

Southeast Iowa Regional Planning Commission  
Special Full Board Meeting Minutes  
1st Floor Meeting Room B, Memorial Auditorium  
August 26, 2010

Members Present: Brent Schleisman, Hans Trousil, Jim Howell, Gary Folluo, Michael O'Connor, Paula Buckman, Steve Bisenius, Tim Scott, Mark Hempen, Byron Smith, Bob Beck, and Beverly Simone

Members Absent: Sue Frice, Jim Davidson, Klay Edwards, Mark Huston, David File, Kent White, and Randy Tillman

Guests Present: News Media from KBUR and The Hawkeye Newspaper

Staff Present: Mike Norris, Debbie Laughlin, and Kim Schisel

Call to order at 12:05 P.M.

### Agenda Approval

Motion by Folluo to approve the August 26, 2010 revised agenda (revision: to change to a Special Full Board Meeting), second by Scott. All Ayes, motion passed.

### CONSENT AGENDA APPROVAL

Schisel explained some of the special circumstances in regard to the financials to the board stating that some of the membership dues have not yet been received; \$70,000 in buyouts has been expended of which reimbursements will be coming in; and that we have been working with another COG on an Emergency Management project, of which we are the fiscal agent. Motion by Simone to accept the consent agenda, second by Hempen. All Ayes, motion passed.

### Old Business

1. Executive Director: Schleisman stated that the purpose of our having the Special Full Board meeting today is that the bylaws state that the full board must approve the appointment of the Executive Director, and we did not want to put it off for another month. He further stated that he was pleased to be involved in the selection process. Schleisman stated that there were 23 applicants for the Executive Director position, and that out of those six excellent candidates were interviewed, and that through the scoring process, Mike Norris came out on top. Schleisman thanked everyone that had participated with the interview committee. Motion by Howell to appoint Mike Norris as the Executive Director for SEIRPC, second by Folluo. All Ayes, motion passed. Motion by Trousil to approve the employee contract for the Executive Director that includes a six month and an annual evaluation, second by Buckman. All Ayes, Motion passed.
2. Facility Update: Norris stated that negotiations with Tenant A are complete and that the lease agreement to lease 8,352 SF on the second floor will be discussed on New Business Item #3. He further stated that Tenant B, although originally interested in 3,600 SF of the first floor, has ceased negotiations at this time due to other options

being explored by their organization. Norris stated that Tenant C will also not be renting 380 SF as their company arrangements have relocated the prospective tenant. Norris gave an overview of the facility budget impacted by the loss of tenants B and C revenues. He further stated that the next increase between the current office and the new building is \$2,075 /month which works within available agency resources. Norris stated that leasing to another tenant will be a priority. Norris recommended that SEIRPC occupy the first floor for its office area. He further stated that final discussions with funding agencies are going well to establish a closing process, and that a closing date will be scheduled between September 15<sup>th</sup> and October 1<sup>st</sup>. Norris projected that SEIRPC could be moved in prior to Thanksgiving. No action necessary.

3. Facility Architect Contract: Norris highlighted the standard agreement between SEIRPC and the Architect for the new facility drawing attention to the scope of work, and the itemized costs totaling \$46,000. Norris stated that we intend to be under budget and that funds will be paid at 50% by EDA, a portion by IDOT, and less than half by SEIRPC. Folluo asked if an attorney had looked over the agreement and Norris responded no but that EDA is reviewing the agreement. Motion by Simone to approve the Facility Architect Contract with Metzger Johnson Architects, Inc. pending approval by the Economic Development Administration (EDA), second by Beck. All Ayes, motion passed.
4. SEIRPC Structure / Staffing: Norris stated that due to the change in management and with the flood positions coming to an end, revisiting the organizational structure would be worthwhile and should be done prior to approving the SEIRPC position descriptions to enable appropriate changes. Norris further stated that the organizational structure was put into place taking advantage of the existing management/staff skill set and that we now need to look into flexibility and utilization of employees that have multiple skill sets. Schleisman stated that Norris should research the situation and provide the board with a preliminary report at the September board meeting. No action necessary.

## New Business

1. SEIRPC Substance Abuse Policy and Program: Norris stated that the Substance Abuse Policy and Program follows standard procedure using language recommended by the FTA and more clearly lays out the disciplinary actions that will be taken if an employee is found not to be in compliance. Norris stated that the policy covers all safety sensitive employees: transit drivers, transit schedulers, and the transit director. He further stated that the policy has been reviewed by IDOT and our labor attorney. Motion by Howell to approve the Southeast Iowa Regional Planning Commission Substance Abuse Policy and Program, second by Hempen. All Ayes, motion passed.
2. EDA RLF II – Approve New Bank Account: Norris stated that we applied for and received \$900,000 from EDA and \$100,000 local match from IDED for an additional revolving loan fund based upon the damages incurred from the 2008 floods. He further stated that this brings the total regional RLF available loan pool to approximately \$2.3 million. Norris stated that EDA requires SEIRPC to obtain a separate bank account for administration of each individual revolving loan fund pool and IDED also requires separate interest accrual for the matching funds. Motion by Simone to approve

opening a new SEIRPC bank account for the EDA RLF II funds, second by Folluo. All Ayes, motion passed.

3. Lease Agreement: Norris stated that SEIRPC has negotiated a lease with Tenant A (Big River Resources) for five years beginning November 1<sup>st</sup> with a five year renewal option. He further stated they will be leasing 8,352 SF on the second floor at a rate of \$8.35 SF, renewable at \$8.76 SF, and they have agreed to a 50 percent cost share agreement on tenant-requested improvements. Motion by Simone to Approve the Lease Agreement with Tenant A at the new facility, second by Trousil. All Ayes, motion passed.
  
4. Great River Regional Partnership – Fiscal Lead Agent: Norris stated that Great River Regional Partnership (GRRP) intends to submit a grant to the Iowa Department of Economic Development (IDED) for purposes of marketing the Great River Region, and the partnership has requested SEIRPC perform fiscal management duties for the grant, and potentially be the funding recipient. Norris further stated that he will now be replacing Brent Schleisman as the SEIRPC representative on the GRRP board. Motion by Scott to approve the Great River Regional Partnership with SEIRPC as the Fiscal Lead Agent, second by Trousil. All Ayes (except for Simone who abstained as she is the chair of GRRP,) motion passed.

**MATTERS FROM THE FLOOR:**

Norris stated that he is honored that the Board chose him as the Executive Director and that he looks forward to working with everyone.

Howell suggested that the regular full board meeting in September be set up to be held at the new facility so that all of the full board members will have a chance to see the facility.

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

Meeting adjourned at 12:47 p.m.

Submitted by Debbie Laughlin

\_\_\_\_\_  
Mike Norris, Executive Director

\_\_\_\_\_  
Jim Howell, Secretary

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

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