

**Southeast Iowa Regional Planning Commission
Full Board Minutes
1st Floor Meeting Room B, Memorial Auditorium
May 27, 2010**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Gary Folluo, Paula Buckman, Jim Davidson, David File, Mark Hempen, Michael O'Connor, Mark Huston, Bob Beck, Klay Edwards, Byron Smith, and Kent White

Members Absent: Jim Howell, Steve Bisenius, Beverly Simone, and Randy Tillman

Staff Present: Brian Tapp, Mike Norris, Kim Schisel, Debbie Laughlin, Zach James, and Derek Stotlar

Call to order at 12:08 P.M.

Agenda Approval

Motion by Beck to approve the May 27, 2010 agenda, second by File. All Ayes, motion passed.

CONSENT AGENDA APPROVAL

Tapp stated that the consent agenda correspondence included a unique publication from the Corps of Engineers and Aviation Iowa. Motion by Trousil to accept the consent agenda, second by Hempen. All Ayes, motion passed.

Old Business

1. FY2011 Budget: Tapp stated that the proposed FY2011 budget total is \$4,461,875. He stated that there is some bad news to consider such as: 29% increase in health insurance; reduction in the Tyson route; and State financial instability. He further stated there is also good news to consider such as: an exceptional audit for FY2009; Partnering with SCC for Lead Based Paint Training; and ongoing flood recovery efforts, to name a few. Tapp highlighted the budget summary sheet and other documents in the consolidated budget packet, and answered questions as presented by the board. Tapp stated that the City of Oakville had about 439 residents pre-flood, and currently have probably 140 residents. He further stated that he would like for the board to consider waiving the per capita fees for Oakville for FY2011 due to the flood impact, and then wait for the census figures in the future. Tapp stated that the actual budget contains a lot more pages, and that a full version is available if anyone is interested in seeing it. Tapp stated that a salary increase of 2% is being requested along with a one time bonus based on seniority. Davidson asked if it was possible to look into whether it would be cost effective to obtain laptops for the board at some point in the future. Motion by Trousil to Approve the FY2011 Budget as presented with the salary handout and including the City of Oakville Waiver of Per Capita Fees, second by Folluo. All Ayes, motion passed.
2. Organizational Structure: Tapp stated that the Organizational structure is a snapshot of how the board, departments, and staffing are designed to flow, using job titles rather than employee names. Motion by Folluo to Approve the SEIRPC Organizational Structure, second by Hempen. All Ayes, motion passed.

3. Personnel Policies and Procedures: Tapp highlighted the minor changes made to the Personnel Policies and Procedures, mainly having to do with no longer needing the verbiage about transitioning over to PTO (initially employees had been allowed to transfer some hours into long term illness.) Motion by Frice to Approve the Personnel Policies and Procedures, second by File. All Ayes, motion passed.
4. SEIRPC Administrative Procedures and Policies: Tapp stated that the purpose of this document is to combine a lot of policies and procedural documents concerning the overall operation of SEIRPC, most of which are already in existence, into one place. Motion by White to Approve the SEIRPC Administrative Procedures and Policies, second by Davidson. All Ayes, motion passed.
5. Archeological Study Results: Norris reviewed the results of the Archeological Study that was completed by Bear Creek Archeology, Inc., required for a proposed parking lot expansion and development associated at the new facility, with the board. Norris stated that there were no issues. No Action Necessary
6. Golf Outing - Thursday, July 15, 2010 at Sheaffer Memorial Golf Course, Fort Madison: Tapp stated that we moved up the date of the golf outing due to so many conflicts in September. Tapp encouraged the board to promote this event with the cities and counties. File stated that he would like to see SEIRPC look into a Bees Game event. No Action Necessary.

New Business

1. Transportation Planning Work Program, FY2011, Resolution No. 73-2010 and Resolution No. 74-2010: Norris stated that the FY2011 Transportation Planning Work Program (TPWP) contains the outline for work performed with federal transportation planning dollars. Norris further stated that the work will be performed by SEIRPC planning staff and includes a wide range of projects such as Safe Routes to School planning and project development; special project assistance with regional passenger rail depots and freight rail development, and regional trail projects; technical assistance with transit planning, traffic data collection, and grant writing, etc. Norris stated that the federal funds pay for 80 percent of costs associated with the work program and require a 20 percent local match. He further stated that the total cost is \$263,418 with \$210,734 federal and \$52,684 local. Motion by Scott to Approve Resolution No. 73-2010: A Resolution Adopting the FY2011 Transportation Planning Work Program, Authorizing Filing of Grant Application, and Execution of Grant Contracts Consistent With the Work Program; and Resolution No. 74-2010: A Resolution Assuring Required Local Match for FHWA STP, FHWA SPR and FTA 5311 Funds, second by Trousil. All Ayes, motion passed.
2. Public Hearing: Region 16 Final Draft Passenger Transportation Plan, Resolution No. 75-2010: 2011 Update to FFY2010 – FY2013 PTP: Schleisman opened the Public Hearing at 12:54 p.m. and asked for public comments. James stated that the PTP is a required document by the IDOT to meet the requirements of the federal transportation authorizing legislation, SAFETEA-LU. James further stated that the purpose of the Region 16 PTP is to improve coordination among human service agencies and public transportation providers. No comments were heard from the public, and a motion was

made by O'Connor to close the Public Hearing: Region 16 Final Draft Passenger Transportation Plan, Resolution No. 75-2010: 2011 Update to FFY2010 – FY2013 PTP at 1:01 p.m., second by Beck. All Ayes, motion passed. James stated that one good change is that IDOT now requires shorter PTP documents. Motion by Beck to Approve Resolution No. 75-2010: Accept and Receive 2011 Update for the FFY 2010 – FY2013 PTP, second by Davidson. All Ayes, motion passed.

3. Draft 2011 – 2014 Transportation Improvement Plan: James stated that TIP includes all transportation projects that are receiving federal transportation dollars and that the project must appear in this document to receive funding, including the STP and TE funds administered by SEIRPC through a competitive grant program. James explained the STP and TE target amounts for FY2014, and the STP Project rankings and recommendations from the TAC meeting. Tapp stated that the Draft 2011 – 2014 Transportation Improvement Plan must be submitted by July 15th to IDOT for review. No Action Necessary.
4. RLF Applications: Stotlar stated that Biomedical Synergies, Inc., a healthcare consulting and software development firm focused on the human tissue industry, is requesting \$100,000 from the SEIRPC Revolving Loan Fund for computer equipment, furniture and fixtures, and working capital. Stotlar further stated that Biomedical Synergies, Inc. will be located in Mount Pleasant and will create 87 positions within a 3 to 5 year period. The SEIRPC Revolving Loan Fund Review Committee have given their approval for the amount of \$100,000 with the following terms: 5 % interest, 5 year term, Collateral: 1st position general UCC business filing lien. Motion by White to Approve the RLF Application for Biomedical Synergies, Inc. in the amount of \$100,000 with terms as recommended by the SEIRPC RLF Committee, second by Beck. All Ayes, motion passed.
Stotlar stated that Burlington By the Book, a proposed retail book store located in downtown Burlington, with focus on regional subjects and local authors in addition to general titles and children's books, is requesting \$25,000 from the SEIRPC Revolving Loan Fund toward the purchase of inventory. The SEIRPC Revolving Loan Fund Review Committee have given their approval for the amount of \$25,000 with the following terms: 5 % interest, 7 year term, Collateral: 2nd position general UCC business lien and personal guaranty from Christopher Murphy. Stotlar further stated that Burlington By the Book will create one full time position, and two part time positions. Motion by File to Approve the RLF Application for Burlington By the Book in the amount of \$25,000 with terms as recommended by the SEIRPC RLF Committee, second by O'Connor. All Ayes, motion passed.
5. Resolution No. 76-2010: Commitment of Local Match for Federal Transit Administration State of Good Repair Bus Initiative Funding: Norris stated that the Public Transit Office at the IDOT provides a miles and age formula to determine what buses are eligible for replacement and that as federal monies become available, vehicles are replaced by a scoring method. Norris stated that if all of the vehicles are funded, it would have a great impact on maintenance and repair costs. Motion by Trousil to Approve Resolution No. 76-2010: Commitment of Local Match for Federal Transit Administration State of Good Repair Bus Initiative Funding, second by Hempen. All Ayes, motion passed.

MATTERS FROM THE FLOOR:

Beck stated that he noticed that our community project requests are pretty small when presented for funding in Washington, D.C. He further stated that if all four of our counties did a needs study for water and sewer needs, then the project submitted could be larger, and therefore have a better competitive advantage for funding. Schleisman stated that was great strategy, and that staff should look into this further.

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

Meeting adjourned at 1:19 p.m.

Submitted by Debbie Laughlin

Brian Tapp, Executive Director

Date: _____

Jim Howell, Secretary

Date: _____