

SOUTHWEST IOWA PLANNING COUNCIL

SWIPCO Policy Council Meeting

February 22, 2024 @ 1:30 p.m.

Atlantic Golf & Country Club, 102 W 29th Street Atlantic, IA

OR via ZOOM

<https://us02web.zoom.us/j/82728836893?pwd=ZTJxUFU4YzJQSUJlcDVYNjI5QTluUT09>

Meeting ID: 827 2883 6893

Passcode: 765765

AGENDA:

1. **Call to Order.** Chair Valline called the meeting to order at 1:31 p.m.
2. **Roll Call.** Parks took roll call. Policy Council Members Present: Terry Arentson, Richard Crouch, Grace Garrett, Joe George, Steve Green, Todd Maher, Susan Miller, Charlie Parkhurst, Jenna Ramsey, Donna Robinson, Susan Shepherd, John Straight, and Todd Valline. SWIPCO Staff Present: John McCurdy, Rhonda Brown, Karen Mauer, Erin Hudson, and Chris Parks.
3. **Approve Agenda.** Green moved to approve the agenda. Straight seconded. The motion passed with all ayes.
4. **Approve Second Representatives.** Executive Director McCurdy stated that second representatives to approve are Grace Garrett, Cass County; Susan Shepherd, Fremont County; Sherman Struble, Harrison County; Jenna Ramsey, Montgomery County; AJ Lyman, Page County; and Terry Arentson; Shelby County. Robinson moved to approve second representatives. Crouch seconded. The motion passed with all ayes.
5. **Approve At-Large Members.** Executive Director McCurdy stated that the three proposed at-large members to approve are Fran Brannan, Pottawattamie County; Joe George, Mills County; and Todd Valline, Shelby County. Parkhurst moved to approve at-large members. Arentson seconded. The motion passed with all ayes.
6. **Nominating Committee Report.** Garrett reported that the nominating committee would like to keep the same officers for 2024. Chair: Todd Valline. Vice-Chair: Steve Green. Treasurer: Terry Arentson. Secretary: Sherman Struble.
The nominating committee was: Terry Arentson, Richard Crouch, Grace Garrett, Sherman Struble.
7. **Election of Officers.** Chair: Todd Valline. Vice-Chair: Steve Green. Treasurer: Terry Arentson. Secretary: Sherman Struble. Garrett moved to approve those officers. Robinson seconded. The motion passed with all ayes.
8. **Approve Minutes – January 25, 2024.** Arentson moved to approve the January 25, 2024 minutes. Crouch seconded. The motion passed with all ayes.
9. **Approve Financial Report.** Rhonda Brown discussed the January financials. Contract services billing is starting to catch up for SWIPCO. She pointed out that transit assistance now reflects first and second quarter numbers. McCurdy discussed that some contract service revenue may not end up being realized in the current fiscal year due to some disaster recovery projects not being completed and at a billable point. Garrett moved to approve the financials. Green seconded. The motion passed with all ayes.
10. **Approve Payment of Bills.** McCurdy discussed an engine repair on a bus that ended up over \$10,000 by the time final billing came. He also made the board aware that sewer repairs at the Council Bluffs building will end up over a \$10,000 mark as well due to multiple steps in the repair process. Parkhurst moved to approve payment of bills. Green seconded. The motion passed with all ayes.
11. **Approve Agency Expenditures.**
 - a. **Building Crafts Pay Application #9 (\$38,513.00).** McCurdy discussed the building addition project nearing an end. He recommended approval of this pay application. Robinson moved to approve pay application. Crouch seconded. The motion passed with all ayes.
13. **Approve Title VI Program.** This policy is necessary since SWIPCO receives over 1 million dollars in funding. Policy has not changed. Arentson moved to approve Title VI Program. Ramsey seconded. The motion passed with all ayes.
14. **Approve Limited English Proficiency Policy (LEP).** McCurdy discussed adding some information about the sizable population in our region that speaks a form of Chuukese. A phone service is used for many translation needs. Parkhurst moved to approve the LEP. Maher seconded. The motion passed with all ayes.

15. **Transit Report.** McCurdy reported on behalf of Transit Director Mark Lander who is out at a conference. Ridership numbers were down a bit in January due to the stretch of bad winter weather we experienced. February is shaping up well and on track to exceed projections. Robinson asked about SWTIA's role in RAGBRAI. McCurdy explained that they have plans in place for Glenwood and Atlantic that have been frequent stops before. Red Oak is still working through their plan since it has been a while since they hosted. Lander will work with their transportation committee to develop a shuttle route for their overnight day.

16. **Planning Report.** Hudson reported that they expect to be very busy with several water/sewer grant applications in the next month. A couple of those projects are closing now and they expect to have around 5 more starting up. CDBG, disaster recovery, and other categories are all progressing well.

17. **Housing and Southwest Iowa Housing Trust Fund Report.** Hudson reported that rental inspections continue to be busy in Red Oak, Missouri Valley, Malvern, Walnut, and Villisca. All of the Iowa West Grant money for 2023 has been spent and completed on projects. She is very excited that SWIPCO has 7 projects coming through the IFA HRPP program. Homes for Iowa has had some applicants but interest has stalled at the moment.

18. **Business RLF Report.** McCurdy reported that he has been working with Parks on new marketing material and information about funds available after some changes were approved for de-federalized funds at the last meeting. That information will be rolling out soon. Interest from one Fremont County business has come in.

19. **Director's Report.** McCurdy reported that he has been working closely with contractors a lot lately as the building addition is nearing completion. He said he expects everything to be mostly done by this time next week. We hope to hold our March board meeting back at the SWIPCO offices and hold an event to celebrate the addition. He recently finished the once-every-three-year planning grant application for the US EDA. He also worked with Erin to get the Atlantic Splash Pad CAT grant application together as well as an electric grid resiliency grant application for the City of Shelby. He commended Hudson for all of her hard work getting things done and settling into the role so well, being with SWIPCO for a year now.

With added HR help and a safety coordinator position SWITA is working on improving incident reporting and follow up procedures.

McCurdy met with the director of the Lakin Foundation and had a good discussion on how the entities could work in stride to improve housing in the region. He felt the input will be very positive as they look to get their funds out in the region. McCurdy has been transitioning some of his planning and zoning functions over to new planner Holly Jackson. He has also spoken to several groups in the area with an interest in planning.

20. **Public Comment Period.** None.

21. **Board Sharing.** None.

22. **Other Business.** None.

23. Adjourn. Chair Valline adjourned the meeting at 2:37 p.m.

Transit Report
02/22/2024 Policy Council Meeting

The snowstorms in the early part of the month led to softer than expected numbers. February is shaping up well and we are currently on track to exceed projections for the month.

January

Miles---157,391(-10,709) Rides---42,795(-4,471) Hours---9,089(-527)

Student---6,212 Taxi—4,158 Workroutes---6,915

Planning Report

CDBG Projects

Facades

All in close out stage

Upper Story

Missouri Valley – trying to work with Wayne on a new timeline and budget. IEDA and the city want to see this project completed. A meeting is set up this week to continue communication.

Atlantic – needs a few finishing touches; will need the final inspection and will work on getting it leased out.

Other CDBG

Corning – waiting on IEDA to close out.

Clarinda Community Facility (SW IA Child Center) – paperwork is better, but still some needed. Punchlist needs complete. Monitoring information needs reviewed by IEDA.

Stanton Downtown Revitalization – need to submit pictures and project close.

Glenwood Downtown Revitalization – Section 106 and wage rates submitted. IEDA needs to approve drawing plans and then we can bid. Have release of funds.

Malvern Daycare Community Facilities – Submitted the Requestion Release of Funds to the state to start their comment period February 13.

Other

Destination Iowa – Stanton

Need proof of funding

Disaster Recovery

Closing

Tabor

624 Center – closed

509 Sherman – waiting on down payment assistance information

Modale Lagoon – there is an issue with the valves – will address in the spring and an extension is now filed

Glenwood Infill Lots –

210 Valley – just need to submit final claim

1001 N. Linn – just waiting on budget revision

The rest are just waiting to be rented (5) – one is in process

Prospect Ave. Townhomes, Malvern – this won't be revised per the city and IEDA's decision. Wayne has asked. The idea will not be entertained.

621 Main St. Tabor – one is sold – the other two there is interest. Certificate of occupancy is provided for all units

In progress

Harvest Hills – Woodbine – 36 of 40 homes are sold, but we need purchase agreements to prove that. We only have 18 purchase agreements. Still working on that paperwork.

Wabash Landing Malvern – reviewing pay applications within engineering and construction and to another engineering for secondary review per new IEDA rules. This should happen quickly. Need to complete a housing assessment which should be done within a week.

North Ridge Acres, Hamburg – IEDA still gathering information from Tamera

712 Lofts – Glenwood – all is going well and framing is underway

Burr Oak – Glenwood – Phill will be inspecting this week to determine move in time lines
5th Ave Homes – Logan – marketing has officially began
Arbor Hills – a lot of work being done, basements poured, and houses framed. 17 income verifications complete and beginning purchase agreements.
Hamburg Levee – EDA has a report
Hamburg/Fremont County Commercial Buyouts – Tallgrass is confident they will meet their time line and we should be receiving a first invoice soon.

Water Sewer

Mondamin – need to finish Section 3 reports, employee interviews, SOFA hearing, monitoring and start on Phase 2.
Randolph – working with them to get a solid start date and need to do employee interviews.
 Henderson – closed
 Villisca – waiting to close out

Comprehensive Plans

Montgomery County – continue to meet with the steering committee and moving the plan forward. Also have met with planning and zoning committee. Have reviewed goals and future land use at the meetings. Future meetings in play to finalize goals and future land use.
 Villisca – met with planning and zoning committee to go over future land use on February 13.
Red Oak – put together a future land use draft map for review by the city. Met with steering committee on February 16 to review draft implementation plan. The planning and zoning committee meeting is March 11.

HMP

Fremont & Page Counties – in various stages of adoption. Close to all being done and all phases of adoption complete.
Montgomery County – waiting on response to cost estimate.

Long Range Transportation Plan and Public Participation Plan

LRTP – sent out an invite and first meeting is March 21
PPP – this goes hand in hand with LRTP and shouldn't change much

Zoning

Walnut
 Dunlap
Missouri Valley
 Glenwood

Codes

Harrison County	Villisca	Wiota	Tennant	Yorktown
Modale	Braddyville	Mondamin	Hamburg	Pacific Junction

Potential CDBG

AMU – April 1 – water/sewer
 DNR submitted in December?
 Need updated costs
 Public hearing on March 20
Persia April 1 – water tower
 PER submitted to DNR
 CDHN survey out
Elk Horn April 1 – water
 PER to DNR soon
 Need to do ER

Public Hearing set for March 4
Little Sioux April 1 – water/sewer
PER submitted to DNR
Sent out CDHN survey
Need to start ER
Public hearing March 4
Essex April 1 – water/sewer
Sent out CDHN
Public Hearing set for March 13
Need to start ER

Oakland April 1 or October 1
Randolph – unknown – water application
DNR permit won't be for a year
Irwin - unknown – lift station – would need LMI

Other

Dani is working on Catalyst grant for Tim Guinnan in Logan IA – due April 15

Dani is working on a EECBG application for Atlantic CDBG for energy efficiency – street lights – due March 18

MidAmerica CARES application for Anita submitted

Neighborhood Revitalization Planning CDBG's

Sidney, Creston & Corning all invited to apply for implementation funding – application will be due

Community Attraction Tourist Grant for the Atlantic Splash Pad submitted

Grid Resiliency Grant for Shelby Municipal Utilities submitted

Business RLF

Have had some interest.

Still working on BNK Trucking

HOUSING REPORT:

- REPAIR PROJECTS
 - 2023 IFA
 - Assisted 21 HOA applicants
 - 8 repair projects completed
 - 16 repair projects in process
 - 2024 IFA
 - HOA applicants; 1 closed, 5 in process
 - IOWA West
 - 7 projects completed, 9 projects in process
 - Funding spent
 - FHLB
 - Will assist 38 homeowners, just received signed contract
 - Home Repair Pilot Program (HRPP)
 - 5 applicants in bid process
- DEMO
 - 4 Red Oak – demolished
 - Emerson – demolished
 - Remaining funds: \$5,597 in 2023 grant and \$35,000 in 2024 grant
- HOMES FOR IOWA
 - 7 applicants – 2 withdrew; 3 looking for financing; 2 waiting on city

February 22, 2024 Executive Director's Report

As things get closer to completion with the building addition obviously more of my time than I would like has been dedicated to working with the contractors/answering questions etc. to get that project done. Overall, obviously I think its going to be a great addition and I'm especially excited to have all the staff under one roof, but getting there is no fun. It seems very likely that things will be substantially complete by the end of next week. There will be some punch list items that will go past that but otherwise done. We will need our IT folks to come in and move our server and set that up, so a move may not happen until the end of the 2nd week in March or maybe even the third week. Hopefully we will have our March board meeting at our offices.

This past month I finished our once-every-three-year planning grant application for the US EDA. That is currently \$70,000 per year, which we match with our dues. That is progressing through the system. Also worked closely with Erin, who was an amazing help and did most of the work on getting the Atlantic Splash Pad CAT grant application together as well as an electric grid resiliency grant application together for the City of Shelby.

We've been having discussions about our incident reporting process. Specifically, we have a good track record of documenting incidents when they happen (think something happens on a bus), but, we don't always do a good job of documenting what the outcome of that incident was—did we make any changes, was discipline completed, things of that nature. Having extra HR capacity and Mike as our safety coordinator opens new abilities for us to improve. As my wife says about feeding the dog—if it's everyone's job, it's no one's job—so making that process more formal and accountable is the end goal.

Chris and I have also met and been working on some new marketing materials for our RLF since you approved the changes to the program at the last meeting. Expect to see that soon.

I met with the director of the Lakin Foundation and we had a very good discussion regarding their vision for future housing improvements within the region. They recognize the geographic and programmatic overlap between what we do and what they want to accomplish. I think that we'll continue to have discussions and that there may very well be a role for us in implementing some of their plans, and if not at least being a stakeholder giving input, which I think is very positive.

I've been transitioning more of the planning and zoning functions that I do over to Holly, and she attending an Emerson City Council meeting with me where we discussed planning as well as code enforcement. I also spoke to the AHSTW business class about city planning as they work through a model city project. Just yesterday I spent the day with the Villisca Thriving Communities group and the recurring theme was "work with SWIPCO on that!"

A couple upcoming things, in addition to the big move, I will be at the NADO board meeting and legislative meeting in DC March 10-13. Also as we discussed in the transit section, IPTA's legislative meeting will be in DC, April 11-12.