

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
May 26, 2016**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Gary Folluo, Mark Huston, Bob Beck, Dr. Michael Ash, Steve Bisenius, Ron Sadler, Brad Quigley, David Varley, Jim Davidson, and Greg Moeller

Members Absent: Aaron Burnett, Klay Edwards, Dr. Steve Titus, Chris Ball, Richard Taylor, and Bob Hesler

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

Guest Present: Jason Huddle, IDOT; and Penny Vascek, Senator Grassley's office

Call to order at 12:01 p.m.

### **Agenda Approval**

Varley made a motion to approve the May 26, 2016 Agenda, second by Trousil. All ayes, motion carried. Penny Vascek from Senator Grassley's office was introduced.

### **Consent Agenda Approval**

Norris highlighted the director's report stating that quotes have been taken for caulking repair work on the office building and parking area. The west and south sides of the building and spot work in the parking lot will be undertaken this summer. Staff attended a port update meeting held May 23<sup>rd</sup> in Quincy, IL. The Mid-American Port Commission is applying for funding needed to complete its port facility in south Quincy. SEIRPC is involved as the Iowa Repository for the Port Commission and is also the administrator for the Southeast Iowa Regional and Economic Port Authority. Accounts receivable is high, but is expected to return to normal levels with DOT planning, DOT transit and Dubuque County payments in the near future. Trousil made a motion to approve the Consent Agenda, second by Folluo. All ayes, motion carried.

### **Old Business**

1. Department Reports: Hanan reported that we made the first loan from Keokuk RLF since 2010. Changes are being made to the Keokuk program to assist with getting funds out. Another RLF loan application from Bark & Play Daycare & Suites for expansion is on the agenda today for your consideration. MFNC #6: Tama Building in downtown Burlington is moving forward. Brazelton in downtown Mount Pleasant is on schedule to be completed the first part of July. Southeast Iowa Housing has a spec house in Mount Pleasant under construction and the framing began. The Tri-State Housing Summit will be held Wednesday, June 8<sup>th</sup> at Culver Stockton College in Canton, MO. James reported that Jordan Brown, joined the Planning Department on May 16<sup>th</sup> as the summer planning intern. Jordan just completed his 1<sup>st</sup> year as a graduate student in the urban and regional planning program at the University of Iowa, and is a Fort Madison native. SEIRPC Planning Department received an Excellence in Regional Transportation Award from the National Association of Development Organizations (NADO) for our work on the

Downtown Burlington Parking Study. Staff will accept the award and have the project on display at the NADO Regional Transportation Planning Conference in Chattanooga, TN on June 13<sup>th</sup>. Baker stated that additional capital has been applied for through a FAST Act application via Iowa DOT, which could result in an additional six buses replaced in FY2017, bringing the fleet in outstanding shape. SEIRPC is up do date on MCO contracts on working on billing details with each of the MCOs, and the monies are beginning to come in. No action necessary.

2. Public Hearing: Final Draft FY2017 Transportation Planning Work Program (TPWP): Resolution #117-2016: A Resolution Adopting the FY2017 Planning Work Program, Authorizing Filing of Grant Application and Execution of Grant Contracts Consistent With the Work Program; and Resolution #118-2016: A Resolution Assuring Local Match for FHWA STP, FHWA SPR and FTA5311 Funds: Schleisman opened the Public Hearing at 12:20 p.m. James stated that the Final Draft FY2017 TPWP contains the outline for work performed with federal transportation planning dollars for FY2017 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 \$282,005, that the federal funding (80%) \$225,604 comes from FHWA SPR, FTA 5311, FHWA STP C/O, and FHWA STP; and that the total local match (20%) will be \$56,401. Some highlights of the FY2017 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. Norris stated that the TPWP is a great resource and asset for stability for the Planning Department. Schleisman asked for comments, and there were no further comments made. **Moeller made a motion to close the Public Hearing: Resolution No. 117-2016: A Resolution Adopting the FY2017 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 118-2016: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5311 at 12:22 p.m., second by Bisenius.** A roll call vote was taken. All Ayes, motion carried. **Folluo made a motion to approve Resolution No. 117-2016: A Resolution Adopting the FY2017 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program, second by Sadler.** A roll call vote was taken. All Ayes, motion carried. **Folluo made a motion to approve Resolution No. 118-2016: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5311, second by Trousil.** A roll call vote was taken. All Ayes, motion carried.

#### **New Business:**

1. RLF Application Bark & Play Daycare & Suites: Hanan stated that Bark & Play Daycare & Suites, through primary lender Two Rivers Bank & Trust, has applied for \$40,000 in revolving loan funds to be used for the purpose of building expansion. This is their second RLF loan, but the business is doing extremely well, and the expansion is necessary to accommodate their growing business. The project is expected to retain 5 jobs and create 6 jobs. The SEIRPC Loan Review Committee met on May 19<sup>th</sup> to consider the application and voted to recommend funding the request. Huston made a motion to approve the RLF Application from Bark & Play

Daycare & Suites in the amount of \$40,000 from the EDA II RLF Fund with the following terms: 10 year amortization; Interest rate 4%; and Collateral: Real estate mortgage on commercial property; General UCC business lien filing, and personal guarantee, second by Bisenius. All ayes, motion carried.

2. Draft FY2017 – 2020 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) anticipated to be received from Iowa DOT for FFY2020. James stated that 5 City STP applications were received of which Fort Madison – Business 61 (Highway 2), 10th Street to 20<sup>th</sup> St. project was ranked #1 with an anticipated award of \$1,151,701. Only one County STP application was received from Henry County – J20 HMA Resurfacing with Cold in Place, which is anticipated to receive \$1,562,785. 2 Applications were received for the TAP funds with the City of Mount Pleasant – South Iris Street Connector Trail – Ashford Park to North of Washington Street ranked #1 with anticipated funding of \$250,000. Louisa County Conservation Board – Hoover Nature Trail Improvements and Trailhead at Morning Sun ranked #2 with the anticipated funding of \$69,558 which they can use if they can complete the project as applied. James stated that at the July Full Board meeting, the final draft will be presented for approval. No action necessary.
3. FY2017 SEIRPC Budget: Norris stated that the FY2017 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 FY2017 Revenues: \$2,363,451; Total FY2017 Expenses: \$2,366,413; Beginning Cash Balance: \$1,048,357; and Projected Year-End Cash: \$1,142,471. SEIRPC is financially stable and in the black for FY2016 and FY2017. Staff levels have been consistent with the amount of services provided. Flood revenues are expiring this year and staffing levels will be balanced with projected funding. EDA funds increased to \$66,000, a \$5,000 increase for the first time in many years. CDBG programs are providing smaller shares of grant funding for the region. Housing is a hot issue in southeast Iowa, brought to everyone's attention by the fertilizer plant. Opportunities for community-supported and non-profit supported housing developments are many. SEIRPC must keep taking advantage of housing opportunities for members, including multi-family grants, USDA options, housing trust fund, owner occupied rehab., FHLB, entrepreneurial ventures, Southeast Iowa Housing, Inc. (SIH) and options from IFA or other setups. SIH is being utilized for affordable housing development in the region for the first time with a spec housing being built in Mount Pleasant for an LMI buyer. Staff efficiencies continue to make a large difference in budget outcomes and the budget was prepared on an aggregate 3% salary increase. Schleisman commended staff for their excellent budget presentation. Ash made a motion to approve the SEIRPC FY2017 Budget, second by Trousil. All ayes, motion carried.

#### **MATTERS FROM THE FLOOR:**

Jason Huddle updated the board on the Highway 34 Resurfacing Project.

Frice made a motion to adjourn, second by Folluo. Meeting adjourned at 12:49 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Mark Huston, Secretary

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

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