

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
November 17, 2016**

Members Present: Brent Schleisman, Hans Trousil, Sue Frice, Gary Folluo, Mark Huston, Dr. Michael Ash, Aaron Burnett, Brad Quigley, David Varley, Richard Taylor, Ron Sadler, Jim Davidson, and Bob Hesler

Members Absent: Greg Moeller, Bob Beck, Dr. Steve Titus, Klay Edwards, Chris Ball, and Tom Richardson

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

Guest Present: Rex Troute, The Hawk Eye

Call to order at 12:04 p.m.

Agenda Approval

Frice made a motion to approve the November 17, 2016 Agenda, second by Davidson. All ayes, motion carried.

Consent Agenda Approval

Norris highlighted the director's report stating that a card was replaced for the elevator control panel, a window was replaced, and air sealing will be done in the basement utility room to control occasional sewer pit odors. Income has slowed down in the 2nd quarter of the fiscal year, however, \$190,000 will be coming in from various reimbursements and grant programs, including Transit which does not yet have their Q1 federal reimbursement receivables recorded at this time. We will be sending out reminders for outstanding per capita dues. Interviewing has begun for the top 4 candidates for the Transit Director Position. Folluo made a motion to approve the Consent Agenda, second by Trousil. All ayes, motion carried.

Old Business

1. Department Reports: Norris reported that RLF has approved eight loans to five businesses this calendar year, totaling \$440,783 which helped to create or retain 70 jobs throughout the region. Staff is still in frequent contact with Keokuk Mills, and when they are ready for us, we will move forward. Southeast Iowa Housing, Inc. has completed a spec house in Mount Pleasant in partnership with Great River Housing, Inc. A buyer has been found, and it will sell for \$141,000. The cost on the home is about \$160,000, so the Great River Housing Development Assistance will help out with the difference. James reported that SEIRPC is wrapping up work on the one year Contract with Iowa Economic Development Authority Mapping for certified sites across the state. Additionally we are completing a Guide to Mapping for Economic Development to educate organizations on best practices for mapping of industrial sites for attracting economic development. Staff has put together a request for proposals on behalf of the City of Burlington to try to attract a developer to the Apollo School Building. SEIRPC staff gave presentations on the Downtown Burlington Parking Study and Mapping for

Economic Development at the Iowa Chapter of the American Planning Association on October 19, 20, and 21. No action necessary.

2. Procurement Policy Amendment: Norris stated that the amendment to the Procurement Policy is to satisfy Federal Transit Administration (FTA) requirements. It clarifies the ethics in procurement section to assure that there is no personal or financial gain for those involved in the procurement process (conflicts of interest). Verbiage is added pertaining to penalties for violating the policy. Trousil made a motion to approve the Procurement Policy Amendment as presented, second by Quigley. All ayes, motion carried.
3. CEDS Update: Norris stated that it has been four years since the Comprehensive Economic Development Strategy (CEDS) was last adopted. The CEDS is the regional development plan for southeast Iowa, and fulfills obligations and roles that fall to SEIRPC and justifies grant applications, etc. Every five years the CEDS is updated, and staff are working to complete the following items in preparation: Updating CEDS Steering Committee list (which must be majority private sector); Updating CEDS subcommittee list which make recommendations for priorities to the CEDS Steering Committee in Economic Development, Community Development, and Transportation; Plan the format and outline of the CEDS; and creating a draft timeline for committee meetings, data development, input and plan preparation. No action necessary.
4. Technical Advisory Committee (TAC) Vacancies: James stated that SEIRPC's Technical Advisory Committee (TAC) will have vacancies for 5 of its 9 committee members at the end of the 2016 calendar year. Des Moines County recommended Aaron Schmidgall; and Greg Moeller has been recommended from Henry County. Aaron Burnett from the City of Keokuk expressed interest in fulfilling the position that represents the SEIRPC board. No recommendation has been made to fill the Lee County or Louisa County nominations. Sadler made a motion to appoint Aaron Schmidgall from Des Moines County; Greg Moeller from Henry County, and Aaron Burnett from the SEIRPC Board of Directors to serve on the Technical Advisory Committee (TAC) beginning January 2017, second by Trousil. All ayes, motion carried. James stated that the other two vacancies could be appointed at the January Full Board meeting.

New Business:

1. FY2016 Annual Report: Norris thanked James for putting the report together, and then highlighted the FY2016 Annual Report. Norris commented that SEIRPC continues to produce results for the region. In FY2016, nearly \$3.7 million from outside sources was secured, creating a 45:1 return on investment from member dues. Housing services continue to benefit the region. 44 housing units were affected through new construction, rehabilitation, or down payment assistance. SEIBUS provides great service by transporting residents to work, medical appointments, and other destinations. Total provided rides in FY2016 total just over 138,000. SEIRPC planners have provided professional assistance to achieve outstanding results. Mount Pleasant and Keokuk are working on new comprehensive plans. Burlington's downtown parking study has provided a practical look at current use and potential improvements in what has been a detailed and impactful project.

Schleisman stated this is a good report and encouraged board members to share it with their cities, counties, and other entities. No action necessary.

2. 2016 McCosh and Meyer Nominations: Norris stated that letters went out regarding 2016 nominations for the Leland McCosh Award (outstanding public service) and the LeRoy Meyer Award (outstanding volunteer community contributions). Nominations are due by the end of December. The awards will be presented at the January Full Board meeting. No action necessary.

MATTERS FROM THE FLOOR:

Norris informed the board of recognition received by SEIRPC from SCC for contributing to the Building the Dream campaign. SEIRPC wrote and administered a \$1,000 EDA grant to help construct the new Industrial Maintenance & Technology building on the Keokuk campus.

Frice made a motion to adjourn, second by Trousil. Meeting adjourned at 12:41 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____