

**Southeast Iowa Regional Planning Commission  
Special Executive Board Minutes  
West Burlington City Hall, 122 Broadway, West Burlington, IA  
June 16, 2010**

Members Present: Brent Schleisman, Hans Trousil, Jim Howell, and Gary Folluo,  
Members Absent: Sue Frice  
Staff Present: Brian Tapp, Mike Norris, and Debbie Laughlin  
Guests Present: News Media from KOKX Radio and The Hawk Eye

Call to order at 2:30 P.M.

### **Agenda Approval**

Motion by Folluo to approve the June 16, 2010 agenda, second by Trousil. All Ayes, motion passed.

### **Old Business**

1. Facility Status: Tapp stated that we have secured both the EDA and IDOT funding sources for the purchase of the IPC facility at 211 North Gear in West Burlington, IA. He further stated that the proposed closing date of July 1, 2010 is not feasible, but will try to get everything in place as quickly as possible. No action necessary.
2. Grant Status: Tapp stated that EDA has submitted the grant contract for the projects and will set aside \$310,000 up front for the closing of the property. No action necessary.
3. Local Financing: Tapp suggested having two members of the Executive Board meet with Two Rivers Bank to go over the process and identify any issues with mortgages, liens, etc. and establish a closing date. The consensus of the Executive Board was to have Hans Trousil and Sue Frice serve as the leads for the financing, particularly since they are local. No action necessary.
4. Facility Use / SEIRPC Space: Tapp presented several options for locating SEIRPC and the two interested tenants. Tenant A would like to have the whole 2<sup>nd</sup> floor. Tenant B prefers the North wing of the 1<sup>st</sup> floor. It was the consensus of the Board that if Tenant A does take the entire 2<sup>nd</sup> floor, that SEIRPC would occupy the North wing of the 1<sup>st</sup> floor, and the ground level below, and that Tenant B could be offered the South wing on the 1<sup>st</sup> floor and part of the ground level, if needed. No action necessary.
5. Inspection of Facility: Tapp recommended that SEIRPC get quotes for an inspection of the entire facility and also for landscaping maintenance. No action necessary.

### **New Business**

1. Potential Tenants: The Executive Board discussed setting consistent lease rates and that some decisions will need to be made in regard to lease terms; construction; utilities, taxes, maintenance, and janitorial expenses as to what will be included in the lease rate, and what will become the tenants' expense. It was the consensus of the

Executive Board that Hans Trousil be involved in lease negotiations. No action necessary.

2. Board Lead: It was the consensus of the Executive Board that Hans Trousil be the lead person to be involved in many of the tasks necessary in various areas involving the facility purchase. No action necessary.
3. Staff Lead - Proposed: Tapp suggested the staff take lead as follows: Tapp: closing, equipment, and furniture; Norris: procurement, process; Laughlin: communication; Kuskowski: construction; and Coffey: Grant Administration. No action necessary.

**MATTERS FROM THE FLOOR:**

Tapp discussed the drawings that Iowa Illinois Office Supply had done of how to finish portions of the ground level for use by SEIRPC. Tapp further stated that it is critical that we have leases agreed to prior to closing on the facility.

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

Meeting adjourned at 3:30 p.m.

Submitted by Debbie Laughlin

\_\_\_\_\_  
Brian Tapp, Executive Director

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

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

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