

**Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
April 26, 2012**

Members Present: Brent Schleisman, Hans Trousil, Sue Frice, and Gary Folluo

Members Absent: Jim Howell

Staff Present: Mike Norris, Debbie Laughlin, Bob Kuskowski, Kim Schisel, and Jeff Hanan

Guest Present: Rex Troute, The Hawkeye

Call to order at 12:03 p.m.

Agenda Approval

Motion by Trousil to approve the April 26, 2012 agenda, second by Folluo. All Ayes, motion passed.

CONSENT AGENDA APPROVAL

Schleisman suggested that staff send a letter to Direct Mail Holdings regarding their 90 days past due amount. Motion by Trousil to accept the consent agenda, second by Folluo. All Ayes, motion passed.

Old Business:

1. CHDO Update Update (Community Housing Development Organization): Norris reported that nearly all the work for submittal of documents to the IRS is complete. He further stated that due to board member restrictions set by HOME criteria, the CHDO board will start with a core group at first, then will expand, much like we did with Great River Housing, Inc. Norris mentioned that currently only six CHDOs exist in Iowa and no other regional organizations like SEIRPC have formed a CHDO. No action necessary.
2. CEDS Update: Norris stated that SEIRPC staff has held its second subcommittee meeting with the Economic Development subcommittee which is made up of Great River Region Partnership board members. He further stated that the subcommittee is progressing with the priority identification and filling in actions for reaching the three draft goals of: 1) Improving regional workforce skills, education & employment; 2). Growing the regional economy through attraction, retention, and entrepreneurial development; and 3) Increasing regional cooperation in economic development through mutual marketing, fundraising, and policy efforts. No action necessary.
3. Union Negotiations FY2013 – FY2015: Norris stated that negotiations have ended with SEIRPC's bargaining unit for public transit employees. He further stated that SEIRPC and the bargaining Unit met together three times, the last with a state-appointed mediator who helped to accelerate the process. Norris stated the results include a

three year contract with wage increases each year (2%, 3%, 3%); new language formalizing mileage payment for the Louisa County route; and doctor selection for driver physicals (to be handled outside of the contract.) Folluo expressed that it was a good thing to get a multi-year contract. Folluo made a motion to recommend to the Full Board Approval of the Union Negotiations FY2013-FY2015, second by Trousil. All Ayes, motion carried.

New Business:

1. RLF Application: Iowa Prolube: Hanan stated that Iowa Prolube has applied for \$100,000 in revolving loan funds to be used for the purpose of purchasing the buildings and machinery & equipment from current owner Prolube of Iowa. He further stated that the business consists of three Prolube facilities: one in Burlington, and two in Ottumwa, however, we are prohibited from making loans for the Ottumwa portion of the project since Ottumwa is within another EDA district. Hanan stated that on April 19, 2012 the SEIRPC Loan Review Committee met to consider the application and voted to approve the loan amount of \$33,333 (1/3 of total request) from the EDA I pool at the rate of 4% for 10 years. After speaking with EDA, Hanan stated that a new appraisal on the facility is needed, and that if the appraisal is favorable, they will allow us to loan up to \$50,000 (the maximum amount allowed according to the job creation). Hanan stated that he would consult with the Loan Review Committee when he knows the amount we would be able to loan for the Burlington facility, and if the Loan Review Committee is comfortable with it, would like the flexibility to proceed with up to \$50,000. Trousil made a motion to approve the Revolving Loan Fund loan to Iowa Prolube for the Burlington facility in the amount of up to \$50,000 from the EDA I pool at the rate of 4% for 10 years, pending the appraisal results and the RLF Loan Review Committee approval, second by Schleisman. All Ayes, motion carried.

2. Revolving Loan Fund (RLF) Application: Café Olde World: Hanan stated that the owner, Patti Meyers, had been requesting \$47,500 for restaurant equipment, including equipment to begin making pizza and for working capital to expand restaurant hours through the evening. He further stated that this amount was approved by the Loan Review Committee at the March 8th meeting, but before it went through the SEIRPC board, he found out that the pizza making equipment had already been purchased, and refinancing a purchase is not an allowable use from the EDA RLF funds. Patti Meyers would like to modify her RLF application for \$15,000 for working capital for a 10 year term at 4%, which was approved by the Loan Review Committee at their April 19, 2011 meeting. Folluo made a motion to approve the RLF Application for Café Olde World in the amount of \$15,000 from the EDA I RLF pool with a 10 year term at 4% interest rate, second by Trousil. All Ayes, motion passed.

3. Revolving Loan Fund (RLF) Modification: MPC Enterprises: Hanan stated that Two Rivers Bank, on behalf of MPC Enterprises, has requested interest rate relief for MPC Enterprises' outstanding RLF Loans. Hanan further stated that the original loan was at 7% for 7 years, and that the RLF bylaws allow the Loan Review Committee to make

modifications. Hanan stated that the Loan Review Committee approved lowering MPC Enterprises' interest rate to 5.5% for the remainder of their loan term. Folluo made a motion to approve the RLF Loan Modification for MPC Enterprises lowering the interest rate to 5.5% for the remainder of their term, second by Frice. All Ayes, motion passed.

4. Public Hearing: Approve Consolidated Transit Fund Application: Schleisman opened the Public Hearing at 12:29 p.m. Kuskowski, SEIBUS Transit Director, stated that the Consolidated Transit Fund Application process is an annual event through which SEIRPC applies for state and federal public transit subsidy and allows SEIRPC to provide public transportation to southeast Iowa. He further stated that this application shows the Iowa Department of Transportation how we anticipate spending the money they will be giving to us. He further stated that we are applying for federal funds for replacement of four light duty buses in the total amount of \$308,000 (at 80% / 20% split); \$214,990 from State Transit Assistance Funds and \$242,318 of FTA Section 5311 for operating and capital assistance. Kuskowski stated that there are other items that SEIRPC plans to apply for including \$5,000 to purchase maintenance software (at 80% / 20% split); and funds for a Mobility Manager totaling \$76,756 (at 80% / 20% split). Schleisman asked for comments from the public, of which there were none, and no further comments were made. Folluo made a motion to close the Public Hearing to Approve Consolidated Transit Fund Application at 12:33 p.m., second by Trousil. All Ayes, motion carried. Frice made a motion to approve the Consolidated Transit Fund Application, second by Trousil. All Ayes, motion carried.

MATTERS FROM THE FLOOR:

Frice thanked SEIBUS for their participation in the Regional Job Fair.

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

Meeting adjourned at 12:35 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Jim Howell, Secretary

Date: _____

Date: _____