

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
January 22, 2015**

Members Present: Brent Schleisman, Sue Frice, Mark Huston, Gary Folluo, Hans Trousil, Brad Quigley, Klay Edwards, David Varley, Bob Beck, David File, Bob Hesler, Jim Davidson, Ron Sadler, Dr. Michael Ash, Greg Moeller, Michael O'Connor, Richard Taylor, and Chris Ball.

Members Absent: Steve Bisenius

Staff Present: Mike Norris, Debbie Laughlin, Zach James, Bob Kuskowski, and Lori Gilpin

Guest Present: Karen Neff and guest; Beverly Conrad; and John Morrow, CPA

Call to order at 12:04 p.m.

Membership Introductions:

Schleisman asked everyone around the board table to introduce themselves and state what entity they represent.

Presentation of Leland McCosh Award:

Norris stated that the 30th Annual **Leland McCosh** Memorial Award is named in honor of the late Leland McCosh, longtime Mayor of Winfield and a founder of the Regional Planning Commission. The award honors a public or elected official who has made outstanding contributions to his/her community in the region, and this year's recipient is Beverly Conrad, City Clerk of Wayland, Iowa since 2005. Norris read from the nomination letter that Conrad promotes Wayland via the City website, newsletters, and FaceBook, and that she has been successful in writing grants to purchase trees for city parks, youth center computers, firefighter protective gear and other projects. In addition, Conrad has served on many boards and committees including Fit 4 Fun Fundraising Committee, Women of Wayland, and Wayland Museum. Conrad has been a photojournalist for the Wayland Reporter for over 15 years. Beverly Conrad accepted the award with gratitude.

Presentation of LeRoy Meyer Award:

Norris stated that the 14th annual LeRoy Meyer award is presented in memory of LeRoy Meyer in recognition of non-elected individuals who have made outstanding volunteer, community development contributions within his/her community in the Southeast Iowa Region, and that this year's recipient is Karen Neff, an active member of Wayland Community and Henry County. Norris read Karen Neff's various accomplishments, including her service on the Wayland Board of Adjustment and the Women of Wayland helping with community projects such as the installation of park equipment, beautification on Main Street, and promoting Wayland. In addition, Neff volunteers for the Henry County Retired Seniors Volunteer Program (RSVP) to provide transportation to people on Henry County for medical services. Karen Neff accepted the award with appreciation.

Election of Officers

Davidson made a motion to accept the slate of Executive Committee officers as follows: Brent Schleisman, Chair; Sue Frice, Vice Chair; Hans Trousil, Treasurer; Mark Huston, Secretary; and Gary Folluo, Member at Large, second by Sadler. All ayes, motion carried.

Agenda Approval

Motion by O'Connor to approve the January 22, 2015 agenda, second by Trousil. All Ayes, motion carried.

Consent Agenda Approval

Norris stated there have not been any winter issues with the facility. Due to changing of insurance providers, the December Financials are not complete. Motion by Sadler to accept the consent agenda, second by Folluo. All Ayes, motion passed.

Old Business

1. Department Reports: Norris gave a snapshot of Hanan's Development report stating that RLF is currently processing one loan request (MPMS Union Block) and two other prospects are under consideration. We closed out Burlington Owner-Occupied housing with ten units total. Funding for GRHTF 2015 is confirmed: \$331,193 from the State paired with \$190,000 from Federal Home Loan Bank (FHLB) to be used for owner-occupied rehabilitation, down payment assistance and new construction. In addition, \$8,700,000 has been awarded for the region through CDBG MFNC #6, which SEIRPC will be administering funds. James highlighted the planning department report stating that Emery Ellingson started as a planning intern on December 8th and Jarred Lassiter started as Regional Planner on January 5th. Both have been working on the historical SEIBUS review from FY2008 to FY2014. It will review historical trends such as ridership, mileage, revenues, expenses, and include comparisons to similar transit systems across the state. It is intended to be complete prior to hiring a new Transit Director. All STP and TAP applications have been scored by SEIRPC and will be delivered the week of the 19th to TAC members for their review. James went over grant applications in process, funded, and upcoming grant opportunities. Kuskowski stated the auction went well, bringing in \$3,040 for buses #991 and #973. The State has set aside \$3,000,000 CMAQ funds for rural transit agencies, of which SIEPRC will be able to receive five new vehicles totaling \$490,000. 85% will be paid by the Federal Government and 15% by local match. When we have received these five new vehicles we will retire six more, averaging our bus fleet to about 4 years old.
2. Public Hearing FFY2015 - 2018 TIP Amendment: Schleisman opened the public hearing at 12:29 p.m. James stated that staff received a request from Henry County to amend the Henry County, Project #HSIP-S-C044(78)-6C-44 already programmed in the FFY2015-2018 TIP. The main changes are: 1) to remove the word "wet" from the project description; 2) to change the funding to show additional funds anticipated to

be spent on a project in FFY2015 by the federal government; and 3) modify the project to reflect the additional funds. **O'Connor made a motion to close the Public Hearing: FFY2015 – 2018 Transportation Improvement Program (TIP) Amendments at 12:31 p.m., second by Ash. A roll call vote was taken, all ayes, motion carried. Folluo made a motion to approve the FFY2015 – 2018 Transportation Improvement Program (TIP) Amendments, second by Trousil. All ayes, motion carried.**

New Business

1. RLF Application: Union Block: Norris stated that Main Street Mount Pleasant, through primary lender Two Rivers Bank & Trust, has applied for up to \$350,000 in revolving loan funds to be used for the purpose of working capital and to pay for professional services. MSMP owns and is renovating and rehabilitating the historic Union Block building in downtown Mount Pleasant. The project is expected to help retain 8 jobs and create 15 jobs. The SEIRPC Loan Review Committee met to consider the request in two phases: Phase I = \$120,000, interest only for six months and Phase II = balance or remaining needs after tax credits are received. The other SEIRPC LRC terms were highlighted and are reflected in the following motion. Trousil made a motion to approve the RLF application from Main Street Mount Pleasant for up to \$350,000 (in two phases) from the following sources: IRP I = \$175,000 and IRP II = \$175,000 at 4% interest for a 20 year amortization with a 10-year balloon; Collateral: Mortgage and General UCC business lien filing (Junior position now; first position after tax credits are received); and Additional Security: forms of liquid security in escrow in an amount equal to 6 months principal and interest (approx. \$350,000), second by Ball. Schleisman abstained from voting as he is on the Main Street Board. All ayes, motion carried.
2. Energy RLF Application: Norris stated that The Iowa Economic Development Authority (IEDA) is currently seeking project proposals. SEIRPC proposes to capitalize a revolving loan fund (RLF) for downtown energy efficiency projects, providing necessary capital for downtown commercial buildings for mixed use buildings to undergo needed energy efficiency improvements. These loans would be offered at 0% interest with a 1% closing fee. SEIRPCs role would be as administrator, fiscal agent, and grant writer. The grant request would be for \$50,000 with a local match requirement of \$50,000. File made a motion to approve SEIRPC to move forward with the Downtown Energy Efficiency RLF Proposal, second by Folluo. All ayes, motion carried.
3. FY2016 Per Capita Rates: Norris stated that the amount proposed for SEIRPC regional dues is \$0.72 per capita (from \$0.70) which increases per capita revenue by \$2,155. The amount proposed for SEIBUS per capita dues paid by the four counties is a 2.5% increase on the per capita base of \$82,301, which increases revenue by \$2,058. Norris explained that dues received by SEIRPC help pay for local match on federal planning grants, as well as support member services like grant writing and technical assistance and SEIBUS dues help support general public service and capital match. O'Connor stated that the SEIBUS dues were excessive in his opinion when they were doing well this year. Norris stated that year to year fuel prices are unpredictable, and incremental small changes in per capita rates were more favorable than waiting and needing to ask for larger increases in one year. Motion by

Sadler to approve raising the FY2016 SEIRPC Per Capita rates to \$0.72 Per Capita and to approve raising the FY2016 SEIBUS Per Capita rates to reflect a 2.5% increase, second by File. All Ayes, motion carried.

4. FY2014 Audit Report: Norris introduced John Morrow, CPA that completed SEIRPC's FY2014 Audit Report. John went over the report noting some of the highlights: there were no findings; change in net assets from operating FY2014: (\$213,842); change in capital assets: \$139,748; Net assets: \$5.03 million; and that long term liabilities were down 8 % (building note, IRP loan funds.) The operating deficit of \$213,842 reflects the high amount of loans SEIRPC made in 2014, totaling \$675,000. Motion by Trousil to approve the FFY 2014 Audit Report, second by Sadler. All Ayes, motion carried.

MATTERS FROM THE FLOOR:

Folluo stated that Lee County appointed Travis Kraus to the Mid America Port Authority.

Motion to adjourn meeting by Ash, second by Ball. All Ayes

Meeting adjourned at 1:09 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____