

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
May 22, 2014**

Members Present: Brent Schleisman, Sue Frice, Mark Huston, Bob Beck, Klay Edwards, David File, Bob Hesler, Ron Sadler, Byron Smith, Dr. Michael Ash, Greg Moeller, and Michael O'Connor

Members Absent: Hans Trousil, Gary Folluo, Andy Truitt, Jim Howell, Steve Bisenius, Chris Ball, and Tim Scott

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

Call to order at 12:00 p.m.

Agenda Approval

Motion by Frice to approve the May 22, 2014 agenda, second by Beck. All Ayes, motion passed.

Consent Agenda Approval

Norris highlighted the Director's Report and stated that the building's grinder pumps and sewer pit needed some extensive work. Kristin Kramer accepted the Communication Transition Coordinator position, and will be starting around June 2nd. Norris explained that the financials show a (643,705) monthly loss for April which is primarily due to the Iowa Wesleyan Loan. Large losses due to loans is a good thing for SEIRPC. Motion by Frice to accept the consent agenda, second by Beck. All Ayes, motion passed.

Old Business

1. Department Reports: Hanan highlighted the Development report stating that he is continuing to work with EDA Denver to consolidate the 2 EDA RLF Administrative Plans. Hanan mentioned that \$282,992 was awarded, along with a local match of \$12,000 through Housing Sustainability grant for the City of Wayland for owner-occupied rehabilitation. We will complete 8 homes. Mount Pleasant Chamber Alliance will be hosting the Housing Summit on June 10th with representatives from USDA, HUD, IFA, Mount Pleasant Area Chamber Alliance, and IWC. Hanan stated that the Comprehensive Housing Study will be posted on the Mount Pleasant Chamber Alliance website. James highlighted the planning department report stating that staff will be completing a large traffic counting study for the City of Fort Madison over the next few weeks that will include 15 intersection counts throughout the city. Two interns started this week at SEIRPC and will be working on this project. Funded grants included a new marina building from the Boating Infrastructure grant in Fort Madison (\$50,680) and the Locust Street Bridge over Monkey Run Creek from the City/County Bridge Fund for Columbus Junction (\$300,000 to \$400,000.) Kuskowski reported that we are moving forward with the bus advertising program modifying the provider's standard contract language to suit our approved policies & procedures.

There are potential advertisers that are ready to buy space on our buses. We are currently evaluating a new cell phone provider and are anticipating that after the two week demo period, we will be changing to Verizon, who has all of the same features as we are currently using, yet has more cell towers for maximum coverage. No Action Necessary.

2. Public Hearing: Resolution No. 106-2014: A Resolution Adopting the FY2015 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 107-2014: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR and FTA 5311: Schleisman opened the Public Hearing at 12:15 p.m. James stated that the Final Draft FY2015 TPWP contains the outline for work performed with federal transportation planning dollars for FY2015 and includes completing plans, technical assistance, grant writing, grant administration, project development, public participation, and programmatic duties. James explained that out of the total Transportation Planning Budget of \$259,776, that the federal funding (80%) \$207,821 comes from FHWA SPR, FTA 5311, FHWA STP C/O, and FHWA STP; and that the total local match (20%) will be \$51,955. Schleisman asked for comments, and there were no further comments made. **Beck made a motion to close the Public Hearing: Resolution No. 106-2014: A Resolution Adopting the FY2015 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 107-2014: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5311 at 12:18 p.m., second by Ash.** A roll call vote was taken. All Ayes, motion carried. **Hesler made a motion to approve Resolution No. 106-2014: A Resolution Adopting the FY2015 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program, second by Edwards.** A roll call vote was taken. All Ayes, motion carried. **Smith made a motion to approve Resolution No. 107-2014: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5311, second by Edwards.** A roll call vote was taken. All Ayes, motion carried.

New Business:

1. Public Hearing: FFY2014 – 2017 Transportation Improvement Program Amendment (TIP): Schleisman opened the public hearing at 12:27 p.m. James stated that staff received a request from Iowa DOT to add two projects to the FFY2014 – 2017 TIP which will allow the DOT to begin expending funds this fiscal year. The amendment will add: 1) Iowa Department of Transportation, US Highway 61 Expansion from 2 Miles south of IA 92 to Muscatine County Line. The total cost of this project is \$24,570,000, Federal Aid Amount \$17,016,000. 2) Iowa Department of Transportation, US Highway 218 Paved Shoulders from IA 78 north to IA 92. The total cost \$4,887,000, Federal Aid Amount \$4,398,000. Schleisman asked if there were any further comments. There were none. **Frice made a motion to close the Public Hearing: Amendment to the FY2014-2017 Transportation Improvement Program (TIP) at 12:28 p.m., second by File.** A roll call vote was taken. All ayes, motion carried. **Moeller made a motion to approve the Amendment to the FY2014-2017 Transportation Improvement Program (TIP), second by Sadler.** All ayes, motion carried.

2. Draft FFY2015 – 2018 Transportation Improvement Program (TIP): James stated that TIP includes all transportation projects that are receiving federal transportation dollars, and must be included in order to be eligible to receive the funding. James highlighted the Regional Surface Transportation Program Target Dollars (STP) and Transportation Alternative Program Dollars (TAP) received from Iowa DOT for FFY2018. James stated that the Technical Advisory Committee received 5 City applications of which the Fort Madison – Business 61 (Ave H), 2nd Street to 6th St. project was ranked #1 with an anticipated award of \$695,200; and Mount Pleasant Reconstruction on “old, old” former Highway 218 project was ranked #2 with an anticipated award of \$423,922; and there was only one County application received for Des Moines County – Resurfacing of Beaverdale Road, Mediapolis Road, 205th Avenue and 260th St. which is anticipated to receive \$1,490,037. The anticipated TAP funds would go to the City of Burlington – Mason Road Shared Use Path Connection and a portion to City of Fort Madison – recreational trails improvements. James stated that at the July Full Board meeting, the final draft will be presented for approval. No action necessary.

3. SEIRPC FY2015 Budget: Norris stated that the FY2015 Budget has been prepared and has been reviewed and recommended by the Finance Committee to the SEIRPC full board for approval. He further stated that the planning assumptions include: Total FY2015 Revenues: \$2,441,478; Total FY2015 Expenses: \$2,237,017; Beginning Cash Balance: \$617,183; and Projected Year-End Cash: \$803,000. Norris stated that the budget situation is relatively stable for FY2015 with no major issues this year or for next year. On the federal side, transportation and transit look to be stable, except for the Highway Trust Fund issue which is unclear how it will affect SEIRPC activities. The state has lost around 30% of its CDBG allocation in the last four years, making housing, water/sewer and other grants extremely competitive. Staff efficiencies continue to make a large difference in budget outcomes and we are continuing to realize savings in areas such as Health insurance, telecommunications, building insurance, reduction in building loan interest, to name a few. The budget was prepared on an aggregate 3 % salary increase. Norris mentioned that SEIRPC is developing some new, stable opportunities which include: Mount Pleasant Utilities RLF administration, regional Community Transition Coordinator administration/employment; planning /zoning support, inspector opportunities across the region, including nuisance abatements. Beck made a motion to approve the SEIRPC FY2015 Budget, second by Edwards. All Ayes, motion carried.

4. RLF Write-Off for Manning Ventures: Hanan stated that in January 2013 we made a loan in the amount of \$48,500 (EDA II pool) to Manning Ventures LTD (Travis & Kisha Manning) to be used for working capital for a new Maid Rite Restaurant in Mount Pleasant. They requested a three month suspension of payments in July 2013, which was granted, however, during the payment suspension period, the restaurant closed and all the equipment was sold. On March 17, 2014 we were notified that the Mannings intended to file for bankruptcy and we were prohibited from communication with them. Necessary paperwork has been filed to attempt recovery, but at this time, for accounting purposes, we recommend writing off the loan. Hanan explained that writing off the loan depletes the EDA capital base by that amount.

Motion by Edwards to approve Writing off the RLF Loan from the EDA II pool #12-10 for Manning Ventures in the amount of \$43,943.80, second by Beck. All eyes, motion carried.

MATTERS FROM THE FLOOR:

None.

Motion to adjourn meeting by O'Connor, second by Sadler. All Ayes

Meeting adjourned at 12:59 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____