

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
January 26, 2017**

Members Present: Brent Schleisman, Sue Frice, Mark Huston, Gary Folluo, Hans Trousil, Brad Quigley, Greg Moeller, David Varley, Bob Beck, Bob Hesler, Jim Davidson, Richard Taylor, Ron Sadler, and Paula Buckman

Members Absent: Dr. Michael Ash, Tom Richardson, Klay Edwards, Dr. Steve Titus, and Aaron Burnett

Staff Present: Mike Norris, Debbie Laughlin, Zach James, Roger Keller, and Lori Gilpin

Guests Present: Leroy Lipper, Stan Meyer, Kathy Meyer, Bev Conrad; John Morrow, Certified Public Accountant; and Rex Troute, The Hawk Eye

Call to order at 12:01 p.m.

Membership Introductions:

Schleisman introduced our newest board member, Paula Buckman, Private Sector from Louisa County. He mentioned that Paula has previously served on the SEIRPC Board of Directors.

Presentation of Leland McCosh Award:

Norris stated that the 32nd 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 Leroy Lippert. Bob Hesler nominated Leroy Lippert for the 32nd Annual Leland McCosh Award. Leroy has served for 27 years as Mayor of Danville. He also served as treasurer of the Regional Waste Authority for 27 years. He is currently a member of First Baptist Church in Danville, and over the 57 years has held many offices in the church and was President of the American Baptist Men. He is a retired School teacher after 40 years of teaching. Other accomplishments include: Past President of the Des Moines County Farm Bureau, Past President of Retired Teachers; board member of Danville Enhancement and Danville Venture Villa; 30 years on Des Moines County Emergency Management board; long-time member of Danville Lions Club having received the Melvin Jones award twice for being an outstanding volunteer; and has worked on the blood drive in Danville for 42 years.

Leroy Lippert stated that it is not often that someone drops a rose in your path, but this is one of those moments, and he mentioned he was proud to have known many of the past recipients of the McCosh award, and feels deeply humbled to be among them.

Presentation of LeRoy Meyer Award:

Norris stated that the 16th 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 Stan Meyer. Bradley Roth, Mayor of the City of Wayland, nominated Stan Meyer for the 16th Annual LeRoy Meyer Memorial Award. Stan Meyer is an active citizen in the Wayland community. He was a long-time member of the Wayland Lions Club, and was a member of the Wayland Centennial Committee and was involved in numerous community projects, such as the installation of park equipment, and playing Santa at the Parkview Care Center. In addition, Stan developed Subdivisions, building duplexes to help alleviate the housing shortage in Wayland; he helps with the blood drives; 4th of July Breakfast, and the annual Easter Egg Hunt. Mr. Meyer also served as Wayland City Clerk from 1969 – 1972, and owned and operated Wayland Feed Service for many years, and then enjoyed being a self-employed life insurance agent. He and his wife, Kathy, are members of the Wayland Mennonite Church

Stan Meyer said he was honored to receive this award, and stated that LeRoy Meyer was his brother, and that he had been serving as an SEIRPC Board member at the time he passed away from an accident in 1999. Stan knows that his brother would be very proud that he has received this award.

Election of Officers

Beck made a motion to accept the slate of Executive Committee officers as follows: Brent Schleisman, Chair; Mike Ash, 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 Frice to approve the January 26, 2017 agenda, second by Trousil. All Ayes, motion carried.

Consent Agenda Approval

Norris stated that he visited the Office of Outreach and Engagement at the University of Iowa recently with state association colleagues, to maximize the resources regional communities could be receiving from the university via their outreach efforts. SEIRPC has switched its health insurance plan to a Wellmark HMO with basically the same benefit levels as the last plan. Out of state services are restricted but available on authorized referrals and emergencies. This will save the company and employees from a 15% increase they would have had this year, and should help to keep increases down in the future. Financials are stable to ahead of schedule, due to timely payments in SEIBUS and local departments. Accounts payable reflect pass-through funds for the Multi-Family New Construction project in Burlington. Motion by Frice to accept the consent agenda, second by Quigley. All Ayes, motion passed.

Old Business

1. Department Reports: Norris highlighted the Development Department report stating that last month we closed on the largest loan in SEIRPC RLF history (\$550,000) coupled with the largest loan in the City of Keokuk RLF history (\$50,000) made to Keokuk Mills Steel Castings. We have had five recent RLF loan payoffs: BPM (Henry

County); BHB (Keokuk); Kuckelman Properties (Keokuk); Complete Eyecare (Mount Pleasant), and Iowa Wesleyan University (Mount Pleasant). The Southeast Iowa Housing Inc, spec house in Mount Pleasant was successfully sold for \$141,000. We recently applied for Owner-Occupied Rehabilitation in targeted neighborhoods in Keokuk and Columbus Junction, and hope to hear back regarding the applications in a few weeks. 227 9th Street, Burlington, was sold to SEIRPC by the City of Burlington for a major rehabilitation project. Construction bids have been sent out and are due February 8th. The house will be sold to an LMI household. The Multi-Family New Construction Round #6 in Mount Pleasant (Brazelton) is complete. Schleisman stated that 18 out of the 19 units are already rented. James reported that Emery Ellingson has moved to Wisconsin, and that we are currently accepting applicants for a full time Regional Planner as well as for Summer Planning Interns. Last night the Mount Pleasant Comprehensive Plan was approved. Schleisman stated that this is by far the best Comprehensive Plan that Mount Pleasant has ever had since he has been involved, and gave kudos to the Planning Department. James stated that they are starting a comprehensive plan for Keokuk. He discussed grant application in process and recently funded. Keller introduced himself to the SEIRPC Board as the new Transit Director and says he has good support staff to work with and looks forward to working with our community partners to serve our region and accomplish our goals with public transit service. He updated the board on employee and route changes and the status of expected delivery of the remaining 2 new buses in March or April. Keller plans to attend the New Manager Training provided by IDOT scheduled in March. He reported that the first half of FY2017 statistics show the total rides are up, however total general public rides and total CPC/Medicaid rides are down from FY2016. The total rides reflect Old Threshers and Rodeo as well as the contracted and general public rides. No action necessary.

2. Technical Advisory Committee (TAC) Appointments: James stated that at the November Full Board Meeting, three of the five TAC appointments were approved. The current recommendations for the remaining vacancies: Emily Benjamin with Iowa State Extension for Lee County – City under 5,000 vacancy; and Al Muhlenbruck with Tri-Oak Foods for Louisa County – Business Professional vacancy. After discussion, Beck made a motion to approve the appointments of Emily Benjamin and Al Muhlenbruck to the Technical Advisory Committee (TAC), second by Sadler. All ayes, motion carried.
3. Keokuk Steel Castings Update: Norris stated that SEIRPC approved a \$550,000 loan to Keokuk Mills, LLC in December 2016, and it was the largest in the 23-year history of the RLF programs. The company re-opened Keokuk Steel Castings in December 2016. Keokuk Steel Castings completed its first castings pour in January and began production. Approximately 20 FTE's have been hired to date. Training programs will begin through Iowa WorkForce Development and Southeastern Community College in the near term. In its peak in the mid 2000's, the facility had employed over 500. Norris attended an open house six weeks ago, and he plans to update the board a couple times a year on its progress. No action necessary.
4. SECTORS Update: Norris stated that the SECTORS manufacturing partnership has completed its first year. Contracted by Iowa WORKS Southeast Iowa, SEIRPC has served as convener of the effort. Some of the results from their meetings include:

engagement with 23 manufacturers in southeast Iowa; leadership from regional manufacturers; progress on creating a regional manufacturing certificate; and focus areas were identified of improving perception of manufacturing and improvement of the manufacturing workforce. The SECTORS project implements the southeast Iowa CEDS to increase educational attainment and skills in our regional workforce. No action necessary.

New Business

1. EDA-RLF Plan Certifying EDA Project #05-39-02629, Resolution No. 120-2017; and Certifying EDA Project #05-79-04744, Resolution No. 121-2017: 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.120-2017, second by Trousil. A roll call vote was taken, all ayes, motion carried. Motion by Sadler to Approve EDA-RLF Plan Certifying EDA Project #05-79-04744, Resolution No. 121-2017, second by Folluo. A roll call vote was taken, all ayes, motion carried.
2. Public Hearing: FFY2017 – 2020 Transportation Improvement Program (TIP) Amendment: Schleisman opened the public hearing at 12:38 p.m. James stated that staff has worked with the City of Fort Madison for several years on building a rail passenger platform at their historic depot. Due to federal funds now anticipated to be let for construction of the passenger platform in FFY2017, SEIRPC received notice from the Iowa DOT that the project would need to be added as a project to the FFY2017 – 2020 TIP. This project does not involve or impact SEIRPC's regional STP or TAP funding allocations. Due to new federal regulations, if adding a project to a specific year in the TIP, then a project in the same year must come out. Another amendment for that purpose will happen at the next Executive Board meeting in February. It will be a project that was listed as a project in FFY2017, but will not actually be completed until FFY2018. **Trousil made a motion to close the Public Hearing: FFY2017 – 2020 Transportation Improvement Program (TIP) Amendment at 12:41 p.m., second by Beck. A roll call vote was taken, all ayes, motion carried. Frice made a motion to approve the FFY2017 – 2020 Transportation Improvement Program (TIP) Amendment as presented, second by Trousil. All Ayes, motion carried.**
3. FY2018 Per Capita Rates: Norris stated that the amount proposed for SEIRPC regional dues is \$0.76 per capita (from \$0.74) which increases per capita revenue by \$2,154. The amount proposed for SEIBUS per capita dues paid by the four counties is a 2.5% increase on the per capita base of \$86,457, which increases revenue by \$2,162. Norris explained that dues received by SEIRPC help pay for local match on Iowa DOT and US Economic Development Administration (EDA) planning grants, as well as provide services to the region. SEIBUS dues help support general public service in each county and local match for federal capital acquisition grants and state/federal operating grants. Motion by Folluo to approve raising the FY2018 SEIRPC Per Capita rates to \$0.76 Per Capita and to approve raising the FY2018 SEIBUS Per Capita rates to reflect a 2.5% increase, second by Quigley. All Ayes, motion carried.

4. FY2016 Audit: Schleisman welcomed John Morrow, CPA, to the board meeting Morrow went over the SEIRPC FY2016 Audit report noting some of the highlights: there were no findings; total assets: \$7,580,978; total liabilities: \$2,842,814; and net assets: \$4,738,164. Morrow mentioned that restricted assets are part of grant monies that are not yet used (RLF for instance). While going over the Long Term Notes Payable, a question was asked whether SEIRPC could pay off the loan on the SEIRPC facility any sooner than the projected 8 years. Norris stated that this will be looked into when putting together the FY2018 budget. Frice made a motion to approve the FY2016 Audit, second by Trousil. All ayes, motion carried.

MATTERS FROM THE FLOOR:

Norris stated that this will be Sue Frice's last SEIRPC board meeting. She has served on the board for 10 ½ years. He gave her a card signed by the SEIRPC staff, as many have worked with her over the years in numerous capacities.

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

Meeting adjourned at 1:04 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____