

SOUTHWEST IOWA PLANNING COUNCIL
October 26, 2023 1:30 p.m.
Atlantic Golf and Country Club, 102 W. 29th St., Atlantic, IA
OR
Via Zoom
Meeting ID: 874 0013 0560
Passcode: 895246

AGENDA

1. **Call to Order.** Chair Valline called the meeting to order at 1:31 p.m.
2. **Roll Call.** Parks took roll call. Members present: Terry Arentson, Richard Crouch, John Lund, Steve Green, AJ Lyman, Todd Maher, Jenna Ramsey, John Straight, Todd Valline. Staff present: Mark Lander, Rhonda Brown, Karen Mauer, Erin Hudson, Chris Parks, John McCurdy.
3. **Approve Agenda.** Crouch moved to approve the agenda. Straight seconded. The motion passed with all ayes.
4. **Approve Minutes – September 28, 2023 Policy Council Meeting,** Arentson moved to approve minutes. Crouch seconded. The motion passed with all ayes.
5. **Approve Financial Report.** Some changes will be made to the September financials due to quarterly reporting. Rhonda Brown reported that some HUD Lead Grant Program expenses will be reclassified as grant expenses and income. Green moved to table approval of the September finances until the next meeting to allow for adjustments to be finished. Arentson seconded. The motion passed with all ayes.
6. **Approve Payment of Bills.** Crouch motioned to approve payment of bills. Arentson seconded. The motion passed with all ayes.
7. **Approve Agency Expenditures**
 - a. **Building Crafts Pay Application #5 (\$60,990.00)**

Arentson moved to approve the pay application. Stright seconded. The motion passed with all ayes.
 - b. **Freightliner Quote (\$16,940.10)**

Arentson moved to approve the bus repair quote. Crouch seconded. The motion passed with all ayes.
8. **Discuss and Approve 2024 Health Reimbursement Arrangement.** Arentson moved to approve 2024 arrangement. Lund seconded. The motion passed with all ayes.

9. **Discuss and Approve 2024 Cafeteria Plan.** Arentson moved to approve 2024 plan. Green seconded. The motion passed with all ayes.
10. **Discuss and Approve Building Crafts Contract Amendment, RE: Substantial Completion Date.** McCurdy discussed reasons for delays on the project including waiting on an electrical panel and some miscommunication on outer wall construction progress. He recommended giving an extension while asking for windows to be adjusted to be able to open. He expected to include rental cost reimbursement language as a penalty for any further delay. Green motioned to authorize McCurdy to agree to an extension as he sees fit. Arentson seconded. The motion passed with all ayes.
11. **Discuss and Approve Amendment to Employee Handbook, add 6.11 Seatbelt/Restraint Policy.** Crouch moved to approve the policy. Straight seconded. The motion passed with all ayes.
12. **Discuss and Approve November/December Meeting Date.** After discussion December 7th was agreed as the preferred date to meet. Arentson moved to set Dec 7th as the meeting date. Lund seconded. The motion passed with all ayes.
13. **Discuss and Approve Staff and Driver Appreciation.** The past couple of years staff have been given a \$40 Hy-Vee gift card during the holiday season as a thank you for service. After discussion Arentson moved to increase the amount to \$50. Maher seconded. The motion passed with all ayes. A motion to approve the staff appreciation expense as amended passed with all ayes.
14. **Public Comment Period.** None.
15. **Board Sharing.** None.
16. **Other Business.** None.
17. **Adjourn.** Crouch moved to adjourn the meeting. Straight seconded. Meeting was adjourned at 2:31 p.m. by Chair Valline.

SWIPCO BOARD MEETING—October 26, 2023

HOUSING REPORT:

- CDBG Projects
 - Rehabilitation
 - Mount Ayr
- Lead Abatement (HUD)
 - 2 completed, 1 under construction, 1 high cost request, 2 bid process, 4 ready for inspection
- Council Bluffs CDBG
 - 76 inspections to date
 - 61 completed
- RENTAL INSPECTIONS
 - Red Oak, Missouri Valley, Malvern, Walnut, Villisca
- BUILDING PERMITS
 - Red Oak
- DANGEROUS BUILDING INSPECTIONS
 - ongoing
- DISASTER RECOVERY NEW CONSTRUCTION
 - Woodbine – 40 units – 13 closed, 1 purchase agreement
 - Logan – 3 units
 - Glenwood – 40 units – 1 purchase agreement
 - Malvern – 40 units
 - Tabor – 6 units – 1 closed, 1 purchase agreement
 - Hamburg – 40 units

HOUSING TRUST FUND:

- SMALL REPAIR PROJECTS
 - 2023 IFA
 - Assisted 21 HOA applicants
 - 2 rehab projects completed
 - IFA HAF Home Repair
 - Waiting for state to start program
 - 2023 IOWA West
 - 2 rehab projects completed
 - FHLB
 - Have applied for funding – awards announced in December
- DEMO
 - Red Oak – bids due for demo 10/31/23
 - Emerson – city to review and select demo contractor

Planning Report

CDBG Projects

Several CDBG Facades are underway in multiple cities – all in various stages but moving right along.

Atlantic – This is in close-out stage. All work is finished. All has been paid out.

Wiota – This is in close-out stage. Last payment is approved, punch list is done and approved. That will be completed ASAP.

Walnut – Still waiting on monitoring report. Substantial completion is reached and a budget amendment was done and they did receive extra funding for extra costs. Punch list has been sent to the contractor

Logan – This is in close-out stage. All work is finished. All has been paid out.

Villisca – should be done by October 2023

Upper Story

Missouri Valley – work is on hold right now. We are working with IEDA and the owner to determine what is going on with the owner.

Atlantic – online monitoring is happening and in person visit monitoring week of October 23. Upon finish of construction, we will verify income, etc. to get people moved in.

Corning – moving quickly now. Monitoring visit is happening and in-person visit is November 9 and it is probable that construction will be finished before monitoring occurs.

Clarinda Community Facility (SW IA Child Center) – construction under way, but missing a lot of paperwork, so working on getting that from developer and contractors. Engaging in monitoring visit now.

Stanton Downtown Revitalization – need to do final draw and will close out.

Glenwood Downtown Revitalization – architects meeting to go over designs with owners in October and then Section 106 can be done. Plan is to go out to bid in January.

Tabor DRH – 509 Sherman has a buyer but hasn't closed. 624 has sold – great news!

Harvest Hills – Woodbine – all homes should be complete by end of month and the goal is to have all homes filled by years end – they are trucking right along.

Modale Lagoon is ahead of schedule and under budget – estimated date is end of November.

712 Lofts – progressing well.

Glenwood Infill Lots – One should be closing in November and applications are coming in for rentals.

Burr Oak – electrical part still not in. Projected date of shipping is now December 28.

5th Ave Homes – Logan – all is going great with this project. Moving quickly and forward with no issues.

Arbor Hills – Glenwood – streets are being paved.

Hamburg Levee – should be complete in November and hope to have this wrapped up by year's end.

Water Sewer

2 water sewers that are getting started.

Mondamin – work is underway but needs a lot of paperwork complete for SWIPCO and CDBG. Working back and forth to get this done and working on employee interviews.

Randolph – Division 1B and Division 2 are finished. Last phase, Division 1A, begins Spring 2024.

2 water sewers that are very well into the processes.

Henderson – Phase 2 meeting was last week so they can get moving in that direction.

Villisca – complete – last draw down was done.

Comprehensive Plans

We have 3 Comprehensive Plans in various stages.

Montgomery County – meeting with steering committee on the 1st of November to set up a focus group meeting on December 6th.

Villisca – trying to set up a meeting with planning and zoning.

Red Oak – focus group meeting this month was awesome. Lots of good discussion.

Meeting with Steering committee on the 27th and then will set with planning and zoning.

HMP

Fremont & Page Counties – waiting on a few things back from cities and EMA's. The Board of Supervisors should approve these in November.

Zoning

We are working on zoning for 5 cities.

Walnut- have yet to review due to technical difficulties

Essex – in final stages-met on July 11th, need to meet again

Dunlap – on hold so members can be replaced

Missouri Valley – on hold for now

Glenwood – met with them and working on a draft

Codes

We are working on 10 code updates for cities – they are all in various stages.

Harrison County Villisca Wiota Tennant

Yorktown

Modale Braddyville Mondamin Hamburg

Pacific Junction is a new one – we will conduct an update of codes to them.

Downtown Revitalization

Tabor decided to pull out for this year.

Potential CDBG

Potential CDBG applications include Little Sioux, Harlan, and Oakland (April 1 application).

Maybe Irwin for a generator – not sure if this is a good CDBG project – would need LMI
– Elk Horn (Water Application) – needs LMI – have started

Randolph – Water application

Persia – water (water tower)