



South Central Illinois Regional Planning Development Commission

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**MINUTES – MONTHLY BUSINESS MEETING
TUESDAY, SEPTEMBER 26, 2017
THE VILLAGE GARDEN
SALEM, ILLINOIS**

Commissioners Present

David Johnson	Clay County
Herb Henson	Clay County
Larry Taylor	Effingham County
Norbert Soltwedel	Effingham County
David Campbell	Effingham County
Mike Brown	Effingham County
Lloyd Stanley	Fayette County
John Lotz	Fayette County
Jeffrey Beckman	Fayette County
Pat Burtch	Jasper County
Tom Brown	Jasper County
Angela Fehrenbacher	Jasper County
Erwin Hahn	Marion County
Mark Gibson	Marion County
Chet Burks	Marion County
Tom Ashby	Marion County
David Armbrust	Marion County

Guests Present: None

Staff Present: James Patrick, Executive Director
Jeanne Dunahee, Administrative Assistant

Chairman Soltwedel called the meeting to order at 7:00 p.m.

ROLL CALL *(Taken by signature sheet – see the list of attendees above)*

Seventeen voting Commissioners attended and the Executive Director present constituting a legal quorum. He then explained that a sign-up sheet, was behind the attendance sheet, for the October 24th Annual Dinner Meeting. Soltwedel asked if there was any further business. There being none, he moved on to the Recognition of Guests.

RECOGNITION OF GUESTS/HEARING OF THE PUBLIC - None present

APPROVAL OF MINUTES

August 29, 2017 Monthly Meeting

Soltwedel ask if there were any questions or comments concerning the Minutes of August 29, 2017. There being none, a motion was made by Stanley to approve the Minutes as presented, and a second made by Gibson (*Approved*).

BILLS & COMMUNICATIONS

EDA Planning District Planning Grant Update

Patrick reported that the Commission has caught up financially with their EDA expenses, in the amount of \$30,824.30, after a five-month delay in receiving the EDA 301(b) District Planning Grant.

Sleep Stores Proof of Claim

Patrick reported that the Proof of Claim for Sleep Stores, Inc. had been filed on the Commissions behalf. The Bankruptcy Trustee will send a report at or near the time the case is ready to close noting any disbursements available to the Commission. This case may continue from six-months to a year from the filing. Patrick noted he applied a reminder to his calendar for follow-up in six months.

Upcoming Grant Deadlines and Submissions

Patrick noted that communities should be concentrating on preparing for the FEMA's Assistance to Fire Fighter Grants. The grants are usually due around November to the end of December. There is roughly \$3m left to award and have not heard, to date, whether the Commission's submissions have been awarded or not.

2018 Per Capita Contributions

Patrick referred to page six, explaining the breakdown of per capita income from each of the largest incorporated communities. The per capita income is used to match the EDA 301(b) District Planning Grant. The grant pays for the Economic Development Planner's salary and traditionally been supported by the three-year District Planning Grant from EDA. A portion of the salary for this position will also be borne by a combination of local per capita contributions from member local governments used to match the aforementioned EDA District Planning Grant along with the Rural Transportation Planning Funds from the Illinois Department of Transportation (IDOT). He reported, in 2017 the EDA wanted the Commission to raise the per capita income to the full amount of \$70,000 to match the District 301(b) grant. Patrick explained to EDA official that historically the Commission's match was at a 30% level and in 2009 their match went to 50% because of the regional stress criteria had improved. He noted that he could not justify to the Commission's communities why they were getting a per capita income invoice for twice the amount. EDA finally recognized the Commission had made efforts to do a gradual increase in the contributions and accepted the manner in which the EDA planning grant match from other sources as well after being able to show upcoming contracts would be enough to support the grant. Patrick noted, that is why per capita income increased the last two years when it hadn't changed in the last 20 years.

HSTP Bi-monthly Invoicing

Patrick reported that he and Sharon decided since one of the mail bottle necks at IDOT departed for another job that the Commission should go back to bi-monthly invoicing of IDOT until such time the Commission staff is told to stop. He noted that looking forward at the budget this should help alleviate such large swings in cash on hand.

Grant Service Catalog

At this time James and Jeanne handed out the catalogs to those present. Patrick explained that the CDBG programs have been updated with the new Community Development Block Grant rules. The catalog has been downloaded to the Commission's website. He also mentioned that the Commission's website is receiving more hits possibly due to Luke putting Google analytics on the site, which tracks site traffic, and changed it over to a mobile platform. The site has been receiving 60 hits a day instead of the one to two previously. He noted that the catalog does not contain all the grants the Commission offers, therefore if there is a need, please contact the staff and they will make a grant search for them. Soltwedel ask if there were any questions or comments concerning the Bills & Communications. There being none, a motion was made by Campbell to accept them as presented and seconded by M. Brown (*Approved*).

TREASURER'S REPORT

August 16, 2017 – September 15, 2017 Commission Financial Report

Patrick referred to page seven, bringing attention to checks #31780 and #31790. Checks written from August 23 through September 15 totaled \$39,071.77. Patrick moved on to page seven, reporting the activity on the Business Now Account, Checking Account, Accounts Receivables, and the EDA 301(b) Account. He then moved on to page eight, reporting the EDA Title IX RLF Account and the Title IX RLF Savings Account activities and the Title IX RLF Sequestered Account and the RBI/CDI Account. He reported that RWCI prepaid their Title IX loan of \$67,872.20. RWCI is planning to expand at another location within the Commissions region and should be calling with possibly obtaining a loan in the next few months. Renaissance Salon also prepaid their TIX loan of \$56,803.36 in late September, therefore not reported on the Treasurers Report at this time. Patrick moved on to pages nine through 13 reporting the Year-to-Date Financial Statement, Financial Projections August to September 2017, Revenue Update on CD's, the Loan Portfolio Report and the breakdown on Sleep Stores, Inc. After some discussion, Soltwedel ask if there were any questions, there being none, a motion was entertained by Stanley to accept the Treasurers Report as presented and seconded by Henson (*Approved*).

STAFF REPORTS

August 16, 2017 – September 15, 2017

Patrick reported that there are none to report due to the Commissions server crashed and both back-up systems also failed (a redundant back-up system). The Commission's IT person has attempted to recover the lost information and hopefully be able to recover most of it. For now, the staff are operating on a limping server. He also reported that he purchased each staff their own external 1 Terabyte drive to keep at their desk as their own bypass server.

He mentioned that Luke, Mike and he are in the midst of grant season. On top of the six or seven grants already planned, there are two, maybe three possible Economic Development Grants in the beginning processes and two still to be awarded. He noted FY-2018 should get off to a good start financially.

COMMITTEE REPORT

ALRC Meeting – RBI/TIX Loan – RCW Endeavor, Inc.

Patrick reported that on September 19th the Areawide Loan Review Committee members met to review both RBI and TIX Loan Applications. The committee members approved the loans on a vote of 7 yes, 0 no, 0 abstained and 3 absent. The loan applicant is the owner of Blooming Creations and Corner Car Rentals in Salem, Illinois which have been in business and previously owned The Gathering Place. Patrick explained their financials, loan approval conditions and secured collateral. The ballots were then handed out which resulted in 17 yes, 0 no and 0 abstentions (*Loan Approved*).

OLD BUSINESS

45th Annual Dinner Meeting Arrangements/Invitation

Patrick mentioned on page 16 was the invitation to the 45th Annual Dinner Meeting where spouses or significant others are invited to the dinner portion of the event. He asked that everyone present make sure to sign-up for the meat choice or notify Jeanne as soon as possible.

NEW BUSINESS

Possible Executive Committee Positions

Patrick explained that the 2nd Vice Chairman position is open to a Marion County board member. After some discussion it was decided and approved by the full board members present, that David Armbrust would fill the position and Gibson will be removed from the Executive Committee. He also mentioned a replacement for Sulsberger was in the works.

ADJOURNMENT

A motion was made by Lotz and seconded by Taylor, to adjourn the Commission's monthly business meeting held on September 26, 2017 (*Approved*). The meeting was adjourned at 7:37 p.m.

APPROVED THIS, THE 24th DAY OF OCTOBER, 2017 A.D.

Herb Henson, Corporate Secretary
SCIRPDC

Norbert Soltwedel, Chairman
SCIRPDC