

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
May 25, 2017**

Members Present: Brent Schleisman, Dr. Michael Ash, Hans Trousil, Mark Huston, Gary Folluo, Brad Quigley, Greg Moeller, David Varley, Bob Beck, Ron Sadler, Paula Buckman, Tom Richardson, Bob Hesler, Jim Davidson, and Aaron Burnett

Members Absent: Klay Edwards, Richard Taylor, and Dr. Steve Titus

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

Guest Present: Rex Troute, The Hawk Eye

Call to order at 12:02 p.m.

Agenda Approval

Motion by Sadler to approve the May 25, 2017 agenda, second by Beck. All Ayes, motion carried.

Consent Agenda Approval

Norris stated that caulking (part 2), is going to be started next week, then it will be the same as the other ½ of the building that was done last year. SEIRPC received kudos from fellow Iowa councils of government at the last ICOG meeting in regard to our creative housing developments recently completed or started with single family homes. Financials are in a solid position. The accounts receivable to IFA of nearly \$62,000 is for the HOME down payment assistant grant we received for Burlington that we front, and then are reimbursed. Motion by Trousil to accept the consent agenda, second by Ash. All Ayes, motion passed.

Old Business

1. Department Reports: Hanan highlighted the Development Department report stating that we just received word that the EDA I & EDA II five year Work Plans were approved by the EDA. We will make application to the Federal Home Loan Bank (FHLB) in June for \$15,000 per home for up to 20 homes. The Tri-State Summit will be held June 8 in Burlington at the Capital Theater. Attendees from Iowa, Illinois and Missouri will be able to tour the Capital Theater and the Tama Building project. He reported on the progress of the South 9th Street rehabilitation project (Southeast Iowa Housing, Inc. project partnered with Great River Housing, Inc.) James introduced DOT's District 5 Transportation Planner, Hector Torres-Cacho. James talked about staffing changes which include two Planning Interns, Joel Heilman and Elizabeth Darnall, who started in May, and a Full Time Regional Planner, Kansha Tiwari, who will be starting June 12th. James noted in the fall of 2016, Iowa DOT was notified that the statewide process for identifying Transportation Alternative Program (TAP) projects has been disallowed as it was not in compliance with FAST Act guidance. A modified process for TAP funding will require a new statewide application, yet will still be scored regionally. Norris reported on the Transit report stating that we have taken delivery of 4 new buses in the last 7 months, which will replace older, worn out buses in our fleet. This will cause maintenance liabilities to go down. We have received approval

notification from IDOT per our Consolidated application for FY18 funding of \$318,453 to assist with operating and capital expense. Total rides have gone up for FY2017, mainly due to contracted and other rides. No action necessary.

2. Public Hearing: Final Draft FY2018 Transportation Planning Work Program (TPWP): Resolution #123-2017: A Resolution Adopting the FY2018 Planning Work Program, Authorizing Filing of Grant Application and Execution of Grant Contracts Consistent With the Work Program; and Resolution #124-2017: A Resolution Assuring Local Match for FHWA STP, FHWA SPR and FTA5311 Funds: Schleisman opened the Public Hearing at 12:27 p.m. James stated that the Final Draft FY2018 TPWP contains the outline for work performed with federal transportation planning dollars for FY2018 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 \$293,435 that the federal funding (80%) \$234,728 comes from FHWA SPR, FTA 5311, FHWA STP C/O, and FHWA STP; and that the total local match (20%) will be \$58,687. Some highlights of the FY2018 TPWP include: Continued assistance with the Southeast Iowa Regional Economic and Port Authority (SIREPA); technical assistance with transit planning; project assistance with regional passenger rail depots and freight rail development; project assistance and leadership with regional trail projects; and planning and guidance related to downtown parking in larger communities. James stated that there is a typo in the report, in that STP should be STBG now. Schleisman asked for comments, and there were no further comments made. **Ash made a motion to close the Public Hearing: Resolution No. 123-2017: A Resolution Adopting the FY2018 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 124-2017: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5311 at 12:29 p.m., second by Folluo.** A roll call vote was taken. All Ayes, motion carried. **Trousil made a motion to approve Resolution No. 123-2017: A Resolution Adopting the FY2018 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program, second by Moeller.** A roll call vote was taken. All Ayes, motion carried. **Folluo made a motion to approve Resolution No. 124-2017: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5311, second by Sadler.** A roll call vote was taken. All Ayes, motion carried.

New Business

1. Draft FY2018 – 2021 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 (STBG) and Transportation Alternative Program Dollars (TAP) anticipated to be received from Iowa DOT for FFY2021. James stated that 3 City STBG applications were received of which Burlington – Washington Street HMA Resurfacing Project was ranked #1 with an anticipated award of \$867,274. Ranked #2 is West Burlington – Mount Pleasant Street Rehabilitation Project that could be awarded \$405,554, but the West

Burlington City Council would need to decide if they want to use the funds, as their project must be able to be completed as described in their application in order to receive the funds. Only one County STBG application was received from Lee County – J20 Resurfacing, which is anticipated to receive \$2,342,428. James stated that at the July Full Board meeting, the final draft will be presented for approval. No action necessary.

- 2. FY2018 SEIRPC Budget:** Norris stated that the FY2018 Budget has been prepared and has been reviewed in April 2017 and was recommended by the Finance Committee to the SEIRPC full board for approval. He further stated that the planning assumptions include: Total FY2017 Revenues: \$2,546,191; Total FY2017 Expenses: \$2,266,209; and Projected Year-End Cash: \$1,374,820. SEIRPC is financially stable and is anticipated to be in the black for FY2017 and FY2018. The current rate of \$53/hour was increased in FY2010. It is recommended by Finance Committee to increase to \$60/hour rather than charging a separate rate for each individual to ensure covering staff costs. A building loan payoff alternative has been suggested by the Finance Committee, to continue making regular quarterly payments, and to set aside a dedicated amount of \$50,000 on 7/1/2017, 7/1/2018, and 7/1/2019 to pay off the balance of the loan in 2020 if feasible at that point. If the mortgage is paid off in 2020, there would be a significant savings in interest. Staffing levels are balanced with projected funding, which already occurred in FY2017 with the loss of one staff person in 47 Housing. The budget was prepared on an aggregate 3% salary increase. EDA funds had increased for the first time in many years to \$66,000, and may increase again in FY2018 to \$70,000. SEIRPC is always looking at new opportunities to serve Southeast Iowa. Some of those ideas include: Utility mapping and location; Impervious surfaces mapping; Drone photography and video; Iowa Prison Industries Housing; Infill housing development, etc. Schleisman commended staff for their excellent budget presentation. Beck made a motion to approve the SEIRPC FY2018 Budget with Alternate mortgage payoff option, and increasing the hourly rate from \$53 to \$60, second by Sadler. All ayes, motion carried.

MATTERS FROM THE FLOOR:

None.

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

Meeting adjourned at 12:55 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____