

**SOUTHWEST IOWA PLANNING COUNCIL
MEETING MINUTES
Thursday, September 19, 2019
SWIPCO, 1501 SW 7TH St., Atlantic, Iowa, 1:30 p.m.**

Call to Order. Chair Parkhurst called the meeting to order at 1:32 p.m.

Roll Call. The following members were present: Terry Arentson, Marilyn Drake, Terry Graham, AJ Lyman, Charlie Parkhurst, Matt Smith, John Straight, Sherman Struble, and Todd Valline. A quorum was present. Staff present: Tammy DeBord, Mark Lander, and John McCurdy.

Approve Agenda. Lyman moved to approve the agenda and Straight seconded. Members voted with all ayes.

Approve Minutes – July 25, 2019. Arentson moved to approve the minutes. Straight seconded. Members voted with all ayes.

Approve Financial Reports. Valline moved to approve the financial reports. Lyman seconded the motion. Motion passed with all ayes.

Approve Payment of Bills. Struble moved and Valline seconded a motion to approve payment of the bills. Members voted with all ayes.

Approve Agency Expenditures. None presented.

Review and Approve Transit Software Bids. McCurdy presented the three bids staff had narrowed it down to. These were from Paraplan, Ecolane, and Tripmaster. After staff discussion and comparison of cost, recommendations are to approve the Paraplan bid. Cost is \$90,225 for implementation and set up the first year and \$11,875 per year after the first year, for a total of 5 years. This price does not include data plan or hardware costs, it is solely for the software. Straight moved to approve the software bid from Paraplan. Smith seconded the motion. The motion passed with all ayes.

Transit Report. Lander reported:

- 38,000+ rides were given during July , with a significant bump due to RAGBRAI.

Planning Report. See Director's Report.

Housing and Southwest Iowa Housing Trust Fund Report. See Director's Report.

Business RLF Report. See Director's Report.

Director's Report. McCurdy reported:

- Staff adjustments being made. Sandy Hansen has agreed to be the housing team leader overseeing Ann Anstey, Matthew Lee, and Larry Feekes. Housing is also seeking another full time grants specialist to help during buy outs and additional duties. DeBord, who previously worked in planning and housing, is going to focus 95% of her time in planning. Additionally, Feekes has announced he will be retiring at the end of the year.
- Multiple RLF applications have been sent out in the last two months. The RLF committee will meet to discuss in the coming month.

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Public Comment Period. None presented.

Board Sharing. None presented.

Other Business. None presented.

Adjourn. Arentson moved to adjourn the meeting and Struble seconded. Chair Parkhurst adjourned the meeting at 1:48 p.m.

Sherman Struble, Secretary