

Southeast Iowa Regional Planning Commission
Executive Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
June 29, 2017

Members Present: Brent Schleisman, Mark Huston, Hans Trousil, Mike Ash and Gary Folluo
Staff Present: Mike Norris, Jeff Hanan, Zach James, Lori Gilpin, and Debbie Laughlin

Call to order at 12:00 p.m.

Agenda Approval

Motion by Trousil to approve the June 29, 2017 agenda, second by Ash. All Ayes, motion carried.

CONSENT AGENDA APPROVAL

Norris stated that caulking project is near completion and other ongoing building maintenance includes addressing the goose mess, atrium floor cleaning, landscaping trimming and weeding. Norris recently represented SEIRPC with the Southeast Iowa Delegation in Washington D.C. The group met with Senator Grassley and Ernst and Rep. Loeb sack at their respective offices to discuss transportation infrastructure funding, immigration reform and broadband development. The trip was worthwhile and Norris would attend again with the delegation. Financials are in a strong position. Motion by Trousil to accept the consent agenda, second by Huston. All Ayes, motion carried.

Old Business:

1. RLF Update: Hanan stated that since January 2017, we have processed seven new loans for two different businesses totaling \$650,000. Those loans are expected to create or retain over 200 jobs. Also, since January, nine RLF loans have been paid in full, and we expect to have two more paid off by the end of June. All loans are current, and there are no delinquencies. Randy Stroud has sold Zee's Quick Break, yet he is still making payments. Currently there is approximately \$1,100,836 available to be lent throughout the region. No action Necessary.
2. RLF Payment Extension – Kuckelman Properties, Inc.: Hanan stated that Kuckelman Properties has requested to extend their balloon pay-off one more year. It has been extended until May 2017, and he has continued to make regular monthly payments of \$388.57 throughout this period. Mr. Kuckelman states he will be in a position to pay off the loan after the 12-month extension, and intends to do so. The current balance is \$14,367.30, and is balance is expected to be \$10,512.50 by June 2018. Staff recommends granting the extension. Huston made a motion to approve the RLF Loan Extension for Kuckelman Properties, Inc. one more year, second by Ash. All ayes, motion carried.

New Business:

1. Pilot Project Presentation: James stated that Summer Planning Intern Elizabeth Darnall has prepared a presentation on the Keokuk Impervious Surface Mapping Project, however, she is in Florida on vacation at this time. James went through her PowerPoint presentation and explained that the statistics from the mapping project (which is currently 60% complete) would be used to determine the appropriate method for establishing a storm water utility fee, as allowed by Iowa Code. James then introduced Summer Planning Intern Joel Heilman to the board. James stated that Columbus Junction had contacted us to map their water and sewer utilities as the head of public works would be retiring in the next few years, and most of the information of the system is in his head. Joel Heilman reported on the project and noted that some of the data has been digitized from maps the city had on record, and the rest will be collected in the field. He said that he added some features to track the latitude and longitude, number of satellites, accuracy of GPS, etc. Specific locations will be recorded using an iPad and a high accuracy Bluetooth GPS. The project has begun, but most of the field work is planned for the month of July. The GPS will provide data within 2 meter accuracy. Huston suggested that we contact Columbus City to see if they would like to be included in this project. Schleisman mentioned that he was glad to see that the Planning Department is starting to do these types of projects, as he sees great potential. He stated that it would be nice to see the final projects brought to a meeting in the future. No action necessary
2. Executive Director Evaluation: To go into Closed Session for the purpose of: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa State Code 21.5 (i). Folluo made a motion to go into closed session at 12:36 p.m., second by Trousil. A roll call vote was taken. All ayes, motion carried.
3. To go back into regular meeting: Ash made a motion to go back into regular meeting at 12:45 p.m., second by Folluo. A roll call vote was taken. All ayes, motion carried. Ash made a motion to increase the Executive Director's salary by 5% for FY2018, second by Folluo. All ayes, motion carried

MATTERS FROM THE FLOOR:

None.

Motion to adjourn meeting by Huston.
Second by Ash. All Ayes

Meeting adjourned at 12:47 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____