

**Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
June 28, 2012**

Members Present: Sue Frice, Jim Howell, and Gary Folluo

Members Absent: Brent Schleisman and Hans Trousil

Staff Present: Mike Norris, Debbie Laughlin, Jeff Hanan, and Kim Schisel

Call to order at 12:00 p.m.

Agenda Approval

Motion by Howell to approve the June 28, 2012 agenda, second by Folluo. All Ayes, motion carried.

CONSENT AGENDA APPROVAL

Howell questioned why the financial report for RTA was in the negative for the month of May. Schisel stated it is positive in the year-to-date, but that we are in the middle of receiving subsidy monies. Schisel further stated that the check for \$675.00 for Sara Hecox was due to her CDBG training in Des Moines where she used her personal credit card for expenses. Schisel further stated that her receipts were turned to finance along with an approved travel reimbursement form prior to payment. Motion by Folluo to accept the consent agenda, second by Howell. All Ayes, motion carried.

Old Business:

1. CHDO Update (Community Housing Development Organization): Norris reported that all documents have been submitted to secure 501c3 approval and that staff is working to develop ideas and make contacts to develop a scope of work. He stated that the board will start up small in the beginning organizational stage and will expand later as the organization becomes more active, much like the Great River Housing, Inc. Norris identified the original five members: Brent Schleisman, Henry County public official; Dan Spray, Henry County Low Income Organization (Fellowship Cup); Hans Trousil, Des Moines County Public Official; Tim Peevler, Lee County Private Citizen (real estate broker); and Bob Buckman, Louisa County Low Income Organization (Louisa Habitat). Norris highlighted the important dates coming up, such as October 1, 2012 when the applications are due to State Housing Trust Fund as a partnership between the CHDO and the GRHTF will be critical to starting and funding the CHDO. No action necessary.
2. CEDS Update: Norris stated that CEDS (Comprehensive Economic Development Strategy) is behind schedule but moving forward. He stated that the CEDS steering committee will convene and review a draft document in the next 4-6 weeks with the final document being available for public comment prior to the September SEIRPC board meeting. Norris stated that the Great River Region Partnership looks to use the CEDS as their work scope over the next five years. No action necessary.

New Business:

1. RLF Application: Complete Eye Care: Hanan stated that Complete Eye Care, through primary lender Two Rivers Bank, has applied for \$150,000 in revolving loan funds to be used for working capital as part of an overall project that includes a 765 square foot addition and renovation of 1,450 square feet existing space at its Mount Pleasant facility. Hanan stated that in addition, there will be new equipment and space for additional eye care services and professional staff. Hanan added that RLF proceeds will not be used for construction. He further stated that Complete Eye Care is an independent optometric practice owned by Dr. Christopher P. Olson, OD, FAAO and that this project is expected to help retain 11 jobs and create 4 new jobs over the next three years. Hanan stated that the current prime interest rate is 3.25%. Hanan further stated that the Loan Review Committee met on June 18, 2012 and voted to recommend funding the request under the following terms: \$150,000 from the EDA II pool for 10 years at 3.5% fixed interest rate with collateral: 2nd mortgage on commercial building; general UCC business lien filing; and personal guaranty. Folluo made a motion to approve the Revolving Loan Fund loan to Complete Eye Care in the amount of \$150,000 from the EDA II pool at the fixed rate of 3.5% for 10 years, second by Howell. All Ayes, motion carried.
2. SEIRPC Golf Outing / Fund Raiser for GRH, Inc.: Norris stated that Wednesday, September 26, 2012 will be the 2nd year that the SEIRPC Golf Outing has been a fund raiser for Great River Housing, Inc. to help raise funds for the local match to promote affordable housing in the Southeast Iowa region. A save the date notice has been sent out. No action necessary.
3. IARC COG Impact Report: Norris stated handed out a report from the Iowa Association of Region Councils (IARG) which includes a snapshot of our statewide impact, as well as a directory of our sister COG's (Councils of Government) on the back side. Mike stated that he would get more of the brochures to pass out to the full board. No action necessary.

MATTERS FROM THE FLOOR:

Norris gave an update of the Lee County Transit routes. Norris stated that the IDOT got the transfer of equipment accomplished from 10-15 and that we experienced a smooth equipment turnover. He stated that after the job posting process was completed, two of the three 10-15 drivers have agreed to hire-on with SEIBUS. Norris stated that one route is full time and the other two are considered part-time, especially since the CPC's have been dropping rides off of the rolls, however, we will be monitoring the routes monthly to see what the needs actually are, and will adjust the routes if necessary. Norris stated that we have discovered that there is a local mechanic in Lee County to do our maintenance that is qualified, and has knowledge of the equipment.

Motion to adjourn meeting by Folluo.

Second by Howell. All Ayes

Meeting adjourned at 12:30 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Jim Howell, Secretary

Date: _____

Date: _____