

**Southeast Iowa Regional Planning Commission**  
**Full Board Minutes**  
**211 N. Gear Avenue, West Burlington, IA 52655**  
**March 31, 2011**

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

Members Absent: Sue Frice, Bob Beck, and Randy Tillman

Guests Present: Andy Loonan, IDOT; News Media from Hawkeye and KBUR

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

Call to order at 12:02 p.m.

### **Agenda Approval**

Motion by Howell to approve the March 31, 2011 agenda, second by Folluo. All Ayes, motion passed.

### **Consent Agenda Approval**

Howell had a question in regard to expenditure item 726, Contractual Expenses – Other, where the YTD is almost 120,000 higher than the budgeted amount. Norris stated that he would need to check into it further but that he believes it has to do with Homeland Security expenses that come in and out through INRCOG. Mike further stated that he would check into it and email the details to the board of directors in regard to expenditure item 726. Schisel stated that the credit card breakdown did not make it into this month's board packet due to confusion since she included two months of financials last month. Motion by File to accept the consent agenda, second by Trousil. All Ayes, motion passed.

### **Old Business**

1. FY2010 Annual Report: Norris stated that SEIRPC secured record amounts for the southeast Iowa region last fiscal year, much of it for flood recovery, and SEIRPC staff secured other grants for transportation, housing and infrastructure. Schleisman stated that the Annual Report gets better each year, and thanked staff for their efforts. No action necessary.
2. Department Reports: Hanan stated that the Great River Housing Trust Fund (GRHTF) received 65 applications for projects in all 4 counties and that they hope to work on prioritizing the projects in April. Hanan stated that flood recovery acquisitions are in progress for Louisa County, Oakville, and Des Moines County. He further stated that six RLF applications were sent in the last two weeks, and that he is working on RLF marketing efforts. Hanan reported that they received 3 out of 4 infrastructure grants for CDBG and that there are still more monies available for safe rooms, noting the application deadline in June. James stated that SEIRPC hired someone as an intern (unpaid) to make improvements to our website, and that we have added SEIRPC to FaceBook to get the word out about projects and activities. James stated that Justin

Bushong attended the National Bike Summit in Washington, D.C., partially funded by Bickels Bicycle Shop, and that Justin was able to speak with U.S. Representative David Loebsack regarding bike trail projects. James highlighted other planning and transportation items that were included in his board packet memo. Kuskowski stated that SEIBUS rides overall are up 4% primarily due to an increase in Hope Haven activity, and that includes the reduction of 4,246 rides to Tyson Foods. He further stated that our bus maintenance costs are down, but fuel prices for diesel are 55 cents per gallon higher than was budgeted. Kuskowski stated that SEIBUS currently owns 22 vehicles, two of which are inoperable and will be sold as salvage next month, pending board approval. No action necessary.

3. RLF Bylaws: Jeff Hanan stated that an update to the Regional Revolving Loan Fund Loan Review Committee bylaws is necessary to clarify the board composition based on conflicting information in work plans, bylaws, and committee composition. He further stated that the modified bylaws will also reflect the new address for SEIRPC and will remove language regarding elected officials being ineligible. Davisdon made a motion to approve modification of the RLF Bylaws as presented, second by Folluo. All Ayes, motion passed.
4. Open House: Norris stated that our Open House event is being coordinated with Big River Resources, our upstairs tenant, and with the Business After Hours program with the Greater Burlington Chamber of Commerce on Thursday, April 21, 2011 from 5 to 7 pm. He further stated that there will be food, tours, and we will have marketing materials showing SEIRPC's impact to the region. Norris stated that we are splitting costs equally with Big River Resources, which we project between \$800 and \$1,000. Norris further stated that this will be an alcohol free event and he encouraged board members to attend if they are able. No action necessary.

## **New Business**

1. Draft Transportation Planning Work Program (TPWP): James stated that the Transportation Planning Work Program (TPWP) contains the outline for work performed with federal transportation planning dollars for FY2012. James further stated the work includes a wide range of projects including completing plans, technical assistance, project development, public participation, and programmatic duties. James stated that the TPWP is funded through a combination of local funds (20% local match) and federal funds (80%) sourced from Iowa DOT. Folluo asked whether SEIRPC still is working on acquiring speed indicators for the region. James stated that ideas had been collected and that the project was placed on the back burner in the fall when efforts were concentrated on our move, however, staff will work on it and present something at the next full board meeting. No action necessary.
2. Basement Construction Bid Approval – Myers Construction, Inc.: Norris stated that SEIRPC received only one bid for the Basement Construction project, Myers Construction, Inc. from Sperry, Iowa. Norris stated that EDA concurred that our public bid notification procedure was consistent with SEIRPC's past EDA bids and indicated that we could move forward with the bid. Norris stated that work would begin soon in order to meet the July 1, 2011 deadline for Trinity Consultants to move in. Norris stated that the work includes exterior grading improvements to alleviate basement water

issues and an exterior sign in addition to work on the basement to primarily accommodate tenant space for Trinity Consultants, Inc. Howell made a motion to approve awarding the Basement Construction Bid to Myers Construction, Inc. in the amount of \$152,600, second by White. All Ayes, motion passed.

3. CEDS – Comprehensive Economic Development Strategy: Norris stated that every five years SEIRPC has to update the Comprehensive Economic Development Strategy (CEDS). In addition, the Long Range Transportation Plan is due to be updated in FY2012. Norris stated that in striving for efficiency, SEIRPC plans to combine both of these reports into one regional document providing one place to look for regional priorities. Norris further stated that in the upcoming months, SEIRPC will be assembling committees, and beginning communication efforts, including public input. No action necessary.
4. Equipment Disposition: Kuskowski stated that vehicles #932 and #975 each have well over 225,000 miles and are not operational. He further stated that these vehicles were posted on the State DOT classified ads, per procedure, but no one was interested, therefore, staff recommends disposal for salvage. Hempen made a motion to approve the Disposition of Vehicles #932 and #975 to the highest bidder, second by Trousil. All Ayes, motion carried.

**MATTERS FROM THE FLOOR:**

Andy Loonan, Iowa Department of Transportation, gave an update as to the road projects that are currently being worked on and some that are coming in the future, including the Fort Madison bypass project, and Highway 61 in the Grandview area, possibly in 2014, and the section from Highway 78 to Burlington, could possibly be in 2016. Andy stated that he has been moved to District 1, and that we will have a replacement for District 6 in the near future.

Board Members all agreed that receiving digital board packets, and viewing them during the board meeting via projection, worked out well and to continue with this process next month.

Motion to adjourn meeting by Bisenius.  
Second by Davidson. All Ayes

Meeting adjourned at 12:53 p.m.

Submitted by Debbie Laughlin

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Mike Norris, Executive Director

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Jim Howell, Secretary

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

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