

**Southeast Iowa Regional Planning Commission
Executive Board Minutes
3rd Floor Conference Room, Memorial Auditorium
February 25, 2010**

Members Present: Brent Schleisman, Hans Trousil, Sue Frice, Gary Folluo & Jim Howell

Staff Present: Brian Tapp, Kim Schisel, and Debbie Laughlin

Guests Present: Jim Davidson, Full Board Member; Brian Nichols & Jeff Abel, News Media

Call to order at 12:10 P.M.

Agenda Approval

Motion by Howell to approve the February 25, 2010 agenda, second by Trousil. All Ayes, motion passed.

CONSENT AGENDA APPROVAL

Tapp handed out a letter which we received just prior to the meeting in regard to property relocation. Tapp stated that the flood recovery efforts are slowing down and that some staff reductions are necessary for some employees that were aware their positions were temporary. Schisel stated that the State Medicaid payment of about \$20,000 was not received in time for the January financial report. Schisel further stated that when looking at the aging summary report, it is best to look at the 61 – 90 days column, and ignore the 30 days, as it is usually not actually in arrears. Howell questioned the high amount spent for lunch at the January 2010 board meeting. Laughlin stated that was due to the Leland McCosh and LeRoy Meyer awardees and their guests, and that a luncheon was approved since SEIRPC no longer has an Annual Meeting, which was a nice affair in the past. Motion by Frice to accept the consent agenda, second by Trousil. All Ayes, motion passed.

Old Business

1. Facility Update: Tapp stated that based on the lack of a proposal from the City of Burlington, staff is continuing to complete the IPC facility transaction as directed by the Full Board of Directors. Tapp stated EDA will consider a request for waiver regarding encumbrances to allow the lenders a 2nd lein on the property. Tapp further stated that he has been working on some final details of the facility transition including new furniture, telephone system, and technology improvements. Tapp stated that the IDOT Funding has been awarded, and EDA should be making a decision in Washington, D.C. very soon. No action necessary.
2. Public Hearing: TIP Amendment Stimulus Project: Schleisman opened the Public Hearing at 12:25 p.m. and asked for public comments. Hearing none, Howell made a motion to close the Public Hearing: TIP Amendment Stimulus Project at 12:27 p.m., second by Trousil. All Ayes, motion carried. Tapp stated that it was discussed and voted on at the January Full Board Meeting to use the highest-ranking unfunded Stimulus I projects that are ready to go in order to meet federal and DOT deadlines for the Stimulus II funds. Motion by Trousil to Approve the Transportation Improvement Plan Amendment Stimulus Projects: Fort Madison – Ave. E 15th to 20th Street Reconstruction; and Burlington – Division Street Resurfacing, second by Frice All ayes, motion passed.

3. Phone RFP Recommendation: Tapp stated SEIRPC's phone system is currently maxed out and that an RFP for a new phone system was implemented in January and that eight proposals were received. Tapp further stated that two companies were selected for a formal presentation based upon their cost effectiveness, experience and brand. He further stated that each system had its merits, but that staff felt that the ESI product from Integrated Technology Partners would best address our needs, and was also the lowest bidder. Motion by Trousil to Support the Recommendation to award the Phone RFP to Integrated Technology Partners, Pending Funding from EDA on the Purchase of the Facility, second by Howell. All ayes, motion passed.

New Business

1. SEIBUS Inventory Reduction: Tapp stated that the Transit Director included in the board packet a listing of vehicles that have significant problems and are too costly to continue to maintain. He further stated that the staff recommendation is that the Apollo vans be sold to Hope Haven and that the remainder of the vehicles be sold to the highest bidder. Motion by Folluo to Approve the SEIBUS Inventory Reduction as Presented, second by Trousil. All Ayes, motion passed.
2. Appoint/Replace Bank Signatory: Tapp stated that a third bank signatory is needed to replace former SEIRPC Board Member, Tim Scott. Tapp further stated that due to location convenience, it is often a representative from the City of Burlington that is appointed. Motion by Trousil to Appoint Jim Davidson, City of Burlington Representative, to Replace Tim Scott as Bank Signatory, second by Howell. All Ayes, motion passed.
3. RLF Local Match – IDED Contract: Tapp stated that SEIRPC received a \$900,000 grant award to recapitalize the Revolving Loan Fund program last fall, which required a \$100,000 local match. He further stated that SEIRPC applied to IDED to secure the local match monies, which was successful. Motion by Folluo to Approve the RLF Local Match – IDED Contract, second by Howell. All Ayes, motion passed.

MATTERS FROM THE FLOOR:

Frice stated that it was great seeing SEIRPC staff promoting the opportunities for new housing programs at the Home Show.

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

Meeting adjourned at 12:44 p.m.

Submitted by Debbie Laughlin

Brian Tapp, Executive Director

Jim Howell, Secretary

Date: _____

Date: _____