

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
May 28, 2015**

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

Members Absent: Klay Edwards, Brad Quigley, Richard Taylor, and Chris Ball

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

Guest Present: Rex Troute, The Hawk Eye Newspaper

Call to order at 12:03 p.m.

Agenda Approval

Motion by Folluo to approve the May 28, 2015 agenda, second by Sadler. All Ayes, motion passed.

Consent Agenda Approval

Norris stated that this would be David File's last SEIRPC board meeting, and he presented David File with a certificate of appreciation for his six years of service as an SEIRPC Full Board member, which included his involvement with SEIRPC's move to our new facility. David File stated his appreciation of the framed certificate, and said that he has worked with various Economic Development and Chamber of Commerce entities in southeast Iowa since 2000, and that different communities have different relational methods. This group (SEIRPC), however, really reinforces an abundance mentality working for the benefit of the region.

Norris mentioned that Big River Resources re-upped their rental contract for another five years. They are an anchor tenant, and they have been pleased with the arrangement. Norris' two-year term as Iowa Association of Regional Councils (IARC) chairman will be completed in June, however, he will continue as the immediate past chair on their executive committee. Motion by Bisenius to accept the consent agenda, second by Trousil. All Ayes, motion passed.

Old Business

1. Department Reports: James highlighted the Planning Department report stating that The Lee County Conservation Heron Bend Park Plan is expected to be complete by mid-August. Another service that we offer is to do a zoning ordinance update which we contracted to do for West Burlington. A draft update to the ordinance will be presented to the planning and zoning commission in July. Baker, new Transit Director, highlighted her report going over some staffing and route changes, including mentioning that Sherry Andrews will be retiring at the end of June. SEIBUS supported the WorkForce Job Fair on May 21st. Our first advertisements have been placed on two buses based in Lee County and we have had more inquiries for additional ads.

Hanan highlighted the Development Department report stating that we are currently processing an RLF application for the Henry County RLF. The last Henry County RLF loan was approved in 2013. The regional RLF is currently processing one application. This fiscal year we have processed/approved 10 loans to 6 entities, totaling more than \$1 million. Lead testing is underway for Multi-Family New Construction (MFNC) #6 in Fort Madison and Burlington. Mount Pleasant's project inspections will begin soon. The Federal Home Loan Bank (FHLB) Grant application is due June 30th. We will submit for the rehab of 20 homes throughout the region. Dan Eberhardt handed out the invitation and schedule for the Tri-State Development Summit to be held June 10th at the former school in Fort Madison. This will be the first time this event has been held in Iowa. Mr. Tony Hernandez will be the top speaker on the topic of what USDA can offer the region. No Action Necessary.

2. Community Transition Coordinator Update: Tracey Lamm, SEIRPC Regional Development Coordinator, stated that SEIRPC created the Community Transition Coordinator (CTC) position in May 2014, which has experienced success in its goal of effecting a decline on frequent returns to the jail setting, particularly for those that had unaddressed and untreated mental health/mental illness issues. Just a year into the program and it is already starting to evolve to the next level. With the transition of mental health services from a county by county delivery system to a regional system, the CTC position and overall jail diversion program is poised to be implemented region-wide. Des Moines and Lee Counties plan to continue with this program going forward. Henry, Louisa, Washington, and Keokuk counties have joined in planning efforts with Lee and Des Moines County to expand the program into those counties. SEIRPC has been asked to continue to work with the program and facilitate the development of the evolution of this position. This could possibly include the addition of another employee. No Action Necessary.
3. Iowa DOT Six-Year Review Update: Norris stated that the Iowa DOT recently completed its six-year review with SEIRPC and has provided its final report. SEIRPC receives federal and state planning funds from Iowa DOT and the Region 16 allocation and is expected to maintain and complete at a minimum: 1) Transportation Improvement Program (TIP); 2) Passenger Transportation Plan (PTP); 3) Long Range Transportation Plan (LRTP); and 4) Transportation Planning Work Program (TPWP). SEIRPC met all day with four DOT staff, one DOT District staff, and one Federal Highway staff during the review on April 8th. SEIRPC received high marks in several areas and has areas to improve on, including: Public input techniques; More closely linking planning goals to funded TIP projects; Expanding coordination efforts in planning documents; and More timely updates on TIP-funded project status. A three-year follow up will be scheduled in anticipation of the next six-year review. No Action Necessary.
4. Public Hearing: Resolution No. 111-2015: A Resolution Adopting the FY2016 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 112-2015: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR and FTA 5311: Schleisman opened the Public Hearing at 12:42 p.m. James stated that the Final Draft FY2016 TPWP contains the outline for work performed with federal transportation planning dollars for FY2016 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 \$300,006, that the federal funding (80%) \$240,005 comes from FHWA SPR, FTA 5311, FHWA STP C/O, and FHWA STP; and that the total local match (20%) will be \$60,001. Some highlights of the FY2016 TPWP include: Continued assistance with the Southeast Iowa Regional Economic and Port Authority (SIREPA); Organizing a regional freight roundtable and completing a regional freight study; technical assistance with transit planning; Complete Streets Education, etc. 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. **Folluo made a motion to close the Public Hearing: Resolution No. 111-2015: A Resolution Adopting the FY2016 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program; and Resolution No. 112-2015: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5311 at 12:46 p.m., second by File.** A roll call vote was taken. All Ayes, motion carried. **Folluo made a motion to approve Resolution No. 111-2015: A Resolution Adopting the FY2016 Transportation Planning Work Program, Authorizing Filing of Grant Application and Execution of Grants Contracts Consistent with the Work Program, second by File.** A roll call vote was taken. All Ayes, motion carried. **Trousil made a motion to approve Resolution No. 112-2015: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR, and FTA 5311, second by Bisenius.** A roll call vote was taken. All Ayes, motion carried.

5. SEIRPC FY2016 Budget: Norris stated that the FY2016 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 FY2016 Revenues: \$2,463,013; Total FY2016 Expenses: \$2,382,655; Beginning Cash Balance: \$1,183,806; and Projected Year-End Cash: \$1,277,010. The FY2016 budget does not significantly deviate from the FY2015 budget, and both the current year and FY2016 look to be solvent years with the agency achieving incremental positive net income while providing services and operating programs in the region. On the federal side, transportation and transit look to be stable, with glimmers of hope showing for a new transportation authorization bill. CDBG programs continue to be a primary source of grant funding for the region. A 30% cut in 2009 CDBG appropriations continues to make housing rehabilitation, water, sewer, community facilities and downtown projects extremely competitive. Staff efficiencies continue to make a large difference in budget outcomes and the budget was prepared on an aggregate 3% salary increase. Norris mentioned that SEIRPC is always looking for new opportunities to serve southeast Iowa. Recently, partnering housing options with Iowa Prison Industries and apprenticeship projects have come to the forefront. Community Transition Coordinator services look to increase and expand, as well as workforce services through the SECTORS Act. Schleisman commended staff for their excellent budget presentation. Trousil made a motion to approve the SEIRPC FY2016 Budget, second by Beck. All Ayes, motion carried.

New Business:

1. Draft FFY2016 – 2019 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 FFY2019. James stated that 3 City STP applications were received of which Fort Madison – Business 61 (Ave H), 6th Street to 10th St. project was ranked #1 with an anticipated award of \$1,011,400; and Burlington – Washington Street HMA Resurfacing project was ranked #2 with an anticipated award of \$69,523, which they can use if they can complete the project as applied. Only one County STP application was received from Lee County – J48 Resurfacing Project which is anticipated to receive \$1,321,127. 3 Applications were received for the TAP funds with the City of West Burlington – Gear Avenue Trail ranked #1 with anticipated funding of \$280,000. Louisa County/Columbus Junction – Shoulder Paving/Rec Trail ranked #2 with the anticipated funding of \$126,141, which was not the full amount requested, but they have indicated they will use the dollars to complete that project. James stated that at the July Full Board meeting, the final draft will be presented for approval. No action necessary.

MATTERS FROM THE FLOOR:

None.

Motion to adjourn meeting by Sadler, second by Frice. All Ayes

Meeting adjourned at 1:19 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____