

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
July 27, 2017**

Members Present: Brent Schleisman, Dr. Michael Ash, Hans Trousil, Mark Huston, Gary Folluo, Greg Moeller, David Varley, Bob Beck, Ron Sadler, Richard Taylor, Tom Richardson, Bob Fleming (in place of Jim Davidson), and Aaron Burnett

Members Absent: Paula Buckman, Klay Edwards, Bob Hesler, Brad Quigley, and Dr. Steve Titus

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

Guest Present: Sue Frice (past SEIRPC Board Member)

Call to order at 12:06 p.m.

Agenda Approval

Motion by Sadler to approve the July 27, 2017 agenda, second by Moeller. All Ayes, motion carried.

Presentation: Mike Norris welcomed Sue Frice to the board meeting. She had served on the SEIRPC board of directors from July 2006 through January 2017. She also served on the SEIRPC Executive Board Meeting since January 2007. Frice was presented with a plaque to show appreciation for all of her time and dedication to the SEIRPC Board. Norris mentioned some things to remember during her tenure: 2008 Floods and accompanying 7-year recovery and funding process; Purchasing of the IPC Building in 2010, moving the offices, renovations, and leasing to three tenants; Expanding SEIBUS to all four counties; Starting Great River Housing, Inc. (of which Sue Frice continues to serve on their board of directors) and Southeast Iowa Housing, Inc.; and expansion of regional RLF capital base. Sue Frice thanked the board for the framed certificate and stated that she has loved serving on the SEIRPC Board all of these years.

Consent Agenda Approval

Norris stated that building caulking is now complete. New pond warning signs will be going in for insurance reasons. A meeting will be set up in the next 4-6 weeks with Governor Reynolds' office, Department of Corrections, and other stakeholders about the prison housing project and options to jumpstart the operation. June Financials are delayed due to continued year end work. Staff does plan to follow through on the budget recommendation to continue to pay down the building loan principle beginning with FY2018 in the amount of \$50,000. Motion by Moeller to accept the consent agenda, second by Ash. All Ayes, motion passed.

Old Business

1. Department Reports: Hanan highlighted the Development Department report stating that RLF will soon be working on a project in Mount Pleasant. The South 9th St. project in Burlington is now complete. After the Southeast Iowa Housing, Inc.

meeting today, immediately following this meeting, we will be touring the 9th Street project, and invite any of the SEIRPC board to go along. The next Housing Inc. project will be in Keokuk. The Mount Pleasant upper-story redevelopment project is nearing completion. CDBG funds were awarded for Keokuk sewer project in the amount of \$600,000. James stated that SEIRPC staff sent out a notice in June that regional Transportation Alternative Funding (TAP) applications would be accepted. However, since then, Iowa DOT has informed us of additional changes to the TAP program, putting funding on hold once again. SEIRPC will keep everyone up to date with the changes to TAP funding and when applications will be accepted. Planning staff is nearly completed with mapping of Columbus Junction water and sewer utilities, which will allow Columbus Junction to view the data through an online mapping service. The Keokuk Impervious Surface Mapping project has been completed to assist in the creation of a storm water utility. Keller stated that SEIBUS has successfully renewed and implemented FY2018 Regional Transit Authority contracts with: City of Keokuk, City of Fort Madison, INPROPCO, Great River Health Systems, Hope Haven, and Midwest Old Threshers. Chris Crouner (former SEIBUS driver on the DMC1 route) was hired recently to train as Transit Scheduler in anticipation of Carolyn Lees retirement. A SEIBUS Drivers training and informational meeting will be held on August 22nd. Keller went over the rider statistics noting that overall rides were up 5% in FY2017. No action necessary.

2. Public Hearing: Resolution No. 125-2017: A Resolution Adopting the FY2018 – 2021 Transportation Improvement Program (TIP): Schleisman opened the Public Hearing at 12:29 p.m. James stated that TIP includes all transportation projects that are receiving federal transportation dollars, and must be included in order to be eligible to receive the funding. James highlighted the Regional Surface Transportation Program Target Dollars (STBG) and Transportation Alternative Program Dollars (TAP) anticipated to be received from Iowa DOT for FFY2021. James stated that 3 City STBG applications were received of which Burlington – Washington Street HMA Resurfacing Project was ranked #1 with an anticipated award of \$867,274. Ranked #2 is West Burlington – Mount Pleasant Street Rehabilitation Project that could be awarded \$405,554. The West Burlington City Council recently decided to use the funds, and complete the project as described in their application, as required, in order to receive the funds. Only one County STBG application was received from Lee County – J20 Resurfacing, which is anticipated to receive \$2,342,428. TAP applications will be taken at a later date as the Iowa DOT is making changes to the program. Schleisman asked if there were any questions from the public. There were none. **Folluo made a motion to close the Public Hearing: Resolution No. 125-2017: A Resolution Adopting the FY2018 – 2021 Transportation Improvement Program (TIP) at 12:32 p.m., second by Beck.** A roll call vote was taken. All Ayes, motion carried. **Burnett made a motion to approve Resolution No. 125-2017: A Resolution Adopting the FY2018 – 2021 Transportation Improvement Program (TIP), second by Folluo.** A roll call vote was taken. All Ayes, motion carried.

New Business

1. SEIRPC Auditor Selection: Norris stated that SEIRPC recently sent a Request for Proposal for Audit Services. Staff followed procurement policies and sent RFP documents to four firms, including SEIRPC's current auditor, John Morrow, CPA. John

Morrow was the only proposal respondent with two firms refusing, and one did not answer the RFP. The engagement for Audit Services proposal is for \$55,100 for 3 years, and does not include any other related entities. This would be an average increase of 3.67% per year, and would be a market rate proposal. Moeller made a motion to approve the proposal from John Morrow to prepare SEIRPC's Annual Audit for FY2017 through FY2019 in the amount of \$55,100, second by Fleming. All ayes, motion carried.

MATTERS FROM THE FLOOR:

Norris stated that the Annual SEIRPC Golf Outing/Fund Raiser for Great River Housing, Inc. will be held on Thursday, October 5th at Flint Hills Municipal Golf Course. This is a 4-person best ball event, and the proceeds will go directly to Great River Housing, Inc. to be used toward the local match to bring in dollars to the Housing Trust Fund. Lunch and registration are at 11:00 a.m., and tee off is 12:15 p.m.

Motion to adjourn meeting by Sadler, second by Folluo. All Ayes

Meeting adjourned at 12:38 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____