

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
January 24, 2013**

Members Present: Brent Schleisman, Byron Smith, Jim Davidson, Sue Frice, Hans Trousil, Chris Ball, Steve Bisenius, David File, Bob Beck, Marc Lindeen (alternate for Henry County), Jim Howell, Klay Edwards, Bob Hesler, Dr. Mike Ash, Mark Huston, Gary Folluo, Michael O'Connor, and Andy Truitt

Members Absent: Mark Hempen

Guests Present: Robert Meyer and Beverly Conrad; Mat Pruitt, QC Chamber of Commerce; News Media

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

Call to order at 12:02 p.m.

Membership Introductions:

Schleisman suggested that everyone around the board table introduce themselves and state what entity they represent.

Presentation of LeRoy Meyer Award:

Schleisman stated that the 12th 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 was Robert Meyer, president of Wayland State Bank, and first cousin to the late LeRoy Meyer. Mike Norris read Robert Meyer's various accomplishments, including his being instrumental in recruiting new businesses to Wayland Industrial Park and helping to secure services to the Wayland Medical Center through a partnership with Henry County Health Center. Robert Meyer accepted the award with appreciation.

Presentation: Mat Pruitt, Quad Cities Chamber of Commerce, gave a PowerPoint presentation of the history of the Quad City Foreign Trade Zone (QCFTZ), which was established in 1986, noting that Southeast Iowa was considered part of the Quad City area, and that steps have been taken to define this area as ready to roll in sharing space and cost. Pruitt highlighted FTZ benefits, the QCFTZ Fee Schedule and territory, the status of alternative site framework, and other information. Benefits to FTZ's include cash flow, inventory, tax and supply chain savings. Pruitt stated that the cost includes the application fee, activation fee, and annual fee.

Election of Officers

Folluo made a motion to accept the slate of Executive Committee officers as follows: Brent Schleisman, Chairperson; Sue Frice, Vice Chairperson; Hans Trousil, Treasurer; Mark

Huston, Secretary; and Gary Folluo, Member at Large, second by Hesler. All ayes, motion passed.

Agenda Approval

Motion by Folluo to approve the January 24, 2013 agenda, second by Trousil. All Ayes, motion passed.

Consent Agenda Approval

Norris welcomed Lori Gilpin as our new Finance Director. Motion by File to accept the consent agenda, second by Trousil. All Ayes, motion passed.

Old Business

1. Department Reports: Hanan highlighted the Development Department report on the Multi Family New Construction round #5 applications and stated that we are submitting HOME application for down payment assistance on four properties in Mount Pleasant and Burlington. He further stated that SEIRPC has approved a record number of 11 loans to 8 businesses in 2012, totaling \$1,098,500, and that these funds helped to create / retain 133 jobs. James highlighted some points from the Planning Department report stating that today is Madeline Emmerson's last day with SEIRPC as she has accepted a position as Associate Planner in Pleasant Hill, IA. James talked about current projects such as the Columbus Junction Healthy lowans Initiative. James also highlighted grants that have been in process or submitted and mentioned upcoming grant opportunities. Kuskowski went over the first half of FY 2013 vs. 2012 comparing rides, miles and hours. He stated that the SEIBUS budget is right on target and that updating our fleet helps to keep the maintenance costs down. Kuskowski stated that the conversion van for the Louisa County route is on order and should be delivered by the end of February. No action necessary.
2. MAP - 21 Update: James stated that the main impact on region 16 from MAP - 21 is that the consolidation of federal programs from approximately 50 to 60 programs are down to 6 programs creating the need for the Iowa DOT to evaluate the distribution of federal transportation funding within the State of Iowa. James stated that the Transportation Alternatives Program (TAP) consolidates the Transportation Enhancement Program, Federal Recreation Trail Program, Scenic Byways Program, and Safe Routes to School Program, which will force SEIRPC to change a portion of the existing Enhancement Application to allow for the changes in eligibility under the new TAP application, and that all other scoring criteria should be able to remain the same. No action necessary

New Business:

1. Draft FFY2013 Passenger Transportation Plan (PTP): James stated that the PTP is a required document by Iowa DOT's Office of Public and is in effort to meet the

requirements of the federal transportation authorizing legislation, SAFETEA-LU, to follow a coordinated planning process with human service agencies and transportation providers. James highlighted the changes from last year's PTP and stated that the final draft PTP plan will be approved at the March full board meeting. No action necessary.

2. EDA-RLF Plan Certifying EDA Project #05-39-02629, Resolution No.96-2013; and Certifying EDA Project #05-79-04744, Resolution No. 97-2013: Norris stated that these resolutions are required annually by the Economic Development Administration (EDA) to certify that we are following the Revolving Loan Fund(s) work plans and portfolio standards. Motion by Trousil to Approve EDA-RLF Plan Certifying EDA Project #05-39-02629, Resolution No.96-2013, second by Howell. A roll call vote was taken, all ayes, motion passed. Motion by Trousil to Approve EDA-RLF Plan Certifying EDA Project #05-79-04744, Resolution No. 97-2013, second by Bisenius. A roll call vote was taken, all ayes, motion passed.
3. FY2012 Annual Report: Norris stated that FY2012 was SEIRPCs 39th year of service to the southeast Iowa region and that \$3.2 million was secured by SEIRPC from outside sources for use in our region, which is a 41:1 return on investment from member dues. Norris stated that housing services have grown in the last few years, and that the planning department has a diverse array of projects. He further stated that we had a good year in SEIBUS with Kuskowski doing an outstanding job in finding efficiencies in the budget. Norris encouraged the board to browse through the report and mentioned the memorial page in honor of Kim Schisel, SEIRPC's Finance Director until her death in October. Schleisman thanked the staff for their work on the Annual Report and stated it offers a great way to look at SEIRPC's history. No action necessary.
4. FY 2014 Per Capita Rates: Norris stated that staff recommends 3% increases in both the SEIRPC and SEIBUS per capita due structures. Schleisman stated that it is good to increase dues in small increments. Motion by Folluo to approve raising the FY2014 SEIRPC Per Capita rates to \$.067 Per Capita and to approve raising the FY2014 SEIBUS Per Capita rates to reflect a 3% increase, second by Trousil. All Ayes, motion passed.
5. RLF Application Gable Real Estate: Hanan stated that Gable Real Estate through Primary Lender State Central Bank, has applied for \$148,500 in revolving loan funds to be used for the purpose of purchasing two properties to house their businesses: Advanced Home Health Care and Iowa Home Based Services, which will retain 18 jobs, and create 9 jobs. Hanan further stated that the SEIRPC Loan Review Committee conditionally recommended approval of the loan for up to \$148,500 (based upon the negotiation between the City of Montrose and Gable Real Estate) on January 10th. Folluo made a motion to approve the RLF Loan in the amount of up to \$148,500 from the EDA II Pool for a 10 Year Term at 3.5% Interest Rate, as recommended by the SEIRPC Loan Review Committee, second by O'Connor. All ayes, motion passed.

6. BUS: Norris stated that Staff have been working with the City of Burlington under a contract for service to study the Burlington Urban Service (BUS) in efforts to find efficiencies and cost reduction opportunities. He further stated that the City of Burlington's ad hoc committee will review the information provided by SEIRPC, and will make recommendations to their city council on service structure or other service modifications. Norris stated that there is interest from the city committee to work with SEIRPC on providing the BUS service, and that an SEIRPC ad hoc study committee has been formed from volunteer board representatives Brent Schleisman, Jim Howell, and Byron Smith to review ideas and information regarding that option. Norris encouraged other interested board members to let him know if they would also like to serve on this ad hoc committee, and that if any final decisions are to be made, they would be brought to the full board for consideration. No action necessary.

MATTERS FROM THE FLOOR:

Norris stated that Great River Region Partnership (GRRP) has been working to develop a website to facilitate IFC Workers in finding available housing in the area. He further stated that Dr. Ash volunteered his marketing staff in taking the lead in the website set up, and the goal is March 1st for the site to be operational.

Motion to adjourn meeting by Bisenius, second by Lindeen. All Ayes

Meeting adjourned at 1:19 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____