

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
1st Floor Meeting Room B, Memorial Auditorium  
July 22, 2010**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Jim Howell, Gary Folluo, Paula Buckman, Jim Davidson, David File, Steve Bisenius, Mark Hemen, Mark Huston, Bob Beck, Beverly Simone, and Kent White

Members Absent: Michael O'Connor, Klay Edwards, Byron Smith, Tim Scott, and Randy Tillman

Guests Present: Andy Loonan, IDOT; News Media

Staff Present: Brian Tapp, Mike Norris, Debbie Laughlin, Zach James, and Dan Eberhardt

Call to order at 12:05 P.M.

### **Agenda Approval**

Motion by Simone to approve the July 22, 2010 revised agenda, second by Davidson. All Ayes, motion passed.

### **CONSENT AGENDA APPROVAL**

Motion by Simone to accept the consent agenda, second by Trousil. All Ayes, motion passed.

### **Old Business**

1. Facility Update: Tapp stated that yesterday a teleconference was held with EDA, Hans Trousil, Two Rivers Bank & Trust, IPC Attorney, our attorney, etc, to talk about what was needed to close, and it is possible that we could be looking at a September 1<sup>st</sup> closing date. He further stated that the earlier closing date would be beneficial to allow construction, and still meet an October 31<sup>st</sup> move in deadline of one of the prospective tenants. Tapp stated that EDA requires five year leases and must approve the tenant lease agreements. Tapp updated the board about taxes, construction phases, utilities, maintenance, and lease payments, and board discussion ensued. Tapp suggested that we RFP any construction or maintenance bids that are under \$100,000 as EDA would require. No action necessary.
2. Public Hearing: Final Approval FFY2011-2014 Transportation Improvement Plan, Resolution No. 77-2010: Schleisman opened the Public Hearing at 12:23 p.m. and asked for public comments. James stated that TIP includes all transportation projects that are receiving federal transportation dollars and that they must appear in this document to receive funding, including the STP and TE funds administered by SEIRPC through a competitive grant program. James further stated that the TIP report was 73 pages last year, and that we are attempting a more condensed report. James stated that the 11 x 17 handout is a little small to read, but that he has a bigger, easier to read version that can be shown to anyone upon request. James reviewed the project rankings and recommendations from the TAC meeting with the board. No comments were heard from the public, and a motion was made by Simone to close the Public

Hearing: Final Approval FFY2011-2014 Transportation Improvement Plan, Resolution No. 77-2010 at 12:27 p.m., second by Folluo. All Ayes, motion passed. Motion by Frice to Approve Resolution No. 77-2010: Accept and Receive FFY2011 - FFY2014 Transportation Improvement Program (TIP), second by Davidson. All Ayes, motion passed.

## **New Business**

1. Accept Executive Director Resignation: Schleisman presented Brian Tapp a clock with a plaque thanking Brian Tapp for his 17 years as a dedicated employee of Southeast Iowa Regional Planning Commission, and in particular the 11 years he has served as Executive Director. Schleisman further stated that Tapp's time and efforts have created a vibrant organization that affects the region greatly. Beck commended Brian Tapp on what a great staff the organization employs. Motion by Trousil to accept the Executive Director's resignation, second by Howell. All Ayes, motion passed.
2. Interim Director: Schleisman stated that the Executive Board recommends that the SEIRPC Full Board appoint Mike Norris as the Interim Director. Schleisman informed the board that out of 22 applicants we have selected 6 candidates, both internal and external, that will be interviewed in the near future. Schleisman stated that if any board members would like to commit themselves to serve on the interview panel, to let Laughlin know right after the meeting. Tapp suggested due to growth over the years of the size of budget and the number of employees that an Employment Contract be drawn up for the new Executive Director. Motion by Beck to Appoint Mike Norris as the Interim Director, second by Simone. All Ayes, motion passed.
3. Architect Selection for Facility Construction Process: Norris stated that due to the construction aspects of the SEIRPC facility project, and architect/engineer must be procured, and that in order to use EDA and DOT funds a documented procurement process must be followed. Norris further stated that Request for Qualification (RFQ) letter were sent to four local engineering/architecture firms. Motion by Simone to Approve Klingner & Associates as the Architect for Facility Construction Process, pending EDA approval and negotiating a contract, second by Trousil. All Ayes, motion passed.
4. Public Hearing: Great River Housing Trust Fund: Schleisman opened the Public Hearing at 12:43 p.m. and asked for public comments. Eberhardt stated that IFA has established funds to provide cities, counties, and regions to organize and maintain housing trust funds, and that we are working to get Great River Housing, Inc. certified by October 1<sup>st</sup>. He further stated that Great River Housing, Inc. could receive around \$270,000 yearly from IFA and along with some area cash match, could be increased to around \$325,000 to provide down-payment assistance and home rehabilitation in all four counties. No comments were heard from the public, and a motion was made by Folluo to close the Public Hearing: Great River Housing Trust Fund at 12:49 p.m., second by Howell. All Ayes, motion passed. No further action necessary.

**MATTERS FROM THE FLOOR:**

Andy Loonan, IDOT, handed out a Project Statement for the public information meeting concerning the proposed reconstruction of U.S. 61 from 130<sup>th</sup> Street North to the existing four-lane section south of the Louisa/Muscatine County line.

Motion to adjourn meeting by File.  
Second by Howell. All Ayes

Meeting adjourned at 12:57 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Interim Director

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Jim Howell, Secretary

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

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