

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
March 26, 2015**

Members Present: Brent Schleisman, Gary Folluo, Hans Trousil, Brad Quigley, Klay Edwards, David Varley, Bob Beck, Jim Davidson, Ron Sadler, Dr. Michael Ash, Greg Moeller, Steve Bisenius, Michael O'Connor, Richard Taylor,.

Members Absent: Sue Frice, Mark Huston, David File, Bob Hesler, and Chris Ball

Staff Present: Mike Norris, Debbie Laughlin, Jeff Hanan, Zach James, Bob Kuskowski, and Lori Gilpin

Guest Present: Rex Troute, The Hawk Eye Newspaper

Call to order at 12:03 p.m.

Agenda Approval

Motion by Folluo to approve the March 26, 2015 agenda, second by Sadler. All Ayes, motion carried.

Consent Agenda Approval

Norris stated that he will be attending the Iowa DOT Freight Advisory Committee Meeting on Friday representing the COGs in Iowa. USDA is applying for a Stronger Economies Together (SET) Grant and has asked Norris to be on the Steering Committee for the technical assistance grant. Nicole Baker has been offered and accepted the Transit Director position and will be starting April 28th. Financials are stable at the end of February and the housing line of credit for single family new construction is at a zero balance. Motion by Sadler to accept the consent agenda, second by Folluo. All Ayes, motion carried.

Old Business

1. Department Reports: Hanan highlighted the Development report stating that if the RLF application being presented today is approved, RLF lending will reach the \$1 million mark for the year. Two Multi-Family New Construction projects have been in the works, with the Mount Pleasant project completed (theater) of 7 units, and the Fort Madison project (old middle school) expected to be completed in June with the creation of 38 units. Also, the Fort Madison MFNC site will host the Tri-State Housing Summit on June 10th. Tours will be a part of this summit. James highlighted the planning department report stating that Emery Ellingson, Planning Intern, has recently been hired as a full time regional planner. Staff is beginning a park plan for Lee County Conservation Board for the future plans of the Heron Ben Recreation Area. IEDA has created the Iowa Site Certification program to create shovel ready industrial sites to speed up company development schedules and to be more proactive in marketing sites in Iowa. He talked about the grant applications in process, and the funded grants, including the RISE Grant for Roundabout and Road Reconstruction in Burlington in the amount of \$1,320,000. Kuskowski talked about employee changes over the last few months and asked if anyone knows of someone

interested in driving in the Lee County area. Kuskowski is in discussions with HCHC for support of Henry County people receiving rides paid under contract to them, similar to GRMC contract, and should be completed for 2016.

2. Port Authority Update: Norris stated that SEIRPC is in its 2nd year of providing administrative and planning assistance to the Southeast Iowa Regional Economic and Port Authority (SIREPA). The purpose of SIREPA is to be a public entity much like a municipality with multiple abilities in economic development, infrastructure, port development, foreign trade zones, and other things. SEIRPC has assisted in the following accomplishments: designed and published a website; completed two economic development site studies; a 12- month communication plan; initiated a strategic plan with Mid-America Port Commission (MAPCO); and developing assistance scenarios. SEIRPC plans to complete the strategic plan with Mid-America Port Commission and its 12 month communication plan. Norris explained that the main difference between SIREPA and MAPCO is that SIREPA is under section 28 J of the Iowa Code which authorizes two municipalities to join together and form a port authority. No action necessary.
3. Housing Trust Fund Update: Norris stated that Great River Housing, Inc. is a 501c3 organization that is in its 5th year of operation and has made an impact on southeast Iowa with a total of 152 projects totaling \$1,424,649. Its main purpose is to promote and development affordable housing for income qualified families. SEIRPC is taking applications for all of our development activities, please let staff know if you know of a project, person or group in your community interested in affordable housing. No action necessary.

New Business

1. Public Hearing: Consolidated Transit Application: Schleisman opened the Public Hearing at 12:32 p.m. Kuskowski, 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. He further stated that this application shows the Iowa Department of Transportation how we anticipate spending the money they will be giving to us. Kuskowski reported that we are applying for \$268,126 of State Transit Assistance funds, for operating and capital assistance; and \$284,484 of FTA Section 5311 funds for operating and capital assistance. In addition, we are applying funds for replacement of four 176" light duty buses in the total project cost of \$336,600 (at 85% / 15% split), \$286,110 from Federal Transit Assistance Funds and \$50,490 from local funding. SEIRPC also plans to apply for the replacement of conversion van #022 for a total project cost of \$52,000 (85% / 15% split) coming from FTA Section 5339 Funds (\$44,200) and from local funding (\$7,800). Schleisman asked for comments from the public, of which there were none, and no further comments were made. Beck made a motion to close the Public Hearing to Approve the Consolidated Application at 12:34 p.m., second by Trousil. A roll call vote was taken, all Ayes, motion carried. Beck made a motion to approve the resolution to Authorize the Consolidated Transit Application for SEIBUS, second by Trousil. All ayes, motion carried.

2. Public Hearing FFY2015 – 2018 TIP Amendment: Schleisman opened the public hearing at 12:35 p.m. James stated that staff received a request from Henry County to amend the Henry County, Project #STP-S-C044(77)-5E-44 already programmed in the FFY2015-2018 TIP. The main changes are: 1) current cost goes from \$2,850,000 to \$3,661,770; 2) Local match contribution goes from \$1,450,000 to \$2,261,770 (no change to the STP contribution); and 3) shorten the street reconstruction from 8 miles to 6.7 miles. SEIRPCs Technical Advisory Committee reviewed the amendment on February 9th and unanimously approved the amendment. Schleisman asked for any questions from the public, there were none. **Quigley made a motion to close the Public Hearing: FFY2015 – 2018 Transportation Improvement Program (TIP) Amendment at 12:37 p.m., second by Bisenius. A roll call vote was taken, all ayes, motion carried. Folluo made a motion to approve the FFY2015 – 2018 Transportation Improvement Program (TIP) Amendment, second by Trousil. All ayes, motion carried.**
3. Draft Transportation Planning Work Program (TPWP): James stated that the Draft FY2016 Transportation Planning Work Program (TPWP) contains the outline for work performed with federal transportation planning dollars for FY2016. The work will be performed by SEIRPC planning staff with various projects including completing plans, technical assistance, project development, public participation and programmatic duties. James highlighted his report noting the total transportation planning budget is \$292,024 with 80% federal funding, and 20% local match. A final draft will be presented in May for approval. No action necessary.
4. RLF Application: Z's Quickbreak: Hanan stated that Z's Quickbreak, through primary lender Great Western Bank, has applied for \$250,000 in revolving loan funds to be used for the purpose of working capital, equipment, and funding to complete the purchase of the building and complete expansion projects. The project is expected to retain 13 jobs and create 3 jobs. The SEIRPC Loan Review Committee met on March 12th to consider the application and voted to recommend funding the request the next day after additional collateral of farm ground in Henry County was pledged. Folluo made a motion to approve the RLF Application from Z's Quickbreak in the amount of \$250,000 from the following sources: EDA 1 RLF Fund = \$144,000 and IRP 1 Fund = \$106,000 with the following terms: 20 year amortization with 10 year balloon; Interest rate 4%; and Collateral: Real estate mortgages (2nd lien on 201 E. Washington Rd., Mt. Pleasant, and 1st lien on farm ground in Henry County); General UCC business lien filing, and personal guarantee, second by Bisenius. All ayes, motion carried.
5. Road Use Tax Update: James stated that Iowa DOT recently provided SEIRPC with an email regarding updated Road Use Tax Fund (RUTF) estimates for FY2016 based on the recent passage of Senate File 257 (Motor Vehicle Tax). The new RUTF Forecast results in an estimated \$213.3 million generated due to the impact of SF 257 for the State of Iowa. James gave an overview of the figures impacting regional cities and counties. This increase is anticipated to be seen in individual deposits to cities and counties in June. He added that SF 257 defines legislative intent for counties and the DOT that 100 percent of the additional revenue generated due to the bill be used for "critical road and bridge construction projects." No action necessary.

6. SEIRPC Facility Note: Norris stated that in the fall of 2010, SEIRPC purchased the former IPC building with grant funds and a facility note financed by a regional lending consortium. Presently SEIRPC has approximately 16 years left on its note with an approximate balance of \$356,000 at 5% variable rate and is renewable in October 2015. After discussions with the lead bank, Two Rivers Bank & Trust, it is in our best interest to renew now and put a down payment of \$25,000 on the renewal and increase our payment slightly from \$9,000 to \$10,000 quarterly. This will reduce the total term by about two years. In addition, our rate would be reduced to 4.75% fixed rate for five years. Bisenius made a motion to approve renewal of the facility note with a \$25,000 down payment, increasing quarterly payments to \$10,000, at the fixed rate of 4.75% for five years with execution by SEIRPC designees, chair and treasurer, second by Folluo. All ayes, motion carried.

MATTERS FROM THE FLOOR:

None.

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

Meeting adjourned at 12:50 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____