



Southeast Iowa Regional Planning Commission

June 26, 2013

12:00 p.m.

211 N. Gear Avenue

West Burlington, IA 52655

Meeting Type

Executive Board

— Agenda —

CALL TO ORDER	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Directors Report, Minutes, Financial Report, Claims)		Board Action
OLD BUSINESS		
1. Housing Acquisition	Norris	Board Update
2. Transportation Alternative Program (TAP) Applications	Zach	Board Update
NEW BUSINESS		
1. Building and Electrical Inspections	Norris	Board Update
2. Executive Director Evaluation:	Schleisman	Board Action
<p>To go into Closed Session for the purpose of: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa State Code 21.5 (i)</p>		
3. To go back into regular Meeting	Schleisman	Board Action
MATTERS FROM THE FLOOR		

Consent Agenda



DIRECTOR'S REPORT

To: SEIRPC Board
From: Mike Norris, Executive Director
Date: June 20, 2013

BUILDING UPDATE

Staff have been performing maintenance on the building's emergency systems (fire panel, strobes, alarms, lights) to ensure proper operation should they be needed.

Work is proceeding on the east SEIRPC entry to replace the sidewalk slab and caulk and re-grade the area to reduce water infiltration in the basement.

Improvements to the board room have commenced, with lighting separation to aid power point presentations, a drop down screen and a couple new tables.

MISCELLANEOUS

Mike Norris, Executive Director, recently surpassed his 10-year milestone at SEIRPC, in May. Mike started in May, 2003 as a regional planner (way back when the offices were at the Peterson Building in downtown Burlington). Susan Coffey will reach her 20-year milestone in September.

Mike Norris was also elected as the 2012-2013 Chair of the Iowa Association of Regional Councils (IARC). IARC represents 17 Iowa Councils of Governments, and functions as an ongoing peer exchange, statewide convener, pass through for contracts to COGs from the state and a policy leader for issues central to COG operations. The organization enjoys dues-paying membership of all Iowa COGs, who are all represented on the board of directors.

Please let staff know your thoughts on board books for board members, old and new. The books would contain the agency's plans, policies, organizational information and budget.

AGENDA ITEMS – OLD BUSINESS

1. Housing Acquisition, Board Update (continuing conversation)

At the April Executive Board meeting, staff sought guidance from the SEIRPC board on a process to acquire homes as part of various housing projects and programs. Previously, the Executive Board tabled the item until additional thought could be put to the topic.

2. Transportation Alternative Applications (TAP), Board Update: An update on the auxiliary TAP application process and progress to date.

AGENDA ITEMS – NEW BUSINESS

1. Building and Electrical Inspections, Board Information: SEIRPC will be sending out an RFQ for inspection services. Based on recent conversations with cities in the region, SEIRPC intends to engage the services of a contractor to perform both electrical and building inspections.
2. Executive Director Evaluation, Board Action: This is a closed session evaluation pursuant to Iowa Code chapter 21.5(i).
3. Go back to regular meeting, Board Action: Action item to go back into regular session.

Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
April 25, 2013

Members Present: Brent Schleisman, Sue Frice, Gary Folluo, and Mark Huston

Members Absent: Hans Trousil

Staff Present: Mike Norris, Debbie Laughlin, Lori Gilpin, Jeff Hanan, and Bob Kuskowski

Call to order at 12:09 p.m.

Agenda Approval

Motion by Folluo to approve the March 25, 2013 agenda, second by Frice. All Ayes, motion carried.

CONSENT AGENDA APPROVAL

Norris highlighted some areas of the Director's Report, bringing attention to the building update where staff is acquiring cost estimates for a new concrete stoop and grading on the east SEIRPC entrance to reduce water infiltration and for a gravel walking trail around the pond for wellness (investigating interest from tenants in participating). Motion by Frice to accept the consent agenda, second by Huston. All Ayes, motion carried.

Old Business:

1. B.U.S. Update: Norris stated that we have a presentation in draft format to present to the City Council in an upcoming work session in May, in response to a membership request. He further stated that staff coordinated meetings around the region with SEIRPC board members from each county to bring them up to speed. No action necessary.

New Business:

1. CDBG Scoring Committee: Norris stated that he had given out the wrong scoring table, necessitating the cancelation of today's meeting, and pushing the date back a couple of weeks. He stated that this is a pilot process, with the goal of potentially being able to score our own regions CDBG projects in the fall. No action necessary.
2. FY2014 Draft Budget: Norris stated that the finance committee (comprised of the Executive Board members) met prior to this meeting to go over and discuss the draft budget. Folluo made a motion to approve a recommendation to the full board for approval of the FY2014 SEIRPC Budget at the May 2013 Full Board Meeting, second by Frice. All ayes, motion carried.
3. Bid on Property: Norris stated that SEIRPC applied for HOME funds and did not get funded and that our CHDO organization, Southeast Iowa Housing, Inc., is not yet operational as a tax-exempt entity. Norris further stated that staff would like the flexibility to acquire homes as they become available at low risk. After discussion, it was decided to think about it and discuss it again after looking at policy language and further information. No action necessary.

4. Position Description: Norris stated that we have drafted a new position description for our new receptionist, which has not yet been formally approved by the board. It was created by taking a previous description and tweaking it to suit the present position. Gilpin questioned who the receptionist should report to, and it was noted that it should be corrected to read that the receptionist reports to the Executive Director. Huston made a motion to Approve Adoption of the Receptionist Position Description, as corrected, to be added to the 2011 Position Descriptions, second by Folluo. All ayes, motion carried.

MATTERS FROM THE FLOOR:

None.

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

Meeting adjourned at 12:33 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____

**Southeast Iowa Regional Planning Commission
Finance Committee Meeting
211 N. Gear Avenue, West Burlington, IA 52655
April 25, 2013**

Members Present: Sue Frice, Brent Schleisman (arrived during the meeting), Mark Huston, and Gary Folluo

Member Absent: Hans Trousil

Staff Present: Mike Norris, Lori Gilpin, and Debbie Laughlin

Call to order at 11:30 a.m.

Agenda Approval

Motion by Folluo to approve the April 25, 2013 Finance Committee agenda, second by Huston. All Ayes, motion passed.

1. Executive Director's Report: Norris gave an overview of the proposed FY2014 budget based on the assumptions from key figures from the FY 2013 budget: total expenses: \$2.2 million, total income: \$2.25 million; and projected year end cash: \$724,000. Norris stated that management feels the budget situation is stable for FY2014 and that we have secured all but \$40,000 in housing (multi-family). Norris stated the budget was prepared on an aggregate 3% salary increase assumption. He noted that there have been significant staff efficiency changes and that staff is looking into more efficient health insurance options. Norris stated that the potential office facility projects for FY2014 are for a new air handling unit in the atrium (est. \$4,000) and a new sidewalk panel and grading on the east SEIRPC entrance to reduce water infiltration into the building (est. 3,500). No action necessary.
2. SEIRPC FY2014 Budget: Norris stated that the EDA cut the EDA Planning Grant to \$54,900 (10% cut) but that it is still possible that we will receive the usual \$61,000 depending on the federal budget. He further stated that RLF is basically unchanged. He stated that MAP-21 looks to decrease \$40,000 for RTA, but with new services and efficiencies (Iowa Home Based Health Care for example) we should be stable. He further stated that we could potentially add the B.U.S. department, though nothing has been finalized at this point. After discussion, Frice made a motion to recommend to the Full Board Approval of the SEIRPC FY2014 Budget, second by Huston. All Ayes, motion carried.

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

Meeting adjourned at 12:00 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____

Housing Acquisition

OB #1



Memo

To: SEIRPC Board of Directors
From: Mike Norris, SEIRPC Executive Director
Date: June 20, 2013
Re: Housing Acquisition

At the April Executive Board meeting, discussion was held on housing acquisition process for SEIRPC staff. Board members felt a little more time was necessary to think about the issue.

As SEIRPC grows its housing programs, housing acquisition will come online at some point in the future.

Previously, during the HOME application process, staff felt they would acquire a home when grant funds were behind them. This general feeling has not changed, but variable timing with grant contracts, board meetings and housing availability may affect what homes SEIRPC can acquire. Time may be of the essence, and staff would like guidance on asset acquisition like this.

Potential options to consider are:

1. Give staff a limit of the value of home to acquire, and make it subject to a notification process to board members
 - a. Example: Staff can acquire homes of up to \$5,000 in value (consistent with the Operations and Procedures Manual) and notify board members before the acquisition for comments or questions.
2. Make all acquisitions subject to board approval, which could include advance approval up to a certain amount.
3. Make all acquisitions subject to board approval with no advance approval of any amount.

Staff is looking for a recommendation to the Full Board for review and approval.

TAP Applications

OB #2

Memo



To: Mike Norris, Executive Director
From: Zach James, Planning Director
Date: June 20, 2013
Re: Regional Transportation Alternatives Program (TAP)

Regional Proposal for TAP funding at the March Board Meeting

Due to all of the changes with the TAP program and no applications being received, staff recommended extending the deadline for TAP applications. As part of the deadline extension, staff did some outreach and education efforts to notify regional members of the changes to the TAP program and the new deadline for applications. The new deadline for applications as approved by the board in March is Friday, June 28th, 2013 @ 5 PM.

Outreach and Education Efforts

Several efforts were taken to notify regional members about the extension of the TAP grant deadline. An email and letter were sent to regional members on April 10th notifying them about the grant deadline extension as well as an opportunity to participate in a webinar to learn more about the program. A follow up email was sent on May 1st, 2012 to remind members to sign up for the webinar. Two webinars were held using anymeeting.com on Tuesday May 7th and on Thursday May 9th. There were a total of 8 participants for the two webinars.

Anticipated Applications

There has been significant interest in the TAP program since the deadline extension, with several communities calling about potential applications. Based on correspondence with regional members it is anticipated that applications may be received from:

- City of Burlington
- City of Mount Pleasant
- Henry County
- Louisa County
- City of Columbus Junction
- City of Houghton
- City of Keokuk
- City of Wayland

Building & Electrical Inspections

NB#1



Memo

To: SEIRPC Board of Directors
From: Mike Norris, SEIRPC Executive Director
Date: June 20, 2013
Re: Building and Electrical Inspection

SEIRPC will be submitting an RFQ for persons interested and qualified for building and electrical inspection in southeast Iowa. Successful candidates will either have, or the ability to obtain, ICC or equivalent certification in both building and electrical inspection.

Based on an ongoing project with Danville and other potential projects around the region both known and unknown staff feels this service will be a benefit to both SEIRPC and its member governments.

Based on Iowa Code, areas with or without an electrical code will be subject to electrical inspections for new home or business wiring, or new service entries to existing homes. These rules make it imperative for communities to consider how they want to handle these inspections.

The State of Iowa will provide an inspector on a regional basis, or the communities can perform the inspections themselves. Typically, communities with an existing electrical code would perform their own inspections and those without would have the state perform the inspections.

The relationship with the prospective candidate will likely be a contractual one to start with potential for a more formal relationship as projects develop.

Please let me know if you have questions or comments.