

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
July 24, 2025**

Members Present: Brent Schleisman, Dr. Michael Ash, Jim Cary, Garry Seyb, Jon Billups, Kirk Miller, Hans Trousil, Kevin Hardin, Steve Detrick, and Emily Benjamin; Mark Huston, Cori Milan, and Chad Hudson via Zoom

Members Absent: Brett Shafer, Jim Ferneau, Ron Teater, and Laura Liegois

Staff Present: Mike Norris, Sherri Jones, Zach James, Lori Gilpin, Pat Inrachavongsa, and Jarred Lassiter

Guests Present: Jacob Nye (IBEW Local 13), and Chris Kukla (IDOT Transportation Planner)

Call to order at 12:02 p.m.

Agenda Approval

Motion by Detrick to approve the July 24, 2025 agenda, second by Miller. All Ayes, motion carried.

Consent Agenda Approval

Norris said parking lot construction should begin in early August and staff addressed a leak in the Tucker Freight space due to a faulty wax ring. NOFO 9 for broadband expansion using federal BEAD money was released by the State of Iowa on July 7. Applications are due July 30. The short timeline could prevent many application submittals. The Mid-America Port Commission met on July 14. They are in talks with Iowa DOT to conduct out of state input sessions on freight needs around waterways for the Iowa DOT Freight Transportation Plan update. Motion by Seyb to accept the consent agenda, second by Hardin. All Ayes, motion carried.

Membership and Executive Board Appointments

Motion by Billups to approve Emily Benjamin to the full board representing Lee County Private Sector and Garry Seyb to the executive board representing Lee County Private Sector, second by Trousil. All Ayes, motion carried.

Old Business

1. Department Reports: Norris gave an update on the Housing Department showing all programs and their status. He said staff will be holding lead training courses and is looking for feedback and ideas for new projects. James said Sam Avery resigned on July 3rd to move to the Minneapolis area to work for MSA consultants. He highlighted some of the grants that are being administered as well as upcoming grant opportunities. Inrachavongsa gave SEIBUS deadlines and contracts signed for FY2026. He said SEIBUS has 20 drivers made up of full-time, part-time, and substitute routes. They hired Cass Lefler as a part-time Dispatch/Scheduler. He also mentioned summer activities that SEIBUS will be providing rides including Youth Jamboree at Big Hollow Park, New London Community Child Care Center, Learning

Tree Daycare Center, and Burlington Parks & Rec Summer Camp. No action necessary.

2. EDA I/II and EDA III RLF Plans: James said SEIRPC has been successfully managing revolving loan funds for over 30 years and has three different pools funded by the Economic Development Administration. EDA I and EDA II are mostly de-federalized, while EDA III is fully federalized. The SEIRPC executive board and the Loan Review Committee have reviewed the plan and staff propose some small changes. General changes include updated formatting, verbiage, fonts, and moved language to flow better. Major changes to the EDA I/II Plan include consolidating EDA I and EDA II plans into one document, adding a direct microloan program which was encouraged by area banks, referencing the ability to refinance debt in certain situations, and modifying the per job lending requirements. The EDA III Plan has been updated to the same general format as EDA I/II plans; however, it does not allow funds to be used for microloans or debt refinancing due to still being under federal purview. Motion by Ash to approve the EDA I/II and EDA III RLF Plan updates as presented, second by Seyb. All Ayes, motion carried.
3. Public Hearing: Resolution #195-2025: A Resolution to Accept and Receive the FFY2026 – FFY2029 Transportation Improvement Program (TIP): Schleisman opened the public hearing at 12:37 p.m. James stated that the TIP includes all transportation projects that are receiving federal transportation dollars. This means if your entity has been awarded a federal transportation grant, it must be in this document to be eligible to receive the funding. He said after the application deadline has passed, staff reviews and scores the applications to determine which are most deserving of the available funds. For the objective criteria, STBG staff completes the scoring on their own, using a set of specific measurable data points, and several formulas used to calculate each project's relative impact. For the subjective criteria, staff are assisted by the Technical Advisory Committee (TAC), whose primary task is to review STBG and TAP applications and provide scores for items that are less easily measurable with quantitative data. As an added measure to prevent bias, the highest and lowest scores for each project are removed and the average of the remaining scores are used to get the final scores. Lassiter said for distribution of regional STBG and TAP that is scored and ranked by the Technical Advisory Committee, the City of Mediapolis application for Main Street Improvements, Phase 4 will receive \$1,343,643, and Des Moines County – Pleasant Grove Road PCC Reconstruction will receive \$1,642,230 from STBG. The City of Donnellson will receive \$322,000 for their Westview Park Trail – Phase II project from TAP. Lassiter said he received no public comments. Jacob Nye, IBEW Local 13, asked why approve a plan that goes against our CEDS? He said the state is taking away local control and employees should be paid what they're worth. Seyb said he heard what Nye was saying and questioned why we wouldn't want to use our local workers and pay them prevailing wages. **Hearing no additional questions or comments, Seyb made a motion to close the Public Hearing: Resolution #195-2025: A Resolution to Accept and Receive the FFY2026 – FFY2029 Transportation Improvement Program (TIP) at 12:47 p.m., second by Miller. All Ayes, motion carried. Trousil made a motion to approve Resolution #195-2025: A Resolution to Accept and Receive the FFY2026 – FFY2029 Transportation Improvement Program (TIP), second by Milan. A roll call vote was taken. All Ayes, motion carried.**
4. FFY2024 Federal Aid Projects (STBG and TAP) UPdate: Lassiter reviewed projects receiving federal aid first programmed prior to FY2024 that were completed over the

past year, projects with construction in-progress, and projects not yet started. He also reviewed projects first programmed for FY2024 including City of Burlington's Summer Street Reconstruction, Harrison to Koestner project, Lee County's J40 Resurfacing, West Point to US218 project, and City of Fort Madison's 48th Street Trail Connector – River Valley Road to Avenue L project. No action necessary.

New Business

1. RLF: Palmer Capital, LLC: James said Chad and Deena Palmer submitted an RLF application for funds for working capital as part of plans to grow and expand their company, Palmer Capital, LLC, to get into commercial real estate. The first project was to purchase the building located at 409 N 4th Street in Downtown Burlington. The entire project for which they are requesting funds is for building improvements and working capital that will provide the ability to improve the structure and long-term operations of the organization. The total estimated project cost of \$925,000 includes \$575,000 to purchase the building (which happened in October 2024), \$200,000 for roof replacement and solar panels, and \$150,000 for working capital. BANK loaned Palmer Capital, LLC \$517,500 to purchase the building in October 2024 and would be loaning an additional \$150,000 as part of this application to go towards the roof replacement and solar panel installation. The request to SEIRPC RLF is for \$150,000 to be used for working capital. The applicant will be contributing \$107,500 toward the project. The project is expected to create 3 new jobs through Palmer Capital, LLC. Existing tenants will also be maintaining and adding positions through Energyefficient Systems and Family Therapy. The SEIRPC Loan Review Committee met on July 23, 2025, and voted unanimously to recommend funding the request under the terms included in the motion. Billups made a motion to approve the RLF application for Palmer Capital, LLC, in total loan amount of \$150,000 from EDA I; 10-year term; Interest Rate 4%; Collateral offered: Personal guaranty from Chad and Deena Palmer, General UCC filing, and 2nd position on the mortgage of the building and associated property located at 409 N 4th Street, Burlington, IA 52601 (11-32-486-005, 11-32-486-004, and 11-33-361-002), second by Seyb. All Ayes, motion carried.

MATTERS FROM THE FLOOR: None.

Motion to adjourn meeting by Miller, second by Trousil. All Ayes

Meeting adjourned at 1:04 p.m.

Submitted by Sherri Jones

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____