

**Southeast Iowa Regional Planning Commission**  
**Full Board Minutes**  
**211 N. Gear Avenue, West Burlington, IA 52655**  
**January 26, 2012**

Members Present: Brent Schleisman, Byron Smith, Jim Davidson, Sue Frice, Hans Trousil, Chris Ball, Mark Hempen, Bob Beck, Kent White, Jim Howell, Klay Edwards, Bob Hesler, Phil Thomas, Mark Huston, Gary Folluo, Michael O'Connor, and Ron Durbin (alternate for Wapello)

Members Absent: Steve Bisenius, and David File

Guests Present: Sam Shea, IDOT; Rex Troute, The Hawkeye; Bill Ell, and Russell & Becky Yoder

Staff Present: Mike Norris, Debbie Laughlin, Bob Kuskowski, Kim Schisel, and Zach James

Call to order at 12:08 p.m.

**Membership Introductions:**

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

**Presentation of Leland McCosh Award:**

Schleisman stated that the 27<sup>th</sup> annual Leland McCosh Award is presented in memory of Leland McCosh in recognition of outstanding public service provided by the recipients to citizens of his/her community, county, and the greater area of Southeast Iowa, and that this year's recipient was William L. Ell, who had recently served as Mayor of Burlington. Mike Norris read Bill Ell's various accomplishments, including being on the Burlington Fire Department since 1963, as Fire Chief from 1978 to 2000; two terms on the Burlington City Council, with 4 ½ years as Mayor, as a volunteer with the Boys Scouts of America, Burlington Steamboat Days Committee; Burlington Public Library, and Player's Workshop, and has served on numerous boards and commissions, including Southeast Iowa Regional Planning Commission. Bill accepted the award with appreciation and stated that he was impressed with SEIRPC's new building.

Schleisman stated that the 11<sup>th</sup> 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 Russell Yoder, a long time citizen of Wayland. Mike Norris read Russell Yoder's various accomplishments, including his being instrumental in recruiting new businesses to Wayland and the Wayland Industrial Park, being the driving force behind fundraising efforts to build Wayland's all-weather track at WACO High School, and as a member of the Wayland Volunteer Fire Department, The Wayland Lion's Club, and Wayland 4<sup>th</sup> of July Committee. Russ accepted the award with appreciation and stated that he knew LeRoy Meyer when he was growing up, and that LeRoy was like one of his Dads.

**Election of Officers**

After collection of the forms from each county's members designating their Executive Committee elective, they met, and Schleisman stated that the Executive Committee members will remain the same as last year. Davidson made a motion to keep the Executive Committee officers the same as last year: Brent Schleisman, Chairman; Sue Frice, Vice Chairperson; Hans Trousil, Treasurer; Jim Howell, Secretary; and Gary Folluo, Member at Large, second by Frice. All ayes, motion passed.

## Agenda Approval

Schleisman stated that we will be adding New Business item No. 9. Resolution No. 90-2012 approving the local match will be available for SEIBUS purchase. Motion by Frice to approve the January 26, 2012 revised agenda, second by Hemen. All Ayes, motion passed.

## Consent Agenda Approval

Motion by Frice to accept the consent agenda, second by O'Connor. All Ayes, motion passed.

## Old Business

1. Department Reports: James highlighted some points from the Planning Department report stating that staff has sent out an RFP for the purchase of Speed Indicators and that SEIRPC is advertising for two planning internships for the summer of 2012. James talked about grants that have been submitted and mentioned upcoming grant opportunities. Norris updated the board on Housing with GRHTF projects underway, and partnering with Southeast Iowa Builders to secure additional contractors. He further stated that flood recovery demolitions are underway in Louisa County, and that two potential RLF applications are in the works. Kuskowski stated that the ridership is still growing for the added Wednesday medical shuttle route and that SEIBUS will be in a position to bid on Lee County service for FY2013. No action necessary.
2. Public Hearing: FFY 2012-2015 Transportation Improvement Plan (TIP Amendment): Schleisman opened the Public Hearing at 12:30 p.m. James stated that staff received a request from Henry County to add a bridge project to the FFY 2012-2015 TIP so that the project could be completed during FFY2012. He further stated that Federal Bridge Funds will be \$240,000 for the project with \$80,000 local funding. James stated that there is no regional STP or TE funding associated with this project. Schleisman asked for comments, and no further comments were made. Beck made a motion to close the Public Hearing to Approve FFY 2012-2015 Transportation Improvement Plan (TIP Amendment) at 12:33 p.m., second by White. All Ayes, motion carried. Davidson made a motion to Approve FFY 2012-2015 Transportation Improvement Plan (TIP Amendment), second by Edwards. All Ayes, motion carried.

## New Business:

1. Draft FFY2012 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. He further stated that a public notice has been sent to the Burlington Hawkeye with the comment period open until March 30<sup>th</sup>, 2012, and that the draft PTP plan is also up on the SEIRPC website. No action necessary.
2. FY2011 Audit Report: Schisel stated that the FY2011 Audit Report was complete and that the revenues for FY2011 were \$5,408,710, which were \$102,473 over expenses. She further stated that there were no findings, and that this is the best audit we have ever had. Motion by Trousil to approve the FFY Audit Report, second by Beck. All Ayes, motion passed.

3. EDA-RLF Plan Certifying EDA Project #05-39-02629, Resolution No.88-2012; and Certifying EDA Project #05-79-04744, Resolution No. 89-2012: 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 Folluo to Approve EDA-RLF Plan Certifying EDA Project #05-39-02629, Resolution No.88-2012; and Certifying EDA Project #05-79-04744, Resolution No. 89-2012, second by Davidson. All Ayes, motion passed.
4. FY2011 Annual Report: Norris stated that FY2011 was SEIRPCs 38<sup>th</sup> year of service to the southeast Iowa region and that \$5.8 million was secured by SEIRPC from outside sources for use in our region, which is a 78:1 return on investment from member dues. Schleisman suggested that was great information to get out to people, and applause was given by the board to staff for their work. No action necessary.
5. Downpayment Assistance (IFA): Norris stated that Iowa Finance Authority (IFA) offers another housing opportunity to bring additional dollars to the region through a Down Payment Assistance Program, and that SEIRPC must be the applicant since only the applicant can receive administrative assistance to implement the program. He further stated that Louisa County is the only County that will benefit from this program at this time due to an IFA rule mandating a property with HOME investment not exceed 95% of a county average purchase price of a home, making it difficult for this program to work in any other county at this time. If Louisa County is successful, SEIRPC will evaluate potential for other counties. Norris stated that we would be applying for \$325,000 to assist at least 10 median income homebuyers in Louisa County to purchase and potentially rehabilitate single family homes. Motion by Howell to approve SEIRPC apply for HOME funds for Downpayment Assistance to Assist 10 Homebuyers in Louisa County, second by O'Connor. All Ayes, motion passed.
6. FY 2013 Per Capita Rates: Norris stated that the per capita dues rates have remained the same since FY2007, and that organizational expenses have increased, and 2010 census numbers have decreased. Motion by Folluo to approve raising the FY2013 Per Capita dues rate to \$0.65 per capita, second by Trousil. All Ayes, motion passed.
7. Community Development Housing Organizations (CHDO): Norris stated that a CHDO is a non-profit housing organization that can receive a direct appropriation of HOME funds from the State of Iowa and would complement the Housing Trust Fund as the focus is on redeveloping existing properties and developing new properties, not assisting owner-occupied structures. Norris stated that we have received pro bono assistance from Faegre, Baker, Daniels LLP to form the CHDO and the next step will be to form an executive committee for organizational formation purposes, draft incorporating documents, etc. No action necessary.
8. Great River Region: Norris stated that Great River Region Partnership has asked him to chair the group for the next year and that upcoming activities include shaping economic development priorities in the regional development plan (CEDS), disseminating information to the region and working together for continued economic and regional development. Schleisman stated that Mike Norris has done a lot to improve relationships with this Partnership. No action necessary.

9. Resolution No. 90-2012: Resolution to Approve that the Local Match will be available to proceed with procurement of the eligible SEIBUS Purchase Projects within 12 months of approval: Kuskowski stated that the resolution assuring that the local match will be available to proceed with the purchase in the event of a successful FTA SEIBUS purchase grant must be submitted by February 15<sup>th</sup>. Motion by Folluo to Approve Resolution No. 90-2012 to Approve that the Local Match will be available to proceed with procurement of the eligible SEIBUS Purchase Projects within 12 months of approval, second by Ball. All Ayes, motion passed.

**MATTERS FROM THE FLOOR:**

Sam Shea, Iowa Department of Transportation, stated that touring meetings with DOT commissions will be in Burlington on Tuesday, April 10<sup>th</sup>, and will be at either Comfort Suites or Pzazz; he will let us know when it has been decided. He further stated that if you have any transportation projects, this is a great time to show them.

Motion to adjourn meeting by Frice, second by Howell. All Ayes

Meeting adjourned at 1:00 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Jim Howell, Secretary

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

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