsden/Montross) to approve the amended RLF 2 Administrative Plan. All ayes.

### **4. Business Lab Opportunity – Jordan DeGree**

Kurt said ECICOG wrote an EDA grant to expand the Innovation and Business Lab Programs created by the Rural Ideas Network. DeGree gave an overview of the business lab opportunity, a 1:1 business coaching opportunity and said the fees for participation for 1 year will be waived. He asked Kurt to send the information link to the board for distribution.

#### **c. Approve Write Off of Uncollectable Loans to Pro Ag, Fastek & Zero Energy Systems for Accounting Purposes**

Jacobson said she needed to exclude Pro Ag from the loans to write off because she has received notice some funds have been captured from the state offset program. She said the Fastek and Zero Energy Systems loans have been in default for many years and legal avenues have been expended to collect on the loans. She is asking the board to write off the two uncollectable loans for accounting purposes. Discussion followed.

M/S/C (Griggs/Lumsden) to approve the write off of loans for Fastek and Zero Energy Systems. All ayes.

#### **d. Approve adjustment to FY24 Employee Compensation**

Kurt said in January the Board approved the budget for FY24 which included a 2% base increase and 2% merit pool for compensation. At that time she indicated those numbers may need to be reconsidered as the end of the fiscal year approached. Due to continuing recruitment challenges and inflationary pressure she met with the personnel committee and they recommended approval of increasing the base to 3% with the merit pool remaining at 2%. Kurt said the agency has sufficient revenue to cover the costs. Discussion followed.

M/S/C (Seeman/Heitshusen) to adjust the amount allocated in the budget for base salary adjustments to 3% with the merit pool remaining at 2%. This includes the position of executive director. All ayes.

### **6. REPORTS**

#### **a. Director's Report**

#### **b. Community and Economic Development Report**

Kurt said she has been in conversations with some of our economic development partners about whether to submit an application for EDA's new Tech Hubs program.

#### **c. Housing Report**

Achenbach introduced Steve Van Abbema, the new housing inspector who will also be doing nuisance enforcement. She gave an update on CDBG-DR new construction program and noted PATCH received a collaborative non-profit award from the Corridor Business Journal.

#### **d. Transportation and Transit Report**

Rump gave an overview of the Safe Streets and Roads for All program. She said ECICOG is submitting and will take the lead on a joint application with Region 1 and Region 6. The application is due July 10 and she will be bringing the application to the board in June for approval. She gave an update on the Active Transportation Plan and said they are currently working on sidewalk assessments in the region minus the metropolitan areas. Rump said information will be available to communities once the assessments are completed.

#### **e. Environmental Services Report**

Fencl said 16 CDBG-DR applications were submitted for trees (3) and generators (12) and the awards should be announced by the end of June. She said ECICOG submitted a Notice of Intent to participate in EPA's Climate Pollution Reduction Grant on behalf of Cedar Rapids and Iowa City MSAs. Fencl also said she is working to submit an application for a grant for a water quality initiative for Clear Creek Watershed.

7. **DISCUSSION/PRESENTATIONS**

**a. Office Remodel**

Kurt said we are over capacity in the current office space and need to make changes to meet the needs of our current work/workforce. She gave an overview of the proposed layout that was included in the packet. She is working with the building owner who does buildouts to get an estimate and will also secure a bid from a general contractor. Kurt noted we are unable to get cubicle parts due to the age of the current ones so new cubicles would also be part of the cost. She said ECICOG would be able to rent current unused space next door through the construction for storage and a copy center. She said staff would work from home during the construction. Kurt will bring a cost estimate to the Board in June. Discussion followed.

**b. Presentation: CDBG Downtown Revitalization**

Gruis gave a presentation and answered questions regarding CDBG Downtown Revitalization.

**c. Board Member Updates**

Discussion was held on various topics. Lumsden led discussion on Envision East Central Iowa and encouraged each board member to sign up for a strategic pillar.

8. **NEXT MEETING: June 29, 2023**

M/S/C (Lumsden/Yoder) to adjourn the meeting at 3:01 p.m. All ayes.

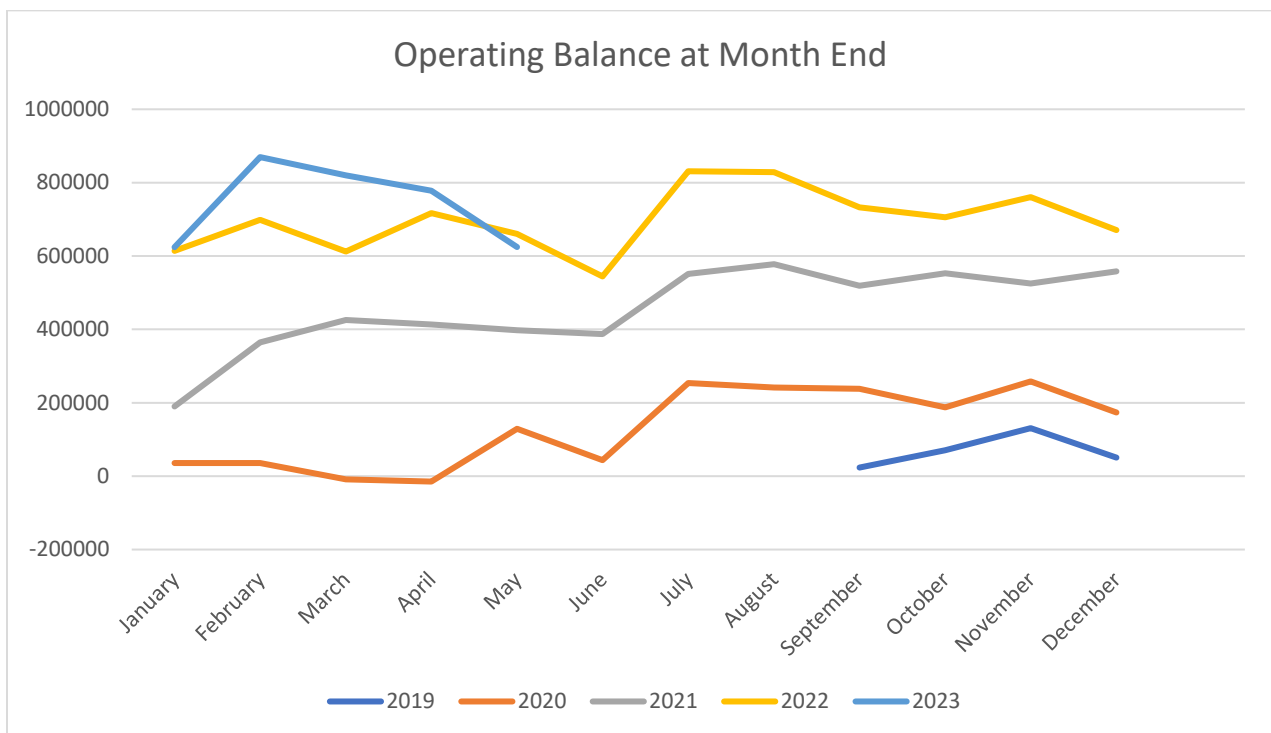
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Mary Audia, Secretary

| 3. Financial Report                                                                                                           |                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| a. Receive Financial Statements<br>Sample Motion: <i>"I move to receive and file the financial statements for the audit."</i> | Attachments <ul style="list-style-type: none"> <li>• Balance Sheet</li> <li>• Profit/Loss Statement</li> <li>• Cash Flow Statement</li> </ul> |
| b. Approve Expenditures<br>Sample Motion: <i>"I move to approve June expenditures for payment."</i>                           | <ul style="list-style-type: none"> <li>• June Transactions</li> </ul>                                                                         |

#### Notes:

Our operating balance decreased from \$778,023 at the end of April to \$624,255 at the end of May. We expect that our operating balance will decline for the next few months as we have staffed up for new projects but won't see payment for our work until mid-summer.



# EAST CENTRAL IA COUNCIL OF GOVERNMENTS

## Balance Sheet

As of May 31, 2023

Accrual Basis

|                                            | May 31, 23     |
|--------------------------------------------|----------------|
| <b>ASSETS</b>                              |                |
| <b>Current Assets</b>                      |                |
| <b>Checking/Savings</b>                    |                |
| 1125 · CHECKING ACCOUNT                    |                |
| 1126 · OPERATING                           | 729,326.78     |
| 1127 · PASS THRU                           | 234,393.62     |
| <b>Total 1125 · CHECKING ACCOUNT</b>       | 963,720.40     |
| 1200 · GCRCF/ECICOG RLF MICRO LOAN         | 262,431.52     |
| 1225 · TRANSIT ACCOUNT                     | 1,708,097.97   |
| 1235 · 380 EXPRESS BUS                     | 101,492.63     |
| 1245 · HOUSING ACCOUNT                     | 25,794.42      |
| 1262 · ECICOG RLF 2 ACCOUNT                | 511,407.63     |
| 1265 · ECICOG RLF ACCOUNT                  | 1,407,558.79   |
| 1268 · EDA                                 | 106.27         |
| 1270 · CEDAR RAPIDS RLF TOTAL              |                |
| 1202 · CR MICRO LOAN                       | 168.90         |
| 1205 · CEDAR RAPIDS RLF                    | 4,099.04       |
| <b>Total 1270 · CEDAR RAPIDS RLF TOTAL</b> | 4,267.94       |
| 1272 · MARION RLF ACCOUNT                  | 57,128.37      |
| 1274 · MED QUARTER RLF                     | 50.22          |
| 1276 · VANPOOL ACCOUNT TOTAL               |                |
| 1277 · VANPOOL ACCOUNT                     | 26,854.01      |
| 1278 · VANPOOL EXPANSION RESERVE           | 305,317.49     |
| <b>Total 1276 · VANPOOL ACCOUNT TOTAL</b>  | 332,171.50     |
| <b>Total Checking/Savings</b>              | 5,374,227.66   |
| <b>Accounts Receivable</b>                 |                |
| 1500 · ACCOUNTS RECEIVABLE                 | 134,584.72     |
| <b>Total Accounts Receivable</b>           | 134,584.72     |
| <b>Other Current Assets</b>                |                |
| 1400 · PREPAID EXPENSES                    | 11,778.39      |
| <b>Total Other Current Assets</b>          | 11,778.39      |
| <b>Total Current Assets</b>                | 5,520,590.77   |
| <b>Fixed Assets</b>                        |                |
| 1610 · TRANSPORTATION EQUIP                | 6,349,295.09   |
| 1615 · A/D TRANSPORTATION EQUIP            | (3,910,316.87) |
| 1620 · FURNITURE & FIXTURES                | 72,716.88      |
| 1625 · A/D FURNITURE & FIXTURES            | (40,477.65)    |
| 1630 · LEASEHOLD IMPROVEMENTS              | 43,847.15      |
| 1635 · A/D LEASEHOLD IMPROVEMENTS          | (42,711.50)    |
| 1640 · RIGHT TO USE LEASE BLDG             | 97,368.63      |
| 1645 · ACCUM AMORT RIGHT TO USE            | (24,186.32)    |
| 1650 · RIGHT TO USE LEASE EQUIP            | 15,486.19      |
| <b>Total Fixed Assets</b>                  | 2,561,021.60   |

# EAST CENTRAL IA COUNCIL OF GOVERNMENTS

## Balance Sheet

As of May 31, 2023

Accrual Basis

|                                        | May 31, 23           |
|----------------------------------------|----------------------|
| <b>Other Assets</b>                    |                      |
| 1680 · ECICOG RLF LOANS                |                      |
| 1683 · CREATIVE PRINTING PLUS          | 23,685.86            |
| 1749 · INTECONNECT INC. - 3            | 150,730.24           |
| 1758 · HAPPLES GOURMET FOODS, LLC      | 96,020.22            |
| 1795 · PRO AG SERVICES 3               | 452,788.06           |
| 1804 · ICONNECT                        | 72,275.26            |
| 1812 · ACCENTZ, LLC dba LIONNE DESIGNS | 3,378.76             |
| 1822 · REVOLUTION REALTY TEAM 2        | 9,527.85             |
| 1880 · PRALL ADVT-DICKS TAP & SHAKE RM | 8,982.50             |
| 1890 · BRICK ALLEY PUB & SPORTS BAR    | 5,237.88             |
| 1900 · IA SOUL FOOD CO dba SUGAPEACH   | 19,723.52            |
| 1924 · ALTERNATIVE SPORT ENT - HATCHET | 5,623.40             |
| 1927 · BDC GROUP                       | 146,516.13           |
| 1928 · JULIANNA GONDEK, E IA FAM COUNS | 44,312.96            |
| 1929 · STRATAFOLIO, INC.               | 82,781.13            |
| 1930 · STRATAFOLIO, INC. - 2           | 95,460.54            |
| 1931 · ELEASE DAYCARE LLC              | 17,174.09            |
| 1933 · OLYMPIC SOUTH SIDE THEATRE      | 140,290.09           |
| 1935 · OLYMPIC SOUTH SIDE THEATRE 2    | 62,095.50            |
| 1937 · SPOTIX INC                      | 100,486.68           |
| 1942 · ATLAS TRUCK BODIES              | 125,875.00           |
| 1944 · BOWERS CHIROPRACTIC             | 25,097.66            |
| 1946 · ZAPO NIXON LLC                  | 20,000.00            |
| 1948 · MOBILE DEMAND - 6               | 416,666.70           |
| 1950 · KRAUS PLUMBING AND HEATING, LLC | 102,466.69           |
| 1954 · 4D MOBILE - 2                   | 208,333.30           |
| 1956 · KATIE'S HEALING HANDS MASSAGE   | 18,000.00            |
| <b>Total 1680 · ECICOG RLF LOANS</b>   | <b>2,453,530.02</b>  |
| 1690 · PENSION RELATED DEF. OUTFLOWS   | 230,032.00           |
| 6000 · ECICOG RLF 2 LOANS              |                      |
| 6002 · BDC GROUP INC                   | 57,885.33            |
| 6004 · MONDO'S UNION BREWERY           | 137,821.81           |
| 6006 · DELHICACY                       | 104,691.94           |
| 6008 · MSD SALES, INC.                 | 147,388.79           |
| 6010 · WATCHPOINT DATE INC             | 358,333.39           |
| 6012 · DELHICACY 2                     | 79,166.74            |
| 6014 · SCHNOEBELEN INC                 | 67,894.68            |
| 6016 · 4D MOBILE                       | 154,166.59           |
| 6018 · MJ SPORTS dba BLUTRACK          | 475,173.61           |
| 6020 · IBLITZ BOXING & FITNESS LLC     | 19,666.60            |
| 6022 · O'S GRILL                       | 66,000.00            |
| 6024 · SIMRANJEET/ HAVALI INDIAN CUIS  | 68,767.87            |
| 6026 · EASTERN IOWA HEALTH CENTER      | 458,333.36           |
| 6028 · FX UNLIMITED INC                | 460,114.48           |
| 6030 · STRATAFOLIO, INC.- 3            | 14,999.96            |
| 6031 · STRATAFOLIO, INC - 4            | 63,750.00            |
| 6032 · SERENITY SALON AND SPA LLC      | 43,960.00            |
| 6034 · AMELIA JANE LLC                 | 36,216.69            |
| 6036 · NOURISH MED SPA LLC             | 176,666.69           |
| 6038 · RAINING ROSE, INC               | 178,571.45           |
| 6040 · BOXX SCAFFOLDING LLC            | 190,111.11           |
| 6042 · ECO PALLETS INC                 | 94,999.99            |
| 6044 · DASCOA, INC                     | 223,214.29           |
| 6046 · LISA NGUYEN LLC                 | 70,000.00            |
| <b>Total 6000 · ECICOG RLF 2 LOANS</b> | <b>3,747,895.37</b>  |
| <b>Total Other Assets</b>              | <b>6,431,457.39</b>  |
| <b>TOTAL ASSETS</b>                    | <b>14,513,069.76</b> |

**EAST CENTRAL IA COUNCIL OF GOVERNMENTS****Balance Sheet**

As of May 31, 2023

Accrual Basis

|                                       | May 31, 23           |
|---------------------------------------|----------------------|
| <b>LIABILITIES &amp; EQUITY</b>       |                      |
| Liabilities                           |                      |
| Current Liabilities                   |                      |
| Accounts Payable                      |                      |
| 2100 · ACCOUNTS PAYABLE               | 37,897.27            |
| Total Accounts Payable                | 37,897.27            |
| Other Current Liabilities             |                      |
| 2300 · ACCRUED VACATION PAY           | 56,900.17            |
| 2360 · FLEXIBLE BENEFITS              | 1,257.11             |
| 2460 · STATE UNEMPLOYMENT             | 1,485.50             |
| 2480 · UNEARNED REVENUE               | 237,680.43           |
| Total Other Current Liabilities       | 297,323.21           |
| Total Current Liabilities             | 335,220.48           |
| Long Term Liabilities                 |                      |
| 2470 · LEASE AGREEMENTS               | 88,668.50            |
| 2485 · PENSION RELATED DEF INFLOWS    | 710,460.00           |
| 2490 · NET PENSION LIABILITY          | 18,402.00            |
| Total Long Term Liabilities           | 817,530.50           |
| Total Liabilities                     | 1,152,750.98         |
| Equity                                |                      |
| 2500 · FUND BALANCE-UNRESERVED        | 4,088,522.05         |
| 2510 · FUND BALANCE-RESERVED          | 2,375,790.39         |
| 2600 · Retained Earnings              | 6,717,366.46         |
| Net Income                            | 178,639.88           |
| Total Equity                          | 13,360,318.78        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>14,513,069.76</b> |

# EAST CENTRAL IA COUNCIL OF GOVERNMENTS

## Profit & Loss

May 2023

Accrual Basis

|                                        |              | TOTAL            |         |
|----------------------------------------|--------------|------------------|---------|
|                                        | May 23       | Jul '22 - May 23 | % YTD   |
| Ordinary Income/Expense                |              |                  |         |
| Income                                 |              |                  |         |
| 3100 · FEDERAL FUNDS                   | 34,004.00    | 2,686,464.91     | 1.3%    |
| 3200 · STATE FUNDS                     | 52,748.04    | 638,891.72       | 8.3%    |
| 3300 · LOCAL FUNDS                     | 90,584.59    | 1,743,226.12     | 5.2%    |
| 3410 · RLF LATE FEES                   | 0.00         | 520.85           | 0.0%    |
| 3900 · INTEREST INCOME                 | 5,626.13     | 27,366.59        | 20.6%   |
| 3910 · INTEREST INCOME - ECICOG RLF    | 3,312.15     | 49,481.48        | 6.7%    |
| 3912 · INTEREST INCOME - ECICOG RLF2   | 2,672.15     | 7,456.38         | 35.8%   |
| 3915 · CR RLF-PRIN/INTEREST INCOME     | 1,381.24     | 15,194.29        | 9.1%    |
| 3916 · CR MICRO-PRIN/INT PAYMENTS      | 0.00         | 756.29           | 0.0%    |
| 3917 · MARION RLF PRIN/INT INCOME      | 445.01       | 6,539.30         | 6.8%    |
| 3918 · CRST MINI MICRO PRIN/INT PMTS   | 0.00         | 3,643.29         | 0.0%    |
| 3919 · CR FOUNDATION-PRIN/INT INCOME   | 0.00         | 2,205.60         | 0.0%    |
| 3920 · CR FOUND 2-NONREV PRIN/INT INC  | 0.00         | 3,651.51         | 0.0%    |
| 3921 · CR FOUND-GREAT AMERICA PRIN/INT | 0.00         | 3,247.64         | 0.0%    |
| 3924 · ECICOG/GCRCF PRIN/INT INCOME    | 1,611.37     | 3,222.74         | 50.0%   |
| Total Income                           | 192,384.68   | 5,191,868.71     | 3.7%    |
| Gross Profit                           | 192,384.68   | 5,191,868.71     | 3.7%    |
| Expense                                |              |                  |         |
| 4100 · ADVERTISING                     | 630.91       | 3,915.86         | 16.1%   |
| 4102 · 5210 EXPENSE                    | 4,000.63     | 6,446.11         | 62.1%   |
| 4122 · CEDS UPDATE                     | 0.00         | 15,000.00        | 0.0%    |
| 4140 · CONTRACTED SERVICES             | 18,705.00    | 36,286.00        | 51.5%   |
| 4147 · CONTRACTED SERVICES - ENVIRO    | 0.00         | 3,200.00         | 0.0%    |
| 4150 · CONTRACTED SERVICES-IT          | 1,743.00     | 13,623.69        | 12.8%   |
| 4152 · CONTRACTED SERVICES-TRANS       | 0.00         | 421.76           | 0.0%    |
| 4154 · CONTRACTED SERVICES-RLF         | 0.00         | 80.11            | 0.0%    |
| 4170 · DEPRECIATION                    | 43,686.17    | 480,547.87       | 9.1%    |
| 4180 · DUES & SUBSCRIPTIONS            | 1,150.00     | 15,775.00        | 7.3%    |
| 4200 · EDUCATION & TRAINING            | 399.50       | 4,231.42         | 9.4%    |
| 4220 · FREIGHT & POSTAGE               | 843.55       | 2,537.04         | 33.2%   |
| 4225 · SUMMER LIBRARY READING PROGRAM  | 30.05        | 3,549.30         | 0.8%    |
| 4240 · FUEL TAX                        | 0.00         | 0.00             | 0.0%    |
| 4260 · INSURANCE-GENERAL               | 2,064.04     | 19,511.77        | 10.6%   |
| 4280 · INS-HEALTH & DENTAL             | 15,761.08    | 147,306.77       | 10.7%   |
| 4290 · HRA EXPENSES                    | 668.34       | 2,301.75         | 29.0%   |
| 4300 · IPERS                           | 10,065.88    | 100,500.07       | 10.0%   |
| 4330 · FHLB                            | 0.00         | 329.00           | 0.0%    |
| 4340 · LEGAL & ACCOUNTING              | 1,025.00     | 18,059.88        | 5.7%    |
| 4343 · SPECIAL LEGAL                   | 0.00         | 188.50           | 0.0%    |
| 4360 · OFFICE EXPENSE                  | 1,526.06     | 6,257.79         | 24.4%   |
| 4370 · SOFTWARE EXPENSE                | 214.81       | 27,482.63        | 0.8%    |
| 4400 · PAYROLL                         | 106,629.90   | 1,066,675.59     | 10.0%   |
| 4420 · PAYROLL TAXES                   | 8,620.06     | 85,085.82        | 10.1%   |
| 4460 · PRINTING & COPYING              | 2,658.85     | 9,704.86         | 27.4%   |
| 4480 · PASS-THRU                       | 191,377.31   | 2,647,903.14     | 7.2%    |
| 4490 · EQUIPMENT PURCHASE              | 0.00         | 0.00             | 0.0%    |
| 4510 · RENT                            | 4,057.00     | 44,627.00        | 9.1%    |
| 4515 · ECICOG RLF 2 EXPENSE            | 150.16       | 3,782.37         | 4.0%    |
| 4540 · TELEPHONE/UTILITIES             | 896.41       | 11,467.27        | 7.8%    |
| 4560 · REPAIRS & MAINTENANCE           | 240.00       | 2,880.00         | 8.3%    |
| 4562 · RURAL RECOVERY CHALLENGE        | 0.00         | 2,500.00         | 0.0%    |
| 4600 · TRAVEL                          | 3,160.55     | 21,671.76        | 14.6%   |
| 4610 · TRAVEL-PD                       | 1,299.45     | 4,480.52         | 29.0%   |
| 4990 · ADMIN ALLOCATION                | 0.00         | 0.00             | 0.0%    |
| Total Expense                          | 421,603.71   | 4,808,330.65     | 8.8%    |
| Net Ordinary Income                    | (229,219.03) | 383,538.06       | (59.8)% |

# EAST CENTRAL IA COUNCIL OF GOVERNMENTS

## Profit & Loss

May 2023

Accrual Basis

|                                       | TOTAL        |                  |          |
|---------------------------------------|--------------|------------------|----------|
|                                       | May 23       | Jul '22 - May 23 | % YTD    |
| Other Income/Expense                  |              |                  |          |
| Other Income                          |              |                  |          |
| 3922 · INTEREST INCOME - GCRCF/ECICOG | 332.98       | 648.79           | 51.3%    |
| 5005 · GAIN ON SALE OF ASSETS         | 0.00         | 26,441.90        | 0.0%     |
| Total Other Income                    | 332.98       | 27,090.69        | 1.2%     |
| Other Expense                         |              |                  |          |
| 4700 · UNCOLLECTED ACCOUNTS           | 231,988.87   | 231,988.87       | 100.0%   |
| Total Other Expense                   | 231,988.87   | 231,988.87       | 100.0%   |
| Net Other Income                      | (231,655.89) | (204,898.18)     | 113.1%   |
| Net Income                            | (460,874.92) | 178,639.88       | (258.0)% |

# EAST CENTRAL IA COUNCIL OF GOVERNMENTS

## Profit & Loss Budget vs. Actual

Accrual Basis

July 2022 through May 2023

|                                        | Jul '22 - May 23 | TOTAL        |                |             |
|----------------------------------------|------------------|--------------|----------------|-------------|
|                                        |                  | Budget       | \$ Over Budget | % of Budget |
| Ordinary Income/Expense                |                  |              |                |             |
| Income                                 |                  |              |                |             |
| 3100 · FEDERAL FUNDS                   | 2,686,484.91     | 4,205,382.00 | (1,518,917.09) | 63.9%       |
| 3200 · STATE FUNDS                     | 638,891.72       | 802,620.00   | (163,728.28)   | 79.6%       |
| 3300 · LOCAL FUNDS                     | 1,743,226.12     | 1,207,398.00 | 535,828.12     | 144.4%      |
| 3410 · RLF LATE FEES                   | 520.85           | 0.00         | 520.85         | 100.0%      |
| 3900 · INTEREST INCOME                 | 27,366.59        | 1,800.00     | 25,566.59      | 1,520.4%    |
| 3910 · INTEREST INCOME - ECICOG RLF    | 49,481.48        | 62,341.00    | (12,859.52)    | 79.4%       |
| 3912 · INTEREST INCOME - ECICOG RLF2   | 7,456.38         | 0.00         | 7,456.38       | 100.0%      |
| 3915 · CR RLF-PRIN/INTEREST INCOME     | 15,194.29        | 0.00         | 15,194.29      | 100.0%      |
| 3916 · CR MICRO-PRIN/INT PAYMENTS      | 756.29           | 0.00         | 756.29         | 100.0%      |
| 3917 · MARION RLF PRINC/INT INCOME     | 6,539.30         | 0.00         | 6,539.30       | 100.0%      |
| 3918 · CRST MINI MICRO PRIN/INT PMTS   | 3,643.29         | 0.00         | 3,643.29       | 100.0%      |
| 3919 · CR FOUNDATION-PRIN/INT INCOME   | 2,205.60         | 0.00         | 2,205.60       | 100.0%      |
| 3920 · CR FOUND 2-NONREV PRIN/INT INC  | 3,651.51         | 0.00         | 3,651.51       | 100.0%      |
| 3921 · CR FOUND-GREAT AMERICA PRIN/INT | 3,247.64         | 0.00         | 3,247.64       | 100.0%      |
| 3924 · ECICOG/GCRCF PRIN/INT INCOME    | 3,222.74         | 0.00         | 3,222.74       | 100.0%      |
| Total Income                           | 5,191,868.71     | 6,279,541.00 | (1,087,672.29) | 82.7%       |
| Gross Profit                           | 5,191,868.71     | 6,279,541.00 | (1,087,672.29) | 82.7%       |
| Expense                                |                  |              |                |             |
| 4100 · ADVERTISING                     | 3,915.86         | 2,000.00     | 1,915.86       | 195.8%      |
| 4102 · 5210 EXPENSE                    | 6,446.11         | 0.00         | 6,446.11       | 100.0%      |
| 4122 · CEDS UPDATE                     | 15,000.00        | 0.00         | 15,000.00      | 100.0%      |
| 4140 · CONTRACTED SERVICES             | 36,286.00        | 3,120.00     | 33,166.00      | 1,163.0%    |
| 4147 · CONTRACTED SERVICES - ENVIRO    | 3,200.00         | 3,000.00     | 200.00         | 106.7%      |
| 4150 · CONTRACTED SERVICES-IT          | 13,623.69        | 10,000.00    | 3,623.69       | 136.2%      |
| 4152 · CONTRACTED SERVICES-TRANS       | 421.76           | 75,000.00    | (74,578.24)    | 0.6%        |
| 4154 · CONTRACTED SERVICES-RLF         | 80.11            | 0.00         | 80.11          | 100.0%      |
| 4170 · DEPRECIATION                    | 480,547.87       | 524,234.00   | (43,686.13)    | 91.7%       |
| 4180 · DUES & SUBSCRIPTIONS            | 15,775.00        | 15,800.00    | (25.00)        | 99.8%       |
| 4200 · EDUCATION & TRAINING            | 4,231.42         | 12,360.00    | (8,118.58)     | 34.3%       |
| 4220 · FREIGHT & POSTAGE               | 2,537.04         | 2,000.00     | 537.04         | 126.9%      |
| 4225 · SUMMER LIBRARY READING PROGRAM  | 3,549.30         | 3,700.00     | (150.70)       | 95.9%       |
| 4260 · INSURANCE-GENERAL               | 19,511.77        | 18,200.00    | 1,311.77       | 107.2%      |
| 4280 · INS-HEALTH & DENTAL             | 147,306.77       | 158,817.10   | (11,510.33)    | 92.8%       |
| 4290 · HRA EXPENSES                    | 2,301.75         | 0.00         | 2,301.75       | 100.0%      |
| 4300 · IPERS                           | 100,500.07       | 106,606.91   | (6,106.84)     | 94.3%       |
| 4330 · FHLB                            | 329.00           | 0.00         | 329.00         | 100.0%      |
| 4340 · LEGAL & ACCOUNTING              | 18,059.88        | 24,000.00    | (5,940.12)     | 75.2%       |
| 4343 · SPECIAL LEGAL                   | 188.50           | 0.00         | 188.50         | 100.0%      |
| 4360 · OFFICE EXPENSE                  | 6,257.79         | 5,500.00     | 757.79         | 113.8%      |
| 4370 · SOFTWARE EXPENSE                | 27,482.63        | 9,500.00     | 17,982.63      | 289.3%      |
| 4400 · PAYROLL                         | 1,066,675.59     | 1,174,482.96 | (107,807.37)   | 90.8%       |
| 4420 · PAYROLL TAXES                   | 85,085.82        | 104,461.22   | (19,375.40)    | 81.5%       |
| 4460 · PRINTING & COPYING              | 9,704.86         | 7,000.00     | 2,704.86       | 138.6%      |
| 4480 · PASS-THRU                       | 2,647,903.14     | 4,376,022.00 | (1,728,118.86) | 60.5%       |
| 4490 · EQUIPMENT PURCHASE              | 0.00             | 3,000.00     | (3,000.00)     | 0.0%        |
| 4510 · RENT                            | 44,627.00        | 48,500.00    | (3,873.00)     | 92.0%       |
| 4515 · ECICOG RLF 2 EXPENSE            | 3,782.37         | 0.00         | 3,782.37       | 100.0%      |
| 4540 · TELEPHONE/UTILITIES             | 11,467.27        | 12,000.00    | (532.73)       | 95.6%       |
| 4560 · REPAIRS & MAINTENANCE           | 2,880.00         | 2,000.00     | 880.00         | 144.0%      |
| 4562 · RURAL RECOVERY CHALLENGE        | 2,500.00         | 0.00         | 2,500.00       | 100.0%      |
| 4600 · TRAVEL                          | 21,671.76        | 27,550.00    | (5,878.24)     | 78.7%       |
| 4610 · TRAVEL-PD                       | 4,480.52         | 19,000.00    | (14,519.48)    | 23.6%       |
| 4990 · ADMIN ALLOCATION                | 0.00             | 0.00         | 0.00           | 0.0%        |
| Total Expense                          | 4,808,330.65     | 6,747,844.19 | (1,939,513.54) | 71.3%       |
| Net Ordinary Income                    | 383,538.06       | (468,303.19) | 851,841.25     | (81.9)%     |

# EAST CENTRAL IA COUNCIL OF GOVERNMENTS

## Profit & Loss Budget vs. Actual

July 2022 through May 2023

Accrual Basis

|                                       | TOTAL            |              |                |             |
|---------------------------------------|------------------|--------------|----------------|-------------|
|                                       | Jul '22 - May 23 | Budget       | \$ Over Budget | % of Budget |
| Other Income/Expense                  |                  |              |                |             |
| Other Income                          |                  |              |                |             |
| 3922 · INTEREST INCOME - GCRCF/ECICOG | 648.79           | 0.00         | 648.79         | 100.0%      |
| 5005 · GAIN ON SALE OF ASSETS         | 26,441.90        | 0.00         | 26,441.90      | 100.0%      |
| Total Other Income                    | 27,090.69        | 0.00         | 27,090.69      | 100.0%      |
| Other Expense                         |                  |              |                |             |
| 4700 · UNCOLLECTED ACCOUNTS           | 231,988.87       | 0.00         | 231,988.87     | 100.0%      |
| Total Other Expense                   | 231,988.87       | 0.00         | 231,988.87     | 100.0%      |
| Net Other Income                      | (204,898.18)     | 0.00         | (204,898.18)   | 100.0%      |
| Net Income                            | 178,639.88       | (468,303.19) | 646,943.07     | (38.1)%     |

## EAST CENTRAL IOWA COUNCIL OF GOVERNMENTS

Cash Flow Statement  
May 1- May 31, 2023

| Type                  | Date       | Num       | Name                                 | Description                             | Amount                     | Balance       |
|-----------------------|------------|-----------|--------------------------------------|-----------------------------------------|----------------------------|---------------|
| 1126 - OPERATING      |            |           |                                      |                                         | Beginning Balance 5/1/2023 | \$778,023.87  |
| Revenue               |            |           |                                      |                                         |                            |               |
| Deposit               | 05/08/2023 |           | CITY OF ATKINS                       | ATKINS FIRE STATION                     | 562.50                     |               |
| Deposit               | 05/08/2023 |           | ICAD                                 | ED TECH ADMINISTRATION                  | 2,000.00                   |               |
| Deposit               | 05/08/2023 |           | CITY OF SHELLSBURG                   | INSPECTION SERVICES                     | 175.00                     |               |
| Deposit               | 05/08/2023 |           | KEEP IOWA BEAUTIFUL                  | MONTHLY CONTRACT                        | 3,333.33                   |               |
| Deposit               | 05/08/2023 |           | CITY OF OLIN                         | 5210 PROJECT DONATION                   | 500.00                     |               |
| Deposit               | 05/08/2023 |           | TIM & JEAN MCPHERSON                 | 5210 PROJECT DONATION                   | 100.00                     |               |
| Deposit               | 05/08/2023 |           | OLIN LIONS CLUB                      | 5210 PROJECT DONATION                   | 100.00                     |               |
| Deposit               | 05/11/2023 |           | KATIE'S HEALING HANDS MASSAGE        | RLF LOAN CLOSING FEE                    | 360.00                     |               |
| Deposit               | 05/11/2023 |           | CITY OF WYOMING                      | CITY NUISANCES                          | 915.06                     |               |
| Deposit               | 05/11/2023 |           | CITY OF VAN HORNE                    | CITY NUISANCES                          | 755.26                     |               |
| Deposit               | 05/12/2023 |           | IDOT                                 | PLANNING FUNDS                          | 65,100.00                  |               |
| Deposit               | 05/15/2023 |           | JOHNSON COUNTY                       | JOHNSON COUNTY REHAB & EMERGENCY REPAIR | 986.58                     |               |
| Deposit               | 05/15/2023 |           | ICOG                                 | FOREIGN LABOR INSPECTIONS               | 1,077.42                   |               |
| Deposit               | 05/25/2023 |           | HOUSING FUND FOR LINN COUNTY         | PROFESSIONAL STAFFING                   | 7,718.00                   |               |
| Deposit               | 05/25/2023 |           | HOUSING FUND FOR LINN COUNTY         | PATCH PROGRAM                           | 13,132.00                  |               |
| Deposit               | 05/25/2023 |           | HOUSING FUND FOR LINN COUNTY         | HFFLC EMERGENCY FUND                    | 250.00                     |               |
| Deposit               | 05/25/2023 |           | EAST CENTRAL IOWA HOUSING TRUST FUND | PROFESSIONAL STAFFING                   | 2,209.00                   |               |
| Deposit               | 05/25/2023 |           | EAST CENTRAL IOWA HOUSING TRUST FUND | FHLB CONSTRUCTION MANAGEMENT            | 3,600.00                   |               |
| Deposit               | 05/25/2023 |           | JOHNSON COUNTY                       | JOHNSON COUNTY REHAB & EMERGENCY REPAIR | 1,948.92                   |               |
| Deposit               | 05/25/2023 |           | CITY OF ATKINS                       | ATKINS FIRE STATION                     | 375.00                     |               |
| Deposit               | 05/25/2023 |           | CITY OF LISBON                       | COMPREHENSIVE PLAN                      | 9,000.00                   |               |
| Deposit               | 05/25/2023 |           | CITY OF NORTH LIBERTY                | CDBG GRANT REHAB                        | 2,550.00                   |               |
| Deposit               | 05/25/2023 |           | CITY OF ANAMOSA                      | CDBG GRANT REHAB                        | 2,662.50                   |               |
| Deposit               | 05/25/2023 |           | CITY OF ANAMOSA                      | CDBG DTR                                | 1,200.00                   |               |
| Deposit               | 05/25/2023 |           | REGION XII COUNCIL OF GOVERNMENTS    | IOWA WASTE EXCHANGE                     | 15,250.00                  |               |
| Deposit               | 05/25/2023 |           | POTTER REAL ESTATE                   | MARION ADA WATER PROJECT                | 90.00                      |               |
| Deposit               | 05/25/2023 |           | DANIEL COSMAN                        | MARION ADA WATER PROJECT                | 90.00                      |               |
| Deposit               | 05/25/2023 |           | DANIEL COSMAN                        | MARION ADA WATER PROJECT                | 90.00                      |               |
| Deposit               | 05/31/2023 |           | CEDAR RAPIDS BANK & TRUST            | INTEREST INCOME                         | 1,620.24                   |               |
| Total Revenue for May |            |           |                                      |                                         | \$ 137,750.81              | \$ 137,750.81 |
| Expenses              |            |           |                                      |                                         |                            |               |
| Liability Check       | 05/01/2023 | AUTO      | IOWA WORKFORCE DEVELOPMENT           | QUARTERLY UNEMPLOYMENT                  | (2,627.59)                 |               |
| Liability Check       | 05/01/2023 | AUTO      | WAGEWORKS                            | FLEXIBLE BENEFITS PLAN                  | (25.00)                    |               |
| Liability Check       | 05/08/2023 | AUTO      | WAGEWORKS                            | FLEXIBLE BENEFITS PLAN                  | (186.69)                   |               |
| Liability Check       | 05/12/2023 | AUTO      | WAGEWORKS                            | FLEXIBLE BENEFITS PLAN                  | (563.86)                   |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | ALICIA P PRESTO                      | PAYROLL                                 | (1,843.71)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | BROCK A GRENIS                       | PAYROLL                                 | (2,180.24)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | DEANNA L ROBINSON                    | PAYROLL                                 | (1,527.65)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | GINA K PETERS                        | PAYROLL                                 | (2,232.12)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | JENNIFER A RYAN FENCL                | PAYROLL                                 | (2,992.12)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | JESSICA Y JOHNSON                    | PAYROLL                                 | (1,891.63)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | JOSEPH P BAUER                       | PAYROLL                                 | (1,349.21)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | JULIE A HERNY                        | PAYROLL                                 | (1,578.73)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | JUSTICE N INKOOM                     | PAYROLL                                 | (1,483.47)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | KAREN M KURT                         | PAYROLL                                 | (3,751.61)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | MARK A CULVER                        | PAYROLL                                 | (2,047.36)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | MARY T RUMP                          | PAYROLL                                 | (3,046.54)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | NICOLE E BEUC                        | PAYROLL                                 | (1,136.02)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | PAULA J MITCHELL                     | PAYROLL                                 | (1,898.40)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | ROBYN L JACOBSON                     | PAYROLL                                 | (2,334.30)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | STEVEN J VAN ABBEMA                  | PAYROLL                                 | (1,832.50)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | THOMAS LH GRUIS                      | PAYROLL                                 | (1,910.66)                 |               |
| Paycheck              | 05/15/2023 | D DEPOSIT | TRACEY L ACHENBACH                   | PAYROLL                                 | (2,749.07)                 |               |
| Liability Check       | 05/15/2023 | 30275     | COLLECTION SERVICES CENTER           | CHILD SUPPORT                           | (37.50)                    |               |
| Liability Check       | 05/15/2023 | EFTPS     | EFTPS                                | FEDERAL TAX DEPOSIT                     | (12,513.08)                |               |
| Liability Check       | 05/22/2023 | AUTO      | WAGEWORKS                            | FLEXIBLE BENEFITS PLAN                  | (2,708.33)                 |               |
| Check                 | 05/23/2023 | AUTO      | ALLIANT ENERGY                       | UTILITY PAYMENT                         | (179.04)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30276     | ACCESS SYSTEM                        | COPIER EXPENSE                          | (355.32)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30277     | ALICIA PRESTO                        | TRAVEL CLAIM                            | (201.75)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30278     | ALLEGRA PRINT & IMAGING              | PRINTING                                | (579.89)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30279     | ANAMOSA JOURNAL-EUREKA               | ADVERTISING                             | (802.00)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30280     | BEAR CREEK ARCHEOLOGY                | CDBG-DR EXPENSE                         | (18,705.00)                |               |
| Bill Pmt -Check       | 05/25/2023 | 30281     | CABINET STUDIO INC                   | OFFICE EXPENSE                          | (18.73)                    |               |
| Bill Pmt -Check       | 05/25/2023 | 30282     | CEDAR RAPIDS BANK & TRUST            | CREDIT CARD EXPENSE                     | (6,236.36)                 |               |
| Bill Pmt -Check       | 05/25/2023 | 30283     | CENTRAL PARK PARTNERS, LLC           | RENT EXPENSE                            | (4,057.00)                 |               |
| Bill Pmt -Check       | 05/25/2023 | 30284     | DELTA DENTAL                         | VISION INSURANCE PREMIUMS               | (128.16)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30285     | ENCOMPASS                            | IT EXPENSE                              | (1,743.00)                 |               |
| Bill Pmt -Check       | 05/25/2023 | 30286     | GAZETTE COMMUNICATIONS               | ADVERTISING                             | (630.91)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30287     | IA ASSOC OF REGIONAL COUNCILS        | STAFF RETREAT REGISTRATION              | (399.50)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30288     | IMON COMMUNICATIONS, LLC             | INTERNET EXPENSE                        | (164.66)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30289     | IOWA LEAGUE OF CITIES                | MEMBERSHIP DUES                         | (400.00)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30290     | JENNIFER RYAN FENCL                  | TRAVEL CLAIM                            | (127.07)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30291     | JESSICA JOHNSON                      | TRAVEL CLAIM                            | (705.90)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30292     | KAREN KURT                           | TRAVEL CLAIM                            | (523.87)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30293     | MARK CULVER                          | TRAVEL CLAIM                            | (1,016.11)                 |               |
| Bill Pmt -Check       | 05/25/2023 | 30294     | MARY RUMP                            | TRAVEL CLAIM                            | (643.21)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30295     | MIDAMERICAN ENERGY                   | UTILITY PAYMENT                         | (29.87)                    |               |
| Bill Pmt -Check       | 05/25/2023 | 30296     | NICOLE BEUC                          | TRAVEL CLAIM                            | (214.38)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30297     | OFFICE OF STATE AUDITOR              | FILEING FEE FOR FISCAL YEAR 2022 AUDIT  | (425.00)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30298     | PAULA MITCHELL                       | TRAVEL CLAIM                            | (42.58)                    |               |
| Bill Pmt -Check       | 05/25/2023 | 30299     | PITNEY BOWES RESERVE ACCT            | POSTAGE METER EXPENSE                   | (300.00)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30301     | ROBYN JACOBSON                       | TRAVEL CLAIM                            | (21.62)                    |               |
| Bill Pmt -Check       | 05/25/2023 | 30302     | SAVANT TAX & CONSULTING              | ACCOUNTING EXPENSE                      | (600.00)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30303     | STEVE VAN ABBEMA                     | TRAVEL CLAIM                            | (672.63)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30304     | SUN LIFE FINANCIAL                   | LONG TERM DISABILITY INSURANCE PREMIUMS | (678.00)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30305     | THE HARTFORD                         | LIFE INSURANCE PREMIUMS                 | (291.73)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30306     | TOM GRUIS                            | TRAVEL CLAIM                            | (255.01)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30307     | TRACEY ACHENBACH                     | TRAVEL CLAIM                            | (120.52)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30308     | TYPE A CLEANING                      | OFFICE EXPENSE                          | (240.00)                   |               |
| Bill Pmt -Check       | 05/25/2023 | 30310     | WELLMARK                             | HEALTH AND DENTAL INSURANCE PREMIUMS    | (16,328.79)                |               |
| Bill Pmt -Check       | 05/25/2023 | 30316     | ALLEGRA PRINT & IMAGING              | PRINTING                                | (663.67)                   |               |
| Paycheck              | 05/31/2023 | D DEPOSIT | ALICIA P PRESTO                      | PAYROLL                                 | (1,843.71)                 |               |
| Paycheck              | 05/31/2023 | D DEPOSIT | BROCK A GRENIS                       | PAYROLL                                 | (2,180.22)                 |               |
| Paycheck              | 05/31/2023 | D DEPOSIT | DEANNA L ROBINSON                    | PAYROLL                                 | 137.63                     |               |
| Paycheck              | 05/31/2023 | D DEPOSIT | GINA K PETERS                        | PAYROLL                                 | (2,232.12)                 |               |

| Type                                  | Date       | Num       | Name                       | Description         | Amount          | Balance         |
|---------------------------------------|------------|-----------|----------------------------|---------------------|-----------------|-----------------|
| Paycheck                              | 05/31/2023 | D DEPOSIT | JENNIFER A RYAN FENGL      | PAYROLL             | (2,992.11)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | JESSICA Y JOHNSON          | PAYROLL             | (1,891.62)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | JOSEPH P BAUER             | PAYROLL             | (1,349.20)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | JULIE A HERNY              | PAYROLL             | (1,578.74)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | JUSTICE N INKOOM           | PAYROLL             | (1,483.48)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | KAREN M KURT               | PAYROLL             | (3,751.61)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | MARK A CULVER              | PAYROLL             | (2,047.35)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | MARY T RUMP                | PAYROLL             | (3,046.53)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | NICOLE E BEUC              | PAYROLL             | (1,607.93)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | PAULA J MITCHELL           | PAYROLL             | (1,898.39)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | ROBYN L JACOBSON           | PAYROLL             | (2,334.29)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | STEVEN J VAN ABBEMA        | PAYROLL             | (1,832.49)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | THOMAS LH GRUIS            | PAYROLL             | (1,910.66)      |                 |
| Paycheck                              | 05/31/2023 | D DEPOSIT | TRACEY L ACHENBACH         | PAYROLL             | (2,749.06)      |                 |
| Liability Check                       | 05/31/2023 | 30317     | COLLECTION SERVICES CENTER | CHILD SUPPORT       | (37.50)         |                 |
| Liability Check                       | 05/31/2023 | EFTPS     |                            | FEDERAL TAX DEPOSIT | (12,676.04)     |                 |
| Liability Check                       | 05/31/2023 | AUTO      | TREASURER, STATE OF IOWA   | IOWA WITHHOLDING    | (3,844.61)      |                 |
| Liability Check                       | 05/31/2023 | AUTO      | IPERS                      | MONTHLY IPERS       | (16,772.89)     |                 |
| Check                                 | 05/31/2023 |           | CEDAR RAPIDS BANK & TRUST  | SERVICE CHARGE      | (11.07)         |                 |
| Total Operating Expense for May       |            |           |                            |                     | \$ (186,447.90) | \$ (186,447.90) |
| Remaining Operating Balance 5/31/2023 |            |           |                            |                     |                 | \$729,326.78    |

|                  |                            |               |
|------------------|----------------------------|---------------|
| 1127 · PASS THRU | Beginning Balance 5/1/2023 | \$ 624,255.75 |
|------------------|----------------------------|---------------|

| Revenue                         |            |  |                          |                                      |               |               |
|---------------------------------|------------|--|--------------------------|--------------------------------------|---------------|---------------|
| Deposit                         | 05/11/2023 |  | IDOT                     | STATE TRANSIT ASSISTANCE             | 48,029.66     |               |
| Transfer                        | 05/25/2023 |  | FROM 380 EXPRESS ACCOUNT | MARCH 380 EXPRESS FARES              | 24,174.51     |               |
| Transfer                        | 05/25/2023 |  | FROM TRANSIT ACCOUNT     | APRIL WINDSTAR PAYMENT               | 90,763.68     |               |
| Transfer                        | 05/25/2023 |  | FROM TRANSIT ACCOUNT     | THE BUS COALITION DUES               | 750.00        |               |
| Deposit                         | 05/30/2023 |  | IDOT                     | WASHINGTON COUNTY PTIG REIMBURSEMENT | 34,004.00     |               |
| Total Pass Thru Revenue for May |            |  |                          |                                      | \$ 197,721.85 | \$ 197,721.85 |

| Expenses                        |            |       |                                 |                                                                                   |                 |                 |
|---------------------------------|------------|-------|---------------------------------|-----------------------------------------------------------------------------------|-----------------|-----------------|
| Transfer                        | 05/09/2023 |       | TO TRANSIT ACCOUNT              | APRIL STATE TRANSIT ASSISTANCE TRANSFER                                           | (67,420.05)     |                 |
| Transfer                        | 05/09/2023 |       | TO TRANSIT ACCOUNT              | REIMBURSE FOR MARCH 380 EXPRESS                                                   | (118,641.94)    |                 |
| Transfer                        | 05/09/2023 |       | TO TRANSIT ACCOUNT              | APRIL STATE TRANSIT ASSISTANCE TRANSFER - Duplicate will transfer back on 6/12/23 | (67,420.05)     |                 |
| Transfer                        | 05/18/2023 |       | TO TRANSIT ACCOUNT              | MAY STATE TRANSIT ASSISTANCE                                                      | (48,029.66)     |                 |
| Transfer                        | 05/18/2023 |       | TO TRANSIT ACCOUNT              | JANUARY 380 EXPRESS REIMBURSEMENT                                                 | (56,193.00)     |                 |
| Bill Pmt -Check                 | 05/25/2023 | 30311 | WINDSTAR LINES                  | 380 EXPRESS EXPENSE                                                               | (114,938.19)    |                 |
| Bill Pmt -Check                 | 05/25/2023 | 30312 | CREATIVE ADVENTURE LABS, INC.   | RURAL IDEAS NETWORK PROJECT                                                       | (35,719.12)     |                 |
| Bill Pmt -Check                 | 05/25/2023 | 30313 | IA DEPT OF TRANSPORTATION       | AMOCO LOAN REPAYMENT                                                              | (90,696.00)     |                 |
| Bill Pmt -Check                 | 05/25/2023 | 30314 | THE BUS COALITION, INC.         | TRANSIT MEMBERSHIP DUES                                                           | (750.00)        |                 |
| Bill Pmt -Check                 | 05/25/2023 | 30315 | JOHNSON CO SEATS                | FELLOWSHIP REIMBURSEMENT                                                          | (3,116.00)      |                 |
| Bill Pmt -Check                 | 05/25/2023 | 30300 | RAPIDS REPRODUCTIONS            | 380 EXPRESS EXPENSE                                                               | (1,059.97)      |                 |
| Bill Pmt -Check                 | 05/25/2023 | 30309 | UNITED STATES GEOLOGICAL SURVEY | WATERSHED EXPENSE                                                                 | (3,600.00)      |                 |
| Total Pass Thru Expense for May |            |       |                                 |                                                                                   | \$ (587,583.98) | \$ (587,583.98) |

|                                       |               |
|---------------------------------------|---------------|
| Remaining Pass Thru Balance 5/31/2023 | \$ 234,393.62 |
|---------------------------------------|---------------|

| 4. FY24 Purchase of Transit Service Contracts                                                                                   |                              |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| a. Consider Approval of Purchase of Transit Service Contracts with six county transit providers                                 |                              |
| Staff Lead: Brock Grenis                                                                                                        | Attachments: Sample Contract |
| Sample Motion: <i>"I move to approve the FY24 Purchase of Transit Service contracts with the six county transit providers."</i> |                              |

**Description:**

Each year ECICOG enters into contracts with the public transit providers in Benton, Iowa, Johnson, Jones and Linn County to provide public transit service on behalf of ECICOG (CorridorRides) via a government to government purchase agreement. Washington County Minibus is a non-profit agency and thereby must competitively bid to be the transit provider in Washington County. Mini Bus was recently the successful bidder for FY23 to FY26 so will be the public transit provider with ECICOG for that time period.

By entering into contract with ECICOG all six providers will have access to transit operating assistance that passes through ECICOG, as well as buses and minivans owned by ECICOG and leased to each of the six providers. The contracts stipulate a minimum level of service that must be provided in each county, and the county providers are able to provide additional service as they are capable. A draft contract is included in the packet for reference, and nearly identical language is used for each of the six contracts.

**Financial Impact:** Minimal to ECICOG. Pass through transit operating assistance is provided to the six providers, and federal funds to purchase replacement vehicles is available to the providers of which each provider will be responsible for the 15% local match as a "one time lease payment" to use the vehicles.

**ECICOG - Jones County Transportation  
FY 2024 Transit Purchase of Service Contract**

Whereas, this contract is between the contractor, East Central Iowa Council of Governments, hereinafter referred to as ECICOG, and the subcontractor, Jones County Transportation, hereinafter referred to as JETS; and

Whereas, ECICOG, as CorridorRides, has been officially designated as the regional transit system for Iowa Transit Region 10 pursuant to Section 324A.1 of the Code of Iowa; and

Whereas, JETS is a provider of passenger transit services and has the desire and capability to provide public transit services on behalf of the regional transit system within Jones County, Iowa;

Now, therefore, the parties do hereby mutually agree as follows:

**A. Purpose and Timeframe**

1. The purpose of this contract is to arrange for public transit service to the residents of Jones County on behalf of the designated regional public transit system (CorridorRides), and establish procedures through which ECICOG can provide federal and state operating assistance to JETS for such service, ensure JETS's compliance with state, federal, and regional transit regulations (see *CorridorRides Handbook*), and provide a method for JETS to report service achievements to ECICOG.
2. The contract period shall begin on July 1, 2023 and continue through June 30, 2024. Any extension or renewal of this contract shall be in writing and mutually agreed upon by both parties.
3. The service covered under this contract shall fully conform to the rules and regulations promulgated by the Iowa Department of Transportation (IDOT) and the Federal Transit Administration (FTA).

**B. Description of Service**

1. All transit services funded under this contract will be provided as demand responsive by JETS and open to all members of the general public at all times on an equal basis.
2. Minimum service requirements have been established by ECICOG and are generally as follows:
  - Operate Monday-Friday, 7 AM-5 PM.
  - Demand responsive (no fixed stops or times)
  - Open to the public (not limited to specific populations).
  - Minimum 24-hour advance reservation. (unless otherwise approved under additional services, see section B.7).
  - Maximum 7-day advance reservations.

- No standing reservations (with the exception of shuttles and contract service).
- Contract is for service in home county.

3. A reasonable fare will be established by JETS. Reduced fares or suggested donations may be offered to clients, but fares required by any member of the general public shall fairly reflect the benefits of state and federal transit subsidies.

4. JETS shall provide information regarding the availability of service to the general public including subscribe routes, times of service, fares, and reservation policies and procedures.

5. Additional passenger transit services may be provided on an incidental basis, but these incidental services may not be subsidized with state or federal transit operating assistance funds. Incidental service is non-public transit service offered during times when a vehicle is not needed for public transit services and includes meal delivery and restricted client (not-open-to-the-public) transit. It may also include charter service to other groups provided such groups are eligible under FTA charter rules. Incidental services shall adhere to the following:

- Such incidental services shall not exceed 20% of the total usage of any vehicle provided by ECICOG.
- Incidental service shall not interfere with or take priority over JETS general public service.
- JETS must also report separately to ECICOG the times of service, miles, hours, ridership, revenues, and expenses for incidental service.

6. Service can be provided to the general public with third-party contracts for elderly, disabled, and human service agencies. Service under these contracts will remain open to the general public but may be targeted toward serving these agency clients. The level of service shall include any combination of demand-response, subscription, and/or deviated route service and shall be similar to that as outlined in 'B.2'.

7. Recognizing that public transit services may need to be provided outside of the home county, or outside of the established dates and times outlined in B.2 above, a process for accommodating exceptions has been established. Such trips must prove beneficial to the regional transit system. This process is as follows:

Written Proposal shall be submitted to ECICOG on the "Request for Additional Contracted Services" form (Appendix A):

- A. Description of proposed service.
- B. Description of funding sources and operating budget for proposed service.
- C. Timeline for implementation and delivery of service.
- D. Description of public input opportunities.
- E. Discussion of how basic services will be impacted.
- F. Signature of authorized signatory for provider.

Implementation:

- A. Staff review and comment.
- B. Review by TOG with recommendation (meets quarterly).
- C. Reviewed by Board with formal approval.

8. Additional subcontracting of capital and/or operations is not allowed under this contract.

9. Public allowed to schedule rides by utilizing JETS scheduling/dispatch service.

10. Service may be provided for regionally beneficial trips outside of the home county, but within the six-county ECICOG region, for trips with a medical purpose including, but not limited to, MCO Transportation brokers.

11. Service may be provided for emergency preparedness and disaster response as referenced in Chapter 15 of the *Iowa Transit Manager's Handbook*.

### **C. Vehicle Responsibilities**

1. Vehicles for the provision of services described in this contract shall be supplied by ECICOG to JETS. ECICOG will lease equipment to JETS through a purchase of service contract that is updated annually. A transit equipment user agreement and a listing of the leased vehicles and other leased equipment are found in Appendix B and Appendix C.

2. Vehicles supplied by ECICOG shall be subject to rotation with other vehicles in ECICOG's regional fleet in order to maintain the federally prescribed minimum annual utilization of miles according to the federal replacement threshold. ECICOG will monitor the annual mileage and assist JETS with this rotation to help assure that the required mileage is obtained.

3. JETS shall assure that the transit equipment, both owned by JETS or leased by ECICOG, is maintained in a safe and clean mechanical condition and in compliance with federal, state and local vehicle safety laws and ordinances. The cost of all vehicle maintenance, repairs, and operations shall be the responsibility of JETS. All repairs will be made promptly.

4. ECICOG is responsible for obtaining the necessary vehicle title registrations and annual license registration renewals.

5. JETS shall insure all services funded under this contract and all uses made of vehicles provided by ECICOG with the following minimum coverage:

- Commercial Liability - \$1,000,000
- Uninsured and Underinsured Motorist - \$1,000,000

JETS shall list ECICOG as an additional insured on vehicle insurance policies. JETS shall provide ECICOG with a certificate of insurance or other document that ensures this coverage is in effect. Such insurance shall not be canceled without at least 30 days written notice to ECICOG.

6. All vehicles provided by ECICOG or owned by JETS and providing public transit service shall conform to Federal/State established, and ECICOG's subsequent, vehicle signage policy.

#### **D. Operations Responsibilities**

1. Drivers for all transit services provided under this contract shall be employed by JETS. JETS shall employ sufficient personnel to implement service and to obtain the services of back-up personnel to assure continuous service. All drivers shall be required to have a valid chauffeurs or commercial driver's license applicable to the type of vehicles which they are responsible for operating and as required by state and federal laws. All drivers will also comply with FTA Drug and Alcohol program testing requirements and no driver can operate a vehicle unless they have passed a pre-employment drug test and are part of a random test pool.

2. Members of the public who are eligible to utilize JETS service may utilize scheduling and dispatch service provided by JETS.

3. Training of operational personnel, both paid and volunteer, shall be provided by JETS and shall be assisted by ECICOG if requested by JETS. JETS shall require the same entry level/basic training for its volunteers as is required of its paid employees.

4. Dissemination of information about transit services provided under this contract shall be the responsibility of JETS.

5. JETS shall assume full responsibility for the operation of vehicles, both owned by JETS or leased by ECICOG. JETS shall implement methods to address requests for service, identify fare categories by rider, make necessary variances to schedules or routes, and provide complete information about the availability of service to the general public.

6. JETS shall be responsible for vehicle/driver backup and recourse if service cannot be provided in accordance with this contract. Recourse can include but is not limited to loss of federal and state operating assistance, loss of regional vehicle use, or back payment of any operating assistance that may have been provided for the specific service. The ECICOG Board of Directors shall determine this recourse.

#### **E. Other JETS Responsibilities**

1. JETS shall serve as an independent subcontractor of ECICOG.

2. JETS shall maintain accounting and records for all services rendered and shall assure that all persons handling project funds, including passenger revenues, are bonded to levels appropriate for the amount of funds handled.

3. JETS shall be included in a county audit or secure an annual independent audit of its transit program including services provided under this contract. A copy of the audit shall be provided to ECICOG.

4. JETS shall permit inspection of its vehicles, services, books, and records by ECICOG or agencies providing funding to ECICOG upon the request of ECICOG.

5. JETS shall accept all risk and indemnity and hold ECICOG and the IDOT harmless from all losses, damage, claims, demands, liabilities, suits, or proceedings,

including court costs, attorney and witness fees relating to loss or damage to property or to injury or death of any person arising out of the acts or omissions of JETS or its employers or agents.

6. JETS shall comply with all applicable state and federal laws and/or administrative rules including but not limited to the FTA charter rule, equal employment opportunity, affirmative action, traffic control, nondiscrimination, motor vehicle equipment, confidentiality, freedom of information, and FTA/IDOT requirements for drug and alcohol testing. The cost for implementing these laws/rules shall be the responsibility of JETS.

7. JETS shall participate in the ECICOG Transit Operators Group and shall supply such information as is necessary for the preparation of the annual Region 10 Transportation Improvement Program, Consolidated Transit Application, the Passenger Transportation Development Plan, the Long Range Transportation Plan, and any other document ECICOG/IDOT requires or prepares.

8. JETS shall coordinate with other transit providers and pursue agreements and service contracts with other agencies that provide or need to purchase transportation. ECICOG shall prepare all contracts and all contracts shall be approved by ECICOG and IDOT.

9. JETS shall submit in writing the estimated annual level of service for the upcoming contractual year. This shall include total ridership and revenue hours. JETS shall also provide the estimated budget for providing this service.

10. JETS estimated fully allocated costs for service are as follows:

FY24 Estimated operating budget: \$524,659

FY24 Estimated revenue hours: 14,650

FY24 Estimated overall cost per revenue hour: \$35.81

| <u>Service</u> | <u>est. Revenue hours</u> | <u>allocated cost of service</u> |
|----------------|---------------------------|----------------------------------|
| County         | 8,050                     | \$288,270                        |
| Amerihealth    | 6,600                     | \$236,346                        |

11. JETS shall also agree to participate in the regional ITS program as developed by the ECICOG Board. Participation shall include:

- provision of Routematch service data for use in regional data reports;
- attendance at user meetings as applicable;
- documentation of operational and/or administrative back up procedures;
- provision of other information and cooperation that may be necessary to assess the benefits, costs or implementation requirements of the regional ITS program.
- Participation and financial obligation for utilizing Routematch service, including maintenance and support.

#### **F. Other ECICOG Responsibilities**

1. ECICOG shall provide regional operating subsidies to JETS for public transit services under the terms identified in this contract. These include but are not limited to STA, 5310, 5311, and local participation.

2. ECICOG shall, based on information supplied by JETS, other subcontractors, and its own records, prepare all required reports to the IDOT.
3. ECICOG shall assist JETS as necessary in the design and scheduling of transit services to meet the needs of the service area.
4. ECICOG shall accept all risk and indemnity and hold JETS harmless from all losses, damage, claims, demands, liabilities, suits, or proceedings, including court costs, attorney and witness fees relating to loss or damage to property or to injury or death of any person arising out of the acts or omissions of ECICOG or its employers or agents.

#### **G. Compensation**

1. Based upon the projected revenues that ECICOG will receive from the IDOT contracts and contingent upon ECICOG's receipt of such funds, operating assistance to providers shall be assessed exactly like IDOT's distribution formula to the regional transit systems. (See Appendix D for a complete explanation of the distribution formula). For Fiscal year 2024, estimated regional FTA assistance is \$978,790 and STA is \$578,768. Actual subsidies to JETS will be dependent on FY22 year-end operating statistics.
2. Subsidy payments for public transit services under this contract shall be on a quarterly basis.
3. All passenger revenues shall be applied to the costs of transit services prior to application of regional operating assistance and shall be considered to have expanded the level of services compared to what would be available without such resources.
4. It shall be the responsibility of JETS to address shortfalls of anticipated funding from any source or if the actual level of fully allocated costs of service increase above estimated levels. ECICOG encourages the establishment of budget reserves to protect against possible revenue shortfalls or service cost increases.
5. ECICOG reserves the discretion to adjust operating assistance distributions when deemed appropriate by ECICOG due to extraordinary or extenuating circumstances.

#### **H. Reporting**

1. Within 30 days after the end of each month, JETS shall provide ECICOG with a monthly financial report for services rendered in the previous month including a report of program revenues and program expenses.
2. Within 30 days after the end of each fiscal quarter (October 1, January 1, April 1, August 1), JETS shall furnish ECICOG with information concerning JETS transit service provided during the preceding quarter. The statistical information will be reported to ECICOG on forms provided by ECICOG or in a format approved by ECICOG. JETS shall provide the following reports:
  - Quarterly Statistical Reports-(Fully allocated costs for services, trips, miles, hours, etc.)
  - Quarterly Vehicle Odometer Readings

- Quarterly Fuel Tax Reports
- Disadvantaged Business Enterprise Contracting Opportunities
- Other reports as required by the IDOT or ECICOG contracts

Note: All reports shall be reviewed and approved by Transit Manager/Director before submittal.

Note: Failure to provide such information on a timely basis may delay subsidy payments as described in section 'G1'.

3. The following items shall be reported by JETS to ECICOG on an on-going basis:
  - Accidents involving vehicles owned by ECICOG
  - Cancellations or significant delays/changes in services provided under this contract
  - Emergency use of subcontractors to avoid service interruptions
  - Vehicles unable to provide revenue service for a period longer than three weeks.
4. On an annual basis, JETS shall submit to ECICOG, a copy of an approved budget.

#### **I. Operational Review Report**

1. Within 60 days of the end of this agreement, ECICOG shall perform an operational review and report of the JETS program to ensure compliance with the terms of this agreement.
2. JETS will have 60 days following the issuance of said report to remedy any identified operational deficiencies, and shall document to ECICOG's satisfaction all remedial actions taken.
3. Operational deficiencies not addressed within the 60-day period may result in ECICOG's termination of any and all agreements with JETS.

#### **J. Entire Agreement**

1. This contract contains the entire agreement between JETS and ECICOG. There are no other agreements or understandings, written or verbal, which shall take precedence over the items contained herein unless made a part of this contract by amendment procedure.

#### **K. Amendments**

1. Any changes to this contract must be in writing and receive the concurrence of ECICOG and the IDOT.

#### **L. Termination**

1. Termination of this contract may be made by either party through written notice to the other party at least 30 days prior to the date of termination.

#### **M. Saving Clause**

1. Should any provision of this contract be deemed invalid by a court of law, all other provisions shall remain in effect.

**N. Assignability and Subcontracting**

1. This contract is not assignable to any other party without the written approval of ECICOG and the concurrence of the IDOT.
2. No part of the transit services described in this contract may be subcontracted by JETS without the written approval of ECICOG and the IDOT.
3. Notwithstanding the provisions in 'N.2.' above, it is hereby agreed that JETS may, under emergency circumstances, temporarily subcontract any portion of the service if it is deemed necessary by JETS to avoid a service interruption. ECICOG shall be notified, in advance if possible, each time this provision is invoked.

**O. Adoption**

1. This contract agreement is adopted by both parties as signed and dated below, subject to the concurrence of the IDOT.

For JETS:

\_\_\_\_\_ Date: \_\_\_\_\_

For ECICOG:

\_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX A

### REQUEST FOR ADDITIONAL CONTRACTED SERVICES

For office use only

|              |                                             |                                            |
|--------------|---------------------------------------------|--------------------------------------------|
| Staff Review | <input type="checkbox"/> Favorable Review   | <input type="checkbox"/> No Comments       |
|              | <input type="checkbox"/> Unfavorable Review | <input type="checkbox"/> Comments Attached |
| TOG Review   | <input type="checkbox"/> Favorable Review   | <input type="checkbox"/> No Comments       |
|              | <input type="checkbox"/> Unfavorable Review | <input type="checkbox"/> Comments Attached |
| Board Review | <input type="checkbox"/> Favorable Review   | <input type="checkbox"/> No Comments       |
|              | <input type="checkbox"/> Unfavorable Review | <input type="checkbox"/> Comments Attached |

DATE: \_\_\_\_\_

PROVIDER NAME: \_\_\_\_\_

Non-Incidental Service: <sup>1</sup>

Incidental Service: <sup>1</sup>

1. Description of proposed service:

A: Description of service:

B: Estimated number of people using the service:

C: Estimated number of trips service provides:

2. Description of funding sources and operating budget for proposed service:

Revenues:

Local Govt. (indicate sources): \_\_\_\_\_

ECICOG asst.: \_\_\_\_\_

Pass. Rev.: \_\_\_\_\_

Other/contract rev.: \_\_\_\_\_

Private Cont./donations: \_\_\_\_\_

Totals: \_\_\_\_\_

Expenses:

Maint. Cost: \_\_\_\_\_

Fuel Cost: \_\_\_\_\_

Labor: \_\_\_\_\_

Cap. Replac.: \_\_\_\_\_

Admin: \_\_\_\_\_

Other (source): \_\_\_\_\_

Totals: \_\_\_\_\_

3. Timeline for implementation and delivery of service:

4. Description of public input opportunities:

5. Discussion of how basic services will be impacted:

---

(Authorized signatory for provider)

---

(Date)

## APPENDIX B

### ***ECICOG - Jones County Transportation (JETS) Transit Equipment Use Agreement***

This appendix is a supplement to ECICOG and JETS FY 2024 Transit Purchase of Service Contract and is contingent upon the approval of said Purchase of Service contract.

#### **A. Equipment Leased**

ECICOG hereby allows JETS use of the equipment with all accessories incorporated therein or affixed thereto as listed in Appendix C of this agreement (all hereinafter referred to as equipment). This listing will be updated annually.

#### **B. Rent**

ECICOG will not charge a rental fee for this user agreement. When a vehicle is eligible for replacement with federal or state funding, JETS shall cover the non-federal/state portion of the vehicle cost and will receive the same percentage of funds contributed upon vehicle disposal; the same method will apply for expansion vehicles utilizing federal or state funds.

#### **C. Title**

JETS acknowledges that this is an agreement for use only. JETS does not in any way own title to the equipment.

#### **D. Warranties and Waiver**

JETS acknowledges that ECICOG has not made and does not provide any warranty with respect to the condition, quality, or durability of the equipment. JETS agrees that ECICOG and the IDOT shall not be held liable to JETS for any liability, claim, loss, damage, or expense of any kind or nature caused directly or indirectly by the equipment.

#### **E. Use and Operation**

JETS acknowledges receipt of equipment, and that the equipment is in condition satisfactory to JETS and is suitable for JETS purposes. The equipment shall not be altered, marked, or additional equipment installed without the prior consent of ECICOG, in which case JETS will bear the expense thereof as well as the restoration expenses. JETS shall keep equipment free of all taxes, liens, and encumbrances. JETS shall not use or permit the use of equipment in violation of any federal, state, regional, county, or city laws, ordinances, rules, or regulations, or contrary to the provisions of the insurance policy coverage. JETS shall use the equipment only for mass transit or mass transit-related services which fully conform with the rules and regulations promulgated by the IDOT.

Additional subcontracting of capital is not allowed under the Purchase of Service Contract.

#### **F. Maintenance and Repairs**

JETS shall pay for and furnish all maintenance and repairs to keep the equipment in good working condition. At the expiration or termination of this Lease, the equipment will be returned to ECICOG in good condition, with reasonable wear and tear expected. JETS shall permit ECICOG and its designees to inspect equipment at reasonable times, places, and intervals.

**G. Expenses**

JETS shall pay all expenses incurred in the use and operation of the equipment, including, but not limited to licenses, registration and title fees, gasoline, lubricants, antifreeze, repairs, maintenance, alterations, tires, storage, fines, inspections, assessments, sales or use taxes, and all other taxes as may be imposed by law from time to time arising from JETS use and operation of the equipment.

When possible, ECICOG will register and license said equipment through the Iowa Department of Transportation's system for official transit registrations and licenses.

**H. Insurance**

JETS agrees that it will at all times and at its own expense procure and maintain casualty, liability, and workmen's comprehensive insurance on the equipment which provides sufficient coverage to meet all local and state standards for injury, death, and property damage, and uninsured and underinsured motorist coverage, protecting ECICOG against such losses, damages, injuries, claims, demands and expenses on account of injury to any person or persons, or to any property belonging to any person or persons, by reason of such casualty, accident, or other happenings by or with equipment during the term of this Lease. Certificates or copies of said policy or policies shall be provided to ECICOG.

JETS shall at all times and at its own expense keep equipment insured against all loss, damage, or destruction, theft, and physical damage, with JETS assuming all deductible amounts for collision and for comprehensive coverage. JETS shall provide to ECICOG certificates or copies of said policy or policies.

JETS shall provide and pay for any other insurance or bond that may be required by any governmental authority as a condition to, or in connection with, JETS use of the equipment.

In the event equipment is involved in an accident, damaged, stolen, or destroyed, JETS shall promptly notify ECICOG and will also comply with all terms and conditions entered in the insurance policies. JETS agrees to cooperate with ECICOG and the insurance companies in defending against any claims or actions resulting from JETS operation or use of equipment.

Equipment shall not be used by any person or entity, in any manner or for any purpose, that would cause any insurance herein specified to be suspended, canceled, or rendered inapplicable.

If any insurance herein is canceled or suspended, or if JETS fails to maintain such insurance, ECICOG, at its option, may terminate this Lease and take possession of equipment.

## APPENDIX C

### FY 2024 Listing of Leased Equipment ECICOG - JETS

#### Vehicles

| Identification Number | Make/Model           | Plate Number | VIN Number        |
|-----------------------|----------------------|--------------|-------------------|
| 246                   | 2009 Ford El Dorado  | LD 1390      | 1FDXE45S69DA32613 |
| 341                   | 2016 Ford Turtle Top | LD 1849      | 1FDXE4FS4GD50548  |
| 342                   | 2017 Ford Turtle Top | 1284573      | 1FDWE3FS5HDC32177 |
| 343                   | 2017 Ford Turtle Top | 128 421      | 1FDWE3FS7HDC32178 |
| 344                   | 2017 Ford Turtle Top | 128422       | 1FDWE3FS9HDC32179 |
| 345                   | 2019 Ford Turtle Top | LDO 387      | 1FDXE4FS9JDC41903 |
| 346                   | 2019 Ford Turtle Top | LDO 732      | 1FDXE4FS7JDC41902 |
| 347                   | 2020 Ford Turtle Top | 132 768      | 1FDWE3FS2KDC56895 |
| 348                   | 2019 Dodge Caravan   | 135 208      | 2C7WDGBG9KR803130 |
| 349                   | 2019 Dodge Caravan   | 135 305      | 2C7WDGBG8KR792069 |
| 440                   | 2019 Dodge Caravan   | 135 435      | 2C7WDGBG2KR792066 |

#### Radios

| Make/Model | Serial Number     |
|------------|-------------------|
| Johnson    | 7163B013A13295    |
| Johnson    | 7163B013A13293    |
| Johnson    | 7163B013A13301    |
| Johnson    | 2427152037-123649 |

#### Building:

Reference Bus Storage Building Lease between ECICOG and Jones County for building located at 814 John Drive Monticello, IA 52310

## APPENDIX D

### REGION 10 OPERATING ASSISTANCE FORMULA FOR DETERMINATION OF ELIGIBILITY

$$\begin{aligned} \text{PROVIDER'S \%} &= \frac{\text{Provider's LDI}}{\text{Total of LDI for all providers}} \times .50 \\ &+ \frac{\text{Provider's Pass to OpExp. Rat}}{\text{Total of Pass to OpExp ratio for all Providers}} \times .25 \\ &+ \frac{\text{Provider's RevMi to OpExp ration}}{\text{Total of RevMi to OpExp ratio for all Providers}} \times .25 \end{aligned}$$

**KEY:**

RevMi--Revenue miles – Revenue Miles are miles driven while providing service to clients or en route between clients.

LDI--Locally Determined Income – All transit system revenue dedicated for operations expense during a fiscal year, minus federal operating assistance from the U.S. Department of Transportation and minus all special project operating support and programmed eligibility funds received from the Iowa Department of Transportation operations assistance.

Pass--Passenger – Each time a person boards and is transported that person should be counted as a ride. Passengers and riders are synonymous for this formula.

OpExp--Operating Expenses – Operating expenses are only those costs involved in the actual operation and administration of the system on an ongoing basis.

Note: Payment of federal and state operating assistance is subject to proof of a net operating deficit as demonstrated by quarterly reports provided by JETS. Details of the *ECI Transit Policy for Distribution of State and Federal Operating Assistance* (Enacted in 2012) can be obtained from ECICOG.

| 4. Possible Application for SS4A Funding                                                                                                                                                                                      |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| b. Consider authorizing an application for SS4A funding.                                                                                                                                                                      |                   |
| Staff Lead: Mary Rump                                                                                                                                                                                                         | Attachments: None |
| Sample Motion: <i>"I move to authorize the multi-regional application for Safe Streets and Roads for All funding to complete a Safety Action Plan and authorize the chair to sign the necessary federal certifications ."</i> |                   |

**Description:**

The Infrastructure Investment and Jobs Act (IIJA) includes a number of new funding programs, including Safe Streets for All (SS4A). SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. Two types of grants are available under the SS4A program. The first is an Implementation Grant, which funds infrastructure, behavioral, and operational safety activities. To be eligible for an Implementation Grant award, projects must be identified in a Safety Action Plan. The second program is an Action Plan Grant to identify safety problems and implementation activities to address these problems. The Iowa State Association of Counties (ISAC) was awarded funding for an Action Plan on behalf of 97 of 99 secondary roads departments, but this plan will only address rural roads in Iowa. ECICOG is submitting an Action Plan Grant with Region 6 (Marshalltown area) and Upper Explorerland Regional Planning Commission (Decorah area) to complete a plan that addresses road safety issues within cities. The SS4A application is due July 10, 2023.

The project partners have estimated a total project cost of \$180,000. The application will seek \$144,000 in SS4A funding, and the 20% match will be provided by Iowa DOT (\$12,000 per RPA). If successful, the grant will cover the cost of hiring a consultant to prepare the Action Plan.

**Financial Impact:** The SS4A program has a 20% local match requirement, however, Iowa DOT will provide up to \$36,000 to cover the match. Provided the proposals from consultants don't exceed the estimated cost of \$180,000, there should be no cost to ECICOG.

| 4. Action Items                                                                                                                               |                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| c. Office Remodel                                                                                                                             |                                            |
| Staff Lead: Karen Kurt                                                                                                                        | Attachments: Proposed layout and estimates |
| Sample Motion: "I move authorize staff to proceed with option () and authorize the estimated expenditure with an additional 15% contingency." |                                            |

**Description:**

As discussed at previous meetings, we are over capacity in our existing office space and need to make changes to meet the needs of our current work/workforce. After much deliberation, we have arrived at the enclosed plan that we believe will meet our needs without adding the additional cost of fulling expanding into the former boutique space to the north. The proposed layout would:

- Create four offices (currently have one), allowing managers to have private conversation without going offsite,
- Include 19 cubicles (currently have 16),
- Enclose a "large" conference room for board meetings and other events,
- Create a small conference room with an approximate capacity of 4 team members, and
- Add a "zoom" room for staff to participate in online meetings without disrupting the rest of the work team.

In conjunction with this change, we would permanently add approximately 150sft from the boutique space to our suite by shifting an existing wall. The total number of potential workspaces would increase from 17 to 23. The proposed layout should help considerably with noise management but given the nature of our building there will always be some noise transfer.

Option 1: Complete office remodel as proposed with ECICOG (Mark Culver) overseeing contract work. Estimated costs would be \$151,587 for office buildout and \$61,383 for cubicles and office furniture for a total cost of **\$212,971.**

Option 2: Complete office remodel as proposed with building owners overseeing construction. Estimated costs would be \$184,934 for office buildout and \$61,383 for cubicles and office furniture for a total cost of **\$246,317.**

Option 3: Do not move forward with office remodel as proposed. Do light work on existing space (new carpet and paint) and install new cubicles for upcoming hires in existing board meeting space. Relocate board meeting area to boutique space and plan on renting that space for 3 years at a cost of approximately \$13,200/year. Estimated cost for light work on existing space (\$26,000), work on the boutique space (\$5000) cubicles (\$10,000) and additional rent (\$39,600) is estimated to be **\$80,600.**

While some additional detail is provided in the estimate from The Cabinet Studio, option 1 and option 2 are the same in terms of the work being done.

**Financial Impact:** The financial impact will depend on the option chosen. ECICOG has sufficient reserves to cover the financial cost.

|                                                                               |                      |
|-------------------------------------------------------------------------------|----------------------|
| <b>Office Remodel Proposal Option 1 - ECICOG Serves as General Contractor</b> |                      |
| <b>Connerley Construction</b>                                                 |                      |
| Demo, wall construction, insulation, drywall                                  | \$ 68,407.90         |
| <b>Munson Electric</b>                                                        | \$ 27,200.00         |
| Electrical, new wiring of lights and outlets.                                 |                      |
| *Lighting fixtures estimate                                                   | \$ 10,000.00         |
| <b>Colony Plumbing, Heating, AC</b>                                           | \$ 21,100.00         |
| HVAC, reconfigure the ductwork into 4 zones, 4 new thermostats                |                      |
| *Change to new duct work configuration in framed offices                      | \$ 2,000.00          |
| <b>Randy's Flooring</b>                                                       |                      |
| Carpet - carpet squares                                                       | \$ 21,879.73         |
| <b>Sprinkler system</b>                                                       | \$ 1,000.00          |
|                                                                               |                      |
|                                                                               |                      |
|                                                                               |                      |
| <b>Total estimated remodel costs</b>                                          | <b>\$ 151,587.63</b> |

Cabinet Studio, Inc.  
 700 16th Street NE  
 Cedar Rapids, IA 52402

# Quote

| Date      | Quote # |
|-----------|---------|
| 6/19/2023 | 2471    |

| Name / Address                                                                |
|-------------------------------------------------------------------------------|
| ECI Council of Gov.<br>700 16th St. NE<br>Suite 301<br>Cedar Rapids, IA 52402 |

| Rep | Project |
|-----|---------|
| TE  |         |

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Qty | Total               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------|
| <p>Proposal to remodel suite 301: Includes:</p> <p>*Permits and engineering fees for HVAC and Electrical</p> <p>*Demo existing walls per plan provided by ECICOG except existing storeroom which will have it's door relocated per plan. Where feasible existing doors will be reused. All demo materials to be removed and disposed of. Additional demo includes removing all existing floor covering and disposal, wiring and conduit that cannot be reused and duct work which cannot be reused.</p> <p>*New build out includes framing new walls with steel studs to local building code. Conference room is double walled and insulated for sound. New offices are single wall with RC sound channel on one side and insulated for sound.</p> <p>*Electrical includes demo of existing that can't be reused, new outlets where designated and discussed, new fixture wiring for new overhead lighting that includes dimmable low voltage wiring to accomodate new LED fixtures. Also includes data wiring to offices, conference room and cube areas. Conference room includes two wall wirings for TV's.</p> <p>*HVAC includes reworking existing ductwork to create four seperate zones individually controlled. Existing ducts to be taken down and re-used where possible.</p> <p>*Acoustic ceilings in conference room, zoom room and other small 8 x 12 enclosed room.</p> <p>Doors and trim to match existing and reused if possible.</p> <p>*Walls and ceiling painted to choice of colors.</p> <p>* sprinklers reworked to accomodate new layout and meet current codes.</p> <p>*Carpet squares are priced - color yet to be chosen.</p> <p>*Light fixtures are not final - an allowance of \$6000.00 is included in this bid</p> |     | 184,934.00          |
| Sales Tax                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     | 0.00                |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     | <b>\$184,934.00</b> |



Date: June 19, 2023

To: ECICOG

Ph:  
E-Mail:  
Attn:

From: TJ

Subject: New Office Furniture

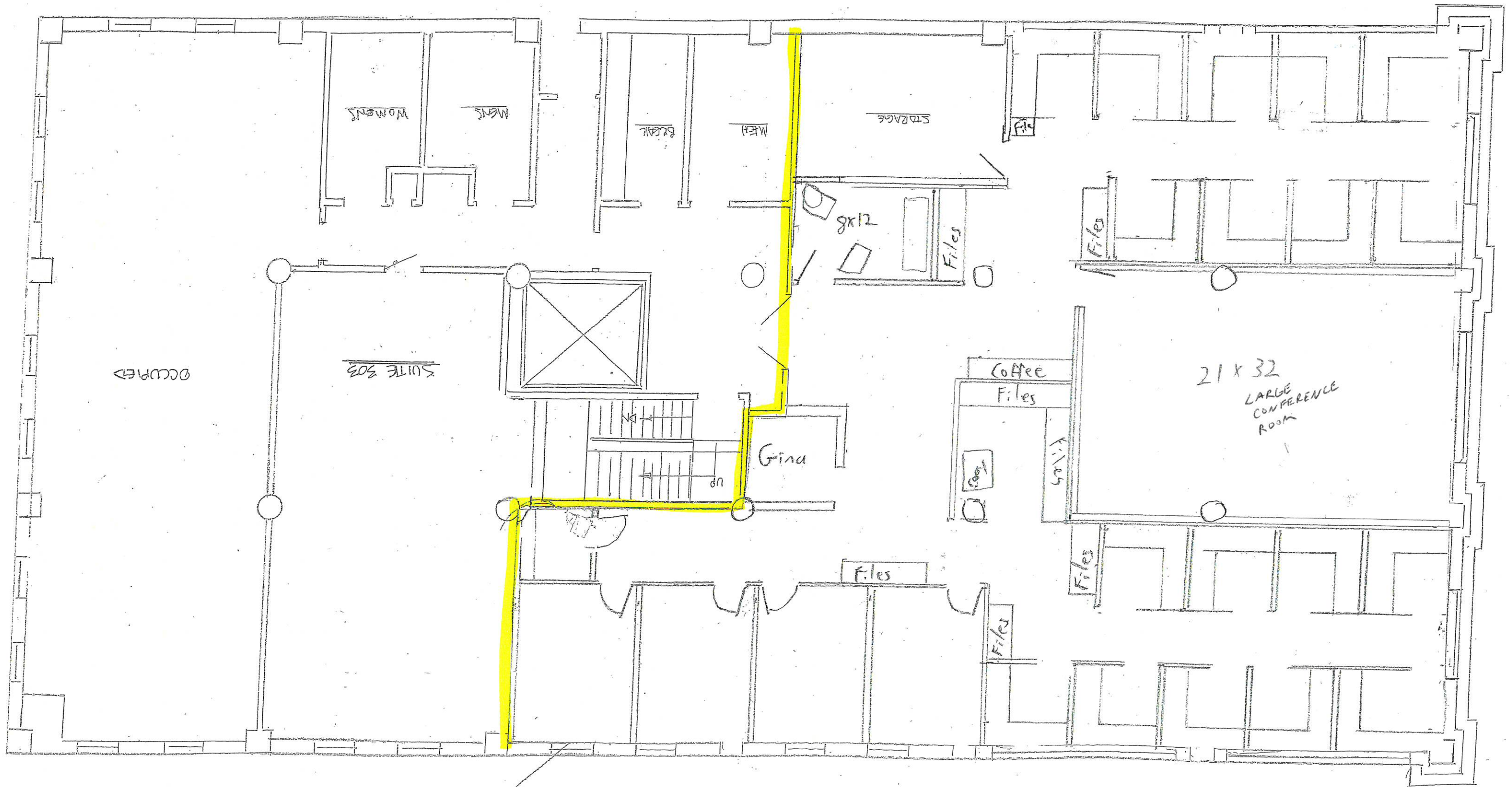
| Model # | Item Description                                | Item Qty | Unit Price  | Total Price |
|---------|-------------------------------------------------|----------|-------------|-------------|
| NEW     | 18 HON Accelerate Stations                      | 1        | \$42,300.35 | \$42,300.35 |
| NEW     | Harmony Furniture for the 3 offices             | 1        |             | \$9,771.00  |
|         | Labor to Remove and Dispose of Current Stations | 15       | \$150.00    | \$2,250.00  |

|               |             |
|---------------|-------------|
| Installation: | \$3,000.00  |
| Subtotal:     | \$57,321.35 |
| Tax:          | \$4,012.49  |
| Delivery:     | \$50.00     |
| Total:        | \$61,383.84 |

Thank you for requesting a quote!

1945 Blairs Ferry Road NE  
Cedar Rapids, IA 52402  
319-393-4043 phone  
319-393-6240 fax

[Visit us at www.welterstorage.com](http://www.welterstorage.com)



EXISTING WALL

| 5. Reports                                   |                  |
|----------------------------------------------|------------------|
| a. Director's Report                         | Karen Kurt       |
| b. Community and Economic Development Report | Karen Kurt       |
| c. Housing Report                            | Tracey Achenbach |
| d. Transportation and Transit Report         | Mary Rump        |
| e. Environmental Services Report             | Jennifer FencI   |



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

## **Executive Director's Report – June 2023**

**\*\*I was on vacation June 13-20**

Agency Work Load I need to note that our agency's workload is very intense. As you already know, we are committed to leveraging as many state and federal funding opportunities as possible. Between numerous large federal funding opportunities and the CDBG-Disaster Recovery grant opportunities, we have been stretched very thin. While we have taken steps to add staff, it takes considerable time to recruit, onboard and mentor these individuals. Of our 18 staff members, six have been with us for a year or less. The impending much-needed office remodel will cause additional work for our staff. We ask for your patience as we work through this unique period and the associated growing pains.

New Housing Rehabilitation Programs Of the \$57,566,000 in CDBG-DR funding that has been allocated to the State for distribution for the August 2020 derecho, the City of Cedar Rapids was awarded 2.5 million dollars to be used towards derecho-related repairs for homeowners within the city limits. ECICOG responded to an RFP released by the City and was awarded the contract to administer the housing rehabilitation program. Contract details are being finalized with an anticipated roll out of the program in late Summer 2023. Housing Recovery Specialist Nicole Wise will lead this project. ECICOG is in late-stage conversations with the City of Marion to manage a similar house rehabilitation program using \$400,000 of the city's ARPA funds.

Broadband Grants Available The Office of the Chief Information Officer (OCIO) for the State of Iowa announced a new broadband grant opportunity for internet service providers. \$148,960,000 is available through Empower Rural Iowa Broadband Grant Program with funding from the Capital Projects Fund (CPF) administered by the US Department of Treasury. This round of grant funds will be used to incentivize broadband infrastructure build out in the newly established Broadband Intervention Zones (BIZ). More information about the grant opportunity can be found here: [Empower Rural Iowa Broadband Grant Program Notice of Funding Availability #008 | Office of the Chief Information Officer](#). ECICOG assisted our regional economic development partners with applications to become a broadband intervention zone in March.

Envision East Central Iowa The Strategy Committee for Envision East Central Iowa met on June 1 and decided to pursue an EDA Technical Assistance grant to support an "activation coordinator" role and *Strategic Doing* training to assist with plan implementation. ECICOG will write the grant and assist with grant administration. The Cedar Rapids Area Community Foundation has awarded ECICOG \$25,000 towards the match for this grant application, and other economic development partners (e.g. Cedar Rapids Metro Alliance, Kirkwood Community College and Alliant Energy) have committed to raising the remaining match amount of approximately \$45,000.

Staffing We are close to extending an offer for the position of Environment Specialist. This position will report to Environmental Services Director Jennifer Fencil and be responsible for the Iowa Waste

Exchange (IWE) Program as well as assisting with CDBG grants and hazard mitigation planning. We were fortunate to have multiple well-qualified candidates, in contrast to the lean candidate pools we have been experiencing. Environmental Services Director Jennifer Fencil and I are reviewing our projected environmental work and evaluating whether a second environmental position might be warranted at this time. Since posting, we have learned that the IWE contract is likely to require a full-time employee (versus .5FTE) starting in FY25. IWE funding would be increased accordingly.

Performance Reviews The Directors and I will be meeting to discuss merit increases for staff the week of June 27. Both compensation increases and performance reviews for staff will be delivered during the month of July.

Goals for Next Month+

- Extend offer for new environmental specialist position.
- Begin office remodel and transition staff to work from home.
- Evaluate potential for EDA Tech Hub grant.
- Complete EDA grant for Newbo Market remodel.
- Assist with Swisher and Oxford comprehensive planning.
- Begin work on EDA Technical Assistance Grant for Envision East Central Iowa.
- Coordinate 2023 community outreach and education strategy.



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
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## June 2023 Department Report – Community and Economic Development

**Team:** Executive Director Karen Kurt, RLF Loan Specialist Robyn Jacobson, Planner/Community Development Specialist Tom Gruis, and Community Development Specialist Jessica Johnson.

| Community and Economic Development- Budgeted Revenue \$100,000; Break Even \$119,685 |          |                                              |          |
|--------------------------------------------------------------------------------------|----------|----------------------------------------------|----------|
| Known/Contracted Revenue                                                             |          | Potential FY24 Revenue                       |          |
| State COG Assistance                                                                 | \$14,705 | Tech Service – Springville Comp Plan         | \$14,000 |
| EDA – CARES Act (final draw) - COMPLETED                                             | \$50,000 | Tech Service – Lone Tree Comp Plan           | \$14,000 |
| EDA-Ed Tech Grant                                                                    | \$8,000  | Tech Service – Linn County Fringe Area Plans | \$8,000  |
| EDA-Rural Ideas                                                                      | \$4,175  | Tech Service – Betram Land Use Regulations   | \$7,950  |
| EDA-Kirkwood Airport Hanger Renovation                                               | \$0      | Tech Service – Martelle Code Update          | \$3,500  |
| CDBG-Brighton Wastewater - COMPLETED                                                 | \$5,000  | Tech Service – Urbana Zoning Update          | \$4,500  |
| CDBG-CV Coralville Food Pantry                                                       | \$1,847  | Tech Service – Walker Comp Plan              | \$11,000 |
| CDBG- CV Ainsworth Playground - COMPLETED                                            | \$3,988  |                                              |          |
| IDPH -5210 Jones County                                                              | \$6,000  |                                              |          |
| Tech Service- Iowa City Strategic Plan- COMPLETED                                    | \$8,000  | FY2024 Known Revenue                         |          |
| Tech Service – Atkins Fire Station                                                   | \$8,000  | IDPH-5210 Jones County                       | \$2,000  |
| Tech Service – Walker Goal Setting/CIP - COMPLETED                                   | \$2,000  | Tech Service -Anamosa Comp Plan              | \$24,000 |
| Tech Service – Van Horne Nuisance Ordinances - COMPLETED                             | \$750    | Tech Service – Swisher Comp Plan             | \$1,000  |
| Tech Service – Hometown Pride Program                                                | \$30,000 | Tech Service – Oxford Comp Plan              | \$2,000  |
| Tech Service – Swisher Comp Plan                                                     | \$11,000 | EDA – Rural Ideas                            | 8,000    |
| Tech Service – University Heights ARPA Grants                                        | \$4,000  | EDA – Kirkwood Airport Hanger                | \$12,000 |

|                                 |                     |                               |          |
|---------------------------------|---------------------|-------------------------------|----------|
| Tech Service – Oxford Comp Plan | \$7,000             | Tech Service – Hometown Pride | \$40,000 |
| CDBG DTR - Anamosa              | \$10,000            | CDBG-DTR Anamosa              | \$12,000 |
| <b>Total</b>                    | <b>\$174,465.00</b> | EDA -ED TECH                  | \$1,000  |

\*Some positions are partially funded through EDA; Community Development Specialist position was vacant for two months.

| Revolving Loan Funds              |          |                                 |             |
|-----------------------------------|----------|---------------------------------|-------------|
| Budgeted Closing Revenue \$30,000 |          | Budget Interest Income \$62,341 |             |
| FY23 YTD - Total                  | \$37,040 | FY 23 YTD - Total               | \$60,043.66 |

#### Accomplishments Since Last Report:

- Construction wrapping up for the Coralville Food Pantry’s CDBG-CV kitchen remodel.
- Completed Tier II reviews for City of Anamosa DTR project.
- Drafted RFQ for architectural services for the City of Riverside.
- Submitted proposals to Linn County for updating fringe area plans and agreements, the City of Martelle for codification, and the City of Urbana for updating the zoning code.
- Submitted three comprehensive plan draft chapters to the City of Swisher.
- Reviewed survey results for the City of Oxford comprehensive plan with planning committee.
- Held 5-2-1-0 community garden build day in Olin for 5210 grant.
- Held “Music in the Park” event in Walker and second food truck day in Hills; kicked off mural restoration fundraising in Shellsburg as part of the *Hometown Pride Program*.
- Prepared and submitted two reimbursement reports for the University Heights ARPA Businesses Assistance Program.
- Updated RLF 2 administrative plan.
- Attended Kirkwood preconstruction meeting for the EDA Kirkwood grant.
- Attended the SBDC small business initiative.

#### Goals for Upcoming Month:

- Continue working with Hometown Pride communities on project planning and implementation.
- Review final payroll certifications for the Coralville Food Pantry remodel project.
- Draft plan chapters for the City of Oxford comprehensive plan.
- Draft plan chapters for the City of Swisher comprehensive plan.
- Bid-letting and pre-bid meeting for City of Anamosa DTR project.

- Begin drafting EDA Technical Assistance Grant for Envision East Central Iowa.
- Work on potential EDA grants for Newbo Market. Evaluate potential for Tech Hub grant.
- 5-2-1-0 Community Garden build event as part of United Way (Jones County) Day of Caring for May 19<sup>th</sup>, rescheduled from original date of May 12<sup>th</sup> due to weather.
- Start Davis Bacon wage monitoring on Kirkwood Hangar project.

ECICOG ECONOMIC DEVELOPMENT  
Business Assistance Revolving Loan Fund

|                                         |               |
|-----------------------------------------|---------------|
| Total Loans Made since 2009             | 96            |
| Total RLF Funds Loaned to date:         | \$ 12,677,433 |
| % Of Loans Paid Off                     | 52%           |
| % of Loans Defaulted (money)            | 7%            |
| % of Loans Written Off (actual money)   | 11%           |
| Jobs Created/Retained All loans totaled | 1,040         |
| Private Non-RLF Money Leveraged         | \$ 68,095,791 |

|    | Borrower                         | Date of Loan | County  | Original Loan Amount | Balance     | Total Interest Paid | Status       | Amount Defaulted/<br>Written Off | Business Description                | Use of Funds           |
|----|----------------------------------|--------------|---------|----------------------|-------------|---------------------|--------------|----------------------------------|-------------------------------------|------------------------|
| 1  | Ovation Networks, Inc.           | 7/17/2009    | Linn    | \$ 150,000           |             | \$ 22,226.90        | PAID IN FULL |                                  | IT wireless connection provider     | working capital        |
| 2  | SoyaWax International *          | 7/17/2009    | Linn    | \$ 50,000            |             |                     | WRITTEN OFF  | \$ 29,965.08                     | soy wax                             | working capital        |
| 3  | AlphaGen Materials Technology*   | 8/4/2009     | Benton  | \$ 60,000            |             | \$ 9,492.52         | PAID IN FULL |                                  | polymer ceramic material            | working capital        |
| 4  | Bochner Confections, Inc. *      | 9/15/2009    | Johnson | \$ 189,912           |             |                     | WRITTEN OFF  | \$ 159,772.56                    |                                     | machinery              |
| 5  | Cedar Crest Manufacturing, Inc.  | 11/10/2009   | Linn    | \$ 180,000           |             | \$ 26,672.56        | PAID IN FULL |                                  | promotional material ie: pens       | working capital        |
| 6  | HH Ventures, LLC                 | 11/10/2009   | Linn    | \$ 150,000           |             | \$ 22,215.84        | PAID IN FULL |                                  | wireless phones                     | working capital        |
| 7  | Mobile Demand LLC                | 3/15/2010    | Linn    | \$ 150,000           |             | \$ 21,771.94        | PAID IN FULL |                                  | rugged tablets                      | working capital        |
| 8  | Geonetric                        | 3/19/2010    | Linn    | \$ 150,000           |             | \$ 22,817.44        | PAID IN FULL |                                  | IT healthcare solutions             | working capital        |
| 9  | Cedar Ridge Vineyards, LLC       | 5/12/2010    | Johnson | \$ 150,000           |             | \$ 21,761.67        | PAID IN FULL |                                  | wine and spirits                    | machinery/equipment    |
| 10 | Inteconnect, Inc.                | 9/7/2010     | Linn    | \$ 55,000            |             | \$ 8,222.28         | PAID IN FULL |                                  | security systems                    | working capital        |
| 11 | AlphaGen Materials Technology* 2 | 11/12/2010   | Benton  | \$ 60,000            |             | \$ 17,317.52        | PAID IN FULL | \$ 7,489.46                      | ** attorney fees **                 | working capital        |
| 12 | Sign Productions, Inc. *         | 11/19/2010   | Linn    | \$ 150,000           |             |                     | WRITTEN OFF  | \$ 89,146.97                     |                                     | working capital        |
| 13 | Sign Productions, Inc. * 2       | 11/19/2010   | Linn    | \$ 100,000           |             |                     | WRITTEN OFF  | \$ 294.20                        |                                     | working capital        |
| 14 | Fastek International, LTD        | 2/1/2011     | Linn    | \$ 150,000           |             |                     | WRITTEN OFF  | \$ 29,804.66                     | electric input power for IT         | equipment              |
| 15 | Involta, LLC                     | 6/21/2011    | Linn    | \$ 87,000            |             | \$ 8,480.69         | PAID IN FULL |                                  |                                     | FF&E/machinery         |
| 16 | Happles Gourmet Foods, LLC       | 11/2/2011    | Iowa    | \$ 150,000           |             |                     | IN DEFAULT   | \$ 96,020.22                     | organic pies                        | working capital        |
| 17 | Brewhemia                        | 1/17/2012    | Linn    | \$ 72,000            |             | \$ 9,952.80         | PAID IN FULL |                                  | coffee shop                         | buyout/working capital |
| 18 | Little Cupcakes Child Care       | 6/11/2012    | Linn    | \$ 50,000            |             | \$ 5,769.23         | PAID IN FULL |                                  | daycare                             | inventory/working cap. |
| 19 | Kor, LLC                         | 7/3/2012     | Linn    | \$ 50,000            |             | \$ 5,333.29         | PAID IN FULL |                                  | interior design                     | working capital        |
| 20 | Kids, Inc.                       | 8/13/2012    | Johnson | \$ 150,000           |             | \$ 18,841.16        | PAID IN FULL |                                  | daycare                             | equipment/working cap. |
| 21 | Kalona Brewery Company           | 1/13/2013    | Wash    | \$ 133,333           |             | \$ 16,884.90        | PAID IN FULL |                                  | restaurant & brewpub                | equipment/machinery    |
| 22 | Radiology Protocols              | 2/28/2013    | Johnson | \$ 160,000           |             |                     | WRITTEN OFF  | \$ 76,395.39                     | IT for radiology depts.             | FF&E, working capital  |
| 23 | CQM Systems**                    | 3/11/2013    | Johnson | \$ 100,000           |             |                     | WRITTEN OFF  | \$ 81,635.71                     |                                     | working capital        |
| 24 | Mobile Demand, LLC 1             | 4/5/2013     | Linn    | \$ 250,000           |             | \$ 26,612.61        | PAID IN FULL |                                  | rugged tablets                      | working capital        |
| 25 | Dibzees LLC                      | 4/29/2013    | Johnson | \$ 125,000           |             |                     | WRITTEN OFF  | \$ 108,042.54                    |                                     | working capital        |
| 26 | Dibzees LLC 2                    | 8/29/2013    | Johnson | \$ 125,000           |             |                     | WRITTEN OFF  | \$ 111,657.34                    |                                     | working capital        |
| 27 | Press Café                       | 8/30/2013    | Linn    | \$ 78,000            |             |                     | WRITTEN OFF  | \$ 70,339.78                     |                                     | working capital        |
| 28 | Kamath Bioscience                | 1/10/2014    | Johnson | \$ 56,250            |             | \$ 4,695.03         | PAID IN FULL |                                  | cardiostrong sport drink            | FF&E, working capital  |
| 29 | Green Team Technologies          | 1/10/2014    | Johnson | \$ 250,000           |             | \$ 17,465.57        | PAID IN FULL |                                  |                                     | working capital        |
| 30 | Anna's Allergen Free             | 3/17/2014    | Johnson | \$ 250,000           |             |                     | WRITTEN OFF  | \$ 235,000.55                    | organic, gluten, allergy free foods | working capital        |
| 31 | Level 10                         | 7/11/2014    | Linn    | \$ 250,000           |             | \$ 13,700.22        | PAID IN FULL |                                  | apparel business                    | inventory/working cap. |
| 32 | Brewhemia 2                      | 7/15/2014    | Linn    | \$ 30,000            | \$ -        | \$ 3,149.68         | PAID IN FULL |                                  | coffee shop                         | working capital        |
| 33 | Pro Ag Services                  | 9/19/2014    | Linn    | \$ 200,000           | \$ -        | -                   | PAID IN FULL |                                  | feed mill                           | equipment              |
| 34 | iConnect IT                      | 10/3/2014    | Linn    | \$ 250,000           |             |                     | default      | \$ 72,275.26                     | interpreting service                | working capital        |
| 35 | Sauce Bar and Bistro             | 10/22/2014   | Linn    | \$ 27,000            |             |                     | WRITTEN OFF  | \$ 20,562.18                     | restaurant                          | FF&E                   |
| 36 | Zins Restaurant                  | 10/22/2014   | Linn    | \$ 55,000            |             |                     | WRITTEN OFF  | \$ 42,729.26                     | restaurant                          | working capital        |
| 37 | Lionne's Designs                 | 5/4/2015     | Johnson | \$ 80,000            | \$ 3,076.87 |                     |              |                                  | Jewelry                             | working capital        |
| 38 | Pub 217                          | 9/30/2015    | Linn    | \$ 30,000            |             | \$ 3,065.10         | PAID IN FULL |                                  | bar/restaurant                      | equipment              |
| 39 | Pro Ag Services 2                | 9/30/2015    | Linn    | \$ 250,000           |             | -                   | PAID IN FULL |                                  | feed mill                           | equipment              |
| 40 | Revolution Realty                | 11/2/2015    | Linn    | \$ 30,000            |             | \$ 698.37           | PAID IN FULL |                                  | real estate office                  | working capital        |
| 41 | Revolution Realty 2              | 11/2/2015    | Linn    | \$ 140,000           | \$ 8,911.59 |                     |              |                                  | real estate office                  | working capital        |
| 42 | Big Discount Liquor              | 12/4/2015    | Linn    | \$ 20,000            |             | \$ 936.55           | PAID IN FULL |                                  | liquor/food                         | working capital        |
| 43 | Haveli Indian Cuisine            | 12/4/2015    | Johnson | \$ 80,000            |             | \$ 9,549.50         | PAID IN FULL |                                  | restaurant                          | FF&E                   |

|        | Borrower                                      | Date of Loan | County  | Original Loan Amount | Balance         | Total Interest Paid | Status       | Amount Defaulted/<br>Written Off | Business Description               | Use of Funds           |
|--------|-----------------------------------------------|--------------|---------|----------------------|-----------------|---------------------|--------------|----------------------------------|------------------------------------|------------------------|
| 44     | Lost and Found Restaurant                     | 12/22/2015   | Linn    | \$ 80,000            |                 |                     | WRITTEN OFF  | \$ 45,073.58                     | restaurant                         | FF&E                   |
| 45     | Eco Lips                                      | 12/29/2015   | Linn    | \$ 350,000           | \$ -            | \$ 40,911.74        | PAID IN FULL |                                  | organic eco friendly lip balms     | equipment              |
| 46     | Geonetric 2                                   | 12/30/2015   | Linn    | \$ 356,000           | \$ -            | \$ 31,462.19        | PAID IN FULL |                                  | IT healthcare solutions            | working capital        |
| 47     | Geonetric 3                                   | 12/30/2015   | Linn    | \$ 144,000           | \$ -            | \$ 12,725.66        | PAID IN FULL |                                  | IT healthcare solutions            | FF&E                   |
| 48     | Exotic India                                  | 12/30/2015   | Johnson | \$ 25,000            |                 | \$ 692.46           | PAID IN FULL |                                  | restaurant                         | FFE, working cap. Sign |
| 49     | Uptown Snug                                   | 1/4/2016     | Linn    | \$ 66,700            | \$ -            | \$ 9,114.60         | PAID IN FULL |                                  | Bar/pub                            | FF&E                   |
| 50     | Diamond Leaf Jewelers                         | 3/11/2016    | Johnson | \$ 30,000            | \$ -            | \$ 3,901.60         | PAID IN FULL |                                  | Jewelry                            | FF&E                   |
| 51     | Mobile Demand 2                               | 4/8/2016     | Linn    | \$ 300,000           |                 | \$ 13,071.29        | PAID IN FULL |                                  | rugged tablets                     | working capital        |
| 52     | Mobile Demand 3                               | 4/8/2016     | Linn    | \$ 90,000            |                 | \$ 3,921.80         | PAID IN FULL |                                  | rugged tablets                     | working capital        |
| 53     | AES Corporation                               | 5/6/2016     | Linn    | \$ 225,000           |                 | \$ 24,694.57        | PAID IN FULL |                                  | software engineering services      | working capital        |
| 54     | Zero Energy Systems                           | 5/13/2016    | Johnson | \$ 250,000           |                 |                     | WRITTEN OFF  | \$ 202,184.21                    | insulated concrete walls           | machinery              |
| 55     | Kahler Golf dba Amana Colonies Golf           | 6/1/2016     | Iowa    | \$ 64,000            |                 | \$ 7,041.05         | PAID IN FULL |                                  | golf course & clubhouse            | working capital        |
| 56     | Cellular Engineering Techn.                   | 6/2/2016     | Johnson | \$ 50,000            | \$ -            | \$ 7,090.65         | PAID IN FULL |                                  | Stem cell manufacturer             | working capital        |
| 57     | J&J Solutions Inc. dba Corvida Chemo Device   | 7/27/2016    | Johnson | \$ 75,000            | \$ -            | \$ 10,420.52        | PAID IN FULL |                                  | medical device                     | equipment              |
| 58     | Prall Adventures dba Dicks Tap & Shake Room   | 7/29/2016    | Linn    | \$ 59,500            |                 |                     | default      | \$ 8,939.21                      | bar/coffee/music                   | equipment              |
| 59     | Kahler Golf dba Amana Colonies Golf 2         | 9/1/2016     | Iowa    | \$ 64,000            |                 | \$ 6,847.00         | PAID IN FULL |                                  | golf course & clubhouse            | working capital        |
| 60     | Cellular Engineering Techn.                   | 9/12/2016    | Johnson | \$ 50,000            | \$ -            | \$ 7,132.54         | PAID IN FULL |                                  | stem cell manufacturer             | working capital        |
| 61     | J&J Solutions Inc. dba Corvida Chemo Device 2 | 9/14/2016    | Johnson | \$ 75,000            | \$ -            | \$ 10,596.93        | PAID IN FULL |                                  | medical device                     | equipment              |
| 62     | Pro Ag Services 3                             | 10/7/2016    | Linn    | \$ 50,000            |                 | -                   | PAID IN FULL |                                  | Feed Mill                          | working capital        |
| 63     | Inteconnect, Inc.                             | 11/4/2016    | Linn    | \$ 150,000           |                 | \$ 20,351.19        | PAID IN FULL |                                  | security systems                   | equipment              |
| 64     | Brick Alley Pub&Sports Bar                    | 1/13/2017    | Linn    | \$ 52,000            | \$ 4,055.55     |                     |              |                                  | bar                                | equipment              |
| 65     | Iowa Soul Food Company                        | 2/23/2017    | Johnson | \$ 90,000            | \$ 17,834.67    |                     |              |                                  | restaurant                         | working capital        |
| 66     | RRT Custom Homes                              | 3/3/2017     | Linn    | \$ 150,000           | \$ -            | \$ 19,754.38        | PAID IN FULL |                                  | custom home building               | machinery              |
| 67     | Pro Ag Consolidated Loan                      | 3/22/2017    | Linn    | \$ 462,301           |                 |                     | IN DEFAULT   | \$ 452,788.06                    | consolidated loans                 | equipment/working cap. |
| 68     | Beratek Industries                            | 5/15/2017    | Linn    | \$ 153,522           | \$ -            | \$ 4,398.87         | PAID IN FULL |                                  | product designer & manufacturer    | equipment              |
| 69     | The Mobile Pack                               | 9/1/2017     | Johnson | \$ 111,250           |                 | \$ 6,917.28         | PAID IN FULL |                                  | dog care                           | working capital        |
| 70     | RKKH Enterprises dba All Tune and Lube        | 9/5/2017     | Linn    | \$ 50,000            |                 | \$ 3,962.30         | PAID IN FULL |                                  | car maintenance                    | working capital        |
| 71     | Ratgal Foodmart LLC, dba Big Discount Liquor  | 11/3/2017    | Linn    | \$ 75,000            | \$ -            | \$ 2,841.94         | PAID IN FULL |                                  | liquor/food                        | equipment/inventory    |
| 72     | J&J Solutions Inc. dba Corvida Medical        | 11/15/2017   | Johnson | \$ 350,000           | \$ -            | \$ 50,670.69        | PAID IN FULL |                                  | Chemo medical device               | equipment              |
| 73     | Weather Vane Eatery                           | 11/20/2017   | Linn    | \$ 40,000            |                 |                     | WRITTEN OFF  | \$ 34,648.54                     | restaurant                         | equipment/WC           |
| 74     | Cedar Ridge Vineyards, LLC                    | 1/30/2018    | Johnson | \$ 150,000           |                 | \$ 7,715.13         | PAID IN FULL |                                  | wine/spirits manuf and distr.      | equipment              |
| 75     | Alternative Sport Ent. DbA Hatchet Jack's     | 3/13/2018    | Johnson | \$ 50,000            | \$ 4,694.69     |                     |              |                                  | entertainment/hatchet throwing     | FFE                    |
| 76     | Kahler Golf dba Amana Golf                    | 4/2/2018     | Iowa    | \$ 100,000           |                 | \$ 6,810.04         | Paid in full |                                  | golf course/clubhouse/event center | working capital        |
| 77     | BDC Group                                     | 5/28/2019    | Linn    | \$ 500,000           |                 |                     | default      | \$ 146,516.13                    | broadband installation etc.        | vehicles               |
| 78     | Eastern Iowa Family Counseling                | 7/24/2019    | Linn    | \$ 79,000            | \$ 43,384.44    |                     |              |                                  | Counseling services                | building acquisition   |
| 79     | Stratafolio, Inc.                             | 11/4/2019    | Linn    | \$ 150,000           | \$ 80,302.85    |                     |              |                                  | Real estate software               | FF&E/WC                |
| 80     | Elease Daycare, LLC                           | 11/5/2019    | linn    | \$ 39,571            | \$ 16,497.67    |                     |              |                                  | daycare                            | FF&E/WC                |
| 81     | Kahler Golf dba Amana Golf Colonies           | 12/18/2019   | Iowa    | \$ 100,000           |                 | \$ 2,137.20         | paid in full |                                  | Golf Course                        | WC                     |
| 82     | Wickwire Chiropractic and Wellness Center     | 2/10/2020    | Johnson | \$ 60,000            |                 | \$ 1,437.03         | PAID IN FULL |                                  | Chiropractic clinic                | WC                     |
| 83     | The Olympic South Side Theatre LLC            | 2/27/2020    | linn    | \$ 166,000           | \$ 140,290.09   |                     |              |                                  | Theatre/wedding venue              | equipment              |
| 84     | The Olympic South Side Theatre LLC            | 2/27/2020    | Linn    | \$ 100,000           | \$ 62,095.50    |                     |              |                                  | Theatre/wedding venue              | WC                     |
| 85     | Alternative Sport Ent. DbA Hatchet Jack's     | 8/5/2020     | Linn    | \$ 50,000            | \$ -            | \$ 1,412.28         | paid in full |                                  | entertainment/hatchet throwing     | FFE                    |
| 86     | Inteconnect, Inc.3                            | 11/9/2020    | Linn    | \$ 300,000           | \$ 145,830.64   |                     |              |                                  | security systems                   | vehicles/wc            |
| 87     | Spotix                                        | 11/10/2020   | Johnson | \$ 200,000           | \$ 97,220.38    |                     |              |                                  | high end grills, firepits, patio   | inventory/working cap. |
| 88     | Stratafolio, Inc.                             | 12/8/2020    | Linn    | \$ 150,000           | \$ 93,044.84    |                     |              |                                  | Real estate software               | FF&E/WC                |
| 89     | Creative Printing Plus LLC                    | 1/22/2021    | Johnson | \$ 25,000            |                 |                     | DEFAULT      | \$ 23,458.36                     | Printing on blinds, walls, etc     | equipment              |
| 90     | Atlas Truck Bodies                            | 2/9/2021     | Jones   | \$ 142,500           |                 |                     | default      | \$ 125,875.00                    | Custom truck bodies                | machinery              |
| 91     | Bowers Chiropractic                           | 3/8/2021     | Linn    | \$ 39,593.70         | \$ 24,460.00    |                     |              |                                  | Chiropractic clinic                | Equipment              |
| 92     | Zapo- Nixon LLC                               | 7/1/2021     | Jones   | \$ 30,000.00         | \$ 19,500.00    |                     |              |                                  | Mexican restaurant                 | FFE/wc                 |
| 93     | Mobile Demand                                 | 7/1/2022     | Linn    | \$ 500,000.00        | \$ 408,333.37   |                     |              |                                  | rugged tablets                     | working capital        |
| 94     | 4DMobile                                      | 7/1/2022     | Linn    | \$ 250,000.00        | \$ 204,166.63   |                     |              |                                  | dimesion measuring                 | working capital        |
| 95     | Kraus Plumbing and Heating                    | 7/1/2022     | jones   | \$ 116,000.00        | \$ 100,533.36   |                     |              |                                  | plumbing and heating               | machinery/equipment    |
| 96     | Katie's Healing Hands Massage LLC             | 5/11/2023    | Linn    | \$ 18,000.00         | \$ 18,000.00    |                     |              |                                  | Massage and nails salon            | equipment/furniture    |
| Total: |                                               |              |         | \$ 12,677,433        | \$ 1,492,233.14 | \$ 635,666          |              | \$ 2,270,614.25                  |                                    |                        |

\*FF&E= Furniture, Fixture, and Equipment

# ECICOG ECONOMIC DEVELOPMENT

RLF 2 Revolving Loan Fund

|                                         |              |
|-----------------------------------------|--------------|
| Total Loans Made since 2020             | 24           |
| Total RLF Funds Loaned to date:         | \$ 4,664,436 |
| % Of Loans Paid Off                     | 0%           |
| % of Loans Defaulted                    | 0%           |
| % of Loans Written Off (actual money)   | 0%           |
| Jobs Created/Retained All loans totaled | 21           |
| Private Non-RLF Money Leveraged         | \$ 2,489,900 |

as calculated by EDA

|       | Borrower                      | Date of Loan | County     | Original Loan Amount | Balance         | Total Interest Paid | Status    | Amount Defaulted/ Written Off | Business Description                 | Use of Funds    |
|-------|-------------------------------|--------------|------------|----------------------|-----------------|---------------------|-----------|-------------------------------|--------------------------------------|-----------------|
| 1     | BDC Group - 2                 | 1/22/2021    | Linn       | \$ 105,000           | \$ 57,885.33    |                     | deliquent |                               | broadband installation/boring        | WC              |
| 2     | Mondo's New Union Brewery     | 1/29/2021    | Johnson    | \$ 250,000           | \$ 133,759.48   |                     | Current   |                               | brewery/restaurant                   | inventory/WC    |
| 3     | Delhicacy                     | 2/17/2021    | Linn       | \$ 165,000           | \$ 102,034.26   |                     | Current   |                               | restaurant                           | equipment       |
| 4     | MSD Sales                     | 2/19/2021    | Linn       | \$ 233,700           | \$ 143,176.76   |                     | Current   |                               | automated/rebotic manuf. Equip.      | machinery/WC    |
| 5     | CryptoStopper                 | 3/9/2021     | Linn       | \$ 500,000           | \$ 358,333.39   |                     | Current   |                               | cyber security firm                  | WC              |
| 6     | Delhicacy 2                   | 4/22/2021    | Linn       | \$ 125,000           | \$ 77,153.08    |                     | Current   |                               | restaurant                           | w/c, equipment  |
| 7     | Schoebelen Inc.               | 4/23/2021    | Washington | \$ 107,500           | \$ 66,162.56    |                     | Current   |                               | ag repair/sales small engine work    | w/c, equipment  |
| 8     | 4DMobile                      | 5/28/2021    | Linn       | \$ 250,000           | \$ 149,999.92   |                     | Current   |                               | software                             | working capital |
| 9     | MJ Sports dba BluTrack        | 6/4/2021     | Jones      | \$ 500,000           | \$ 470,008.68   |                     | Current   |                               | toy track manufacturer               | real estate     |
| 10    | IBLITZ Boxing and Fitness LLC | 9/1/2021     | Johnson    | \$ 29,500            | \$ 19,174.93    |                     | Current   |                               | Gym                                  | w/c, equipment  |
| 11    | O's Grill LLC                 | 9/22/2021    | Linn       | \$ 90,000            | \$ 64,500.00    |                     | Current   |                               | Restaurant                           | w/c, equipment  |
| 12    | Haveli Indian Cuisine         | 9/27/2021    | Johnson    | \$ 100,636           | \$ 67,090.60    |                     | Current   |                               | Restaurant                           | equipment       |
| 13    | Eastern Iowa Health Center    | 10/29/2021   | Linn       | \$ 500,000           | \$ 451,388.92   |                     | Current   |                               | Health Center                        | dentist equip.  |
| 14    | Air FX                        | 12/13/2021   | Linn       | \$ 500,000           | \$ 454,574.37   |                     | Current   |                               | climbing gym/trampoline park         | climbing equip. |
| 15    | Stratafolio 3                 | 4/22/2022    | Linn       | \$ 25,000            | \$ 14,593.44    |                     | Current   |                               | rental property software             | w/c             |
| 16    | Serenity Salon and Spa        | 5/27/2022    | Linn       | \$ 47,100            | \$ 43,960.00    |                     | deliquent |                               | salon and spa                        | w/c, equipment  |
| 17    | Nourish Med Spa               | 6/21/2022    | Linn       | \$ 200,000           | \$ 173,333.36   |                     | Current   |                               | medical spa                          | equipment/w/c   |
| 18    | Amelia Jane Salon             | 6/21/2022    | Linn       | \$ 41,000            | \$ 35,533.36    |                     | Current   |                               | hair salon                           | equipment       |
| 19    | Boxx Scaffolding              | 7/6/2022     | Linn       | \$ 200,000           | \$ 186,833.33   |                     | Current   |                               | scaffolding company                  | equipment/w/c   |
| 20    | Eco Pallets                   | 7/11/2022    | Linn       | \$ 100,000           | \$ 93,333.32    |                     | Current   |                               | plastic pallet manufacturer          | equipment       |
| 21    | Stratafolio 4                 | 7/11/2022    | Linn       | \$ 75,000            | \$ 62,500       |                     | Current   |                               | real estate software                 | w/c             |
| 22    | Dascoa Inc.                   | 8/10/2022    | Linn       | \$ 250,000           | \$ 220,238.10   |                     | Current   |                               | commercial kitchen appliances/repair | vehicles        |
| 23    | Raining Rose                  | 8/10/2022    | Linn       | \$ 200,000           | \$ 176,190.50   |                     | Current   |                               | manufacturer                         | machinery       |
| 24    | Lisa Nguyen LLC               | 2/17/2023    | Linn       | \$ 70,000            | \$ 70,000.00    |                     | Current   |                               | vietnamese restaurant                | equipment       |
| Total |                               |              |            | \$ 4,664,436         | \$ 3,691,757.69 |                     |           |                               |                                      |                 |

\*FF&E= Furniture, Fixture, and Equipment

\*WC=working capital

## June Department Report – Housing

**Team:** Housing Director Tracey Achenbach, Housing Specialist Mark Culver, Planner/Grant Specialist Paula Mitchell, Housing Recovery Coordinator Nicole Beuc, Planner/Housing Specialist Deanna Robinson, Housing Fellow Julie Herny, Housing Rehabilitation Coordinator Steve Van Abemma

| Housing – FY23 Budgeted Revenue \$462,862                     |        |                           |  |
|---------------------------------------------------------------|--------|---------------------------|--|
| Known/Contracted Revenue                                      |        | Potential FY23/24 Revenue |  |
| CDBG Hiawatha and Lisbon Rehab                                | 1,010  |                           |  |
| CDBG Central City Rehab                                       | 15,806 |                           |  |
| CDBG Coralville Rehab and Down Payment                        | 10,970 |                           |  |
| CDBG Washington Rehab                                         | 16,110 |                           |  |
| CDBG Vinton Down Payment                                      | 1,500  |                           |  |
| CDBG Washington County Down Payment                           | 4,500  |                           |  |
| CDBG Anamosa Rehab                                            | 27,828 |                           |  |
| CDBG Brighton Rehab                                           | 33,274 |                           |  |
| CDBG North Liberty Rehab                                      | 31,214 |                           |  |
| CDBG DR New Construction Projects                             | 75,000 |                           |  |
| FHLB Housing Rehab – Linn County HTF                          | 16,200 |                           |  |
| FHLB Housing Rehab – East Central Iowa HTF                    | 18,000 |                           |  |
| FHLB Housing Rehab – HTF Johnson County                       | 17,500 |                           |  |
| Palo Housing Rehab Program                                    | 6,000  |                           |  |
| Tech Service - Washington Housing Rehab Program               | 1,800  |                           |  |
| Tech Service - HTF Misc. Housing Rehab Programs               | 3,500  |                           |  |
| Tech Service -IFA Home Rehab Block Grant Program – Washington | 6,000  |                           |  |

|                                                         |                  |                                            |                  |
|---------------------------------------------------------|------------------|--------------------------------------------|------------------|
| Tech Service - Johnson County Housing Rehab Program     | 15,000           |                                            |                  |
| Tech Service – Shellsburg Building Inspections          | 2,500            |                                            |                  |
| Tech Service – Central City Nuisance Enforcement        | 5,400            |                                            |                  |
| Tech Service – Springville Nuisance Enforcement         | 5,100            |                                            |                  |
| Tech Service – Oxford Junction Nuisance Enforcement     | 5,400            |                                            |                  |
| Tech Service – Onslow Nuisance Enforcement              | 4,500            |                                            |                  |
| Tech Service – Wyoming Nuisance Enforcement             | 3,600            |                                            |                  |
| Tech Service – Van Horne Nuisance Enforcement           | 3,600            |                                            |                  |
| Tech Service – Olin Nuisance Enforcement                | 3,600            |                                            |                  |
| Tech Services – ICOG Foreign Labor Inspections          | 5,006            | <b>FY24 New Contract Revenue</b>           |                  |
| Tech Services – Homes for Iowa Administration           | 12,500           | City of Cedar Rapids CDBG DR Rehab Program | 120,000          |
| Tech Services – East Central Iowa HTF Administration    | 26,508           | HFfLC Marion Owner-Occupied Rehab Program  | 20,000           |
| Tech Services – Housing Fund for Linn County Admin      | 92,616           | IFA HAF Program Estimated                  | 40,000           |
| Tech Services – PATCH Program Administration            | 85,584           |                                            |                  |
| Tech Service - Linn County Housing & Equity Needs Study | 45,000           |                                            |                  |
| <b>Total Contracted Revenue</b>                         | <b>\$602,126</b> | <b>Total Potential Revenue</b>             | <b>\$180,000</b> |

#### **Accomplishments since Last Report:**

- Submitted proposal #2 to IFA for Iowa Homeowner Assistance Fund Home Repair Program
- Work completed on first home for the Johnson Co Emergency Repair / Rehabilitation Program
- Submitted three FHLB applications and closed 2020 grants for the housing trust funds' owner-occupied rehabilitation programs
- Completed environmental assessments for 4 CDBG-DR new housing projects and initiated release of funds process.
- Started inspections for the Washington owner-occupied rehabilitation pilot program homes
- All department staff certified for CDBG grant administration

#### **Goals for Upcoming Month:**

- Complete environmental reviews and 106 clearances for the remaining CDBG-DR projects
- Enter into contract with HFfLC for administration/construction management of Marion's owner-occupied rehabilitation program
- Begin application processing/marketing for City of Cedar Rapids CDBG DR rehabilitation program
- Near completion of the Equity Analysis section of the Linn County Housing Study

## June 2023 Department Report – Transportation

**Team:** Transportation Director Mary Rump, Transit Administrator/Planner Brock Grenis, Communications Specialist Joe Bauer, Planning Fellow Justice Inkoom

| Transportation- Budgeted Revenue \$196,993 |                  |                        |  |
|--------------------------------------------|------------------|------------------------|--|
| Known/Contracted Revenue                   |                  | Potential FY23 Revenue |  |
| Iowa DOT Planning Contract                 | \$196,993        |                        |  |
| <b>Total</b>                               | <b>\$196,993</b> |                        |  |

\*Communications Specialist and Planning Fellow are partially funded through Planning Contract.

| Transit- Budgeted Revenue \$255,200 |                  |                        |  |
|-------------------------------------|------------------|------------------------|--|
| Known/Contracted Revenue            |                  | Potential FY23 Revenue |  |
| Operating Assistance                | \$187,200        |                        |  |
| 380 Express Marketing               | \$68,000         |                        |  |
| <b>Total</b>                        | <b>\$255,200</b> |                        |  |

\*Communications Specialist partially funded through 380 Express Marketing.

### Accomplishments for Last Month:

- Completed sidewalk assessments in Benton, Cedar, Johnson, and Jones Counties
- Started digitizing sidewalk information in GIS
- Summarized preliminary ATP survey results
- Completed Draft FY 2024-2027 Transportation Improvement Program (TIP)
- Created TIP project on [talkto.ecicog.org](http://talkto.ecicog.org) to allow for public input on TIP
- Contracted with Amperage to develop a new bus wrap for 380 Express

- Finalized transit sites to allow for transfer to the WIX platform
- Participated in Corridor MPO trail planning meeting

**Potential Projects or Contracts:**

- ECICOG, in partnership with RPA 1 and RPA 6, is submitting a Safe Streets and Roads for All (SS4A) application for funding to complete a Safety Action Plan for all cities in the RPA 10 region. The board will be asked to take action on the application at the June meeting.

**Goals for Upcoming Month:**

- Finish sidewalk assessments in Iowa, Johnson, and Linn Counties
- Continue to digitize sidewalk data
- Analyze final ATP survey results (survey closes June 30, 2023)
- Meet with Policy Committee to approve FY 2024-2027 Transportation Improvement Program (TIP), revised bylaws, and a new Public Participation Plan
- Continue to coordinate with MonkeyThis to transfer the Envision East Central Iowa site to the WIX platform
- Participate in Corridor MPO trail planning meetings

**Other Notes:**



EAST CENTRAL IOWA  
COUNCIL OF GOVERNMENTS  
YOUR REGIONAL PLANNING AGENCY

## June 2023 Department Report – Environmental Services

**Team:** Jennifer Fencil, Director & Alicia Presto, Senior Planner/Resource Specialist

| Environmental Services - FY23 Budgeted Revenue \$344,815* |                  |                                           |                |
|-----------------------------------------------------------|------------------|-------------------------------------------|----------------|
| FY 23 Known/Contracted Revenue                            |                  | Potential FY23 / FY24 Revenue             |                |
| Solid Waste Assessment                                    | \$98,290         | CDBG Water/Sewer Grant – Hiawatha         | \$12,500       |
| Tech Service - Iowa Waste Exchange (IWE)                  | \$61,000         | Linn County Hazard Mitigation Plan Update | \$40,500       |
| Tech Service - Hazard Mitigation Plan State contract      | \$8,400          | EPA Climate Action Planning Grant         | \$117,000      |
| Johnson County Flood Property Buyout grant                | \$14,300         | CDBG-DR Tree and Generator Grants         | \$75,000       |
| Tech Service - Indian Creek WMA Admin                     | \$21,900         |                                           |                |
| Tech Service - Middle Cedar WMA Admin                     | \$23,250         |                                           |                |
| Tech Service - Lower Cedar WMA Admin                      | \$15,000         |                                           |                |
| Tech Service - Clear Creek WMA Admin                      | \$5,000          |                                           |                |
| Tech Service - Middle Iowa WMA Formation                  | \$9,000          |                                           |                |
|                                                           |                  |                                           |                |
|                                                           |                  |                                           |                |
|                                                           |                  |                                           |                |
| <b>Total</b>                                              | <b>\$256,140</b> |                                           | <b>245,000</b> |

\*The FY23 budget includes one position that has since been eliminated.

**Accomplishments since last Report:**

- Submitted two grant applications for EPA's Climate Pollution Reduction Grant on behalf of the Cedar Rapids and Iowa City MSAs.
- Responded to IEDA questions on CDBG-DR generator and tree grants.
- Conducted interviews for Environmental Specialist position.
- Middle Iowa River WMA formation meeting.
- Met with Wellman and Anamosa about CDBG water/ sewer grants.
- Iowa County Landfill EMS Internal Audit.

**Goals for Upcoming Month:**

- Onboard new Environmental Specialist position.
- Continue process of forming a Watershed Management Authority for the Middle Iowa River watershed
- Fill the vacant Soil Health Coordinator position for the Indian Creek Watershed
- Close out Johnson County FEMA grant for flood property buyout and demolition
- Close out Jasper County Hazard Mitigation Plan project
- Iowa Waste Exchange fiscal year reporting
- Launch glass recycling program at the Jones County Transfer Station
- Launch textiles recycling program at the Iowa County Landfill
- Coordinate with EPA to complete requirements for Climate Pollution Reduction Grant applications

**Potential Projects or Contracts:**

- Marengo CDBG wastewater upgrade project – application to be completed
- Anamosa Wastewater CDBG grant project – application to be completed
- Linn County Hazard Mitigation Plan Update – contract to be completed
- Iowa County Hazard Mitigation Plan Update – cost proposal provided

| 6. Discussion/Presentations   |                 |
|-------------------------------|-----------------|
| a. Hometown Pride Program     | Jessica Johnson |
| b. Envision East Central Iowa | Karen Kurt      |
| c. Board Member Updates       |                 |

# ENVISION EAST CENTRAL IOWA

## Strategic Pillars & Action Areas



### 1. Embracing an innovation focus to build regional competitiveness

- Capitalize on trends that are changing the location and nature of manufacturing
- Plan for the transformation of energy production systems
- Focus on capturing opportunities in the biosciences and bioeconomy
- Facilitate relocation of R&D facilities and functions to the region

### 2. Fostering an entrepreneurial approach to create and capture new opportunities

- Develop systemic, coordinated support for entrepreneurs in our region
- Assist communities with the creation of innovation spaces
- Develop targeted marketing and storytelling to attract key industry clusters

### 3. Protecting and sustaining our unique natural resources

- Support efforts to address flooding and water quality issues
- Support the move toward more regenerative land-use practices
- Promote local-level action that supports the transition to clean energy

### 4. Reimagining the built environment

- Amplify the use of Iowa's Smart Planning Principles throughout the region
- Revitalize neighborhoods via rehabilitation and adaptive reuse
- Build connectivity and walkability through transportation infrastructure and neighborhood design

### 5. Creating more vibrant communities

- Stimulate the development of more unique events, cultural assets, and places
- Connect individual community assets to strengthen the region's vitality
- Expand and connect recreational opportunities region-wide

### 6. Purposefully growing a thriving diverse regional workforce

- Develop an overall regional onboarding system unique to East Central Iowa
- Focus on support systems to assist immigrant populations thrive in the region
- Expand education initiatives for career connected learning

### 7. Creating and expanding pathways for shared prosperity

- Support the widespread creation of quality sustainable and affordable housing
- Develop and promote a coordinated plan for childcare in the region
- Expand access to fast affordable broadband across the region

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#### LEARN MORE:

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