

SOUTHWEST IOWA PLANNING COUNCIL

October 22, 2020, 1:30 p.m.
Atlas Atlantic Cinemas, 28 W. 5th St., Atlantic, Iowa
OR
Zoom
Meeting ID: 828 7231 8828
Passcode: 922944

Minutes

1. **Call to Order.** Vice Chair Valline called the meeting to order at 1:30 p.m.
2. **Roll Call.** Board Members present: Arentson, Frazee, Graham, Grobe, Jones, Lyman, Robinson, Sheperd, Straight, Struble, Valline, and Wright. Staff present: DeBord, Fleener, Lander, McCurdy, and Oliphant. Others Present: Dave Ginther and Darren Welsh with GBK. Clint Fichter with the city of Avoca.
3. **Approve Agenda.** Jones moved to approve the agenda and Wright seconded. The motion passed with all ayes.

*If any board member has a conflict of interest with any agenda items, please state your conflict of interest now.
4. **Accept and Place the Annual Audit on File.** Ginther and Welsh presented the draft audit for review. This is not the final version of the audit. The board took no action at this time.
5. **Approve Minutes – September 24, 2020.** Robinson moved to approved the minutes of the September 24, 2020 meeting. Struble seconded the motion. The motion passed with all ayes.
6. **Approve Financial Report.** Oliphant presented the report. Arentson moved to approve the report as presented. Struble seconded and the motion passed with all ayes.
7. **Approve Payment of Bills.** Oliphant presented the payment of the bills for review. Wright moved to approve the payment of the bills and Jones seconded. The motion passed.
8. **Approve Agency Expenditures.** None Presented.
9. **Discuss and Approve Bus Cleaning/Sanitizing Bids.** McCurdy presented four bids for bus sanitizing for review. McCurdy explained they would like to use BJ's and JBI full time and keep Loghry and Andrei for back up if needed. They were:
 - a. **BJ's Fleetwash.** Light Duty Bus (LD) \$28.50; Medium Duty (MD) Bus \$42.40; Car/Minivan \$15.00; Covid \$65.00; Exterior \$30.00.
 - b. **JBI.** LD \$45; MD \$75; Car/Minivan \$35.
 - c. **Loghry.** LD \$180; MD \$230; Car/Minivan \$75.
 - d. **Andrei's.** LD \$175; MD \$225; Car/Minivan \$75.
 - e. Graham moved to approve all four bids. Arentson seconded. The motion passed with all ayes.
10. **Discuss and Approve November/December Meeting Date.** The next normal meeting date of the SWIPCO Policy Council would be Thursday November 26, which is Thanksgiving Day. McCurdy recommended a joint November December Meeting Date of December 10. Struble moved to approve the meeting date for the next SWIPCO Policy Council meeting at Thursday December 10. Jones seconded the motion. The motion passed with all ayes.
11. **Discuss and Approve Staff and Driver Appreciation.** The SWIPCO Policy Council has provided a \$40.00 gift card to Hy Vee the last several years for staff and drivers in appreciation of their hard work the previous year. McCurdy recommended the same for this year. Robinson

moved to approve a \$40 gift card to Hy Vee for each driver and staff member. Sheperd seconded the motion. The motion passed with all ayes.

12. **Transit Report.** Lander reported.
 - a. Miles---154,631(-2,062) Rides—32,003(-1,257) Hours—8,370(-1,585)
 - b. One item to note September includes both July and August FWD numbers for CWI and there are a couple lease numbers that are currently outstanding our real September number should still be right around 30,000 rides with a reported number of close to 36,000.
 - c. Increasing Rides:
 - i. School Rides (9,934)
 - ii. Glenwood State school (3,300)in September
 - d. Decreasing so far in October:
 - i. Clarinda craft fair is cancelled.
 - ii. Glenwood State School has been not riding due to Covid in October.
 - iii. Work Routes are still down due to Covid.
13. **Planning Report.** Fleener reported, see attached.
14. **Housing and Southwest Iowa Housing Trust Fund Report.** Fleener reported, see attached.
15. **Business RLF Report.** McCurdy reported, see attached.
16. **Director's Report.** McCurdy reported, see attached.
17. **Public Comment Period.** None presented.
18. **Board Sharing.** McCurdy reported that Chair Charlie Parkhurst's brother passed away and a card would be sent to him from SWIPCO. In addition, Marilyn Drake, board member is ill and a card will be sent to her as well.
19. **Other Business.** None presented.
20. **Adjourn.** Valline adjourned the meeting at 2:46 p.m.

The members of the Southwest Iowa Planning Council Board are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa. Due to the Public Health Emergency, it is not advised to have gatherings of more than 10 people. The meeting is being held by zoom originating from the SWIPCO office at 1501 SW 7th St., Atlantic, IA 50022. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

PLANNING REPORT:

- 2019 Flood Recovery
 - Mills County FEMA Buyout process in full force
 - Closing about to start
 - Demo Contractor procured
 - Hamburg FEMA Buyout process
 - asbestos testing nearing completion
 - Demo RFP out today
 - Fremont County Buyout process
 - asbestos testing nearing completion
 - CDBG Housing Disaster Recovery- waiting on application to be announced
 - **Resiliency Planning**- Harrison/Shelby County Task forces are being formed
 - **Post Flood Land Use Planning** in Mills and Fremont County Underway- First public meetings next week for Pacific Junction and Hamburg
 - **Hamburg Levee**- going through environmental compliance
- COVID-19 Response/EDA
 - hired a planner for this position
 - Work will start end of November
- CDBG Application deadlines
 - **Water/Sewer**- Quarterly Deadline-January 1
 - Elliott and Mondamin
 - **Community Facilities**- Open and Ongoing
 - Clarinda Southwest Iowa Families
 - **Housing**- Open and Ongoing
 - Anita and Stanton
- Current Water/Sewer/Downtown CDBG projects are currently progressing
 - Atlantic Water Project- about to start
 - Lewis Lagoon- bidding
 - Atlantic Downtown Revitalization- Construction ongoing
 - Massena Sewer- Construction has started
 - Portsmouth Water- Construction nearing completion
 - Shelby Water- Construction has started, SOFA was held
 - Malvern Water- Construction underway, SOFA was held
 - Sidney Water- about to start
 - Fremont County Watershed- Environmental compliance and bidding
- Comprehensive Planning
 - Harlan- on hold
 - Essex- ongoing
- Hazard Mitigation Planning
 - Cass County- last meeting has been held
 - Harrison and Shelby County Joint HMP Grant
- RPA
 - trails planning

HOUSING REPORT:

- CDBG Projects
 - Essex
 - 2 homes under construction, 2 homes inspected
 - Harlan
 - 2 homes inspected
 - Villisca
 - 2 homes inspected
 - Walnut
 - 3 homes inspected
 - SICOG
 - Lamoni – 1 home to be identified
 - Murray – 5 under construction
 - Dexter – 6 homes in bid process
 - Fontanelle – 6 homes in bid process
 - Leon – not started
 - Completed: Bedford; Creston
- CDBG Applications
 - Anita
 - 3 applicants in verification, 2 verified – will be submitting application to IEDA
 - Farragut
 - Sent 5 applications to residence – 1 eligible, 2 in verification – will not be submitting application to IEDA at this time
 - Shambaugh
 - Sent 10 applications to residence – 1 in verification, 1 not eligible – will not be submitting application to IEDA at this time
 - Sidney
 - Sent 5 applications to residence – 1 eligible, 2 in verification – will not be submitting application to IEDA at this time
 - Stanton
 - Sent 15 applications to residence – 2 eligible, 3 in verification – will be submitting application to IEDA
- Carson TIF
 - 7 completed, 1 under construction – waiting on window order
- Council Bluffs CDBG
 - 30 inspected completed
- SMALL REPAIR PROJECTS
 - 2020 IFA
 - Assisted 28 HOA applicants
 - Repair full & will roll over to IFA 2021
 - FHLB

- 28 completed, can assist 38
 - End date 11-2020 – will extend due to COVID and material delays
- DEMO
 - All demos completed. Pre-app emailed to cities to use remaining funds of approx. \$11,500 (3956) + \$35,000 (3957). Received 9 applications for Housing Trust Fund to review and select.
- RENTAL INSPECTIONS
 - Red Oak – we have started inspections only on problem buildings
 - Missouri Valley – underway – completed 60 inspections
 - Defiance – not active
 - Walnut – not active
- BUILDING PERMITS
 - Red Oak – underway
- DANGEROUS BUILDING INSPECTIONS
 - Kirkman – completed
 - Red Oak – compliance inspection end of month
- CITY ORDERED INSPECTIONS
 - Missouri Valley – completed

Executive Director Board Report – October 2020

I am sad to report that Gary Parkhurst, brother of our board chairman Charlie Parkhurst, past away this week and his funeral is today, which is why Charlie is not able to attend. We have a card and will send that on to Charlie with the board's sympathies.

Things are going pretty well. Covid continues to cause disruptions, but I think we are coping well. To date we have had 3 drivers with confirmed cases, all have recovered, and one office staff member, who has recovered. I would say that at any given time, there is at least one employee out awaiting test results for one reason or another. Recently we had the first instance of a housing contractor who was confirmed positive, but in working with public health we were able to assist them with contract tracing and the homeowners have been cleared as not being considered close contacts.

Biggest things that I have been working on recently involve staffing. Partially because of Covid, we have a greater need to have someone closely monitoring the needs of drivers as well as our current fleet availability. Because of this we have created a fleet manager position, and Kelly Davis, a 27 year veteran in transit, is going to take on that role. Biggest difference is that he will not be actively dispatching trips, but will focus on making sure we have the drivers and vehicles we need to provide service. In total there are several staffing updates:

Kristen Templeton—has accepted the Transit Coordinator position, taking over for Kelly. She will run the transit dispatch office and her primary responsibility will be ensuring that we are doing the best job we can efficiently providing trips and ensuring excellent customer service.

Teresa Wright—has accepted the new position of Finance Specialist. She will work in the administrative services department. She will retain the primary responsibility for transit billing, but she will also work on other finance projects, including agency accounts payable.

As you may have seen, we are actively recruiting for a new dispatcher as well. Please spread the word about this position as the deadline to apply is approaching.

Until the new dispatcher is hired and trained, we probably won't see a big immediate change in the work people are currently doing, but we hope that won't take long.

Also, today we hired a grant funded Covid Recovery Specialist. Kristine Stokes, AICP, is a planner and grant writer who is currently in the process of moving back to our area from many years in South Carolina. She's spent over 20 years working as a planner and as the city of North Myrtle Beach's grant writer for all agency grant applications. She'll start on or about November 23, as she is in the process of moving now.

This is an exciting time, and will be a hectic time. People will shuffle around. The transit office will be renovated, as will the old conference room office space.