



# Southeast Iowa Regional Planning Commission

December 19, 2013

12:00 p.m.

211 N. Gear Avenue

West Burlington, IA 52655

Meeting Type

Executive Board

## — Agenda —

<b>CALL TO ORDER</b>	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Directors Report, Minutes; <i>Financials for November are not yet available</i> )		Board Action
<b>OLD BUSINESS</b>		
1. Regional CDBG Scoring	Norris	Board Action
2. TAC Appointments	Norris	Board Update
<b>NEW BUSINESS</b>		
3. RLF Application – Lucky Runner, Inc.	Hanan	Board Action
4. Des Moines/Lee Co Jail Diversion Position Description	Norris	Board Action
5. Southeast Iowa Port Authority Update	Norris	Board Update
<b>MATTERS FROM THE FLOOR</b>		



# DIRECTOR'S REPORT

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: December 19, 2013

## BUILDING UPDATE

The first snow has fallen, and snow clearing has gone well. Parking lot ice buildup is an issue and SEIRPC is working with our snow contractor to be more aggressive with salt protocol as winter moves on.

## MISCELLANEOUS

Your Executive Director attended the CMB EB-5 seminar in Des Moines, IA on December 5 with Mount Pleasant Area Chamber Executive VP Kiley Miller. The seminar focused on the EB-5 program, which works as a vehicle to connect foreign investors to domestic projects, in exchange for permanent US residency by the investor. These projects typically fund infrastructure and other lower risk projects.

## CONSENT AGENDA

November Financials will be available in a couple weeks, as the meeting was advanced, they were not able to be prepared for this meeting. If you have any questions, please let me know.

## AGENDA ITEMS – OLD BUSINESS

1. Regional CDBG Scoring, Board Action  
The SEIRPC Regional CDBG Scoring Committee met on December 16 to score our region's sole water/sewer application. The process went well, with some excellent questions posed by the committee. The project score will be forwarded to the state and the committee will meet again to prioritize housing CDBG applications. Please make a motion to accept the score developed by the committee.
2. TAC Appointments, Board Update: A reminder for our board members from each county to identify TAC replacements as discussed in the November full board meeting.

## AGENDA ITEMS – NEW BUSINESS

1. RLF Application, Lucky Runner, Inc., Board Action: The Loan Review Committee has forwarded the application for Lucky Runner for conditional approval. The project is for the manager of an existing business, Running Wild, to acquire and own the business. The project would retain 2.4 jobs, which SEIRPC would contribute \$40,000 in loan funds and encourage entrepreneurship for an individual who has high character in the community and has grown the business. The approval is conditional on a \$10,000 co-sign for collateral. Recommend approval with condition.
2. Des Moines/Lee County Jail Diversion Project Position Description: Lee County and Des Moines County have been meeting together along with each county's CPC Administrator, Jailer, Sheriff and SEIRPC planner Tracey Lamm. The group has proposed to SEIRPC the idea of housing a social worker under the SEIRPC umbrella to work with each county in diverting mentally ill inmates out of incarceration and towards resources to help them stabilize. A new position description will be necessary for SEIRPC to complete the process. Recommend approval to develop new description, which will be presented to the board at a later date.
3. Southeast Iowa Port Authority Update, Board Information: SEIRPC is under contract with the Southeast Iowa Port Authority to provide administrative and planning services. The first meeting under the arrangement was held December 17. Discussed at the meeting were the current status of the Port Authority, ways to move forward and how other entities may either work with or complement the Authority. SEIRPC appreciates the partnership and looks to find other opportunities for regional collaboration through the Port Authority to add further economic development and business opportunities in the region. The next meeting is set for February 26 where SEIRPC will present a status update on the strategic plan.

Southeast Iowa Regional Planning Commission  
Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
October 24, 2013

Members Present: Brent Schleisman, Sue Frice, Gary Folluo, and Hans Trousil  
Member Absent: Mark Huston  
Staff Present: Mike Norris, Debbie Laughlin, Bob Kuskowski, Jeff Hanan, Zach James, and Lori Gilpin  
Guest Present: Rex Troute, The Burlington Hawk Eye

Call to order at 9:00 a.m.

### **Agenda Approval**

Motion by Folluo to approve the October 24, 2013 agenda, second by Trousil. All Ayes, motion carried.

### **CONSENT AGENDA APPROVAL**

Norris highlighted some areas of the Director's Report, bringing attention to staff working on getting fiber optic service to the building from Danville Telco, which will improve data service to the building at an extremely competitive price from a local provider. Motion by Frice to accept the consent agenda, second by Trousil. All Ayes, motion carried.

### **Old Business:**

1. Health Insurance/ 28E Agreement: Norris stated that in an effort to cut costs for insurance, staff initially was interested in joining in an agreement with COBCO, and the SEIRPC Executive Board directed us to check out other consortiums. In that process, we were given several options which will save us money, with our objective being to adopt a 28E with Louisa County. Recent information relayed by the Affordable Care Act (ACA) does not allow 28E agreements solely for the purpose of health benefits, therefore the 28E agreement will need to be modified. Norris stated that given our relationship with Louisa County, this ruling is not a process killer, but a process modifier. In the meantime, we can still save money by going with a self-funded plan on our own effective December 1<sup>st</sup>, which is our new health insurance renewal date. Frice made a motion to open a separate bank account to administer SEIRPCs partial self-funding plan, second by Folluo. All ayes, motion carried.
2. Board Books: Norris stated that purpose of compiling the board book is to provide a more efficient look at our organization, particularly for new board members. He stated it gives a background of the organization, areas of work, critical documents, and typical schedules. The succession plan is the only new document which gives a plan of action in case the Executive Director were to leave unexpectedly. Folluo made a motion to Approve the Board Books to be placed on the SEIRPC website on the Board of Directors page, second by Trousil. All ayes, motion carried.

3. CDBG Scoring: Norris stated that he and Tim Ostroski (SICOG Director) met with IEDA officials on September 24 to discuss the regional CDBG scoring pilot process. The State was pleased with the pilot outcomes and would like the five pilot COGs to go “live” in November, meaning they would review the CDBG applications before the IEDA staff. The regional scores would be taken into account with the State’s scoring. In addition, Norris stated that IEDA also wishes to have the regions initiate a pilot process for scoring CDBG housing applications, which IARC colleagues will be preparing criteria for state review at a follow up meeting. IARC will also have a chance to have significant input in the state’s CDBG Action Plan which will be updated next spring. No action necessary.

**New Business:**

1. Government Shutdown Impacts: Norris stated that although no immediate impact was felt, SEIRPC was delayed in several instances of either receiving federal money or submitting information to federal agencies due to the government shutdown. Norris further stated that cash flow implications are dire if a shutdown scenario would continue, as SEIRPC needs roughly \$183,000 monthly to meet its budget projections. SEIRPC could survive about 10 weeks on its reserves without any new revenues. No action necessary.
2. November Full Board Meeting: Norris stated that due to Thanksgiving Holiday falling on the 4<sup>th</sup> Thursday of the month, we need to see if you would like to move the November Full Board Meeting to the 3<sup>rd</sup> Thursday of November. Folluo stated that ISAC is not falling during that week this year. Schleisman advised staff to send an email out to see if we would get a quorum for Thursday, November 21st. No action necessary.

**MATTERS FROM THE FLOOR:**

Norris stated that he attended the Lee County Summit yesterday, which had about 130 people in attendance. Iowa Fertilizer Company (IFC) gave a presentation, SCC talked about their Industrial Maintenance Program, and Regional Planning was brought up several times. Norris stated that he is going to tour the Iowa Fertilizer Company today.

Motion to adjourn meeting by Trousil.  
Second by Folluo. All Ayes

Meeting adjourned at 9:44 a.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Mark Huston, Secretary

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

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



# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: December 19, 2013  
Re: Regional CDBG Scoring

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The SEIRPC Regional CDBG Scoring Committee met on December 16 to score our region's sole water/sewer application, the City of Mount Pleasant's Jay St Sewer Project.

The meeting went well, with some excellent questions posed by the committee. These questions will be brought back to the IARC CDBG Pilot group for discussion.

The project scored an average of 167.67, which, compared to last year was 25 points higher the previous score of 142.

For comparison's sake, the 167 score would rank 3/26 across all projects evaluated by the five pilot regions in the state last year.

The project score will be forwarded to the state and the committee will meet again to prioritize housing CDBG applications. Please make a motion to accept the score developed by the committee.

Next steps will be to assist the second wave of pilot regions to evaluate CDBG applications through their own committees. The State of Iowa is also updating their HUD Consolidated Plan, which outlines how and how much CDBG funds will be spent in Iowa from 2015-2019. This is a distinct opportunity to communicate priorities to IEDA and provide input to support them. Regional input and planning for CDBG funds starts here.

Please consider a motion to accept the score and to forward to the state.



# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: January 13, 2014  
Re: Lucky Runner Inc.

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Lucky Runner, Inc., currently 'Running Wild' is a running-based retail store in West Burlington specializing in running shoes, equipment and apparel. Lucky Runner, Inc. has applied for up to \$40,000 in revolving loan funds to be used for the purpose of purchasing the business from the existing owners. The store is located at 116 W Agency Rd Suite 2. The primary lender is MidwestOne Bank.

The project is consistent with the goals and objectives outlined in the SEIRPC RLF Mission Statement. The project is expected to help retain 2.4 FTE jobs.

On Thursday, December 12, the SEIRPC Loan Review Committee met to consider the application. The committee voted to table the project pending additional secured collateral.

The Loan Review Committee via email has agreed to move the project forward with the same conditions and under terms contained in the application as additional collateral is secured.

#### Terms:

- Total Loan Amount: Up to \$40,000
- Term: 120 months
- Interest Rate: 4.5%
- Collateral: Subordinate position UCC general business lien filing; Personal Guarantees

This memo is being submitted for the approval of the loan request by the SEIRPC Board of Directors.





# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: December 19, 2013  
Re: Des Moines and Lee County Jail Diversion Project Position Description

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Lee County and Des Moines County have been meeting together along with each county's CPC Administrator, Jailer, Sheriff and SEIRPC planner Tracey Lamm.

The group has proposed to SEIRPC the idea of housing a social worker under the SEIRPC umbrella to work with each county in diverting mentally ill inmates out of incarceration and towards resources to help them stabilize.

A new position description will be necessary for SEIRPC to complete the process. The person would essentially be working in the Lee and Des Moines County jails, providing social assistance to mentally ill inmates.

SEIRPC would provide all the necessary benefits under a scenario where the two counties would split the costs 50/50, which would include all the associated personnel costs plus an administrative fee for SEIRPC. Total costs look to be in the \$100,000 range.

The position could work in Henry and Louisa counties as well, or even outside the region. In this case, additional personnel may be necessary. Staff sees the position as a natural segue into another service in the realm of intergovernmental cooperation, SEIRPC's bedrock concept.

Recommend approval to develop new description, which will be presented to the board at a later date.





# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: December 19, 2013  
Re: Southeast Iowa Port Authority Update

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SEIRPC is under contract with the Southeast Iowa Port Authority to provide administrative and planning services.

The first meeting under the arrangement was held December 17. Discussed at the meeting were the current status of the Port Authority, ways to move forward and how other entities may either work with or complement the Authority.

The powers granted the Port Authority through state enabling legislature are many, and the potential for the organization to be involved in regional development are great.

Through the relationship with the Port Authority, SEIRPC has also made contact with the Mid-America Port Authority to evaluate opportunities for coordination and mutual benefit.

As SEIRPC continues to reach into new areas of regionalism, involvement with the Port Authority fits in well with existing SEIRPC activities and the vision for additional regional cooperation.

The next meeting is set for February 26, 2014 where SEIRPC will present a status update on the strategic plan.