

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
September 22, 2016**

Members Present: Brent Schleisman, Hans Trousil, Gary Folluo, Mark Huston, Dr. Michael Ash, Steve Bisenius, Aaron Burnett, Brad Quigley, David Varley, Bob Beck, Bob Fleming (alternate for Jim Davidson), Greg Moeller, and Bob Hesler

Members Absent: Sue Frice, Dr. Steve Titus, Richard Taylor, Klay Edwards, Ron Sadler, and Chris Ball

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

Call to order at 12:03 p.m.

Agenda Approval

Trousil made a motion to approve the September 22, 2016 Agenda, second by Folluo. All ayes, motion carried.

Consent Agenda Approval

Norris highlighted the director's report stating that the 6th Annual SEIRPC Golf Outing/Fundraiser for Great River Housing Trust Fund was held on September 15th at Flint Hills Golf Course. We had 72 golfers and net proceeds exceeded \$6,000, with over 50 sponsors. Over 6 years, the tournament has raised over \$30,000 and leveraged an additional \$120,000 for southeast Iowa. Year-end financials are complete, with SEIRPC showing a positive unrestricted net income. SEIBUS net income shows higher than budget due to delay in bus arrivals and local match expenditures as well as lower fuel prices. Bisenius made a motion to approve the Consent Agenda, second by Moeller. All ayes, motion carried.

Old Business

1. Department Reports: Hanan reported that we will be considering two loans this month – Keokuk Mills, LLC and Sliwinski Family Eyecare. Southeast Iowa Housing, Inc. spec house in Mount Pleasant is nearing completion. SEIRPC is currently looking for interested buyers. MFNC #6: Brazelton is nearing completion and units are being rented. Work on the Tama building continues. Apartments are being framed in and all lead has been abated. James reported that we recently contracted with the City of Keokuk to update the City's comprehensive plan to provide a vision and guidance for future development and growth of their community. Currently it is gearing up for public input through interviews, surveys, public events, and public meetings. The Iowa APA Annual Conference will be holding their annual conference in Burlington on October 19, 20, and 21st. The Planning Department staff has been working with local partners and the Greater Burlington Convention and Visitors Bureau and the Iowa Chapter of APA to host the conference. We would like to encourage our regional partners to register for the conference. James went over grant applications in process and funded grants, such as the Downtown Partners, Inc. recently was awarded the HRDP Emergency Grant for the Typewriter Shop restoration project in the amount of \$10,000. No action necessary.

New Business:

1. RLF Application Sliwinski Family Eyecare: Hanan stated that Sliwinski Family Eyecare, through primary lender Two Rivers Bank & Trust, has applied for \$80,783 in revolving loan funds to be used for the purpose of acquiring the established practice of Dr. Larry Taylor. The project is expected to retain 4 jobs and help create 4 jobs. The SEIRPC Loan Review Committee met on August 18th to consider the application and voted to recommend funding the request. Bisenius made a motion to approve the RLF Application from Sliwinski Family Eyecare in the amount of \$80,783 from the EDA I RLF Fund with the following terms: 10 year amortization; Interest rate 4%; and Collateral: Real estate mortgages on business property and personal property; General UCC business lien filing, and personal guarantee, second by Trousil. All ayes, motion carried.
2. RLF Application: Keokuk Mills, LLC: Hanan stated that Brad Mills (DBA Keokuk Mills, LLC), through primary lender Lincoln Savings Bank, has applied for \$550,000 in revolving loan funds to be used for the purpose of acquiring the former Keokuk Steel Castings operation in Keokuk. This is a loan of risk yet is of extreme significance. The project is expected to create 200 jobs over the next three years and would re-open the former Keokuk Steel Castings plant that closed its doors in March of 2016. Mr. Mills of Houghton, IA has over 20 years of running manufacturing plants and turning distressed plants around, including metal fabrication and metal casting plants. The SEIRPC Loan Review Committee met on August 18, September 8, and September 21, 2016, to consider the application. These were in-depth meetings as presently, the Lincoln Savings Bank has not formally approved their credit package, but has given preliminary approval and final approval will be sought Friday, September 23rd. Usually, in any RLF application we have processed, the primary bank has given a commitment letter first. SEIRPC is a part of a \$6 million credit package, where it will have 9% of the total. The owner will need to have SEIRPC funds in order to close the purchase agreement with KSC's owner on September 30th, as there is no option for extension. SEIRPC will take security in the Keokuk Plant and cross-collateralize with other assets in manufacturing businesses owned by Mr. Mills, including personal guarantees. It will be the most comprehensive junior-collateral list SEIRPC has assembled to date. The SEIRPC RLF Loan Review Committee voted to recommend funding the \$550,000 request under the following terms: Contingent upon receiving a commitment letter from the primary lender; 10 year amortization; Interest rate 4%; and Collateral: Real estate mortgage on business property; General UCC business lien filing, Corporate guarantee, and personal guarantee. Ash made a motion to approve the RLF Application from Keokuk Mills, LLC in the amount of \$550,000 under the terms recommended by the SEIRPC Loan Review Committee, second by Trousil. All ayes, motion carried.
3. Technical Advisory Committee (TAC) Openings: James stated that Southeast Iowa Regional Planning Commission's Technical Advisory Committee (TAC) will have vacancies for 5 of its 9 committee members at the end of 2016. James went over and explained the TAC member table from 2014 - 2016 noting that the blue highlights signify that they have already served their 2nd term. Each position was given a three-year term with new terms starting in 2014. No TAC member can serve more than two consecutive three-year terms. As three year terms expire, positions

rotate by county. SEIRPC Board must appoint a Board Representative every three years. Recommendations to fill vacant positions should be submitted to Executive Board members prior to the December Executive Board Meeting. No action necessary.

MATTERS FROM THE FLOOR:

Norris gave an update from the Transit Department. He stated that SEIBUS had 3% fewer rides compared to last year, which could be somewhat impacted by the privatization of Medicaid. However, Medicaid requirements have recently been relaxed. We should be receiving 4 new buses soon. Then, the older buses will be auctioned through the Purple Wave Auction site. Seibus has been in a transition process with our day to day operations in light of the Transit Director position vacancy. The hiring process for the Transit Director position will begin in October. If you know of a qualified candidate that would be interested, please let me know. No action necessary.

Bisenius made a motion to adjourn, second by Trousil. Meeting adjourned at 12:37 p.m.

Submitted by Debbie Laughlin

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____