

SOUTHWEST IOWA PLANNING COUNCIL

December 7, 2023, 1:30 p.m.

The Whitney Conference Room, 222 Chestnut Street Atlantic, IA

Or via Zoom

<https://us02web.zoom.us/j/87153180629?pwd=OFEwWmh4dHJuV2ZBZE96R1luOVJPdz09>

Meeting ID: 871 5318 0629

Passcode: 066331

AGENDA Minutes

1. **Call to Order.** Chair Valline called the meeting to order at 1:32 p.m.
2. **Roll Call.** Parks took roll call. Members present: Richard Crouch, Steve Green, Todd Maher, Susan Miller, Jenna Ramsey, Donna Robinson, Susan Shepherd, John Straight, Sherman Struble, Todd Valline. Staff Present: John McCurdy, Rhonda Brown, Karen Mauer, Mark Lander, Erin Hudson, Chris Parks.
3. **Approve Agenda.** Chair Valline proposed moving item 8 up to item 5 on the agenda. Donna Robinson moved to approve the agenda with that change. Sherman Struble seconded. The motion passed with all ayes.
4. **Approve Minutes – October 26, 2023, Policy Council Meeting.** Green moved to approve the minutes. Crouch seconded. The motion passed with all ayes.
5. **Approve Financial Report.** Rhonda Brown presented completed financials for both September and October. Struble moved to approve the financial report. Robinson seconded. The motion passed with all ayes.
6. **Approve Payment of Bills.** Green moved to approve payment of bills. Maher seconded. The motion passed with all ayes.
7. **Approve Agency Expenditures**
 - a. **Building Crafts Pay-Application #6**

Green moved to approve the pay application for building addition work. Miller seconded. The motion passed with all ayes.
 - b. **iPad Replacements with Verizon**

Director McCurdy explained they are looking to replace aging iPads that are used by drivers and some staff. Current devices are 4 years old and starting to run into issues. Contract from Verizon will be for a total of 90 iPads at a price of \$199.99 within the next three years. McCurdy asked for full purchase to be approved with the intention to replace about half of them this year and half next year or as needed. Ramsey moved to approve

the replacement contract. Struble seconded. The motion passed with all ayes.

- 8. Presentation of the FY2023 Audit/Discussion/Vote to place on file**
Representatives with Gronewold, Bell, Kyhnn & Co. were on hand to present their findings of the FY2023 audit. The audit found no major discrepancies. The only recommendation was a general segregation of duties, which they stated was an inherit problem for smaller organizations. No bad debt was found. Green moved to place the audit on file. Ramsey seconded. The motion passed with all ayes.
- 9. Discuss/Approve Appointment to fill At-Large Board Member Vacancy (Ron Kohn).** Glenwood Mayor Ron Kohn is no longer able to serve on the board due to health issues. McCurdy stated that Malver City Administrator Joe George has volunteered to be a board member. That would keep the seat as a Mills County representative which McCurdy recommended be the case. Richard Crouch moved to nominate George to fill the seat. No other nominations were brought. Robinson seconded. The motion passed with all ayes. Joe George will join the board for the next meeting in January.
- 10. Appoint a Vice-Chair.** Ron Kohn was also Vice Chair of the board so that position needs to be filled. Green volunteered to fill that role until positions are voted on for the next year at the next meeting. Todd Maher nominated Green for the role of Vice Chair and motioned to approve. Robinson seconded. The motion passed with all ayes.
- 11. Review and Approve SWIPCO Membership Fees for FY2024.** Director McCurdy recommended keeping the FY2024 membership rate at \$0.65 per capita. Green moved to approve the fees. Struble seconded. The motion passed with all ayes.
- 12. Review and Approve SWITA Support Fees for FY2024.** Director McCurdy recommended keeping the rates the same as last year. Each of the six counties pay \$8,000 for general service (Cass, Shelby, Harrison, Mills, Page, Montgomery). Missouri Valley, Red Oak, Shenandoah, Glenwood, and Harlan pay \$5,000 for taxi service. Atlantic pays \$8,000 for taxi service with higher ridership and two taxis running at times. Straight moved to approve the support fees. Robinson seconded. The motion passed with all ayes.
- 13. Annual Equal Employment Opportunity Report and Plan Amendment.**
Crouch moved to approve the EEO report and plan. Miller seconded. The motion passed with all ayes.
- 14. Transit Report.** Transit Director Mark Lander reported that rides and miles are up year over year. He said work route ridership has been down a little but that has been due to plants not running as much on the weekends lately. He expects that to pick up again and doesn't see a need to back down on 2024 projections.

15. **Planning Report.** Community Development Director Erin Hudson reported that they are wrapping up several projects. Chair Valline asked if any communities or groups have asked about the Enhance Iowa Sports Tourism grants. Hudson reported none have but we will look to promote.
16. **Housing and Southwest Iowa Housing Trust Fund Report.** Hudson reported that within the past 24 hours SWIPCO and SWIHTF have received 1.4 million dollars in grants for home repair. One grant is a large FHLB grant for almost 1 million and the other is an Iowa Finance Authority award for just over \$400,000. This will allow for repair work to many homes in the region.
17. **Business RLF Report.** McCurdy reported the RLF has money to loan for businesses that meet criteria. The RLF is working through a foreclosure on a building in Griswold and working through a payment schedule with a failed trucking firm.
18. **Director's Report.** McCurdy reported that the construction deadline for the building addition in Atlantic has been extended to January 31st. At this time, he expects no changes. Lease on the rented office space in Atlantic has been extended through February to allow for moving time. McCurdy announced that several positions have been filled including HR Assistant, Payroll & Benefits Specialist, and Community Development Planner. Still seeking a Maintenance Assistant. Transit Reporting Coordinator Christy Pederson is retiring this month.
19. **Public Comment Period.** None.
20. **Board Sharing.** Board member Maher thanked SWITA for helping with transportation during a nursing home emergency in Shenandoah.
21. **Other Business.** None.
22. **Adjourn.** Green moved to adjourn the meeting. Maher seconded. Chair Valline adjourned the meeting at 3:08 p.m.

SWIPCO BOARD MEETING—December 7, 2023

HOUSING REPORT:

- CDBG Projects
 - completed
- Lead Abatement (HUD)
 - 2 completed, 1 under construction, 2 in process, 3 ready for inspection
- Council Bluffs CDBG
 - 77 inspections to date
 - 62 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 – 17 closed, 2 purchase agreements
 - Logan – 3 units
 - Glenwood – 40 units – 1 closed
 - Malvern – 40 units
 - Tabor – 6 units – 2 closed
 - Hamburg – 40 units
- NEW REPAIR APPLICATIONS
 - FHLB – award notification December
 - HEALTHY HOMES – award notification January

HOUSING TRUST FUND:

- SMALL REPAIR PROJECTS
 - 2023 IFA
 - Completed
 - IFA HAF Home Repair
 - Waiting for state to start program
 - 2023 IOWA West
 - 3 rehab projects completed
- DEMO
 - Red Oak – ready to demo
 - Emerson – ready to demo

Planning Report

CDBG Projects

Facades

Atlantic – close-out stage.

Wiota – close-out stage.

Walnut – close-out stage

Logan – close-out stage.

Villisca – in close-out stage.

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 – fixing things from monitoring visit. That is the main focus.

Other CDBG

Corning – in final construction phases.

Clarinda Community Facility (SW IA Child Center) – still missing a lot of paperwork. Cannot move forward with much on our end until that paperwork is complete.

Stanton Downtown Revitalization – need to submit pictures and project will be done.

Glenwood Downtown Revitalization – working on an administrative plan.

Malvern Childcare Facility – was awarded funds

Disaster Recovery

Tabor DRH – 509 Sherman is waiting on a purchase agreement and closing date. So both will be sold and then we will have project close outs.

Harvest Hills – Woodbine – 32 of 40 homes are sold.

Modale Lagoon – monitoring went well – working on addendums

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. Submitted an extension, again, due to electrical part.

Wabash Landing Malvern – moving ahead with a different contractor due to conflict of interest. Wanted to do modular homes, but that is not allowed, so we are now moving forward with what is allowed and we can make progress.

621 Main Street Tabor – just waiting on paperwork, but project is going well.

Hamburg Levee – The railroad easement is what is left and will be bid out in January. EDA is trying to wrap up their end of the project, but their part may need to be extended a bit. Still working on that.

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. No one will be on site for a while so some paperwork will be held up.

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 – working in Phase 2 so moving right along. Exactly where we should be.

Villisca – complete

Comprehensive Plans

We have 3 Comprehensive Plans in various stages.

Montgomery County – met with Focus Group on December 6th – went very well, will set up a meeting to do some finalization.

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

Red Oak – met with Steering Committee on December 1st and now need to meet with Planning and Zoning.

HMP

Fremont & Page Counties – need to put out for public comment and then Board of Supervisors should approve in December.

Montgomery County has asked SWIPCO to engage in a Hazard Mitigation Plan writing – we have provided them with a cost estimate.

Zoning

We are working on zoning for 5 cities.

Walnut – have yet to review due to technical difficulties – they are also looking for help with codes

Dunlap – they have asked this be on hold until they can replace their members

Missouri Valley – on hold for now – John Harrison is working on it.

Glenwood – meeting on December 20th

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

Potential CDBG

Little Sioux and Harlan are due January 1

Oakland April 1

Randolph – Water application

Persia – working on LMI for a water tower application

Other

Destination Iowa – awarded funds – working on paperwork to get release of funds –
uploading paperwork for match money and other things needed

TRANSIT

Oct---189,431 miles 50,318 rides(+4,591) 10,607 hours

1st quarter reporting is completed, and numbers are as follows:

Rides---131,203(+9,315) Miles-- 521,790 (+36,002) Hours --30,715 (+2,224)

We continue to see strong Student, Taxi, and workforce transportation numbers:

Student---8,057 (+1,806) Taxi---15,256(+1,546) Workforce 21,340 (-4,023)

It is worth noting that while our workforce ride number does show a loss for 1st quarter year over year this can be attributed to softer plant demand primarily at OSI. In the past OSI tended to need 7-day transportation and for the past few months Sundays have been canceled multiple times and Saturday transportation has also been lighter than usual. At this point, I am not concerned about these numbers being the norm and am not planning to adjust my workforce ridership projections for FY24.