

**Southeast Iowa Regional Planning Commission  
Executive Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
June 26, 2025**

Members Present: Dr. Michael Ash, and Brent Schleisman; Mark Huston, and Barb Smidt via Zoom

Members Absent: Jim Cary

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

Meeting called to order at 12:01 p.m.

### **Agenda Approval**

Motion by Ash to approve the June 26, 2025 agenda, second by Smidt. All Ayes, motion carried.

### **Consent Agenda Approval**

Norris said driveway bids will be presented to the Executive Board at the June 26 meeting. He accompanied around 30 southeast Iowans to Washington, DC, on June 2-5, for a regional advocacy trip. Main topics covered were increasing natural gas availability, selected healthcare improvements, infrastructure improvements, and IAAAP support. February and March financials are presented. Motion by Ash to accept the consent agenda, second by Smidt. All Ayes, motion carried.

### **Old Business**

None

### **New Business**

1. Parking Lot Bids: Norris said the SIERPC building at 211 N Gear Avenue, West Burlington, is now 25 years old and in need of some larger maintenance projects. The parking lot covers about 32,000sf and most is original concrete. SEIRPC staff scoped the parking lot and noted issues such as spalling at expansion joints, long longitudinal cracks, mid-panel spalling, curb damage, and worn-out joint sealing for sidewalks and parking areas. A detailed survey was completed to create quantities, and a bid document was created. Bids were released April 22, 2025, and due May 22, 2025. Staff contacted eight contractors, estimated to be large enough to complete the work in a timely fashion, but small enough to want the quantity of work offered. Tours of the parking lot were given to prospective contractors that wanted a more detailed look. Bids were opened May 23, 2025, at 8:30 a.m. Five bids were received and Schneider Contracting of Burlington, IA, was the low, responsive bidder at \$59,336. Work is expected to start in August 2025. Motion by Ash to approve the \$59,336 bid from Schneider Contracting, second by Huston. All Ayes, motion carried.
2. Regional Priority Projects Discussion: Norris gave a brief review of Regional Priority Projects purpose and implementation. Projects were received from all four counties in our region. Looking forward to board input and discussion regarding thoughts for next year. No action necessary.
3. Draft EDA I/II and EDA III RLF Plan: James said EDA I and EDA II funds have been defederalized and are now consolidated into one document. Major changes include a section on Microloans, ability to refinance debt in certain situations as an eligible use of

funds, changing requirement to \$25,000 per job created or retained, and adding to closing fee 1.5% or \$1,000, whichever is greater. EDA III has been updated to the same general format as EDA I/II but does not allow for funds to be used for microloans or debt refinancing because it is still under federal purview. No action necessary.

4. Executive Director Evaluation: To go into Closed Session for the purpose of: To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Iowa State Code 21.5 (i). Ash made a motion to go into closed session at 12:44 p.m., second by Huston. A roll call vote was taken. All Ayes, motion carried.
5. To go back into regular meeting: Smidt made a motion to go back into regular meeting at 12:54 p.m., second by Ash. A roll call vote was taken. All Ayes, motion carried. Huston made a motion to set the Executive Director's salary at \$140,595 for FY2026, second by Ash. All Ayes, motion carried.

### Matters From the Floor

Smidt will be retiring and is resigning from the SEIRPC board effective June 30, 2025. Norris and Schleisman thanked Smidt for being an integral part of the organization. Smidt said she's enjoyed her time on the board as well as everything she's learned from the experience.

Motion to adjourn meeting by Ash, second by Smidt. All Ayes, motion carried.

Meeting adjourned at 1:00 p.m.

Submitted by Sherri Jones

\_\_\_\_\_  
Mike Norris, Executive Director

\_\_\_\_\_  
Chad Hudson, Secretary

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

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