

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
November 29, 2012**

Members Present: Brent Schleisman, Hans Trousil, Mark Hempen, Steve Bisenius, Jim Davidson, Kent White, David File, Gary Folluo, Andy Truitt, Klay Edwards, Bob Hesler, Mark Huston, Byron Smith, and Michael O'Connor

Members Absent: Chris Ball, Bob Beck, Jim Howell, and Sue Frice

Guests Present: Rex Troute, The Hawkeye

Staff Present: Mike Norris, Debbie Laughlin, Jeff Hanan, Bob Kuskowski, and Zach James

Call to order at 12:04 p.m.

### **Agenda Approval**

Norris stated that New Business Item #2. RLF Application needs to be deleted. Motion by Hempen to approve the November 29, 2012 agenda after deleting New Business Item #2. RLF Application, second by Folluo. All Ayes, motion carried.

### **Consent Agenda Approval**

Norris stated that CPA & Associates have been doing our monthly financial statements and have done a great job. Motion by Trousil to accept the consent agenda, second by File. All Ayes, motion carried.

### **Staff Presentation:**

Bob Kuskowski, Transit Director for SEIBUS, has worked at SEIRPC since early 2009. He gave a synopsis of his work history at Winchester on the east coast until the firearms business was sold to a foreign company, then as Plant Manager at Scheafer Pen in Fort Madison until they closed, and then started his own consulting business. He stated that in 2008 SEIBUS reported 135,000 rides of which 44,000 were with JARC (Tyson rides); and today, we no longer have the Tyson account, but we reported 106,000 rides and are projecting more with the Lee County route. Kuskowski stated that in 2008 the average age of our transit vehicles was ten years of age, and today, the average age is six years, thereby allowing the amount for vehicle maintenance to be reduced. Currently SEIBUS employs 18 drivers, consisting of full time, part time, and substitutes, and there is an opening for one more substitute driver.

### **Old Business**

1. Department Reports: Hanan stated that the Great River Housing Trust local match has been secured and that application forms are going out for Multi Family New Construction round #5. Hanan further stated that the RLF could have up to four applications to consider in December, and that the flood buyouts should be completed by the end of the year. James highlighted some points from the Planning Department report stating that training has been completed for the speed indicators and he talked about the complete streets event process to help communities design or redesign their streets to accommodate all users of the transportation system. He also went over grant applications in process, recently funded grants, and upcoming grant opportunities. Kuskowski stated that the two new STP buses have arrived and are in service on the Iowa City route, which

do not need to be refueled in Iowa City since they have 55 gallon gas tanks. He further stated that he wants to re-evaluate the Wednesday Iowa City route for efficiency. No action necessary.

2. Public Hearing: Final Draft Resolution No. 95-2012 Approving The Long Range Plan for the Southeast Iowa Region (CEDS Plan): Schleisman opened the public hearing at 12:24 p.m. Norris reviewed the process of public input, and prioritization of goals from the subcommittees: Executive Board, Great River Region Partnership, and the Transportation Advisory Committee; as well as the work from the CEDS Steering Committee, and staff that went into putting together the CEDS plan, and he thanked everyone involved. Norris stated that there were no additional changes to the draft that was presented on September 27, 2012 for The Long Range Plan for the Southeast Iowa Region (CEDS Plan.) **Trousil made a motion to close the public hearing: Final Draft Resolution No. 95-2012 Approving the Long Range Plan for the Southeast Iowa Region (CEDS Plan) at 12:29 p.m., second by File. Roll call vote taken, all ayes, motion carried.** Discussion was held in regard to having annual performance reviews to ensure the performance measurements are taken into consideration over the course of the five year CEDS plan. **Trousil made a motion to approve the Final Draft Resolution No. 95-2012 Approving the Long Range Plan for the Southeast Iowa Region (CEDS Plan), second by File. Roll call vote taken, all ayes, motion carried.**
3. Increase Housing Line of Credit to \$200,000: Norris stated that SEIRPC is administering the Single Family New Construction program (SFNC), which provides up to 25% down payment assistance for low to moderate income buyers of newly constructed homes. SEIRPC has an existing line of credit of \$100,000 for this program and due to the number of homes scheduled to close and time needed to draw requests, the line is requested to increase to \$200,000. Norris further stated that the interest paid to Two Rivers Bank and Trust is reimbursable as an administration expense. Norris stated that the gap loan usually is 30 to 60 days and that we pre-draw funds whenever we are able. Huston made a motion to approve Increasing the Housing Line of Credit to \$200,000, second by Trousil. All Ayes, motion carried.
4. Update CHDO (Community Housing Development Organization): Norris stated that Southeast Iowa, Inc. has been established and will hold its first meeting in December. He stated that the likely role of the CHDO is to rehabilitate acquired homes and then sell them to low to moderate income buyers. Norris further stated that the CHDO's 501c(3) non-profit designation is forthcoming and not yet finalized. No action necessary.

#### **New Business:**

1. Multi Family New Construction Round 5: Norris stated that through flood recovery funds, the state has offered a fifth round of multi-family housing funds, which is used to develop through new construction or adaptive reuse multi-family rental units for low to moderate income individuals. He further stated that the deadline for submittal of interest forms is December 17, 2012, and that only two applications per community are eligible for application. Norris stated that staff has publicized the availability of funds through Facebook, the SEIRPC River Currents Newsletter, and news coverage through The Hawk Eye. No Action Necessary
2. RLF Application: Taken off the Agenda.

3. RLF Write Off: Hanan stated that The Little Black Dress loan, through the EDA I RLF pool, has been determined uncollectable after the owners, who personally guaranteed the loan, have declared bankruptcy. He stated that our attorney Jim Miller notes that the Wilson's bankruptcy is final and the case has been closed. Hanan stated that the current balance on the SEIRPC note (EDA I #07-02) is \$11,613.57 and the RLF Loan Review Committee met on November 27<sup>th</sup> and recommended that the SEIRPC Board take action to write-off the remaining balance of this SEIRPC note. Hanan further stated that this is only the 3<sup>rd</sup> write-off since 1994. Trousil made a motion to write off the remaining balance of \$11,613.57 on EDA I #07-02 loan to Little Black Dress, second by White. All Ayes, motion carried.
  
4. MAP-21: Norris stated that the new transportation authorization bill, MAP-21 (Move Ahead for Progress), was recently passed and affects the allocation of funds for our region, particularly with the Transportation Alternatives Program (TAP). He further stated that the changes will necessitate looking at ways to change our rating process in order to be more fairly evaluated. No action necessary.
  
5. McCosh and Meyer Awards: Norris stated that letters went out for nominations for the McCosh and Meyer awards, which are due by December 28<sup>th</sup>. He stated that the McCosh award is for outstanding service to local government, and the Meyer award is for outstanding service to a community. No action necessary.
  
6. Recognition of Service - Kim Schisel: Norris stated that Kim Schisel, SEIRPC Finance Director, passed away suddenly on October 22, 2012. He stated that staff wishes to recognize her in front of the board, media services, and in the public record, for her efforts and contributions to SEIRPC since June, 2004. Norris stated that her 8+ years of service came at a critical time as SEIRPC undertook new services and programs and expanded existing services, and that she was instrumental in budgeting for and financing the new SEIRPC building. Norris further stated that staff plans to memorialize Kim with a flowering tree planted on the SEIRPC grounds. No action necessary.

**MATTERS FROM THE FLOOR:**

Norris reminded the board that appointment letters have just gone out, and to be sure the Cities and Counties get the appropriate resolutions noting the appointments for FY2013 turned in to Debbie.

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

Meeting adjourned at 12:56 p.m.

Submitted by Debbie Laughlin

\_\_\_\_\_  
Mike Norris, Executive Director

\_\_\_\_\_  
Jim Howell, Secretary

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

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