

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
March 24, 2016**

Members Present: Sue Frice, Hans Trousil, Gary Folluo, Richard Taylor, Dr. Michael Ash, Aaron Burnett, Brad Quigley, David Varley, Dr. Steve Titus, Jim Davidson, Greg Moeller, and Bob Hesler

Members Absent: Brent Schleisman, Mark Huston, Klay Edwards, Chris Ball, Steve Bisenius, Bob Beck, and Ron Sadler

Staff Present: Mike Norris, Debbie Laughlin, Jeff Hanan, Zach James, Nicole Baker, and Lori Gilpin

Guest Present: Jason Huddle, IDOT

Call to order at 12:02 p.m.

Agenda Approval

Trousil made a motion to approve the March 24, 2016 Agenda, second by Folluo. All ayes, motion carried.

Consent Agenda Approval

Norris highlighted the director's report stating that he attended a FAST Act advisory committee meeting this month to advise Iowa DOT on transportation bill implementation. His role was to represent all Iowa regional councils for multi-modal development. Norris and Gilpin are working through SEIRPC's EDA reimbursements process and greater than 90 days accounts receivable. Trousil made a motion to approve the Consent Agenda, second by Folluo. All ayes, motion carried.

Old Business

1. Department Reports: Hanan reported that he is working with two potential RLF loan clients. We will be presenting the EDA Work Plans for board approval today. More than 500 people, including Gov. Terry Branstad, attended an open house for the MFNC #5 Fort Madison School project on March 2nd. The 38 unit project received \$3,000,000 in CDBG funding and is getting ready to rent out apartments. Interviews are underway for the new Community Transition Coordinator. James reported that staff has completed extensive data collection/analysis for the City of Mount Pleasant's Comprehensive Plan. They are now in the process of gathering public input through interviews, surveys, public events, and public meetings. More information can be found at www.mp2030.com. We have established a new partnership with Great River Medical Center who has asked us for technical assistance and guidance with review of a successful State Innovation Modal Grant through the Iowa Department of Public Health. Baker gave an overview of the Medicaid roll out that is still on target for April 1st. She will be attending the Iowa Public Transit Association Legislative conference March 29-30. She also attends the Lee County Leadership Academy classes and will graduate in May. No action necessary.

2. Transit Facility Update: Norris stated that staff has an itemized cost estimate and floor plan of a building that would meet current and expanded future needs. Finalizing the building site is the next step. The north site presents more challenges, but we own the land. The south option is best if we could acquire the land at a reasonable cost. More information will be brought to the board after more has been figured out. No action necessary.

New Business:

1. Public Hearing: FY2017 Consolidated Transit Application: Resolution #116-2016 Authorizing FY2017 Consolidated Transit Application: Frice opened the Public Hearing at 12:22 p.m. Baker, SEIBUS Transit Director, stated that the Consolidated Transit Fund Application process is an annual event through which SEIRPC applies for state and federal public transit subsidy and allows SEIRPC to provide public transportation to southeast Iowa. She further stated that this application shows the Iowa Department of Transportation how we anticipate spending the money they will be giving to us. Baker reported that we are applying for \$301,098 of State Transit Assistance funds, for operating and capital assistance; and \$295,437 of FTA Section 5311 funds for operating and capital assistance. In addition, we are applying funds for replacement of three 176" light duty buses in the total project cost of \$206,400 (at 80% / 20% split), \$165,120 from Federal Transit Assistance Funds and \$41,280 from local funding. SEIRPC also plans to apply for the replacement of conversion van #022 for a total project cost of \$52,000 (80% / 20% split) coming from FTA Section 5339 Funds (\$41,600) and from local funding (\$10,400). Frice asked for comments from the public, of which there were none, and no further comments were made. Trousil made a motion to close the Public Hearing: FY2017 Consolidated Transit Application: Resolution #116-2016 Authorizing FY2017 Consolidated Transit Application at 12:26 p.m., second by Moeller. A roll call vote was taken, all Ayes, motion carried. Moeller made a motion to approve Resolution #116-2016 Authorizing FY2017 Consolidated Transit Application, second by Davidson. A roll call vote was taken, all ayes, motion carried.
2. Draft Transportation Planning Work Program (TPWP): James stated that the Draft FY2017 Transportation Planning Work Program (TPWP) contains the outline for work performed with federal transportation planning dollars for FY2017. The work will be performed by SEIRPC planning staff with various projects including completing plans, technical assistance, project development, public participation and programmatic duties. Some highlights of the FY2017 TPWP include: continued assistance with Southeast Iowa Regional Economic and Port Authority (SIREPA); working with Iowa DOT and Illinois DOT to assist in their study of the Fort Madison Bridge; and technical assistance with transit planning. The total transportation planning budget is \$294,132 with 80% federal funding, and 20% local match. A final draft will be presented in May for approval. No action necessary.
3. EDA RLF Work Plans: Hanan stated that each EDA RLF recipient is required to update their work plans every five years. SEIRPC has prepared plan updates to each of its EDA RLF pools. The primary change, other than small language tweaks, is to increase the

portfolio standard from \$10,000 per job to \$20,000 per job, and the max loan per job from \$20,000 to \$40,000, which will allow more flexibility. This will be especially beneficial in helping smaller businesses, however, there will still be proper risk analysis involved with underwriting each loan. Frice asked if our loan amounts are standard over the state. Norris stated that it is similar, but outside of metro areas, we lend higher, due to the density of our region. The approved EDA RLF Work plans will be submitted to EDA in April for their approval. Folluo made a motion to approve the EDA RLF Work Plans as presented, second by Trousil. All ayes, motion carried.

4. Trinity Consultants Lease Agreement: Norris stated that Trinity Consultants has been an SEIRPC tenant since 2011, with their five-year agreement expiring June 30, 2016. The initial lease was following a build-out of the NE corner of the basement. In efforts to recoup investment, the initial rate was agreed upon with the intent that a future renewal rate would be discounted. Based on current market conditions, Trinity elected to offer a straight 24-month term with no out clause. Other changes are that the rate will be \$10.75 per square foot (reduced 9.6% from \$11.88) based on initial negotiations, and they ask for special provisions: radon testing, steam clean the carpet, and painting touchup as needed. Trinity is a good, stable tenant and staff recommends the board accept the terms as presented. Titus made a motion to approve the Trinity Consultants Lease Agreement, second by Trousil. All ayes, motion carried.

MATTERS FROM THE FLOOR:

Huddle stated that IDOT will have a public hearing regarding Highway 61 from Burlington north to Highway 78. If the 5 year plan is approved in July, Highway 61 from Burlington north to south of Mediapolis will be included in the 5 year plan, with construction to start in 2021, and purchasing of property will commence soon.

Titus made a motion to adjourn, second by Folluo. Meeting adjourned at 12:48 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____