

**Southeast Iowa Regional Planning Commission  
Full Board Meeting Minutes  
West Burlington City Hall, 122 Broadway, West Burlington, IA 52655  
September 30, 2010**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Jim Howell, Gary Folluo, Michael O'Connor, Paula Buckman, Steve Bisenius, Jim Davidson, David File, Klay Edwards, Tim Scott, Kent White, Mark Hempen, Bob Beck, and Randy Tillman

Members Absent: Mark Huston, Byron Smith, and Beverly Simone

Guests Present: News Media from KBUR

Staff Present: Mike Norris, Debbie Laughlin, Bob Kuskowski, and Kim Schisel

Call to order at 12:02 P.M.

### **Agenda Approval**

Motion by File to approve the September 30, 2010 revised agenda, second by Scott. All Ayes, motion passed.

### **CONSENT AGENDA APPROVAL**

Motion by Howell to accept the consent agenda, second by Trousil. All Ayes, motion passed.

### **Old Business**

1. Facility Update: Norris stated that the closing on the facility at 211 N. Gear Avenue, West Burlington, is scheduled for 11:00 a.m. on October 1<sup>st</sup>. He further stated that SEIRPC has received 9 requests for proposals (RFP's) for services needed up front for the move, and for ongoing services for cleaning and lawn care & snow removal. Norris stated that sealed bids for the 1<sup>st</sup> EDA Contractor RFP were opened September 28<sup>th</sup>, and the lowest bidder, if approved by the board, would like to start work on Monday, October 4<sup>th</sup>. Norris further stated that the Architectural contract encompasses the entire scope of construction work, but that the work will be phased. No action necessary.
2. SEIRPC Structure / Staffing: Norris stated that after conducting the structural review for SEIRPC, he recommends filling the Development and Planning Director positions from within, thus allowing a cost savings, and the ability for SEIRPC to utilize leadership from within the organization. He further stated that he recommends the Assistant Director role be given to the person that would be leading the Development Department, much like he was when he was the Assistant Director and was over the Planning Department. Norris stated that in addition, the Assistant Director would also assume the duties of the RLF position. Motion by File to approve the Organizational Structure as recommended in the structural review conducted by the Executive Director, second by Folluo. All Ayes, motion passed.

## New Business

1. Approve Changing Bank Signatories on SEIRPC Bank Accounts: Schisel stated that this request is simply to change to the new Executive Director as one of the signatories. Motion by Hempen to approve Changing Bank Signatories on SEIRPC Bank Accounts, second by Trousil. All Ayes, motion passed.
2. Approve and Authorize Application for Credit: Schisel stated that we had previously been set up with credit under the previous Executive Director's personal guarantee, and that we have not had credit cards since May causing some difficulty in making online purchases and travel arrangements. She further stated that if we sign the Resolution of Corporation, this will allow us to set up with credit cards through Two Rivers Bank & Trust where the board is the responsible party. Buckman questioned whether employees would still be responsible for turning in receipts for purchase and Schisel stated that they would. Norris stated that to start with only management and selected employees will be given a credit card, and that more may be added in the future, if there is a necessity. Motion by Howell to approve and authorize documents to allow the application for Credit for the issuance of corporate credit cards, second by Trousil. All Ayes, motion passed.
3. Approve RFP's For Facility: Norris stated that staff sent out eight RFP's for services needed at the new building. He further stated that they were advertised in the paper, sent to regional businesses listed in the yellow pages, and posted on the SEIRPC website. Norris stated that the proposals were scored based on criteria listed in the RFP, and that price was taken into consideration as well. Motion by White to Approve the Recommended Bidders of the following RFP's: Information Technology, Drake Hardware & Software; Security and Fire, Integrated Technology Partners; Initial Cleaning, Room 4 Improvement; Initial Landscaping, Derrick Doyle; Ongoing Cleaning, Hope Haven; Mowing and Snow Removal, Brian Pauwels; Carpet Cleaning, Wells Way; Carpet Install, Rheinschmidt's, second by Trousil. All Ayes, motion passed.
4. Approve Wall Patching & Painting Contract: Norris stated that the RFP for Wall Patching & Painting was sent out using EDA's process with our architect. He further stated that the architect generated a list for us to mail the RFP's, and it was advertised in the paper, and was posted on our website. Norris stated that the sealed bids were opened on Tuesday, September 28<sup>th</sup>, and that Bluefield Painting's bid came in considerably lower than the other three bids. Norris further stated that he phoned the contractor to make sure that Bluefield Painting had not made a mistake in their bid, resulting in hearing that the contractor was knowledgeable and confident with his bid. Motion by Buckman to approve the Wall Patching & Painting Contract with Bluefield Painting, second by File. All Ayes, motion passed.
5. Public Hearing: Passenger Transportation Plan Amendment: Schleisman opened the Public Hearing: Passenger Transportation Plan Amendment at 12:45 p.m. Kuskowski stated that the board previously approved as part of the FY2011 Consolidated Transit Application, a New Freedoms program application for expanding services for Hope Haven at their community duplex facilities in the City of Burlington, including purchase of a van and operating expenses. He further stated that SEIRPC will now be extending its daytime routes with another bus rather than the sublease that was originally

planned, and that an amendment is needed due to some modifications. Kuskowski stated that the state will pay 80% and that the local match will be through a 3 year Amoco loan, which could pay for itself after the first year. Norris stated that as we continue with fleet replacement, our maintenance liability is lowered significantly. Hearing no comments from the public, O'Connor made a motion to close the public hearing: Passenger Transportation Plan Amendment at 12:50 p.m., second by Folluo. All Ayes, motion passed.

6. New Freedom Grant Application Authorizing Resolution: Kuskowski stated that approval is needed to approve the submittal of the New Freedoms grant application. Motion by O'Connor to approve the New Freedom Grant Application Authorizing Resolution, second by White. All Ayes, motion passed.
  
7. Agreement Between SEIRPC (SEIBUS) and Chauffeurs, Teamsters, and Helpers Local Union No. 238: Norris Stated that management met with the Union for the 6<sup>th</sup> time on September 28<sup>th</sup>, following a recent mediation, and a one year agreement was made without going to arbitration. Norris further stated that the most substantive change was the 2% wage increase. Norris stated that it was desired that we obtain a multi-year contract, however, due to the economic climate, we were not comfortable with offering over the 2% wage increase for out years. Motion by Trousil to Approve the Agreement Between SEIRPC (SEIBUS) and Chauffeurs, Teamsters, and Helpers Local Union No. 238, second by Folluo. All Ayes, motion passed.

**MATTERS FROM THE FLOOR:**

Norris stated that the Full Board Meeting that is scheduled for November 18, 2010 (third week in November) falls when we will be in the middle of moving to the new facility, and that the fourth Thursday of November is Thanksgiving Holiday. It was the consensus of the board to have the November 2010 Full Board meeting on the first Thursday in December (12/2/2010).

Norris thanked the Mayor Trousil for the use of the West Burlington Council Chambers for today's meeting.

Motion to adjourn meeting by Frice.  
Second by Howell. All Ayes

Meeting adjourned at 12:58 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Jim Howell, Secretary

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

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