

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
December 2, 2010**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Jim Howell, Gary Folluo, Paula Buckman, Steve Bisenius, Jim Davidson, David File, Mark Huston, Byron Smith, Tim Scott, Kent White, Mark Hempen, Bob Beck, and Randy Tillman

Members Absent: Klay Edwards, Michael O'Connor, and Beverly Simone

Guests Present: Andy Loonan, IDOT; News Media from Hawkeye and KBUR

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

Call to order at 12:08 p.m.

### **Agenda Approval**

Motion by Folluo to approve the December 2, 2010 agenda, second by Scott. All Ayes, motion passed.

### **CONSENT AGENDA APPROVAL**

Norris explained that our organization often fronts a lot of money to be reimbursed at a later date, thereby causing it to look like there are significant deficiencies; however, we recoup the funds after the month's books have closed, and sometimes they take even more time, based upon the project. He further stated that we received \$216,000 that came in the last couple of days. Motion by Frice to accept the consent agenda, second by Folluo. All Ayes, motion passed.

### **Old Business**

1. RPC Facility Update: Norris stated that a lot has happened since the last full board meeting with Big River Resources operational and happy with their space; construction nearing completion for site work and second floor construction, and the smooth move for SEIRPC. He further stated that he has received numerous positive comments from staff and visitors in regard to the facility and he thanked the board for sticking with this project over the long process. Norris stated that the basement construction plans are being finalized, and that marketing to tenant the basement space will become more aggressive after the construction is complete. Norris further stated that some interest has been expressed for the east wing of the basement. Norris stated that SEIRPC is completing final paperwork to receive monies to pay off the 90 day bridge loan by the end of December. No action necessary.
2. TAC Positions: Norris stated that communication was sent to board members in regard to the positions that need to be filled for the Technical Advisory Committee. There was discussion from the board members, and Gary Folluo expressed interest in serving as

the SEIRPC representative. Schleisman made a motion that nominations cease and to appoint Gary Folluo to the Technical Advisory Committee as the SEIRPC representative, second by File. All Ayes, motion passed. Other results from the discussion: Lee County chose to appoint Bill Richards (business professional); and Des Moines County chose to appoint Jim Davidson (SEIRPC at large position from a Des Moines County Board Member.) Schleisman encouraged board members to report to staff no later than December 10<sup>th</sup> who the Henry County (from a city under 5,000) and Louisa County (business professional) representatives will be.

3. STP Balances: Norris stated that SEIRPC has received additional funds totaling approximately \$700,000 through its Surface Transportation Program allocation from Iowa DOT for fiscal year 2010. Norris further stated that staff was asked to present information for two options: 1) New application cycle; and 2) Use the existing policy. Norris stated that the reason there is more money is that the annual allocation was originally cut by 25% for budget reasons, and then not as much money was cut as had been anticipated. Norris further stated that staff recommends using the existing policy that is currently in place (Top ranked project receives the funding that they had previously requested; the second ranked project in a pool has the first right of refusal to use the incremental funds, if completed as originally submitted to the TAC in the respective application cycle; if the second ranked project cannot use the funds to complete the project as submitted, the process will repeat for the remaining applications, in order of rank; and if the funds cannot be used by any of the projects as described above, the funds shall be carried over to the next application cycle and will remain in the competitive pool they originated from.) Norris stated that the memo talks about the advantages to using the existing policy, which includes providing an incentive for entities to apply. Howell stated that he would prefer to see the funds maximize projects. After discussion, Frice made a motion to follow staff recommendation and use the Existing Policy in regard to using additional STP funds, second by Folluo. 15 – Ayes and 1-Nay (Howell), motion passed.

## **New Business**

1. Annual Report: Norris stated that normally the Annual Report is due by the end of January, and that the FY2010 Annual Report will be delayed because of the substantial effort needed to move SEIRPC into new offices. Norris further stated that he is requesting board approval that the delivery of the report be delayed until the end of February 2011 to give staff enough time. The consensus of the board was to grant the delay of the FY2010 Annual Report until the end of February 2011. No action necessary.
2. Open House: Norris stated that staff would like to host a regional Open House for the general public, regional members, state, federal and regional partners to display the new office in late February to coincide with the Annual Report, and to allow enough time for planning the event. The consensus of the board was favorable and ideas were discussed including the possibility of doing a Business After Hours with the Chamber of

Commerce, a ribbon cutting ceremony, and seeing if Big River Resources would like to be involved with providing some of the refreshments, etc. No action necessary.

**MATTERS FROM THE FLOOR:**

Norris stated that we would like for the board members to go to the atrium on the first floor right after the board meeting for a group picture in front of the Christmas tree.

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

Meeting adjourned at 12:44 p.m.

Submitted by Debbie Laughlin

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

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

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

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