

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
May 26, 2011**

Members Present: Brent Schleisman, Hans Trousil, Gary Folluo, Chris Ball, Steve Bisenius, Klay Edwards, Jim Davidson, Bob Beck, Byron Smith, Michael O'Connor, Mark Huston, Bob Hesler, Mark Hempen, Phil Thomas, and Kent White

Members Absent: Sue Frice, Jim Howell, David File, and Randy Tillman

Guests Present: Sam Shea, IDOT

Staff Present: Mike Norris, Debbie Laughlin, Bob Kuskowski, Jeff Hanan, Kim Schisel, Madeline Emmerson and Zach James

Call to order at 12:02 p.m.

Agenda Approval

Motion by Trousil to approve the May 26, 2011 agenda, second by Hempen. All Ayes, motion passed.

Consent Agenda Approval

Motion by Trousil to accept the consent agenda, second by Beck. All Ayes, motion passed.

Old Business

1. Department Reports: Hanan reported on things that were happening in the Development Department, such as the progress of the application process for the Housing Trust Fund projects; that Burlington received another Neighborhood Stabilization Plan grant; and that closings are beginning for the Single Family New Construction projects. He further stated that demolitions and acquisition are in progress as the Flood Recovery efforts are winding down, and that there are two potential RLF applications in the works. James stated that the Bike to Work Week was successful; that the 3rd year of the Regional Utility Survey will be in final stages in early June; that the Flint River Trail is progressing and that a portion should be completed in the fall. Kuskowski reported that although fuel prices continue to be a problem, they are stabilizing. He highlighted the bus maintenance issues, and discussed the new buses that are scheduled to arrive in June and August. Kuskowski stated that SEIRPC has been given an opportunity to bid on the Lee County CPC and public transit business. No action necessary.
2. Public Hearing – Resolution No. 81-2011: A Resolution Approving the FY2012 Passenger Transportation Plan: Schleisman opened the Public Hearing at 12:14 p.m. James stated that the PTP is a required document by the Iowa Department of Transportation's Office of Public Transit and the purpose of Region 16 PTP is to improve coordination among human service agencies and public transportation providers. James further stated that Iowa DOT now only requires an annual update of the PTP, with a full update every 5 years, and he updated the board on the highlights of the changes from the previous year. Schleisman asked for comments, and there was no one from the public in attendance, and no further comments were made. Folluo made a motion to close the Public Hearing to Approve Resolution No. 81-2011: A Resolution Approving the FY2012 Passenger Transportation Plan at 12:16 p.m., second by Beck. All Ayes, motion carried. Folluo made a motion to

approve Resolution No. 81-2011: A Resolution Approving the FY2012 Passenger Transportation Plan, second by Trousil. A roll call vote was taken. All Ayes, motion passed.

3. Public Hearing - Resolution No. 82-2011: A Resolution Adopting the FY2012 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 83-2011: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5211 Funds: Schleisman opened the Public Hearing at 12:18 p.m. James stated that the Final Draft FY2012 TPWP contains the outline for work performed with federal transportation planning dollars for FY2012 and includes projects such as Safe Routes to School, special project assistance for passenger rail depots and freight rail development, and regional trail projects, traffic data collection, traffic speed indicators, technical assistance with transit planning, and completion of all programmatic requirements for the region and Iowa DOT. James explained that out of the total Transportation Planning Budget of \$237,880, that the federal funding (80%) \$190,304 comes from FHWA SPR, FTA 5311, FHWA STP C/O, and FHWA STP; and that the total local match (20%) will be \$47,576. Schleisman asked for comments, and there was no one from the public in attendance, and no further comments were made. O'Connor made a motion to close the Public Hearing; Resolution No. 82-2011: A Resolution Adopting the FY2012 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 83-2011: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5211 Funds at 12:22 p.m., second by White. All Ayes, motion carried. O'Connor made a motion to approve Resolution No. 82-2011: A Resolution Adopting the FY2012 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program, second by Hempen. All Ayes, motion passed. Trousil made a motion to approve Resolution No. 83-2011: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5211 Funds, second by Bisenius. All Ayes, motion carried.

New Business

1. FY2012 Agreement Between Southeast Iowa Regional Planning Commission (SEIBUS) and Chauffers, Teamsters and Helpers Local Union No. 238 Affiliated with the International Brotherhood of Teamsters: Norris stated that staff met with the bargaining unit twice in negotiations, and then mutually agreed to go into arbitration. He stated that the arbitrator ruled that the unit would receive a 2% increase in pay with no changes to insurance language, as sought by SEIRPC. Schleisman stated that we have laid the groundwork for future negotiations, and the board encouraged staff to continue seeking insurance participation in the future. Folluo made a motion to approve the FY2012 Agreement Between Southeast Iowa Regional Planning Commission (SEIBUS) and Chauffers, Teamsters and Helpers Local Union No. 238 Affiliated with the International Brotherhood of Teamsters, second by O'Connor. All Ayes, motion passed.
2. SEIRPC FY2012 Budget: Norris stated that staff has met with the Finance Committee twice to develop the FY2012 budget and that revenues for the total budget are 95% secured. He further stated that the total Budget is \$2,104,128, total revenues \$2,168,119; ending fund balance \$63,991; and projected year-end cash \$524,000. Norris stated that staff recommendation is a 1.5% salary increase with a 1.5% one time bonus to reward staff for their dedication and hard work. Norris highlighted some other items in the budget regarding equipment, computers, software, vehicles, housing projects,

RLF program, etc. Norris stated that the general outlook is that revenues are down, expenses are up, and Federal funds have been cut, but he sees SEIRPC putting more focus on advance planning, and partnership opportunities. Schleisman commended Kim Schisel for doing a great job on a complicated budget system. Folluo made a motion to approve the SEIRPC FY2012 Budget, second by Trousil. All Ayes, motion passed.

3. Draft FFY2012 – FFY2015 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 TE) received from Iowa DOT for FFY2015, and discussed the project applications for FFY2015 and how they were ranked by the Technical Advisory Committee. James also presented a map to the board showing where the various projects are located. James stated that at the July Full Board meeting, the final approval will be given. James further stated that applications will be due in December of this year for FFY2016 projects. No action necessary.

4. Public Hearing: Approve Consolidated Transit Fund Application: Schleisman opened the Public Hearing at 12:54 p.m. Kuskowski 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. He further stated that we are applying for federal funds for transit in non-urbanized areas and/or for transit serving primarily elderly person and persons with disabilities in the amount of \$251,923; and from state-wide federal capital assistance for transit in the amount of \$176,640. Kuskowski stated that there are other items that SEIRPC plans to apply for including \$5,000 to purchase maintenance software. Schleisman asked for comments, and there was no one from the public in attendance, and no further comments were made. O'Connor made a motion to close the Public Hearing to Approve Consolidated Transit Fund Application at 12:56 p.m., second by Beck. All Ayes, motion carried. White made a motion to approve the Consolidated Transit Fund Application, second by Hempen. All Ayes, motion carried.

MATTERS FROM THE FLOOR:

Norris stated that the Open House in April brought great attendance (200 – 250) and that we received numerous positive responses.

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

Meeting adjourned at 12:57 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Jim Howell, Secretary

Date: _____

Date: _____