

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
March 27, 2014**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Mark Huston, Gary Folluo, Tim Scott, Steve Bisenius, Bob Beck, Klay Edwards, Bob Hesler, Ron Sadler, Byron Smith, Dr. Michael Ash, Jim Howell, Chris Ball, and Michael O'Connor

Members Absent: David File, Andy Truitt, and Greg Moeller

Guests Present: Dr. Steve Titus, President of Iowa Wesleyan College; Matt Shinn, Two Rivers Bank & Trust; Duane Worthy, DMC Jail Administrator; Jim Sholl, Lee County Sheriff; and Rex Troute, The Hawk Eye

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

Call to order at 12:02 p.m.

Presentation: Lori Gilpin, Finance Director: Norris introduced Lori Gilpin, Finance Director. Gilpin stated that she has enjoyed being SEIRPCs Finance Director over a year now. She graduated from the Robert Morris College. She worked as an accountant at McGladrey for 25 years, and at CPA Associates for three years.

### **Agenda Approval**

Motion by Folluo to approve the March 27, 2014 agenda, second by Davidson. All Ayes, motion passed.

### **Consent Agenda Approval**

Norris highlighted the Director's Report and stated that he will represent Iowa MPOs and RPAs at the Mid-America Freight Conference in Chicago per invitation from Iowa DOT. This participation fits in with work being done with Southeast Iowa Regional and Economic Port Authority, Mid-America Port Commission, and other opportunities in Southeast Iowa. Motion by Bisenius to accept the consent agenda, second by Trousil. All Ayes, motion passed.

### **Old Business**

1. Department Reports: Hanan highlighted the Development report stating that he is working with EDA Denver to consolidate the 2 EDA RLF loan pools. The RLF graph was not included in the packet this month as it really has not changed, however, that could change today if the RLF loan to Iowa Wesleyan College is approved. Hanan stated that we are planning to do some asbestos training for our housing inspectors, which could create another revenue source. James highlighted the planning department report stating that to date we have received 30 surveys back from the regional communities priority survey which will help to match potential funding resources or service opportunities to community needs. He reported that SEIRPC planning staff was recently invited to give a presentation to the Healthy Henry County Communities Board of Directors focusing on the impact of the built environment on

community health. Kuskowski reported that selling our second bus through Purple Wave brought \$2,800, which was significantly better than anticipated. He has had preliminary discussions with the Human Resources Manager from OCI (the fertilizer plant) for transportation for 12 to 15 riders from Burlington motels to work and back. No Action Necessary.

2. Public Hearing: Final Draft FY2015 Passenger Transportation Plan (PTP) Update– Resolution No. 105-2014: Schleisman opened the public hearing at 12:19 p.m. James stated that the PTP is a required document by Iowa DOT's Office of Public and is in efforts to meet the requirements of the federal transportation authorizing legislation, MAP-21, to follow a coordinated planning process with human service agencies and transportation providers. James highlighted the changes from last year's PTP. SEIRPC was required to complete a full update of the PTP based on new guidelines from Iowa DOT. The new guidelines only require an update every 5 years as opposed to every year that has been required in the past. For this reason, staff created an entirely new document utilizing extensive data analysis and public input, including population density, population below poverty level, individuals with no vehicle, population over 65 and older, people with disabilities and limited English proficiency, etc. Schleisman asked for any comments from the public, and there were none. **Beck made a motion to close the Public Hearing: Resolution No. 105-2014: A Resolution Adopting the FY2015 Passenger Transportation Plan (PTP) and Authorizing Submission to Iowa DOT, FHWA, and FTA at 12:23 p.m., second by O'Connor. A roll call vote was taken, all ayes, motion carried. Edwards made a motion to Approve Resolution No. 105-2014: A Resolution Adopting the FY2015 Passenger Transportation Plan (PTP) and Authorizing Submission to Iowa DOT, FHWA, and FTA, second by Scott. A roll call vote was taken, all ayes, motion carried.**
  
3. Des Moines and Lee County Jail Diversion Project: Norris introduced the guests, Duane Worthy, DMC Jail Administrator; Jim Sholl, Lee County Sheriff; and Tracey Lamm, SEIRPC Regional Planner. Lamm stated the idea presented to the Full Board is for SEIRPC to employ a Community Transition Coordinator for Des Moines and Lee Counties. The Coordinator would be a licensed clinical social worker who would work primarily in the county jails. The Coordinator would be an employee of SEIRPC and be paid for by the Counties and the County CPC's. She stated that SEIRPC would also act as the program liaison, monitoring the progress of the Coordinator and providing clear communication to the Jail Diversion Committee. Worthy and Sholl expounded on the need for this type of position to aid in the inmates transition from jail to outside help properly treated and medicated, and the hope is that they will never return to jail. Sholl stated that 72.9% of those that have been incarcerated have mental health issues. O'Conner asked how this position would be different than a Probation Parole Officer. Sholl answered that the Coordinator would keep up on the person after leaving the jail, and has more expertise in social work (would be a master level social worker.) Worthy added that the cost is cheaper (hiring a Coordinator) than having inmates return to the system. Howell asked if other counties could be included. Worthy said they would like to see how this works with the 2 counties first. Lamm added that this program will be studied statewide as a model. O'Connor asked what advantages there would be for SEIRPCs involvement. Norris cited several advantages including: regional cooperation, SEIRPC being paid for being part of the process, Lamm being paid for her part, and shared indirect

costs. Norris noted that there will be an annual renewing contract which will include out-clauses for both sides. Beck made a motion to approve creating a job description for a Community Transition Coordinator and to develop and execute a contract with Des Moines and Lee Counties to establish the jail diversion project, second by Folluo. All ayes, motion carried.

### **New Business:**

1. RLF Application – Iowa Wesleyan College (IWC): Norris introduced Dr. Steve Titus, President of Iowa Wesleyan College to the board and Matt Shinn, Two Rivers Bank & Trust. Titus stated that he is the 29<sup>th</sup> president of IWC, but he is the first with presidential experience, and he also has had experience with turning around a college facing a similar financial picture. He stated that he has had to make some difficult decisions in order to stabilize expenses and revenues. IWC now has about 600 students of which 150 are online. 50% of IWCs programs were cut, however, they only affected 5% of enrollment. IWC is the only 4 year institution in our region and marketing will be the key focus. Dr. Titus shared many of his marketing strategies moving forward and will be focusing on more than just the typical 18 to 22 year olds, such as partnering with high schools, junior high schools, area community colleges, and offering opportunities for graduates. Hanan stated that IWC, through primary lender Two Rivers Bank & Trust, has applied for \$500,000 in revolving loan funds to be used for the purpose of working capital. The project is expected to help retain 89 jobs and was approved by the RLF Loan Review Committee on March 19<sup>th</sup>. Howell made a motion to approve the RLF Application from Iowa Wesleyan College for \$500,000 from the following sources: IRP I = \$150,000; IRP II = \$100,000; EDA I = 200,000; and EDA II = \$50,000 for 10 year amortization (all) at the Interest rate of 4% (IRP I & IRP II); and 2.44% (EDA I & EDA II) with shared collateral agreement with bank including mortgages and we will file a General UCC business lien, second by Bisenius. All ayes, motion carried.
2. FY2015 Draft Transportation Planning Work Program (TPWP): James stated that the Draft FY2015 Transportation Planning Work Program (TPWP) contains the outline for work performed with federal transportation planning dollars for FY2015, and that the work will be performed by SEIRPC planning staff and includes a wide range of projects including completing plans, technical assistance, project development, public participation and programmatic duties. He further stated that the total transportation planning budget total is \$221,941 with the 20% regional local match being \$44,338. James stated that the final document will be presented at the May full board meeting for approval. No action necessary.
3. Consolidated Transit Application: Schleisman opened the Public Hearing at 1:15 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 \$223,525 of State Transit Assistance funds, for operating and capital assistance; and \$286,788 of FTA Section 5311

funds for operating and capital assistance. In addition, we are applying funds for replacement of three light duty buses in the total project cost of \$249,000 (at 85% / 15% split), \$211,650 from Federal Transit Assistance Funds and \$37,350 from local funding. Kuskowski stated that there are other items that SEIRPC plans to apply for including \$206,000 for replacement of medium duty buses (85% / 15% split) coming from FTA Section 5339 Funds (\$175,100) and from local funding (\$30,900); and a request for replacement of conversion vans for a total project cost of \$100,000 (85% / 15% split) \$85,000 coming from FTA Section 5339 funds and \$215,000 from local funding. Schleisman asked for comments from the public, of which there were none, and no further comments were made. Scott made a motion to close the Public Hearing to Approve the Consolidated Application at 1:18 p.m., second by O'Connor. A roll call vote was taken, all Ayes, motion carried. Howell made a motion to Approve and Authorize signing of the Consolidated Transit Application for SEIBUS, second by Trousil. All Ayes, motion carried.

4. SEIBUS Advertising Policy: Kuskowski stated that an interested company within our region came to us to ask if advertising on SEIBUS buses could be done prompting discussion on the topic. Burlington Urban System (BUS) has been doing advertising on their buses for some time. Kuskowski highlighted the proposed SEIRPC Policies & Standards for Advertising on SEIBUS. Certain things will be excluded from advertising such as campaign ads, religious ads, inappropriate or adult entertainment ads, etc. Space availability will be on a first come first serve basis as space allows. Kuskowski added that we will have minimum time involved in putting an ad together, and we will have a 3<sup>rd</sup> party contractor doing the graphics, etc. for half of the revenue. Norris stated that we will bring back more details at the next board meeting. Trousil made a motion to approve the SEIBUS Advertising Policy as presented, second by Bisenius. All ayes, motion carried.

**MATTERS FROM THE FLOOR:**

None.

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

Meeting adjourned at 1:26 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Mark Huston, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_