

Southeast Iowa Regional Planning Commission  
Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
October 23, 2014

Members Present: Hans Trousil, Sue Frice, Mark Huston, and Gary Folluo

Members Absent: Brent Schleisman

Staff Present: Mike Norris, Bob Kuskowski, Lori Gilpin, Jeff Hanan, Dan Eberhardt, and Debbie Laughlin

Call to order at 12:00 p.m.

### **Agenda Approval**

Motion by Folluo to approve the October 23, 2015 agenda, second by Trousil. All Ayes, motion carried.

### **CONSENT AGENDA APPROVAL**

Norris stated that new parking lot stripes and handicapped space designs were painted. Other end of the year maintenance includes outside power washing and window washing. He noted that the financials reflect a high accounts receivable balance due primarily to CDBG housing funds received through the six-step Super COG process. Motion by Trousil to accept the consent agenda, second by Folluo. All Ayes, motion carried.

### **Old Business:**

1. Health Insurance Update: Norris stated that we have been looking for ways to get better benefits for employees and less risk for the agency with partial self-funding. A quote from Co-Opportunity has been received and shows that employees would see less out of pocket maximum for single and family coverage, and a smaller family deductible. SEIRPC would have \$89,000 less PSF exposure and \$6,600 in premium savings compared to the Wellmark renewal quote. No action necessary.
2. Special EDA Projects Update: Norris stated that SEIRPC has not had an increase from EDA in 25 years. We have been given an opportunity this year to receive an additional \$30,000 in the FY2015 Planning Grant period for 3 special projects: 1) Business Continuity Planning; 2) Single Point of Contact (SPOC) for regional economic development; and 3) Regional Venture Capital Structure. These projects were developed with the Great River Rational Partnership (GRRP) regional economic development marketing group in conjunction with the CEDS. In addition, we will be partnering with the Center for Industrial Research and Service (CIRAS) out of Iowa State University for planning services in connection with the business continuity planning. No action necessary.

### **New Business:**

1. Transit Capital Disposition Plan: Kuskowski stated that SEIBUS had been hanging on to some of the buses thinking that there would be more interest in the Fertilizer Plant workers ridership and because 5 units are imminent for replacement, with the older vehicles moving to the top of the list. Kuskowski highlighted the plan noting that the current inventory is 27

vehicles. He would like to retire 2 light duty buses now using Purple Wave auctions, and then when grants become available, replace all five of the buses listed for replacement. Then, after retiring an additional 3 light duty buses, the average age of our bus fleet would be less than 4 years old. Trousil made a motion to recommend approval of the Transit Capital Disposition Plan to the SEIRPC Full Board, second by Huston. All ayes, motion carried.

2. HOME Down Payment Assistance: Norris stated that SEIRPC staff are evaluating the benefits of applying for HOME single family down payment assistance through the Iowa Finance Authority (IFA) as another affordable housing option. The application for the HOME Down Payment Assistance would be due in January 2015. A typical project may be for 10 homes, and \$375,000 of total assistance, including hard costs, soft costs, and technical services. Eberhardt highlighted the program and stated that SEIRPC could invest \$24,999 per home in rehabilitation costs to bring the home up to minimum rehabilitation standards, with additional funds for technical assistance on lead abatement and general administration. The purchase price of the home plus the rehabilitation costs must not exceed \$114,000. The home buyer must live in the home for 10 years, or the funds would have to be given back and sent back to IFA. Norris stated that SEIRPC would be responsible for foreclosures. A final proposal will be brought to the SEIRPC full board in November. No action necessary.
  
3. Staffing Update: Norris stated that Travis Kraus went to the Mount Pleasant Chamber as their Executive VP, leaving the Regional Planning position open. We have received quite a few applications for both the Regional Planning position as well as the Planning Intern position that will be opening up in December. Applications close October 24<sup>th</sup> with review and interview processes to follow before year's end. No action necessary.

**MATTERS FROM THE FLOOR:**

None.

Motion to adjourn meeting by Trousil.  
Second by Folluo. All Ayes

Meeting adjourned at 12:37 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Mark Huston, Secretary

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

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