

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
January 27, 2011**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Jim Howell, Gary Folluo, Chris Ball, Steve Bisenius, Klay Edwards, Jim Davidson, Michael O'Connor, David File, Mark Huston, Bob Hesler, Mark Hempen, Phil Thomas, Bob Beck, and Randy Tillman

Members Absent: Byron Smith and Kent White

Guests Present: Mayor Benita Grooms, and Lisa Smith; Andy Loonan, IDOT; News Media from Hawkeye and KBUR

Staff Present: Mike Norris, Debbie Laughlin, Bob Kuskowski, Jeff Hanan, Kim Schisel, Zach James, Sara Hecox, and Dan Eberhardt

Call to order at 12:05 p.m.

Agenda Approval

Motion by Trousil to approve the Revised January 27, 2011 agenda, second by Ball. All Ayes, motion passed.

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 Leland McCosh Award is presented each year 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 was awarded to Benita Grooms, Mayor of Oakville. Mike Norris read from her nomination of Mayor Groom's various accomplishments, including being diligently involved with Oakville's flood recovery efforts. Benita was appreciative of the award and stated that she could relate to the James Taylor's song quoting the lyrics "I've Seen Fire and I've Seen Rain."

Election of Officers

After collection of the forms from each county's members designating their Executive Committee elective, Schleisman stated that the Executive Committee members will remain the same as last year. Beck 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 Hempen. All ayes, motion passed.

Consent Agenda Approval

Schisel explained the reasoning that the December Year to Date was less than November's, even though December had more income, which included adjustments involving the new building, and gap financing. Motion by Folluo to accept the consent agenda, second by Bisenius. All Ayes, motion passed.

Old Business

1. Department Reports: Norris stated that he has asked some of the department heads to give a brief outline in areas of Housing, Planning, Transportation and Transit Services at the beginning of the meeting. Jeff Hanan spoke in regard to the highlights pertaining to Housing, Flood Recover, and CDBG projects. Zach James spoke in regard to the Surpace Transportation Program, Des Moines County Pre Disaster Hazard Mitigation Plan, Passenger Transportation Plan, the Heartland Highway 28E Access Management Agreement, Fort Madison Extra Territorial Zoning Study, Regional Utility Analysis, Hazard Mitigation Grant Program, and Safe Routes to School. Bob Kuskowski spoke of awaiting final authorization to order two 176" light buses, Hope Haven ridership increase, Louisa County increase in ridership due to the new Day-Hab at the Motts Center in Wapello, and the relocation of buses to the parking lot adjacent to our office facility. No action necessary.
2. Great River Housing Trust Fund: Eberhardt stated that the GRHTF was awarded \$283,000 and that with a \$75,000 cash local match, will offer rehabilitation and down payment assistance to low and moderate income households. Eberhardt further stated that each of our four counties received grant awards from the Federal Home Loan Bank of Des Moines to rehabilitate a minimum of 95 homes with the maximum award amount being \$7,500 (forgiven over a five year period.) The FHLB will be paired with either a low interest loan or forgivable loan from the Great River Housing Trust Fund. Hecox handed out flyers to be used to market these grants, and set out applications for the board members to take with them. Hecox gave an overview of the application process stating applications will be taken from February 1st through March 31st, and then the eligible applicants would be scored. She further stated that the applicants would be able to apply for both grants through a one step application process, particularly since the parameters for low income are similar in both programs. Hecox stated that a press release will be going out very soon to newspapers and radio stations. Schleisman suggested that board members take the information to their communities. No action necessary.
3. RLF Presentation: Jeff Hanan discussed the highlights of the Revolving Loan Fund updates earlier in the meeting when giving his department update. He stated that the Revolving Loan Fund is a new position for him, and he has been busy becoming

knowledgeable and getting it all organized. He further stated that he has now scheduled meetings with the four RLF Committees, and plans to begin an aggressive marketing plan. Hanan explained that the Loan Review Committee makes recommendations to the SEIRPC board, which then comes before this board for action. Hanan further stated that he will be attending an IARC (Iowa Regional Councils) seminar on RLF in Coralville, Iowa next month. No action Necessary.

4. SEIRPC Job Descriptions: Norris stated that a draft of the SEIRPC position descriptions was presented to the Executive Board in May 2010, however some changes were made to reflect changes made from leadership reorganization, mainly in the area of who people report to, and some consistency in salary ranges. Norris further stated that the position descriptions were reviewed by a labor attorney. Hempen made a motion to approve the SEIRPC Job Descriptions as presented, second by Howell. All Ayes, motion passed.
5. Transit Advisory Committee Purpose & Guidelines: James stated that originally the TRAC was formed in July 2004 as an accountability layer to ensure a smooth transition of public transit services from Community Action. James further stated that in 2007, the Iowa DOT began requiring an annual Passenger Transportation Plan (PTP), shifting the purpose of the TRAC toward development and implementation of the annual PTP. James stated that the SEIRPC policy board approved a structure for TRAC in February 2008. James stated that due to continuing confusion among the TRAC members, staff has updated the Purpose and Guidelines from 2008 to provide a clearer understanding of the purpose of the Transit Advisory Committee. Folluo made a motion to approve the updated Transit Advisory Committee Purpose & Guidelines, second by Trousil. All Ayes, motion passed.

New Business

1. Draft FFY2012 Passenger Transportation Plan (PTP): James stated that the PTP is a required document by the IDOT to follow a coordinated planning process with human services agencies and transportation providers. James stated that the draft FFY2012 PTP is due to the IDOT by February 1st, and the Transportation Advisory Committee (TRAC) will review the draft in March, and it will come to the SEIRPC board for final approval in April, due to the IDOT by May 1st. Discussion was held in regard to providing SEIBUS service to Lee County. Norris stated that Lee County will be reevaluating bids for bus service this year, and that SEIBUS will strive to be cost competitive. No action necessary.
2. EDA-RLF Plan Certifying EDA Project #05-39-02629, Resolution No. 79-2011; and Certifying EDA Project #05-79-04744, Resolution No. 80-2011: Hanan stated that EDA requires that we pass a resolution certifying each of our EDA RLF funds semi-annually. File made a motion to approve Resolution No 79-2011 Certifying EDA Project #05-39-

02629; and to approve Resolution No 80-2011 Certifying EDA Project #05-79-04744 second by Trousil. All Ayes, motion passed.

3. Lease Agreement: Norris stated that we emailed to the board a lease agreement between Southeast Iowa Regional Planning Commission and Trinity Consultants, Inc. to lease space in the Northeast wing of the basement, to be finished for occupancy after construction bids are let. Norris further stated that Trinity Consultants, Inc. has agreed to lease 2,272 square feet at the rate of approximately \$11.88 per square foot (\$2,250 per month.) Norris stated that there is 500 square feet in the northeast wing that they are not leasing out, but they have the right of first refusal in the event that we seek to rent the space. Norris further stated that although this is a five year lease, there is a three year termination clause with penalty (\$9,000) to protect the Commission. Norris stated that they can renew in five years at market lease rates. Norris further stated that EDA has given their approval for this lease. Norris stated that he emailed to the board an email from a Des Moines County Supervisor, along with Norris' response. Norris stated that he did not solicit business from Trinity Consultants, Inc. (nor from any other business), and that they came to him to see if we would be interested in leasing space to them. Norris explained that the reason the lease rates are higher than our current lessee is that we need to cover some of the remodeling costs. Motion by O'Connor to approve the lease agreement between Southeast Iowa Regional Planning Commission and Trinity Consultants, Inc. to lease space in the Northeast wing of the basement, second by Trousil. All Ayes, motion passed.

MATTERS FROM THE FLOOR:

Davidson stated that he would like to see SEIRPC go paperless with their board meeting packets. Norris stated that would put together some options regarding costs, etc. for discussion at a future board meeting.

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

Meeting adjourned at 1:09 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Jim Howell, Secretary

Date: _____

Date: _____