



# Southeast Iowa Regional Planning Commission

March 31, 2011

12:00 PM

211 N. Gear Avenue

West Burlington, IA 52655

Meeting Type

Full Board

## — Agenda —

<b>CALL TO ORDER</b>	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Directors Report, Minutes, Financial Report, Claims, Correspondence)		Board Action
<b>OLD BUSINESS</b>		
1. FY2010 Annual Report	Norris	Board Review
2. Department Reports	Various	Board Update
3. RLF Bylaws	Hanan	Board Action
4. Open House	Norris	Board Update
<b>NEW BUSINESS</b>		
1. TPWP - Draft	James	Board Review
2. Basement Construction Bid Approval	Norris	Board Action
3. CEDS	Norris	Board Update
4. Equipment Disposition	Kuskowski	Board Action
<b>MATTERS FROM THE FLOOR</b>		

# Consent Agenda



# Director's Report

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: March 24, 2011

## BUILDING UPDATE

Operations at the new office have been smooth. Staff has invited regional partners to the building for tours when opportunities arise, and received great comments on the building and the fit for SEIRPC.

No items of note to report except for general maintenance of facility with furnaces, lights, etc. The location of SEIBUS vehicles close to the office has increased efficiency for staff immensely.

## AGENDA ITEMS – OLD BUSINESS

1. Annual Report, Board Review. Staff has completed the FY2010 Annual Report, and it is available for review. SEIRPC secured record amounts of funds for the southeast Iowa region last fiscal year. Flood recovery funds secured totaled over \$23 million, and SEIRPC staff secured other grants for transportation, housing and infrastructure.
2. Department Reports, Board information. Department directors will give synopsis of happenings in relevant SEIRPC departments: Planning, Development, Transit. The objective is to inform SEIRPC board members about departmental news throughout the year.
3. RLF Bylaws, Board Action: SEIRPC's regional Revolving Loan Fund (RLF) bylaws are being updated to clarify how board members are chosen for the regional RLF review committee. The committee reviews proposals for the following loan pools: Intermediary Relending Program (IRP) I and II; and Economic Development Administration (EDA) I and II. Changes reflect wording on how board members are chosen and making elected officials eligible for committee membership.
4. Open House, Board Update. SEIRPC will hold its Open House on April 21, 2011 from 5-7pm. The event is being coordinated with Big River Resources, SEIRPC's upstairs tenant, and with the Business After Hours program with the Greater Burlington Chamber of Commerce. SEIRPC is also inviting all regional partners to attend the event.

## AGENDA ITEMS: OLD BUSINESS

1. FY2012 Transportation Planning Work Program, Board Review. Zach James will update the board on the work program that includes the transportation planning activities the agency will undertake in FY2012, and the draft budget. The work program budget will be coordinated with the overall agency budget to be adopted in May; the current budget is a status quo budget based on current conditions.
2. Basement Construction Bid Approval, Board Action. SEIRPC received one bid from Myers Construction, Inc., for basement and associated work totaling \$152,600. Staff recommends accepting the bid.
3. Comprehensive Economic Development Strategy, Board Update. The CEDS update process will begin in the near future. The process will combine SEIRPC's regional plans into one document, making the process and input more efficient. The region will also have a singular document to refer to for needs, information and trends.
4. Vehicle Disposition, Board Action. SEIBUS has two public transit vehicles out of operation that should be disposed of through a publicly advertised process. The vehicles will be advertised with Iowa DOT for 30 days, and if the buses are not sold, they will go to public bid. Recommend approval.

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
January 27, 2011**

Members Present: Brent Schleisman, Sue Frice, Hans Trousil, Jim Howell, Gary Folluo, Chris Ball, Steve Bisenius, Klay Edwards, Jim Davidson, Michael O'Connor, David File, Mark Huston, Bob Hesler, Mark Hempen, Phil Thomas, Bob Beck, and Randy Tillman

Members Absent: Byron Smith and Kent White

Guests Present: Mayor Benita Grooms, and Lisa Smith; Andy Loonan, IDOT; News Media from Hawkeye and KBUR

Staff Present: Mike Norris, Debbie Laughlin, Bob Kuskowski, Jeff Hanan, Kim Schisel, Zach James, Sara Hecox, and Dan Eberhardt

Call to order at 12:05 p.m.

### **Agenda Approval**

Motion by Trousil to approve the Revised January 27, 2011 agenda, second by Ball. All Ayes, motion passed.

### **Membership Introductions:**

Schleisman suggested that everyone around the board table introduce themselves and state what entity they represent.

### **Presentation of Leland McCosh Award:**

Schleisman stated that the Leland McCosh Award is presented each year in memory of Leland McCosh in recognition of outstanding public service provided by the recipients to citizens of his/her community, county, and the greater area of Southeast Iowa, and that this year was awarded to Benita Grooms, Mayor of Oakville. Mike Norris read from her nomination of Mayor Groom's various accomplishments, including being diligently involved with Oakville's flood recovery efforts. Benita was appreciative of the award and stated that she could relate to the James Taylor's song quoting the lyrics "I've Seen Fire and I've Seen Rain."

### **Election of Officers**

After collection of the forms from each county's members designating their Executive Committee elective, Schleisman stated that the Executive Committee members will remain the same as last year. Beck made a motion to keep the Executive Committee officers the same as last year: Brent Schleisman, Chairman; Sue Frice, Vice Chairperson; Hans Trousil, Treasurer; Jim Howell, Secretary; and Gary Folluo, Member at Large, second by Hempen. All ayes, motion passed.

## Consent Agenda Approval

Schisel explained the reasoning that the December Year to Date was less than November's, even though December had more income, which included adjustments involving the new building, and gap financing. Motion by Folluo to accept the consent agenda, second by Bisenius. All Ayes, motion passed.

## Old Business

1. Department Reports: Norris stated that he has asked some of the department heads to give a brief outline in areas of Housing, Planning, Transportation and Transit Services at the beginning of the meeting. Jeff Hanan spoke in regard to the highlights pertaining to Housing, Flood Recover, and CDBG projects. Zach James spoke in regard to the Surpace Transportation Program, Des Moines County Pre Disaster Hazard Mitigation Plan, Passenger Transportation Plan, the Heartland Highway 28E Access Management Agreement, Fort Madison Extra Territorial Zoning Study, Regional Utility Analysis, Hazard Mitigation Grant Program, and Safe Routes to School. Bob Kuskowski spoke of awaiting final authorization to order two 176" light buses, Hope Haven ridership increase, Louisa County increase in ridership due to the new Day-Hab at the Motts Center in Wapello, and the relocation of buses to the parking lot adjacent to our office facility. No action necessary.
2. Great River Housing Trust Fund: Eberhardt stated that the GRHTF was awarded \$283,000 and that with a \$75,000 cash local match, will offer rehabilitation and down payment assistance to low and moderate income households. Eberhardt further stated that each of our four counties received grant awards from the Federal Home Loan Bank of Des Moines to rehabilitate a minimum of 95 homes with the maximum award amount being \$7,500 (forgiven over a five year period.) The FHLB will be paired with either a low interest loan or forgivable loan from the Great River Housing Trust Fund. Hecox handed out flyers to be used to market these grants, and set out applications for the board members to take with them. Hecox gave an overview of the application process stating applications will be taken from February 1<sup>st</sup> through March 31<sup>st</sup>, and then the eligible applicants would be scored. She further stated that the applicants would be able to apply for both grants through a one step application process, particularly since the parameters for low income are similar in both programs. Hecox stated that a press release will be going out very soon to newspapers and radio stations. Schleisman suggested that board members take the information to their communities. No action necessary.
3. RLF Presentation: Jeff Hanan discussed the highlights of the Revolving Loan Fund updates earlier in the meeting when giving his department update. He stated that the Revolving Loan Fund is a new position for him, and he has been busy becoming

knowledgeable and getting it all organized. He further stated that he has now scheduled meetings with the four RLF Committees, and plans to begin an aggressive marketing plan. Hanan explained that the Loan Review Committee makes recommendations to the SEIRPC board, which then comes before this board for action. Hanan further stated that he will be attending an IARC (Iowa Regional Councils) seminar on RLF in Coralville, Iowa next month. No action Necessary.

4. SEIRPC Job Descriptions: Norris stated that a draft of the SEIRPC position descriptions was presented to the Executive Board in May 2010, however some changes were made to reflect changes made from leadership reorganization, mainly in the area of who people report to, and some consistency in salary ranges. Norris further stated that the position descriptions were reviewed by a labor attorney. Hempen made a motion to approve the SEIRPC Job Descriptions as presented, second by Howell. All Ayes, motion passed.
5. Transit Advisory Committee Purpose & Guidelines: James stated that originally the TRAC was formed in July 2004 as an accountability layer to ensure a smooth transition of public transit services from Community Action. James further stated that in 2007, the Iowa DOT began requiring an annual Passenger Transportation Plan (PTP), shifting the purpose of the TRAC toward development and implementation of the annual PTP. James stated that the SEIRPC policy board approved a structure for TRAC in February 2008. James stated that due to continuing confusion among the TRAC members, staff has updated the Purpose and Guidelines from 2008 to provide a clearer understanding of the purpose of the Transit Advisory Committee. Folluo made a motion to approve the updated Transit Advisory Committee Purpose & Guidelines, second by Trousil. All Ayes, motion passed.

## **New Business**

1. Draft FFY2012 Passenger Transportation Plan (PTP): James stated that the PTP is a required document by the IDOT to follow a coordinated planning process with human services agencies and transportation providers. James stated that the draft FFY2012 PTP is due to the IDOT by February 1<sup>st</sup>, and the Transportation Advisory Committee (TRAC) will review the draft in March, and it will come to the SEIRPC board for final approval in April, due to the IDOT by May 1<sup>st</sup>. Discussion was held in regard to providing SEIBUS service to Lee County. Norris stated that Lee County will be reevaluating bids for bus service this year, and that SEIBUS will strive to be cost competitive. No action necessary.
2. EDA-RLF Plan Certifying EDA Project #05-39-02629, Resolution No. 79-2011; and Certifying EDA Project #05-79-04744, Resolution No. 80-2011: Hanan stated that EDA requires that we pass a resolution certifying each of our EDA RLF funds semi-annually. File made a motion to approve Resolution No 79-2011 Certifying EDA Project #05-39-

02629; and to approve Resolution No 80-2011 Certifying EDA Project #05-79-04744 second by Trousil. All Ayes, motion passed.

3. Lease Agreement: Norris stated that we emailed to the board a lease agreement between Southeast Iowa Regional Planning Commission and Trinity Consultants, Inc. to lease space in the Northeast wing of the basement, to be finished for occupancy after construction bids are let. Norris further stated that Trinity Consultants, Inc. has agreed to lease 2,272 square feet at the rate of approximately \$11.88 per square foot (\$2,250 per month.) Norris stated that there is 500 square feet in the northeast wing that they are not leasing out, but they have the right of first refusal in the event that we seek to rent the space. Norris further stated that although this is a five year lease, there is a three year termination clause with penalty (\$9,000) to protect the Commission. Norris stated that they can renew in five years at market lease rates. Norris further stated that EDA has given their approval for this lease. Norris stated that he emailed to the board an email from a Des Moines County Supervisor, along with Norris' response. Norris stated that he did not solicit business from Trinity Consultants, Inc. (nor from any other business), and that they came to him to see if we would be interested in leasing space to them. Norris explained that the reason the lease rates are higher than our current lessee is that we need to cover some of the remodeling costs. Motion by O'Connor to approve the lease agreement between Southeast Iowa Regional Planning Commission and Trinity Consultants, Inc. to lease space in the Northeast wing of the basement, second by Trousil. All Ayes, motion passed.

**MATTERS FROM THE FLOOR:**

Davidson stated that he would like to see SEIRPC go paperless with their board meeting packets. Norris stated that would put together some options regarding costs, etc. for discussion at a future board meeting.

Motion to adjourn meeting by Frice.  
Second by Thomas. All Ayes

Meeting adjourned at 1:09 p.m.

Submitted by Debbie Laughlin

\_\_\_\_\_  
Mike Norris, Executive Director

\_\_\_\_\_  
Jim Howell, Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# *Financial Report*

*February 2011*

*Completed March 9, 2011*

*By Kim Schisel*



Dear SEIRPC Board:

The accompanying Balance Sheet of Southeast Iowa Regional Planning Commission, as of **February 28, 2011**, and the related Statements of Income and Changes in Financial Position for the eight months ending **February 28, 2011**, have been compiled by Kim Schisel.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. The statements have not been audited.

*Kim M. Schisel*  
*Finance Director*

**TO:** Seirpc Board  
**FROM:** Kim Schisel  
**DATE:** 03/07/11  
**RE:** Financial Summary for the month of **FEBRUARY-2011**



**PROFIT & LOSS ALL CLASSES**

	February-11	YTD
TOTAL REVENUES :	247,404	3,319,658
TOTAL EXPENSES :	254,015	2,925,885
Excess (deficiency) of revenues over (under) expenditures	(6,611)	393,773

**PROFIT & LOSS REGIONAL TRANSIT AUTHORITY**

	February-11	YTD
TOTAL REVENUES :	34,528	674,440
TOTAL EXPENSES :	68,746	605,018
Excess (deficiency) of revenues over (under) expenditures	(34,218)	69,421

CASH BALANCE	UNRESTRICTED	RESTRICTED	
Our Home Rehab Government Checking		4,810	
Gen'l Government Checking	394,633	57,192	
IRP Government Checking		843,772	
Ft. Madison RLF Government Checking		150,395	
Henry County RLF Government Checking		151,914	
Henry County RTA Government Checking	26,167		
Keokuk RLF Regular Checking		97,115	
EDA RLF Government Checking		282,329	
Mediapolis HTF Government Checking		58,848	
	420,799	1,646,374	2,067,174

**CUSTOMER ACCOUNTS RECEIVABLE BALANCE**

CURRENT	1-30	31-60	61-90	>90	TOTAL
	11,706	178,210	85,637	15,000	19,072
					309,626

# Southeast Iowa Regional Planning Commission

## Balance Sheet

As of February 28, 2011

Feb 28, 11

### ASSETS

#### Current Assets

##### Checking/Savings

102.01 · Our Home Rehab Gov't Chkng	4,810.37
103.00 · Government Checking	451,824.13
104.00 · IRP Government Checking	843,771.60
105.00 · Ft. Madison RLF Gov't Chkng	150,394.84
106.00 · Henry County RLF-Gov't Chkng	151,913.92
107.00 · Henry County (RTA)-Gov't Chkng	26,166.73
109.00 · Keokuk RLF	97,114.76
110.00 · EDA RLF Government Checking	282,329.16
113.00 · Mediapolis HTF Gov't Chkng	58,848.17

**Total Checking/Savings** 2,067,173.68

##### Accounts Receivable

120.00 · Accounts Receivable 309,626.06

**Total Accounts Receivable** 309,626.06

##### Other Current Assets

101.00 · Petty Cash Account	199.95
111.00 · Payroll Transfer	45,913.82
123.00 · Accts Rec - Other	230.33
130.00 · Ft. Madison RLF Receivable	52,782.63
131.00 · Henry County RLF Receivable	55,937.58
132.00 · Our Home Rehab Receivable	14,671.35
133.00 · Mediapolis HTF Receivable	62,020.32
134.00 · EDA RLF Receivable	701,655.89
135.00 · IRP I Loan Receivable	97,671.92
136.00 · IRP II Loan Receivable	316,927.80
137.00 · Keokuk RLF Receivable	107,505.58

**Total Other Current Assets** 1,455,517.17

**Total Current Assets** 3,832,316.91

#### Other Assets

220.10 · Equipment (New)	116,667.73
221.10 · Accumulated Deprec. Equipment	-69,689.97
230.10 · Vehicle	691,266.50
231.10 · Accumulated Depr. Vehicle	-253,893.79
240.10 · Program Equipment	29,177.00
241.10 · Accum Deprec-Program Equipment	-155.75
250.10 · Building	956,560.00
252.10 · Land	103,440.00

**Total Other Assets** 1,573,371.72

**TOTAL ASSETS** 5,405,688.63

# Southeast Iowa Regional Planning Commission

## Balance Sheet

As of February 28, 2011

Feb 28, 11

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

##### Other Current Liabilities

2100 - Payroll Liabilities -13,804.03

310.00 - Accounts Payable 57,191.50

326.80 - Custodial Fund Liability 156.55

355.00 - Accrued Salaries & Vacation 77,133.75

3600 - Short Term Notes Payable 15,591.82

**Total Other Current Liabilities** 136,269.59

**Total Current Liabilities** 136,269.59

##### Long Term Liabilities

3700 - Long Term Notes Payable 1,318,485.89

**Total Long Term Liabilities** 1,318,485.89

**Total Liabilities** 1,454,755.48

#### Equity

3900 - Fund Balance 1,983,166.14

3901 - Investment in Transit Vehicles 459,391.37

3902 - Investment in Program Equipment 18,534.25

3903 - Investment in Property 647,000.00

3904 - Reserve for Mediapolis Loans 62,020.32

3905 - Reserve for FM RLF Loans 52,782.63

3906 - Reserve for Henry Co. Loans 55,937.58

3908 - Reserve for Our Home Loans -3,523.29

3909 - Reserve for Keokuk RLF Loans 107,505.58

3971 - Reserve for EDA RLF Loans 701,655.89

3972 - Reserve for IRP-I Loans -468,799.06

3976 - Reserve for IRP II Loans -58,511.46

**Net Income** 393,773.20

**Total Equity** 3,950,933.15

**TOTAL LIABILITIES & EQUITY** 5,405,688.63

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Month Ended February 28, 2011**

	Feb 2011	YTD	FY11 Budget	FY10 Actual	FY09 Actual	FY08 Actual	FY07 Actual
<b>Revenues:</b>							
<b>4100 - Bus Fare Revenues</b>							
410.00 - General Public	3,316.48	32,802.63	43,000	50,915.99	60,429.77	70,147.42	46,955.78
411.00 - Local Contracts	1,659.50	97,072.08	267,750	306,718.11	471,354.70	287,147.57	70,026.88
412.00 - AAA Bus Fares	0.00	0.00	0	0.00		0.00	1,461.00
<b>Total 4100 - Bus Fares</b>	<b>4,975.98</b>	<b>129,874.71</b>	<b>310,750</b>	<b>357,634.10</b>	<b>531,784.47</b>	<b>357,294.99</b>	<b>118,443.66</b>
<b>4500 - Federal/State Revenues</b>							
450.00 - EDA Planning Grant	0.00	45,750.00	61,000	64,840.00	53,550.00	51,000.00	38,130.00
450.01 - Marketing Grant	0.00	0.00	0	0.00	0.00	97,495.93	0.00
450.02 - EDA Flood Recovery	14,833.76	41,543.08	55,000	123,078.44	102,616.80	0.00	0.00
450.03 - EDA Technical Assistance	0.00	0.00	0	9,725.00	4,150.00	0.00	0.00
450.04 - EDA Facility Grant	0.00	530,000.00	750,000	0.00	0.00	0.00	0.00
450.50 - HUD Housing Asst. Payments	0.00	0.00	0	0.00	0.00	823,473.00	0.00
450.55 - HUD Housing Adm.	0.00	0.00	0	0.00	0.00	125,640.00	0.00
451.00 - IDED COG Assistance	0.00	0.00	8,471	8,470.58	8,823.53	0.00	9,375.00
452.00 - USDA Grant Income	0.00	0.00	0	143,790.00	155,766.00	127,144.92	10,000.00
453.00 - PDM (Pre-Disaster Mitigation)	0.00	0.00	0	37,343.00	36,834.00	0.00	39,193.00
453.01 - Homeland Security	3,270.81	211,166.59	0	81,340.64	0.00	0.00	0.00
454.00 - Brownfield Grant	0.00	3,709.45	7,800	81,361.40	112,981.66	0.00	257,605.53
455.00 - IDOT Planning	0.00	81,980.00	210,259	140,265.00	149,731.00	168,236.76	162,302.00
455.01 - IDOT Special Project	0.00	0.00	237,000	0.00	0.00	0.00	0.00
456.00 - State Transit Assistance (RTA)	18,258.76	289,085.35	247,450	228,734.55	217,033.97	235,577.31	177,651.75
457.00 - Federal Transit Assistance (RTA)	0.00	230,605.00	283,120	396,927.93	315,518.83	184,995.00	145,751.00
458.00 - Housing Draws	52,500.00	138,362.00	480,425	197,178.94	1,683,708.00	92,154.16	0.00
458.01 - IFA Tax Credit Revenues	0.00	0.00	11,900	28,350.00	7,350.00	0.00	0.00
459.00 - State Medicaid	11,706.21	89,230.41	122,000	134,997.51	124,586.16	146,349.29	145,285.04
<b>Total 4500 - Federal/State Revenues</b>	<b>100,569.54</b>	<b>1,661,431.88</b>	<b>2,474,425</b>	<b>1,676,402.99</b>	<b>2,972,649.95</b>	<b>2,052,066.37</b>	<b>985,293.32</b>
<b>4600 - Principle on Loans</b>							
461.00 - Principle on Loans	22,406.49	216,082.90	0	303,497.75	0.00	0.00	0.00
<b>Total 4600 - Principle on Loans</b>	<b>22,406.49</b>	<b>216,082.90</b>	<b>0</b>	<b>303,497.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>4700 - Local Revenues</b>							
470.00 - Per Capita Revenue	0.00	121,742.69	125,055	125,498.00	119,051.70	116,499.00	116,708.85
471.00 - Cities/Counties	0.00	24,034.49	46,758	33,476.79	4,667.00	1,325.00	19,785.00
472.00 - Projects/Other Contracts	98,805.03	542,167.03	620,120	963,037.74	3,133,140.17	187,328.81	167,551.28
473.00 - Grant Administration	7,000.00	50,167.00	80,000	67,250.00	40,900.00	56,000.00	25,000.00
474.00 - CDBG Housing Administration	0.00	0.00	77,400	11,551.00	16,929.00	11,375.00	11,500.00
475.00 - Other Contributions	0.00	18,779.00	0	8,124.29	9,600.20	3,321.46	0.00
476.00 - HOME Administration	0.00	0.00	0	2,808.00	27,621.00	0.00	0.00
477.00 - IRP Administration	0.00	0.00	0	16,126.13	24,649.45	0.00	27,000.00
478.00 - FT. MADISON RLF Administration	0.00	-4,502.21	5,627	5,463.00	801.79	0.00	0.00
479.00 - RLF Administration	0.00	0.00	0	13,580.41	3,070.98	0.00	40,247.29
480.00 - Henry Co. RLF Administration	0.00	0.00	5,627	5,463.00	672.96	0.00	5,000.00
481.00 - Housing Soft Costs	0.00	0.00	0	9,595.50	2,762.96	8,255.46	19,292.25
482.00 - Lead Abatement	0.00	2,750.00	0	18,300.00	35,200.00	1,155.00	7,000.00
483.00 - Housing Authority Revenue	0.00	0.00	0	0.00	16,919.37	0.00	68,997.48
484.00 - Housing Inspections	0.00	0.00	0	0.00	337.50	7,875.00	8,680.00
485.00 - SBA Revenue	0.00	0.00	0	6,490.00	0.00	9,348.52	1,312.50
486.00 - Keokuk RLF Administration	0.00	0.00	5,627	5,463.00	2,442.60	2,100.00	4,166.70
487.00 - Mediapolis Housing Trust	0.00	0.00	5,835	0.00	0.00	0.00	0.00
488.00 - Vehicle Reimbursements	1,634.04	15,580.21	27,603	31,002.05	31,990.63	8,784.60	0.00
489.00 - Housing Administration	0.00	26,060.00	60,000	32,600.00	0.00	0.00	0.00
<b>Total 4700 - Local Revenues</b>	<b>107,439.07</b>	<b>796,778.21</b>	<b>1,059,652</b>	<b>1,355,828.91</b>	<b>3,470,757.31</b>	<b>413,367.85</b>	<b>522,241.35</b>
<b>4900 - Miscellaneous Revenues</b>							
491.00 - Note Proceeds	0.00	413,000.00	5,000				
492.00 - Lease Income	5,811.60	25,106.11	30,000	0.00	0.00	0.00	0.00
Debt Service	0.00	0.00	36,000				
495.00 - Insurance Proceeds	0.00	0.00	0	6,010.93	42.70	1,437.30	0.00
496.00 - Interest Income (Bank)	782.05	6,611.34	7,155	9,726.69	16,408.76	40,810.84	24,020.74
497.00 - Miscellaneous Revenues-Other	-419.70	14,297.31	0	4,757.25	6,234.61	10,519.80	2,686.85
498.00 - Matching Funds	0.00	0.00	513,000	0.00	26,040.00	0.00	0.00
<b>Total 4900 - Miscellaneous Revenues</b>	<b>6,173.95</b>	<b>459,014.76</b>	<b>591,155</b>	<b>20,494.87</b>	<b>48,726.07</b>	<b>52,767.94</b>	<b>26,707.59</b>
<b>5000-52 RLF Income</b>							
507.00 - Late Payment Fees	75.00	1,750.00	500	3,855.99	600.00	0.00	0.00
508.00 - Loan Closing Fees	0.00	1,875.00	3,750	3,750.00	4,125.00	1,657.50	7,792.75
509.00 - FM RLF Loan Interest Income	156.52	1,660.72	0	2,322.73	0.00	0.00	0.00
510.00 - Henry Co. RLF Interest Income	235.92	2,162.45	0	2,404.54	0.00	0.00	0.00
511.01 - EDA RLF I Interest Income	2,854.88	25,419.74	26,202	28,478.01	0.00	0.00	0.00
511.02 - EDA RLF II Interest Income	0.00	0.00	2,500	0.00	0.00	0.00	0.00
512.00 - Mediapolis HTF Interest Income	182.65	2,943.51	2,000	4,765.35	0.00	0.00	0.00
515.00 - IRP I Loan Interest Income	440.63	4,781.27	15,000	14,877.07	0.00	0.00	0.00
516.00 - IRP II Loan Interest Income	1,505.77	13,041.29	16,000	16,001.78	87,413.48	97,980.20	61,582.34

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Month Ended February 28, 2011**

	Feb 2011	YTD	FY11 Budget	FY10 Actual	FY09 Actual	FY08 Actual	FY07 Actual
517.00 · Our Home Rehab Interest Income	225.00	440.33	500	750.56	0.00	0.00	0.00
518.00 · Keokuk RLF Loan Interest Income	162.87	2,401.55	0	2,824.58	0.00	0.00	0.00
<b>Total 5000-52 RLF Income</b>	<b>5,839.24</b>	<b>56,475.86</b>	<b>66,452</b>	<b>80,030.61</b>	<b>92,138.48</b>	<b>99,637.70</b>	<b>69,375.09</b>
<b>Total Income</b>	<b>247,404.27</b>	<b>3,319,658.32</b>	<b>4,502,434</b>	<b>3,793,889.23</b>	<b>7,116,056.28</b>	<b>2,975,134.85</b>	<b>1,722,061.01</b>
<b>Expenditures:</b>							
701.00 · Salaries	73,877.94	709,211.62	1,128,673	1,147,061.18	1,078,150.59	859,113.74	726,489.94
702.00 · FICA - Employer's Share	5,447.70	52,603.96	83,429	86,144.50	80,420.84	65,368.60	54,183.35
703.00 · IPERS - Employer's Share	5,096.30	48,100.96	78,130	75,425.69	68,611.33	51,661.71	41,775.37
704.00 · Unemployment	0.00	5,226.00	6,000	14,805.28	9,462.17	2,481.58	3,051.58
705.00 · Employee Benefits	11,044.39	91,419.73	156,623	147,120.96	98,390.05	57,976.21	58,752.90
706.00 · Physicals	0.00	930.00	1,340	1,424.00	118.00	863.00	818.00
707.00 · Uniform Expense	7.49	502.89	1,795	3,242.98	3,881.86	3,007.99	1,158.45
708.00 · Drug Testing	59.00	750.00	1,035	1,001.00	2,023.00	2,980.00	1,331.10
709.00 · Personnel Expenses-Other	0.00	0.00	900	400.00	1,850.00	1,932.95	1,863.20
710.00 · Accounting	273.18	2,497.07	4,000	3,800.44	3,556.12	3,457.99	4,382.02
712.00 · Advertising	448.00	2,150.09	3,000	5,449.27	5,221.95	9,000.57	6,873.10
717.00 · Audit	0.00	4,000.00	12,500	12,600.00	12,000.00	13,125.00	10,575.00
726.00 · Contractual Expenses-Other	71,324.40	465,599.17	344,800	152,573.31	147,874.68	32,393.02	276,413.65
728.00 · Information Technology	832.50	4,926.50	5,000	8,027.35	11,148.04	12,004.45	1,952.90
729.00 · Copier Expense	1,496.07	5,647.98	9,500	9,691.57	9,915.23	3,755.40	3,006.17
730.00 · Legal Expense	48.00	18,582.80	10,950	33,939.97	19,493.32	4,547.91	6,878.59
738.00 · Depreciation Expense	0.00	0.00	39,447	27,495.05	20,153.16	30,965.61	20,733.06
740.00 · Dues/Subscriptions	250.00	8,549.64	12,000	12,435.79	13,593.17	14,164.08	8,137.65
741.00 · Public Notices	119.76	1,443.56	1,200	3,098.10	3,348.15	1,709.91	1,570.00
745.00 · Land, Structures, Right of Way, etc.	0.00	1,055,000.00	1,060,000	0.00	0.00	0.00	0.00
746.00 · Leased Equipment	0.00	380.00	700	760.00	979.00	478.18	419.38
747.00 · Equipment under \$5000	2,296.97	27,238.97	22,100	4,326.58	54,822.08	30,990.18	20,652.95
748.00 · Capital Equipment	0.00	0.00	105,000	207,221.40	131,687.94	16,616.00	59,684.00
749.00 · Principle Expense	0.00	0.00	20,000	0.00	43,449.17	0.00	0.00
750.00 · Lead Testing	0.00	559.00	2,000	2,344.00	4,170.00	1,210.00	3,191.10
751.00 · Housing	40,695.00	96,985.00	480,425	800,582.02	4,286,455.75	97,616.83	0.00
752.00 · Admin. Expense	0.00	5,463.00	0	24,041.54	22,361.51	3,796.35	32,000.00
753.00 · HUD Inspections	0.00	0.00	0	0.00	0.00	7,875.00	0.00
754.00 · Insurance	5,520.57	96,680.73	94,300	102,216.99	84,330.57	58,385.62	60,963.38
755.00 · HUD Housing Asst. Payments	0.00	0.00	0	0.00	0.00	778,931.00	0.00
756.00 · Mortgage Filing Fees	39.00	256.00	1,300	1,656.84	1,920.21	603.00	219.00
757.00 · Interest Expense	89.68	13,357.81	10,319	7,904.85	12,146.88	16,121.69	9,064.53
758.00 · Loan Closing Expense	0.00	5.00	100	237.88	136.92	32.00	1,152.00
759.00 · Credit Report Exp.	0.00	0.00	250	18.92	9.46	52.96	408.74
766.00 · Bldg. Maintenance & Repair	3,867.64	9,648.22	25,000	0.00	8.40	0.00	0.00
767.00 · Vehicle Maintenance & Repair	7,797.75	65,706.89	112,000	119,727.90	158,776.70	131,010.33	64,341.33
768.00 · Marketing	0.00	0.00	1,833	2,120.00	1,640.00	97,188.85	2,550.77
769.00 · Meeting Expense	271.80	3,182.17	6,725	6,762.34	6,280.22	7,783.77	5,727.54
782.00 · Printing/Postage	527.15	5,358.24	5,293	11,324.12	8,613.58	8,005.49	7,167.35
791.00 · Rent	1,200.00	7,397.99	5,000	19,806.22	18,591.81	16,242.28	17,143.37
806.00 · Supplies	1,099.91	11,948.68	23,657	17,733.66	34,975.80	36,449.45	19,004.74
807.00 · Bank Charges	40.00	187.28	0	197.35	135.41	33.95	33.32
808.00 · Fuel/Oil	13,116.10	58,655.00	91,512	120,291.76	141,034.94	176,001.86	76,277.67
810.00 · Telecommunications	1,543.44	14,600.46	20,999	24,886.71	21,427.50	16,873.15	13,814.60
811.00 · Utilities Expense	3,702.53	14,499.16	20,000	0.00	0.00	0.00	0.00
812.00 · Utilities Allocation	0.00	-4,245.19	0	0.00	0.00	0.00	0.00
812.00 · Real Estate Taxes	0.00	0.00	12,000	0.00	0.00	0.00	0.00
813.00 · Relocation Expenses	0.00	0.00	5,000	0.00	0.00	0.00	0.00
814.00 · Architectural & Engineer Fees	0.00	0.00	8,000	0.00	0.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	200	4,188.37	5,452.19	0.00	0.00
816.00 · Travel/Training	249.00	5,298.53	12,691	17,304.48	24,513.72	41,001.66	43,834.82
820.00 · Use Allowance	1,634.04	15,580.21	27,603	31,002.05	30,020.75	8,784.60	0.00
830.00 · Participant Loans & Grants	0.00	0.00	0	455,400.00	0.00	0.00	0.00
890.00 · Matching Expenditures	0.00	0.00	0	0.00	26,040.06	0.00	0.00
825.00 · Bad Debt Expense IRP	0.00	0.00	0	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	0.00	0.00	0	0.01	0.00	-0.01	0.00
Reserve/Bad Debt Reserve	0.00	0.00	428,105	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>254,015.31</b>	<b>2,925,885.12</b>	<b>4,502,434</b>	<b>3,727,792.43</b>	<b>6,709,192.23</b>	<b>2,722,593.91</b>	<b>1,667,596.62</b>
<b>Excess (deficiency) of revenues over(under) expenditures</b>	<b>-6,611.04</b>	<b>393,773.20</b>	<b>0.00</b>	<b>66,096.80</b>	<b>406,864.05</b>	<b>252,540.94</b>	<b>54,464.39</b>

**Regional Transit Authority**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Month Ended February 28, 2011**

	Feb 2011	Year-to-Date	FY11 Budget	FY10 Actual	FY09 Actual	FY08 Actual	FY07 Actual
<b>Revenues:</b>							
<b>4100 · Bus Fare Revenues</b>							
410.00 · General Public	3,316.48	32,802.63	<b>43,000</b>	50,915.99	60,430	70,147.42	46,955.78
411.00 · Local Contracts	1,659.50	97,072.08	<b>267,750</b>	306,718.11	471,355	287,147.57	70,026.88
412.00 · AAA Bus Fares	0.00	0.00	<b>0</b>	0.00	0	0.00	1,461.00
<b>Total 4100 · Bus Fares</b>	<b>4,975.98</b>	<b>129,874.71</b>	<b>310,750</b>	<b>357,634.10</b>	<b>531,784</b>	<b>357,294.99</b>	<b>118,443.66</b>
<b>4500 · Federal/State Revenues</b>							
456.00 · State Transit Assistance (RTA)	18,258.76	175,641.35	<b>247,450</b>	228,734.55	217,034	235,577.31	177,651.75
457.00 · Federal Transit Assistance (RTA)	0.00	230,605.00	<b>283,120</b>	396,927.93	315,519	184,995.00	145,751.00
459.00 · State Medicaid	11,706.21	89,230.41	<b>122,000</b>	134,997.51	124,586	146,349.29	145,285.04
<b>Total 4500 · Federal/State Revenues</b>	<b>29,964.97</b>	<b>495,476.76</b>	<b>652,570</b>	<b>760,659.99</b>	<b>657,139</b>	<b>566,921.60</b>	<b>468,687.79</b>
<b>4700 · Local Revenues</b>							
470.00 · Per Capita Revenue	0.00	49,443.00	<b>50,000</b>	49,443.00	45,523	47,041.00	27,695.00
472.00 · Other Contracts	0.00	0.00	<b>0</b>	0.00		-15.00	0.00
<b>Total 4700 · Local Revenues</b>	<b>0.00</b>	<b>49,443.00</b>	<b>50,000</b>	<b>49,443.00</b>	<b>45,523</b>	<b>47,026.00</b>	<b>27,695.00</b>
<b>4900 · Miscellaneous Revenues</b>							
495.00 · Insurance Proceeds	0.00	0.00	<b>0</b>	3,201.00	43	1,437.30	0.00
496.00 · Interest Income (Bank)	7.10	54.76		55.04	57	25.32	
497.00 · Miscellaneous Revenues-Other	-419.70	-409.70	<b>55</b>	4,327.70	920	702.69	0.00
498.00 · Matching Funds	0.00	0.00	<b>0</b>	0.00	26,040		
<b>Total 4900 · Miscellaneous Revenues</b>	<b>-412.60</b>	<b>-354.94</b>	<b>55</b>	<b>7,583.74</b>	<b>27,060</b>	<b>2,165.31</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>34,528.35</b>	<b>674,439.53</b>	<b>1,013,375</b>	<b>1,175,320.83</b>	<b>1,261,506</b>	<b>973,407.90</b>	<b>614,826.45</b>
<b>Expenditures:</b>							
701.00 · Salaries	25,205.60	253,466.14	<b>399,925</b>	368,395.08	358,597	311,599.03	191,989.79
702.00 · FICA - Employer's Share	1,898.89	19,170.72	<b>30,167</b>	27,710.01	27,457	24,341.37	14,495.70
703.00 · IPERS - Employer's Share	1,751.64	17,472.53	<b>27,795</b>	24,457.12	22,518	19,352.94	10,940.50
704.00 · Unemployment	0.00	0.00	<b>6,000</b>	6,973.60	9,380	0.00	0.00
705.00 · Employee Benefits	2,991.29	26,789.54	<b>43,639</b>	40,251.91	25,803	14,698.50	13,103.77
706.00 · Physicals	0.00	930.00	<b>1,340</b>	1,424.00	118	863.00	818.00
707.00 · Uniform Expense	7.49	502.89	<b>1,795</b>	2,025.90	1,194	1,959.19	809.93
708.00 · Drug Testing	59.00	750.00	<b>1,035</b>	1,001.00	2,023	2,980.00	1,331.10
709.00 · Personnel Expenses-Other	0.00	0.00	<b>500</b>	100.00	1,050	1,503.95	1,338.50
712.00 · Advertising	198.00	1,466.25	<b>2,500</b>	1,746.70	3,896	2,218.58	1,334.71
726.00 · Contractual Expenses-Other	539.60	5,370.00	<b>10,000</b>	8,733.20	9,741	7,838.63	6,102.45
728.00 · Information Technology	607.50	607.50	<b>0</b>	0.00	0	0.00	0.00
730.00 · Legal Expense	48.00	3,692.98	<b>6,300</b>	16,378.43	14,058	1,282.50	
738.00 · Depreciation Expense	0.00	0.00	<b>0</b>	0.00	0	18,202.17	17,274.67
740.00 · Dues/Subscriptions	75.00	2,547.00	<b>1,700</b>	1,355.83	2,057	1,958.80	2,887.90
741.00 · Public Notices	0.00	0.00	<b>100</b>	90.08	279	0.00	12.83
746.00 · Leased Equipment	0.00	0.00	<b>0</b>	0.00	0	0.00	0.00
747.00 · Equipment Under \$5000	2,296.97	2,296.97	<b>3,000</b>	0.00	17,243	16,025.44	2,007.84
748.00 · Capital Equipment	0.00	0.00	<b>5,000</b>	207,221.40	107,998	16,616.00	59,684.00
754.00 · Insurance	0.00	55,212.00	<b>50,500</b>	69,793.00	59,100	44,112.00	47,580.00
766.00 · Bldg. Maintenance & Repairs	2,510.42	2,510.42	<b>0</b>	0.00	0	0.00	0.00
767.00 · Vehicle Maintenance & Repair	7,526.15	64,256.60	<b>111,000</b>	115,118.05	157,507	131,010.33	64,341.33
768.00 · Marketing	0.00	0.00	<b>0</b>	0.00	0	0.00	1,566.92
769.00 · Meeting Expense	38.32	99.78	<b>400</b>	222.16	193	98.24	241.57
782.00 · Printing/Postage	0.00	822.15	<b>200</b>	52.12	247	657.92	40.25
791.00 · Rent	1,200.00	3,722.99	<b>5,000</b>	4,976.22	5,019	3,407.59	2,286.37
806.00 · Supplies	0.00	693.44	<b>5,000</b>	266.80	660	1,070.80	1,670.89
807.00 · Bank Charges	0.00	-25.00	<b>0</b>	30.00	6	18.48	21.32
808.00 · Fuel/Oil	12,774.22	56,045.74	<b>87,612</b>	114,227.21	136,696	173,885.33	76,277.67
810.00 · Telecommunications	716.36	6,124.93	<b>10,200</b>	9,759.24	7,859	6,992.77	4,776.17
815.00 · Mileage Expense	0.00	0.00	<b>200</b>	431.00	529	0.00	0.00
816.00 · Travel/Training	0.00	104.85	<b>2,500</b>	5,766.39	2,881	6,598.47	6,768.64
820.00 · Use Allowance	409.53	1,935.86	<b>6,650</b>	6,155.75	2,728	374.22	0.00
890.00 · Matching Expenditures	0.00	0.00	<b>0</b>	0.00	26,040		
RESERVE	0.00	0.00	<b>63,094</b>	0.00	0	0.00	0.00
900.00 · INDIRECT COSTS	7,892.42	78,451.94	<b>130,223</b>	104,924.17	109,133	118,165.06	58,495.58
<b>Total Expenditures</b>	<b>68,746.40</b>	<b>605,018.22</b>	<b>1,013,375</b>	<b>1,139,586.37</b>	<b>1,112,011</b>	<b>927,831.31</b>	<b>588,198.40</b>
<b>Fund Balance</b>	<b>-34,218.05</b>	<b>69,421.31</b>	<b>0</b>	<b>35,734.46</b>	<b>149,495.21</b>	<b>45,576.59</b>	<b>26,628.05</b>

**Southeast Iowa Regional Planning Commission**  
**Statement of Activities by Cost Center**  
**Year to Date thru February 2011**

	10 Company Vehicle	20 EDA PG	21 EDA FR	22 Facility	23 EDA Facility	30 DMPLAN	47 HOUSING	60 IDOT	61 SRTS	62 Brownfield	71 EDA RLF
<b>Revenues:</b>											
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	0.00	45,750.00	41,543.08	0.00	643,444.00	0.00	138,362.00	81,980.00	0.00	3,709.45	0.00
461 · Principle on Loans	0.00	0.00	0.00	0.00	0.00	0.00	13,531.73	0.00	0.00	0.00	88,254.14
4700 · Local Revenues	15,580.21	0.00	0.00	0.00	0.00	49,172.00	109,495.00	26,750.00	6,534.49	0.00	100,000.00
4900 · Miscellaneous Revenues	0.00	0.00	0.00	25,106.11	427,707.00	0.00	133.37	0.00	0.00	0.00	659.07
50000-52 RLF Income	0.00	0.00	0.00	0.00	0.00	0.00	4,658.84	0.00	0.00	0.00	27,444.74
<b>Total Revenues</b>	<b>15,580.21</b>	<b>45,750.00</b>	<b>41,543.08</b>	<b>25,106.11</b>	<b>1,071,151.00</b>	<b>49,172.00</b>	<b>266,180.94</b>	<b>108,730.00</b>	<b>6,534.49</b>	<b>3,709.45</b>	<b>216,357.95</b>
<b>Expenditures:</b>											
700.00 · Personnel Expenses	0.00	58,424.82	38,288.64	0.00	0.00	23,370.22	68,241.30	99,563.53	4,053.15	0.00	10,108.40
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
708.00 · Drug Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
709.00 · Personnel Expenses-Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
710.00 · Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
712.00 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
717.00 · Audit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	0.00	0.00	0.00	1,895.00	217,159.94	0.00	1,550.00	0.00	0.00	3,709.45	3,045.00
728.00 · Information Technology	0.00	67.50	0.00	0.00	2,789.00	67.50	0.00	652.50	0.00	0.00	0.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00
730.00 · Legal Expense	0.00	0.00	0.00	0.00	13,257.51	0.00	0.00	0.00	0.00	0.00	134.16
738.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions	0.00	117.00	0.00	250.00	0.00	35.00	250.00	426.00	0.00	0.00	0.00
741.00 · Public Notices	0.00	0.00	0.00	0.00	17.93	18.60	357.10	31.37	0.00	0.00	0.00
745.00 · Land, Structures, Right-of-Ways	0.00	0.00	0.00	0.00	1,055,000.00	0.00	0.00	0.00	0.00	0.00	0.00
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	0.00	0.00	0.00	791.20	22,981.80	0.00	0.00	358.00	0.00	0.00	0.00
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
750.00 · Lead Testing	0.00	0.00	0.00	0.00	0.00	0.00	559.00	0.00	0.00	0.00	0.00
751.00 · Housing	0.00	0.00	0.00	0.00	0.00	0.00	96,985.00	0.00	0.00	0.00	0.00
752.00 · Admin. Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
753.00 · HUD Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
754.00 · Insurance	3,795.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
755.00 · HUD Housing Asst.Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	0.00	0.00	0.00	102.00	0.00	0.00	0.00	25.00
757.00 · Interest Expense	617.54	0.00	0.00	6,470.33	6,080.22	0.00	0.00	0.00	0.00	0.00	0.00
758.00 · Loan Closing Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
759.00 · Credit Report Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	5,213.14	1,924.66	0.00	0.00	0.00	0.00	0.00	0.00
767.00 · Vehicle Maintenance & Repairs	1,450.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
768.00 · Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
769.00 · Meeting Expense	0.00	12.50	21.14	0.00	0.00	0.00	0.00	40.32	0.00	0.00	94.27
782.00 · Printing/Postage	0.00	40.34	0.00	0.00	0.00	0.00	21.67	19.45	0.00	0.00	12.37
791.00 · Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	0.00	0.00	422.99	667.43	34.68	96.58	930.13	57.90	0.00	0.00
807.00 · Bank Charges	0.00	10.00	0.00	0.00	0.00	10.00	42.28	20.00	0.00	0.00	0.00
808.00 · Fuel/Oil	2,609.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	0.00	0.00	0.00	5.28	0.00	0.00	0.00	0.00
811.00 · Utilities Expense	0.00	0.00	0.00	10,253.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00
812.00 · Utilities Allocation	0.00	0.00	0.00	-4,245.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
816.00 · Travel/Training	0.00	226.87	55.35	0.00	0.00	238.11	1,847.70	1,262.16	0.00	0.00	346.09
820.00 · Use Allowance	31.07	1,271.77	913.00	0.00	250.00	478.96	1,313.36	3,233.61	212.00	0.00	198.05
830.00 · Participant Loans & Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	0.00	14,519.63	9,469.10	0.00	0.00	5,794.36	16,890.11	24,472.64	1,011.44	0.00	2,515.24
<b>Total Expense</b>	<b>8,503.16</b>	<b>74,690.43</b>	<b>48,747.23</b>	<b>21,051.44</b>	<b>1,320,128.49</b>	<b>30,047.43</b>	<b>188,261.38</b>	<b>131,009.71</b>	<b>6,534.49</b>	<b>3,709.45</b>	<b>16,483.58</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>7,077.05</b>	<b>-28,940.43</b>	<b>-7,204.15</b>	<b>4,054.67</b>	<b>-248,977.49</b>	<b>19,124.57</b>	<b>77,919.56</b>	<b>-22,279.71</b>	<b>0.00</b>	<b>0.00</b>	<b>199,874.37</b>
<b>SEIRPC adjusted Balance (Exclude RLF's &amp; EDA Facility Grant)</b>	<b>7,077.05</b>	<b>(28,940.43)</b>	<b>(7,204.15)</b>	<b>4,054.67</b>	<b>-</b>	<b>19,124.57</b>	<b>77,919.56</b>	<b>(22,279.71)</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Southeast Iowa Regional Planning Commission**  
**Statement of Activities by Cost Center**  
**Year to Date thru February 2011**

	73 FMHC/KK								
	72 IRP-I	RLF	76 IRP-II	80 RPC	85 RTA	90 LOCAL	91 IDED	93 FLOOD	TOTAL
<b>Revenues:</b>									
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	129,874.71	0.00	0.00	0.00	129,874.71
4500 · Federal/State Revenues	0.00	0.00	0.00	0.00	495,476.76	211,166.59	0.00	0.00	1,661,431.88
461 · Principle on Loans	57,557.29	27,983.61	28,756.13	0.00	0.00	0.00	0.00	0.00	216,082.90
4700 · Local Revenues	0.00	1,571.79	0.00	0.00	49,443.00	143,881.72	0.00	294,350.00	796,778.21
4900 · Miscellaneous Revenues	2,628.46	923.35	0.00	0.00	-354.94	2,212.34	0.00	0.00	459,014.76
50000-52 RLF Income	4,781.27	6,549.72	13,041.29	0.00	0.00	0.00	0.00	0.00	56,475.86
<b>Total Revenues</b>	<b>64,967.02</b>	<b>37,028.47</b>	<b>41,797.42</b>	<b>0.00</b>	<b>674,439.53</b>	<b>357,260.65</b>	<b>0.00</b>	<b>294,350.00</b>	<b>3,319,658.32</b>
<b>Expenditures:</b>									
700.00 · Personnel Expenses	6.80	0.00	1,180.22	138,801.43	316,898.93	81,120.23	2,677.41	58,601.19	901,336.27
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,226.00	5,226.00
706.00 · Physicals	0.00	0.00	0.00	0.00	930.00	0.00	0.00	0.00	930.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	502.89	0.00	0.00	0.00	502.89
708.00 · Drug Testing	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00
709.00 · Personnel Expenses-Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
710.00 · Accounting	0.00	0.00	0.00	2,497.07	0.00	0.00	0.00	0.00	2,497.07
712.00 · Advertising	0.00	0.00	0.00	283.84	1,466.25	400.00	0.00	0.00	2,150.09
717.00 · Audit	0.00	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	4,000.00
726.00 · Contractual Expenses	0.00	0.00	0.00	0.00	5,370.00	232,869.78	0.00	0.00	465,599.17
728.00 · Information Technology	0.00	0.00	0.00	742.50	607.50	0.00	0.00	0.00	4,926.50
729.00 · Copier Expense	0.00	0.00	0.00	4,447.98	0.00	0.00	0.00	0.00	5,647.98
730.00 · Legal Expense	134.15	0.00	0.00	1,364.00	3,692.98	0.00	0.00	0.00	18,582.80
738.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions	0.00	0.00	0.00	3,839.87	2,547.00	1,024.77	0.00	60.00	8,549.64
741.00 · Public Notices	0.00	0.00	0.00	403.26	0.00	502.10	0.00	113.20	1,443.56
745.00 · Land, Structures, Right-of-Ways	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,055,000.00
746.00 · Leased Equipment	0.00	0.00	0.00	380.00	0.00	0.00	0.00	0.00	380.00
747.00 · Equipment under \$5000	0.00	0.00	0.00	0.00	2,296.97	811.00	0.00	0.00	27,238.97
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
750.00 · Lead Testing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	559.00
751.00 · Housing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96,985.00
752.00 · Admin. Expense	0.00	5,463.00	0.00	0.00	0.00	0.00	0.00	0.00	5,463.00
753.00 · HUD Inspections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
754.00 · Insurance	0.00	0.00	0.00	37,673.73	55,212.00	0.00	0.00	0.00	96,680.73
755.00 · HUD Housing Asst.Payments	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	24.00	28.00	0.00	0.00	0.00	0.00	0.00	77.00	256.00
757.00 · Interest Expense	0.00	0.00	0.00	0.00	0.00	189.72	0.00	0.00	13,357.81
758.00 · Loan Closing Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
759.00 · Credit Report Exp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	0.00	2,510.42	0.00	0.00	0.00	9,648.22
767.00 · Vehicle Maintenance & Repairs	0.00	0.00	0.00	0.00	64,256.60	0.00	0.00	0.00	65,706.89
768.00 · Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
769.00 · Meeting Expense	0.00	0.00	0.00	2,183.47	99.78	730.69	0.00	0.00	3,182.17
782.00 · Printing/Postage	0.00	0.00	21.60	4,190.80	822.15	219.86	0.00	10.00	5,358.24
791.00 · Rent	0.00	0.00	0.00	3,675.00	3,722.99	0.00	0.00	0.00	7,397.99
806.00 · Supplies	0.00	0.00	0.00	6,752.62	693.44	1,960.94	0.00	331.97	11,948.68
807.00 · Bank Charges	0.00	0.00	0.00	100.00	-25.00	30.00	0.00	0.00	187.28
808.00 · Fuel/Oil	0.00	0.00	0.00	0.00	56,045.74	0.00	0.00	0.00	58,655.00
810.00 · Telecommunications	0.00	0.00	0.00	8,006.49	6,124.93	0.00	0.00	463.76	14,600.46
811.00 · Utilities Expense	0.00	0.00	0.00	4,245.19	0.00	0.00	0.00	0.00	14,499.16
812.00 · Utilities Allocation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4,245.19
815.00 · Mileage Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
816.00 · Travel/Training	0.00	0.00	0.00	302.30	104.85	600.41	0.00	314.69	5,298.53
820.00 · Use Allowance	0.00	0.00	0.00	1,292.75	1,935.86	3,129.46	0.00	1,320.32	15,580.21
830.00 · Participant Loans & Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	0.00	0.00	288.92	-188,474.20	78,451.94	21,668.40	663.97	12,728.45	0.00
<b>Total Expense</b>	<b>164.95</b>	<b>5,491.00</b>	<b>1,490.74</b>	<b>36,708.10</b>	<b>605,018.22</b>	<b>345,257.36</b>	<b>3,341.38</b>	<b>79,246.58</b>	<b>2,925,885.12</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>64,802.07</b>	<b>31,537.47</b>	<b>40,306.68</b>	<b>-36,708.10</b>	<b>69,421.31</b>	<b>12,003.29</b>	<b>-3,341.38</b>	<b>215,103.42</b>	<b>393,773.20</b>
<b>SEIRPC adjusted Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(36,708.10)</b>	<b>69,421.31</b>	<b>12,003.29</b>	<b>(3,341.38)</b>	<b>215,103.42</b>	<b>306,230.10</b>
<b>(Exclude RLF's &amp; EDA Facility Grant)</b>									

# Southeast Iowa Regional Planning Commission

## CHECK REGISTER

February 2011

Type	Date	Num	Name	Amount
Feb 11				
Check	02/01/2011	23045	IPC, Inc.	-800.00
Check	02/09/2011	23046	INRCOG	-6,531.10
Check	02/09/2011	23047	Floyd's E-Z-Way	-22.00
Check	02/09/2011	23048	St. Luke's Drug & Alcohol Testing	-59.00
Check	02/09/2011	23049	Fort Dearborn Life Insurance Company	-879.66
Check	02/09/2011	23050	Qwest	-769.43
Check	02/09/2011	23051	City of Burlington	-9,421.44
Check	02/09/2011	23052	Bancard Services	-924.43
Check	02/09/2011	23053	Billups Tire and Services Inc.	-2,421.51
Check	02/09/2011	23054	Dex East	-198.00
Check	02/09/2011	23055	Huffman Welding and Machine	-197.42
Check	02/09/2011	23056	MIKE CAMPBELL'S BODY SHOP & TOWING	-300.00
Check	02/09/2011	23057	MIKE PROTTSMAN SANITATION	-35.00
Check	02/09/2011	23058	Derrick Doyle	-700.00
Check	02/09/2011	23059	Sherry Vaughn	-7.49
Check	02/09/2011	23060	The Kensington	-539.60
Check	02/09/2011	23061	Norm's Koestner Electric	-309.99
Check	02/09/2011	23062	Standard of Beaverdale	-119.96
Check	02/09/2011	23063	Pauwels Lawn Care	-950.00
Check	02/09/2011	23064	Ideal Ready Mix	-33.19
Check	02/09/2011	23065	COLUMBUS GAZETTE	-43.32
Check	02/09/2011	23066	Iowa State Association of Counties	-25.00
Check	02/09/2011	23067	City of West Burlington	-87.78
Check	02/09/2011	23068	Iowa Illinois Office Solutions	-317.61
Check	02/09/2011	23069	LaVeine Sanitation Service, Inc.	-60.00
Check	02/09/2011	23070	Iowa Association of Regional Council	-50.00
Check	02/09/2011	23071	Lee County Recorder/Registrar	-9.00
Check	02/09/2011	23072	Integrated Technology Partners	-13,539.62
Check	02/09/2011	23073	Fedex	-20.82
Check	02/09/2011	23074	US Cellular	-57.65
Check	02/09/2011	23075	Chamber of Commerce	-340.00
Check	02/09/2011	23076	Burlington Hawk Eye	-9.54
Check	02/09/2011	23077	Truck Repair Inc.	-14.80
Check	02/09/2011	23078	SWAILES AUTO SUPPLY INC.	-38.52
Check	02/09/2011	23079	The Ivy Bake Shoppe & Cafe	-50.00
Check	02/09/2011	23080	Fullenkamp Insurance Agency	-3,043.57
Check	02/09/2011	23081	Digital Office Solutions	-621.07
Check	02/09/2011	23082	State Central Bank&Commercial Contractors	-970.00
Check	02/09/2011	23083	Drake Hardware & Software	-832.50
Check	02/09/2011	23084	Professional Office Services	-506.33
Check	02/09/2011	23085	Derek Stotlar	-112.50
Check	02/24/2011	23086	Hy-Vee, Inc	-144.37
Check	02/24/2011	23087	Digital Office Solutions	-875.00

# Southeast Iowa Regional Planning Commission

## CHECK REGISTER

February 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Check	02/24/2011	23088	Lowell Gaulke	-1,128.80
Check	02/24/2011	23089	Carquest Auto Parts	-29.50
Check	02/24/2011	23090	The Ivy Bake Shoppe & Cafe	-48.55
Check	02/24/2011	23091	Schwind Inc.	-1,667.50
Check	02/24/2011	23092	Commercial Contractors	-28,260.00
Check	02/24/2011	23093	Commercial Contractors	-7,065.00
Check	02/24/2011	23094	Schaer Construction	-4,400.00
Check	02/24/2011	23095	INRCOG	-49,596.58
Check	02/24/2011	23096	Integrated Technology Partners	-55.00
Check	02/24/2011	23097	SHOTTENKIRK SUPERSTORE	-2,891.83
Check	02/24/2011	23098	O'Reilly Automotive, Inc.	-5.00
Check	02/24/2011	23099	Pep Stop	-19.23
Check	02/24/2011	23100	Mutual Wheel Co.	-19.08
Check	02/24/2011	23101	LOWES	-261.69
Check	02/24/2011	23102	IPC, Inc.	-400.00
Check	02/24/2011	23103	Iowa Department of Public Health	-60.00
Check	02/24/2011	23104	Drake Hardware & Software	-2,296.97
Check	02/24/2011	23105	IPTA	-75.00
Check	02/24/2011	23106	City of Keokuk	-752.10
Check	02/24/2011	23107	Farmers Elevator & Exchange Inc.	-1,070.45
Check	02/24/2011	23108	Tracey A. Lamm	-100.00
Check	02/24/2011	23109	Wright Express Fleet Service	-780.88
Check	02/24/2011	23110	SWAILES AUTO SUPPLY INC.	-194.33
Check	02/24/2011	23111	Waterworks Car Wash	-25.00
Check	02/24/2011	23112	MIKE PROTTSMAN SANITATION	-195.00
Check	02/24/2011	23113	Nancy Aquino	-10.00
Check	02/24/2011	23114	Fastenal	-32.73
Check	02/24/2011	23115	Wellmark	-13,778.14
Check	02/24/2011	23116	Winners Circle	-20.00
Check	02/24/2011	23117	Flexible Benefits Department	-209.00
Check	02/24/2011	23118	STAATS	-23.34
Check	02/24/2011	23119	The Mt. Pleasant News	-66.90
Check	02/24/2011	23120	Wolf Decals	-88.00
Check	02/24/2011	23121	Hope Haven Area Dev Center	-380.04
Check	02/24/2011	23122	City of Mt. Pleasant	-1,389.98
Check	02/24/2011	23123	Secretary of State	-30.00
Check	02/24/2011	23124	Jim's Body Shop	-110.00
Check	02/24/2011	23125	Bradley & Riley, PC	-48.00
Check	02/24/2011	23126	Frank Millard and Company Inc.	-437.68
Check	02/24/2011	23127	Nextel	-1,027.28
Check	02/24/2011	23128	Advisor Net Property and Casualty	-2,477.00
				<b>-168,513.80</b>

Feb 11

**Southeast Iowa Regional Planning Commission**

**CHECK REGISTER**

February 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	
Feb 11			Electronic Transfer	Payroll	-54,578.65
			Electronic Transfer	Payroll Taxes	-19,354.38
			Electronic Transfer	Copier Loan Payment	-321.79
			Electronic Transfer	(2) Vehicle Loan Payments	-869.46
			Electronic Transfer	(2) Vehicle Loan Payments	-860.92
			Electronic Transfer	Alliant Energy	-3,614.75
			Electronic Transfer	IPERS	-8,461.49
					<u>-88,061.44</u>
			<b>TOTAL EXPENDITURES</b>		<b>-256,575.24</b>

Southeast Iowa Regional Planning Commission  
A/R Aging Summary  
As of February 28, 2011

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Barbara Frye	0.00	0.00	0.00	0.00	30.00	30.00
Bradley Workman	0.00	0.00	0.00	0.00	725.00	725.00
City of Burlington	0.00	20,000.00	0.00	0.00	0.00	20,000.00
City of Fort Madison	0.00	6,000.00	0.00	0.00	0.00	6,000.00
City of Keokuk	0.00	5,000.00	0.00	0.00	200.00	5,200.00
City of Mt. Pleasant	0.00	6,000.00	0.00	0.00	0.00	6,000.00
City of Oakville	0.00	22,000.00	17,250.00	0.00	0.00	39,250.00
City of Wapello	0.00	0.00	0.00	5,000.00	0.00	5,000.00
City of West Burlington	0.00	25,000.00	0.00	0.00	0.00	25,000.00
Columbus Jct State Bank	0.00	500.00	0.00	0.00	0.00	500.00
CPC - Des Moines County	0.00	900.88	0.00	0.00	-69.54	831.34
CPC - Jefferson County	0.00	94.95	0.00	0.00	0.00	94.95
CPC - Lee County	0.00	0.00	0.00	0.00	569.26	569.26
Danville Care Center	0.00	0.00	0.00	0.00	5.00	5.00
Des Moines County Auditor	0.00	7,250.00	4,250.00	0.00	0.00	11,500.00
DHS - Burlington	0.00	0.00	0.00	0.00	120.00	120.00
DHS - Keokuk	0.00	0.00	0.00	0.00	10.00	10.00
ECIA	0.00	52,500.00	21,060.00	0.00	0.00	73,560.00
EDA	0.00	14,833.76	0.00	0.00	0.00	14,833.76
EWS Corporate Offices	0.00	0.00	0.00	0.00	-125.00	-125.00
Henry County Auditor	0.00	5,000.00	0.00	0.00	0.00	5,000.00
IDOT	0.00	0.00	38,540.00	0.00	0.00	38,540.00
Iowa Homeland Security HSGP	0.00	0.00	955.03	0.00	0.00	955.03
Iowa Medicaid Enterprise	11,706.21	1,015.59	1,994.93	0.00	6,103.47	20,820.20
Iowa Vocational Rehabilitation Servi	0.00	0.00	0.00	0.00	90.00	90.00
Keokuk Board of Realty	0.00	1,000.00	0.00	0.00	0.00	1,000.00
Keokuk Saving Bank	0.00	500.00	0.00	0.00	0.00	500.00
Lee County Auditor	0.00	5,000.00	0.00	0.00	0.00	5,000.00
Lexington Square - Keokuk	0.00	0.00	1,375.00	0.00	1,375.00	2,750.00
Louisa County Auditor	0.00	0.00	0.00	10,000.00	4,568.50	14,568.50
Miranda Cole	0.00	0.00	0.00	0.00	25.00	25.00
Morning Sun Development Corporati	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Mt. Pleasant Correctional Facility	0.00	0.00	187.50	0.00	0.00	187.50
Muscatine Community Services	0.00	0.00	0.00	0.00	25.32	25.32
New London Nursing & Rehab	0.00	305.00	0.00	0.00	10.00	315.00
Park view Home	0.00	10.00	0.00	0.00	0.00	10.00
State of Iowa	0.00	4,225.84	0.00	0.00	268.96	4,494.80
TMS Management Group, INC.	0.00	574.40	0.00	0.00	0.00	574.40
Two Rivers Bank & Trust	0.00	500.00	0.00	0.00	0.00	500.00
Wapello Nursing & Rehab	0.00	0.00	25.00	0.00	0.00	25.00
Wonder Years Learning Center	0.00	0.00	0.00	0.00	141.00	141.00
<b>TOTAL</b>	<b><u>11,706.21</u></b>	<b><u>178,210.42</u></b>	<b><u>85,637.46</u></b>	<b><u>15,000.00</u></b>	<b><u>19,071.97</u></b>	<b><u>309,626.06</u></b>

# FY2010 Annual Report

OB1



# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: March 24, 2011  
Re: Annual Report

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Staff has completed the FY2010 Annual Report, and it is available for review.

SEIRPC secured record amounts of funds for the southeast Iowa region last fiscal year. Flood recovery funds secured totaled over \$23 million, and SEIRPC staff secured other grants for transportation, housing and infrastructure.

Highlights include:

- SEIRPC is administering over \$30 million worth of infrastructure grants presently;
- SEIRPC is administering 36 revolving loans totaling over \$2.5 million;
- SEIRPC secured funds and is administering funds for over 60 units of residential rehabilitation or construction totaling over \$4.5 million;
- Flood recovery grants secured for region totaled \$23 million for flood recovery infrastructure and housing ;
- Completed Oakville economic development plan, Des Moines County Hazard Mitigation Plan, regional utility survey, Wapello Comprehensive Plan, traffic counts, regional passenger transportation plan, safe routes to school plans.

# Department Reports

OB2



# Memo

**To:** SEIRPC Board of Directors  
**From:** Jeff Hanan, Assistant Director  
**Date:** March 2011  
**Re:** Departmental Updates

---

Following are updates of some of the Development Department's happenings

**HOUSING:**

- Received 65 applications for Housing Trust Fund projects from all 4 counties. Working on prioritizing projects. Hope to start in April.
- Burlington looking at another NSP grant.
- Applied for owner-occupied grant Burlington/Montrose/Wapello

**FLOOD RECOVERY:**

- 404's (Acquisition) in Progress (Louisa County, Oakville)
- CDBG (Acquisition) in Progress (Des Moines County, Louisa County, Oakville)

**RLF:**

- Six applications sent in last two weeks
- Working on marketing

**CDBG:**

- Awards announced last week.

**OTHER:**

- Still monies available for safe rooms. June deadline.
- Iowans Helping Iowans grant coming to a close. Lee/Henry only. For rehab/repair or relocation assistance related to 2010 floods.

# Memo



To: Mike Norris, Executive Director  
From: Zach James, Planning Director  
Date: March 24, 2011  
Re: Planning Department Project Update

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Below are updates on projects in the Planning Department.

- **Website Update and Facebook**
- **National Bike Summit**
- **Transportation Planning Work Program (TPWP)**
- **Passenger Transportation Plan (PTP) update**  
Final draft will be available in April.
- **Regional Utility Survey**  
Should be completed by May 2011.
- **Des Moines County Pre Disaster Hazard Mitigation Plan**  
Approved by FEMA on January 28<sup>th</sup>, 2011.
- **Hazard Mitigation Grant Program (HMGP) Grant Applications**  
Burlington School District and City of Danville Safe Room Applications in progress  
Applications due June 28, 2011
- **Iowa DOT City Bridge Fund Grant Awarded**  
Grants were announced on February 24<sup>th</sup> with Fort Madison being notified of funding expected to be between \$400,000 and \$600,000 to replace the Avenue D Bridge over French Creek.
- **Surface Transportation Program (STP) and Transportation Enhancement (ENH) Applications**

**City STP Pool**

Burlington – Division Street HMA Resurfacing - \$396,000 request  
Fort Madison – Avenue E 18<sup>th</sup> to 20<sup>th</sup> Street Reconstruction - \$323,840 request  
Fort Madison – Avenue E 22<sup>nd</sup> to 24<sup>th</sup> Street Reconstruction - \$411,280 request  
West Burlington – Mount Pleasant Street Resurfacing - \$1,390,400 request  
West Point – Avenue D Reconstruction 4<sup>th</sup> to 7<sup>th</sup> Street - \$531,906 request

**County STP Pool**

Des Moines County – Mediapolis Road and Highway 99 Resurfacing - \$2,200,000 request

**ENH Pool**

Des Moines County – Flint River Trail - \$200,000 request



# Memo

To: SEIRPC Board of Directors  
From: Bob Kuskowski, Transit Director  
Date: 3/24/2011  
Re: SEIBUS Updates

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## SEIBUS Stats

- Overall rides are up 4% primarily due to an increase in Hope Haven activity. This also takes into consideration a reduction of 4,246 rides to Tyson.
- Revenue miles are down 11.5% which indicates an increase in operating efficiency.
- Consequently operating costs are down 4.5% from last year.

## Financials

- SEIBUS continues to track favorable to budget, keeping a watchful eye on fuel prices. We have seen a dramatic increase in diesel prices and unfortunately we have no control over where they will go. Fortunately Maintenance costs are running less than budget and the overall financial impact should offset any fuel price increases.

## Operations

- We currently are operating with 22 vehicles (4 vans & 18 buses) two of which are inoperable and will be sold as salvage next month, pending board approval.
- There is one Light Duty bus on order (4 w/chair positions) for increased Iowa City medical transport.
- SEIBUS has authorization to purchase one new light duty bus for increased service to Hope Haven, and are currently working out the details.
- We are waiting for formal contracts for replacement of one of the two inoperable salvage buses from OPT. We should be able to place an order next month.

# RLLF Bylaws

OB3



# Memo

**To:** Mike Norris, Executive Director  
**From:** Jeff Hanan, Assistant Director  
**Date:** March 2011  
**Re:** RLF By-Laws

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As we discussed at the February Executive Board meeting, an update to the Regional Revolving Loan Fund Loan Review Committee by-laws is necessary to clarify the board composition based on conflicting information in work plans, bylaws and committee composition. In addition, the updated by-laws will reflect the new address for SEIRPC.

**ACTION NEEDED:**

Modify by-laws as presented.

These modifications will:

- Clarify Henry County representatives to: "City of Mount Pleasant," "Mount Pleasant Area Chamber Alliance" and "Henry County."
- Remove "council of organizations" language in by-laws regarding appointments/reappointments and replace with "selected by the organizations listed in Article VIII, Section 1." That way, each organization can make its own appointment and we won't have to convene a *group* from each county every time there is an appointment/reappointment. I believe this more accurately reflects what's been done since the outset of the programs.
- Remove language regarding elected officials being ineligible.



# Memo

**To:** SEIRPC Board of Directors  
**From:** Jeff Hanan, Assistant Director  
**Date:** February 2011  
**Re:** RLF By-Laws

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Members of the Board,

After digging a little deeper into the make-up of the Regional LRC I have discovered:

- There is inconsistency between the old (2004) by-laws and the recently updated (2008) by-laws done when the EDA fund was recapitalized. The 2008 by-laws say representatives come from: "City of Mount Pleasant" and "Henry County." The 2004 by-laws say: "Henry County," "Mt. Pleasant Area Chamber Alliance" and "City of Mt. Pleasant."
- Going back to 2005 (the oldest records I could find electronically) there hasn't been anyone listed as a representative of "Mt. Pleasant Area Chamber Alliance." LaVerne Hueholt & Don Carmody were listed as representing "Henry County" and Susan Smith was listed as a representative of the "City of Mount Pleasant."
- In 2005 the Lee County representative was George Eichacker (non elected official). In 2008 Ernie Schiller (elected official) was listed as the Lee County representative.
- Susan Smith (non elected official) decided to resign this year. Steve Brimhall (elected official) was selected by the City as her replacement.

## **ACTIONS NEEDED:**

If desired, modify by-laws to clarify Henry County representatives from: "City of Mount Pleasant," "Mount Pleasant Area Chamber Alliance" and "Henry County."

- Remove "council of organizations" language in by-laws regarding appointments/reappointments and replace with "selected by the organizations listed in Article VIII, Section 1." That way, each organization can make its own appointment and we won't have to convene a *group* from each county every time there is an appointment/reappointment. I believe this more accurately reflects what's been done since the outset of the programs.
- If desired, modify by-laws to remove language regarding elected officials being ineligible.

## *ARTICLE I - MEMBERSHIP*

SECTION 1. The members of the Southeast Iowa Regional Planning Commission Loan Review Committee shall be appointed by the elected governing bodies served by SEIRPC, and representatives from economic development corporations. The Loan Review Committee, as provided above, shall at all times include representation from:

- Local Governments 8
- Private Sector and/or Community/Development Organizations 4
- Lending Institutions – Of the 12 members, at least 4 will serve as dual role, representing government or private sector and lending institutions

## *ARTICLE II - OFFICES*

SECTION 1. The principal office of the corporation shall be the Southeast Iowa Regional Planning Commission, **211 North Gear Avenue, Suite 100, West Burlington, IA 52655**. ~~200 Front Street, Suite 400, Burlington, IA 52601.~~

## *ARTICLE III MEMBERSHIP MEETINGS - NOTICE - QUORUM- RULES OF ORDER*

SECTION 1. The Loan Review Committee shall meet monthly. Notice of each meeting of the board, including the agenda to be considered, shall be mailed at least seven days prior to such meetings. Notice of meetings of other committees of the SEIRPC shall be given as each committee shall determine.

SECTION 2. A quorum of the Board shall consist of not less than 7 directors. Presence in person or by written proxy of members representing a majority of the Board membership shall constitute a quorum at any meeting of Board members. Each Board member shall, at every meeting, be entitled to one vote in person, or by proxy, upon each matter properly submitted by vote. Unless required by law or otherwise provided in the bylaws of the SEIRPC RLF, all matters shall be decided by a majority vote of the Board members present, including proxies.

SECTION 3. These bylaws shall constitute the standing rules of the SEIRPC RLF. The rules contained in the latest version of the Roberts Rules of Order shall govern the meetings of the loan review committee in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of the SEIRPC. Further rules of order shall be made as amendments to these bylaws.

*ARTICLE IV  
BOARD OF DIRECTORS AND MEETINGS OF THE  
BOARD*

SECTION 1. All rights, powers, duties and responsibilities relative to the management and control of the corporation's property, business and affairs are vested in the Board of Directors consisting of a first Board of Directors of :

- 12 SEIRPC Loan Review Committee Members

All members of the SEIRPC Loan Review Committee shall be appointed, however no county will have more than (3) members on the committee

Representation of the loan review committee shall be as follows:

- 3 Directors shall be residents of Lee County
- 3 Directors shall be residents of Des Moines County
- 3 Directors shall be residents of Henry County
- 3 Directors shall be residents of Louisa County

Directors shall serve three year terms, with the initial board having staggered terms of one, two, and three years to create overlapping terms.

SECTION 2. Directors, as such, shall not be compensated for the performance of services for the loan review committee, but may, by resolution of the Board of Directors, be reimbursed for expenses incurred on behalf of the committee.

SECTION 3. Regular and special meetings of the committee shall be held on such dates and at such times and places as shall be designated by the Chairperson of the committee. Meetings of the committee will be held at least .

SECTION 4. Special meetings of the committee may be called at any time by the Chairperson of the Board of Directors on his or her own motion. In the absence of the Chairperson special meetings may be called by SEIRPC staff.

SECTION 5. Each director present in person shall be entitled to one vote upon each matter properly submitted to vote, unless required by law or otherwise provided in the Articles or Bylaws of the corporation. All matters shall be decided by a majority vote of the directors present. Presence in person of ten (7) shall constitute a quorum.

SECTION 6. Vacancies on the loan review committee, created in any manner, shall be filled through the procedure set forth for appointment of Commissioners which states:

*When a board position has been declared vacant or a member's term has expired, a council of member governments from the county wherein the seat is vacant or expired shall be held with all expediency for the appointment or reappointment of representation. The county council shall consist of three members of the county board of supervisors and the mayor of each member city.*  
(SEIRPC Articles of Incorporation, Section IV (11)).

Loan Review Committee vacancies shall be filled through the procedure defined in Article VII, Section 1. (Refer to Article VIII, Section 1, for the RLF Committee appointment process).

## *ARTICLE V - OFFICERS*

## *ARTICLE VI - DUTIES OF OFFICERS*

## *ARTICLE V - FUNDS*

SECTION 1. The funds of the SEIRPC RLF program shall be deposited in such bank, trust company, and/or other financial institution, one or more, as may be designated by and in accordance with the investment policy of the Southeast Iowa Regional Planning Commission. Such deposit shall be made subject to withdrawal on the signatures of such persons as the SEIRPC Board of Directors shall designate from time to time.

SECTION 2. The funds of the SEIRPC RLF program shall be disbursed only pursuant to resolutions of the SEIRPC Executive Board, but any depository of such funds so designated shall be fully protected in acting upon the orders for withdrawal, including checks, drafts, and other customary banking orders, signed in accordance with the provisions of Section 1 of this Article of the Bylaws or duly certified corporate resolutions.

SECTION 3. The Board of Directors may take such appropriate steps including bonding to insure fidelity of those indicated by the Board.

SECTION 4. The Board of Directors, whenever it determines the SEIRPC loan committee's general interest requires the same, shall have full power and authority on behalf of the SEIRPC to borrow money and issue its promissory notes or bonds for the repayment thereof with interest, and may in like case mortgage the corporation's property as security for the corporation's debts or other lawful engagements, and in such case the board may authorize the officers of the corporation to take whatever steps are necessary to effectuate borrowing, including without limitation, executing and delivering in the name of and on behalf of the corporation an promissory notes, bonds, mortgages and other evidences of indebtedness with such rates of interest as the Board of Directors shall deem proper.

SECTION 5. Matching funds contributed by local organizations as seed capital and interest earned on said funds and/or interest earned on the RLF fund are not refundable except upon dissolution of the SEIRPC RLF as provided in the Articles of Incorporation.

## *ARTICLE VIII - COMMITTEES*

### **LOAN REVIEW COMMITTEE**

SECTION 1. Loan Review Committee: The number of the committee shall be 12 members and shall be selected by the organizations providing seed capital including:

- City of Burlington - 1
- Grow Greater Burlington- 1
- Des Moines County - 1
- City of Fort Madison/Fort Madison Economic Development Corporation - 1
- City of Keokuk/Keokuk Economic Development Corporation - 1
- Lee County – 1
- Louisa County – 3
- Henry County – 1

- Mt. Pleasant Area Chamber Alliance - 1
- City of Mt. Pleasant - 1

- ~~City of Burlington~~
- ~~Burlington Area Development Corporation~~
- ~~Des Moines County~~
- ~~City of Fort Madison~~
- ~~Fort Madison Economic Development Corporation~~
- ~~City of Keokuk~~
- ~~Keokuk Economic Development Corporation~~
- ~~Lee County~~
- ~~City of Mount Pleasant~~
- ~~Henry County~~
- ~~Louisa County~~

Members of the committee shall include three members residing in Lee County and three members residing in Des Moines County, three members residing in Henry County and three members residing in Louisa County.

When a committee position has been declared vacant or a member's term has expired, **a selection shall be made from the organization listed in Article VIII, Section 1, Paragraph 1, where the vacancy or expiration occurred.** ~~a council of the organizations listed in Article VIII, Sections 1, paragraph 1, from the county wherein the seat is vacant or expired shall be held with all expediency for the nomination or renomination to the committee.~~

The loan committee will be composed of members with business experience with representation of targeted industries and/or business sectors provided it will not cause a conflict of interest, members with financing experience, and minority members representative of the community to the extent possible. At least one member with financing experience (similar to the type of loans to be made under the RLF program) must be present at the committee meeting for each loan decision. ~~Elected and newly appointed officials will not be eligible to serve on the loan review committee.~~

Upon receipt of the nominated committee appointees, the board shall approve or disapprove the nomination(s) as submitted by the council of financing organizations.

In the event a member of the Committee shall miss two meetings without an excuse, he/she may be removed and a new member be nominated.

The Chairperson for the Loan Review Committee shall be selected by the members of the committee at its regular January meeting each year.

SECTION 2. The loan review committee shall be responsible for passing on the merits of loan applications referred to it. The committee, in cooperation with SEIRPC staff, shall promptly investigate each application and shall recommend to the Board of Directors specific action to be taken within three weeks of the fully completed, typewritten original application.

The Board of Directors will take official action on the application within six(6) weeks to the original application. The Board of Directors shall have the final authority to approve or reject all applications. The Board of Directors shall not be authorized to request modification of the recommendation of the loan review committee. The Board of Directors shall report, not less than annually, to the membership on all actions taken.

A quorum of the loan review committee shall be 51% (7) of the appointed members. a quorum must be present to review and act upon any application.

SECTION 3. The Board of Directors may, by resolution passed by a majority of the Board of Directors designate additional committees with such duties and powers as it may provide, in order to carry-out the programs and purposes of the loan review committee, and the individuals to serve as members and a chairperson of such committees.

## *ARTICLE IX - ANNUAL AUDITS*

The Board of Directors shall hire independent certified public accountants who shall be retained to perform an annual audit of the SEIRPC RLF program financial affairs and who shall annually issue a management letter or recommendations to SEIRPC Executive Board of Directors. The SEIRPC Executive Board shall solicit annually proposals from auditors within the commission's jurisdiction.

## *ARTICLE X - CONTRACTS AND AGENTS*

SECTION 1. When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers (Board of Directors), the Chairperson, President, Secretary or Treasurer may execute the same in the name and on behalf of the corporation. The Board of Directors shall have power to designate the officers and agents who shall have authority to execute any instrument on behalf of the corporation.

SECTION 2. Any person dealing with the corporation, or its property in reliance upon any instrument executed in accordance with these bylaws or duly certified corporate resolution shall be fully protected thereby, and shall be under no duty to inquire as to the authority of the person executing such instrument.

SECTION 3. The corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Directors, without being restricted to the class of investments which a Director is and hereby may be permitted by law to make or any similar restriction, provided however, that no action is a transaction prohibited by the Articles of Incorporation or which could result in denial of tax exemption under Section 501(c)(6) of the Internal Revenue code of 1954, as amended.

## *ARTICLE XI - INDEMNIFICATION*

SECTION 1. The SEIRPC Board shall, to the fullest extent permissible under Iowa law, indemnify or agree to indemnify any director, officer, employee, or agent of the SEIRPC or any constituent corporations; or any former director, officer, employee or agent of the corporation or any constituent corporation ( and their heirs, executors and administrators), against expenses (including attorney fees), judgments, decrees, fines, penalties or amounts paid in settlement actually and reasonably incurred by him/her in connection with the defense of any pending, threatened or completed action, suit, or proceeding, criminal civil, administrative, or investigative, to which he or she was, is or may be made a party by reason of being or having been such director, officer, employee or the agent of the corporation.

SECTION 2. Expenses incurred in defending a civil or criminal action, suit or proceedings described in Section 1 of this Article may be paid by the corporation in

advance of the final disposition of such action, suit or proceedings upon receipt of an understanding by or on behalf of the director, officer, employee or agent to repay such amount unless it shall ultimately be determined that he is entitled to be indemnified by the corporation.

## *ARTICLE XII - AMENDMENT AND ADDITIONS*

SECTION 1. These bylaws may be altered or amended by majority vote, at a duly called meeting of the Directors or members of the corporation, provided that written notice containing the substance of the proposed amendment has been sent to each Director of the corporation, at least seven days in advance of the date of the meeting.

SECTION 2. The Board of Directors may adopt additional rules and regulations, general or specific, for the conduct of its meetings, and additional rules and regulations, general or specific for the conduct of the corporation and/or administration of the loan fund.

## *ARTICLE XIII - PERSONNEL*

SECTION 1. Staffing: The Board of Directors shall employ, either directly or by contractual arrangements, a professional staff with the capability to package, process, close and service its loans and provide professional accounting legal and business servicing capabilities through the Southeast Iowa Regional Planning Commission. This provision is grounded in the interest of eliminating duplication of administrative staffs. All contractual arrangements approved by the Board of Directors shall be under the direct supervision of the Chairperson of the Board of Directors. The board may contract for any services not available through the SEIRPC.

## *ARTICLE XIV - APPLICATION FOR LOANS*

SECTION 1. All applications for loans shall be on a form or forms approved by the Board of Directors. Such application shall be accompanied by such additional exhibits, appendages, reports, statements-certificates, affidavits, and supplemental

information as may, either at the time of such application or thereafter, be required by the Loan Review Committee and/or the Board of Directors of the Corporation. All applications must be typewritten and fully completed before submission to the Loan Review Committee.

SECTION 2. Processing of Applications: applications for loans shall be forwarded to the principal office of the corporation for review and consideration by the Loan Review Committee. The committee will negotiate terms with all applicants and upon completion of review and negotiation the committee will forward the application with appropriate comments and the recommendations to the Board of Directors. The final authority as to rejection or approval of any loan application shall rest with the Board of Directors.

SECTION 3. Delegation: Any part of the investigation and fact gathering process affiliated with a loan application may be delegated to contracted staff personnel to provide essential information. The recommendations of the Loan Review Committee and final action of the Board of Directors may be delegated.

SECTION 4. Notice: Notice of the rejection or approval of any loan application shall be forwarded to the loan applicant at the address shown in the application by the United States Mail, postage prepaid, not more than seven (7) weeks following submission of the application.

SECTION 5. When, by statute or the Articles of Incorporation or these bylaws, or by the terms of an agreement or instrument, the corporation or the Board of Directors or any committee thereof may take action after notice to any person or after lapse of a prescribed period of time, the action may be taken without notice and without lapse of the period of time, if any time before or after the action is completed the person entitled to notice or to participate in the action to be taken or, in case of a member, by his/her attorney-in-fact, submits a signed waiver of such requirements. Neither the business to be transacted at, nor the purpose of, a regular or special meeting of the Board of Directors need to be specified in the waiver of notice of the meeting. Attendance of a person at a meeting of the Board of Directors of members of the Commission constitutes a waiver of notice of such meeting, except when the person attends a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

## *ARTICLE XV - PURPOSE*

SECTION 1. The purposes for which this corporation is organized and incorporated are:

- A. To further the economic development of the region comprised of the Iowa counties of Des Moines, Henry, Lee, and Louisa, as well as the cities located therein.
- B. To promote and assist the growth and development of business concerns, including small and medium-sized business concerns in Des Moines and Lee counties.
- C. To stimulate business opportunity and development in said area as measured by increased employment, payrolls, business volume and corresponding community benefits, as opposed to monetary benefits to the members of this corporation, the fully completed application.

## *ARTICLE XVI - FISCAL YEAR: NO SEAL: NOTICES*

SECTION 1. The fiscal year of the corporation shall end on the 30th day of June each year.

SECTION 2. The corporation shall have no official seal.

SECTION 3. Whenever any notice or communication is required to be given to any Director or member under any provision of statute, in writing, by mail, addressed to such Director or member, at the address designated him/her for that purpose or, if none is designated at his last known address. The notice of communication is given when deposited with postage thereon prepaid, in a post office or official depository of the United States Postal Service. The mailing shall be registered, certified or other first class mail except where otherwise provided. Notice may also be given orally in person or by facsimile, telegram, telex, radiogram, or cablegram, and such notice shall be deemed to be given when the recipient receives the notice personally, by telephone or when the notice, addressed as provided above has been delivered to the corporation, or to the equipment transmitting such notice. Unless otherwise required, neither the business to be transacted at, nor the purpose of, a regular or special meeting of the Board of Directors need to be specified in the notice of the meeting.

# Open House

OB4



# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: March 24, 2011  
Re: Open House

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SEIRPC will hold its Open House on April 21, 2011 from 5-7pm.

The event is being coordinated with Big River Resources, SEIRPC's upstairs tenant, and with the Business After Hours program with the Greater Burlington Chamber of Commerce.

SEIRPC is also inviting all regional partners to attend the event.

Food and beverages will be provided by Tom's Market and Meats, and include ribeye, chicken and pork loin sandwiches, sides and dessert.

SEIRPC and Big River are expecting approximately 100 people to attend.



**You are cordially invited by Big River Resources and  
Southeast Iowa Regional Planning Commission to:**

# **Business After Hours**

**Date: Thursday, April 21, 2011**

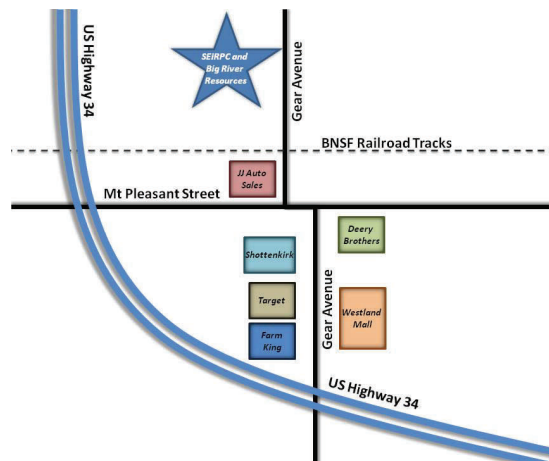
**Time: 5:00 to 7:00 pm**

**Location: 211 N. Gear Avenue, West Burlington, IA**

- **Tour our New Facility!**
  - **Door Prizes**
- **Grilled Sandwiches: Ribeyes, Chicken, & Pork**
  - **Other Food & Beverages**

**Information:**

**SEIRPC: 319-753-5107 or BRR: 319-753-1100**



**Note: Speed Limit 25 mph on N. Gear Avenue  
from Mt. Pleasant Street North.**

# TPWMP Draft

NB1



# Memo

To: Mike Norris, Executive Director  
From: Zach James, Planning Director  
Date: March 23, 2011  
Re: Draft FY2012 Transportation Planning Work Program

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The Draft FY2012 Transportation Planning Work Program (TPWP) contains the outline for work performed with federal transportation planning dollars for FY2012. The work will be performed by SEIRPC planning staff and includes a wide range of projects including completing plans, technical assistance, project development, public participation and programmatic duties.

The TPWP is funded through a combination of regional STP dollars and federal funds sourced from Iowa DOT. The federal funds pay for 80 percent of costs associated with the work program and require a 20 percent local match. The total cost estimated cost for transportation planning activities is currently \$230,040, with \$184,032 coming from federal funding, and \$46,008 local.

Funding Sources		
<b>Total Transportation Planning Budget</b>	<b>\$</b>	<b>230,040</b>
<b>Total Federal Funding (80%)</b>	<b>\$</b>	<b>184,032</b>
FHWA SPR	\$	24,262
FTA 5311	\$	24,262
FHWA STP C/O	\$	65,666
FHWA STP	\$	69,842
<b>Total Local (20%)</b>	<b>\$</b>	<b>46,008</b>

Highlights of the FY2012 TPWP include:

- Safe Routes to School planning and project development;
- Special project assistance with regional passenger rail depots and freight rail development;
- Special project assistance with regional trail projects;
- Technical assistance with transit planning;
- Technical assistance with traffic data collection;
- Technical assistance with grant writing and other state and federal funding requests;
- Long Range Transportation Plan update;
- Completing all programmatic requirements for the region and Iowa DOT including the Transportation Improvement Program, Passenger Transportation Plan, Transportation Work Program and Long Range Transportation Plan

If you have any questions, please let me know.

# DRAFT Region 16 Transportation Planning Work Program

Current Update: March 24, 2011

Last Updated: May 27, 2010



## Prepared By:

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**RESOLUTION #XX-2011**

INTRODUCED BY: SEIRPC

INTENT: A RESOLUTION ADOPTING THE FY2012 TRANSPORTATION PLANNING WORK PROGRAM, AUTHORIZING FILING OF GRANT APPLICATION AND EXECUTION OF GRANT CONTRACTS CONSISTENT WITH THE WORK PROGRAM.

**WHEREAS**, the Southeast Iowa Regional Planning Commission serves local government within Des Moines, Henry, Lee, and Louisa Counties, Iowa; and

**WHEREAS**, the mission of the Southeast Iowa Regional Planning Commission is to provide quality direct and technical services, to promote intergovernmental cooperation and to effect a strengthening of the governmental units of the region; and

**WHEREAS**, the Southeast Iowa Regional Planning Commission annually develops a regional transportation planning work program which describes all major transportation planning work tasks to be performed by its staff during the coming fiscal year in Region 16; and

**WHEREAS**, the Federal and State agencies, which provide funding for the activities, described in the work program require submittal of grant applications and execution of contract;

**BE IT RESOLVED** by the Southeast Iowa Regional Planning Commission on this 27th day of May, 2011 as follows;

- 1 That the FY 2012 Region 16 Transportation Planning Work Program contains major transportation work activities which are consistent with the purpose and objectives of the Commission;
- 2 That the Commission Chairperson, Secretary, and Executive Director, as appropriate, are hereby authorized to submit the necessary applications to the State of Iowa, Department of Transportation;
- 3 That the appropriate Commission officials are authorized to execute the planning grants resulting from the above stated applications; and
- 4 That the appropriate Commission officials are authorized to furnish all assurances and additional information as may be required in connection with all grant applications and contacts.

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Brent Schleisman, Chairman

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Jim Howell, Secretary

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Mike Norris, SEIRPC Executive Director

**RESOLUTION #XX-2011**

INTRODUCED BY: SEIRPC

INTENT: A RESOLUTION ASSURING REQUIRED LOCAL MATCH FOR FHWA STP, FHWA SPR AND FTA 5311 FUNDS

**WHEREAS**, the Southeast Iowa Regional Planning Commission serves local government within Des Moines, Henry, Lee, and Louisa Counties, Iowa; and

**WHEREAS**, the mission of the Southeast Iowa Regional Planning Commission is to provide quality direct and technical services, to promote intergovernmental cooperation and to effect a strengthening of the governmental units of the region; and

**WHEREAS**, the Southeast Iowa Regional Planning Commission annually develops a regional transportation planning work program which describes all major transportation planning work tasks to be performed by its staff during the coming fiscal year in Region 16; and

**WHEREAS**, the Federal and State agencies, which provide funding for the activities, described in the work program require submittal of grant applications and execution of contract;

**BE IT RESOLVED**, SEIRPC assures that the required local match has been committed by the SEIRPC for FTA 5311, FHWA STP, and SPR funding received to implement the TPWP. The funding and local match is committed as follows:

Funding Source	Amount Allocated	Local Match Requirement
FHWA SPR	\$ 24,262	\$ 6,065.50
FTA 5311	\$ 24,262	\$ 6,065.50
FHWA STP C/O	\$ 65,666	\$ 16,416.50
FHWA STP	\$ 69,842	\$ 17,460.50
<b>Total</b>	<b>\$ 184,032</b>	<b>\$ 46,008</b>

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Brent Schleisman, Chairman

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Jim Howell, Secretary

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Mike Norris, SEIRPC Executive Director

# Introduction

## Purpose

The Region 16 Transportation Planning Work Program (TPWP) is intended to provide a description of the local, state, and federal transportation planning activities SEIRPC works on annually. SEIRPC assists member government with short and long-term planning needs, project development, grant writing, grant administration, technical assistance, mapping services, transit planning, and other services as needed related to transportation. Regionally, the work program serves to:

- Provide a forum for coordination among the many local units of government cooperating in the regional transportation planning effort.
- Establish continuing, comprehensive and cooperative region-wide planning within the four-county area, which includes the development of the Regional Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), Passenger Transportation Plan (PTP) and ongoing planning activities (grant applications, transportation or corridor studies and plans, traffic data analysis, project development, etc.) in support of regional transportation issues and priorities.
- Assist in the development of budgets for transportation planning activities and in the preparation of requests for planning funds.
- Establish the products, purposes, and general methods to be initiated for specific transportation planning work elements.
- Conduct a comprehensive, coordinated and continuing Public Participation Process that involves the public in transportation related decision making.

Federal and state agencies use the TPWP for monitoring and evaluating:

- The progress of the regional transportation planning process.
- The effectiveness of the regional planning program in addressing key issues and problems.
- As an aid in allocating federal transportation planning funds.

## **Description of Region 16 Planning Area**

The SEIRPC planning area consists of the four counties of Des Moines, Henry, Lee, and Louisa, thirty-three municipalities and fifteen school districts located in the most southeastern portion of the state. The SEIRPC is a regional voluntary association of local governments and special purpose entities united for the purpose of promoting inter-governmental cooperation and strengthening local units of government. By working through SEIRPC, cities, counties, utilities, and schools can share professional assistance and resources to meet the challenges of the future.

# Transportation Work Program Development Process

The TPWP development process involves information sharing and discussions with SEIRPC Board members, regional public and private entities, general public, state/federal agencies, and through reviews of literature. Through these discussions, SEIRPC staff develops the TPWP from the previous year's document in the spring of the calendar year based on past and emerging regional transportation needs. SEIRPC is constantly looking to improve its service to members and this is reflected annually in its TPWP.

The public has an opportunity to comment on the TPWP during the evaluation period with the SEIRPC Board and throughout the entire year. Public notices and copies of the TPWP are made available throughout in order to encourage public participation in the process. Staff submits a draft copy of the TPWP for Iowa DOT, FHWA and FTA review in preparation of its final draft of the TPWP for Board review. Staff will also post the final document on the SEIRPC website for public comment and review.

SEIRPC has established the following public involvement process for its transportation planning process, which is also used in the TPWP development process.

## **Public Notices**

Public notices shall be published for Board meetings where final TIP, LRTP and special studies or modal plans are adopted, concurrent with DOT, FTA and FHWA regulations. Public notices shall also be published when deemed necessary for meetings where amendments of the regional TIP shall be voted upon. Public notices shall be posted no less than one week before the hearing in the regional newspaper, the Burlington Hawkeye. Notices will also be posted on the SEIRPC website.

## **Annual TIP Project Request Notifications**

Individual jurisdictions and the media shall be informed as to when Region 16 is seeking projects for inclusion in the annual TIP, and application forms shall be available online on the SEIRPC website from the last week of October until applications are due in December.

## **Public Comment**

The general public shall be afforded the opportunity to provide comments on the annual development of the TIP, LRTP, and the Public Involvement Process through the process outlined herein. In the case of the LRTP, the Public Involvement Process, and the prioritization process for the Surface Transportation Program (STP) and the TE Program, a minimum of a forty-five (45) day comment period shall be provided.

**Public Hearings**

Prior to approval of the final TIP, the Board shall hold a public hearing on all the projects being considered for approval in the TIP. The Board shall also hold public hearings as deemed necessary for TIP amendments and prior to the approval of the LRTP. Notices will be published no less than one week before the hearing. Requests for information from sight or hearing impaired persons, non-English speakers or persons with disabilities will be handled on a case by case basis to transmit information in the best method possible.

**Newsletter**

SEIRPC publishes an agency-wide newsletter every four months, including transportation planning activities.

**Web**

SEIRPC posts its TIP, TPWP, LRTP, long range studies and other related activities on its website to give the public an opportunity to comment and for informational purposes.

# Regional Planning Commission Board and Committee Membership

## Board of Directors

The SEIRPC Board of Directors is representative of the four counties and thirty-three incorporated communities within the region. The Board is a nineteen-member policy-making body consisting of sixteen representatives from member governments or private industry and three others including a workforce representative and two regional post-secondary learning institutions. Representatives with the Iowa DOT, FTA and FHWA serve as non-voting members of the board as well. At least 51 percent of the board must consist of elected officials. Each county appoints four officials: one each from the two largest cities, one from the county board of supervisors and one private sector representative. The three other members are from: Southeastern Community College, Iowa Wesleyan College and a workforce representative. Members are appointed every four years.

The Board provides direction and final approval on projects, planning, and programming decisions, such as: fiscal resource allocations, project selection, Transportation Improvement Program (TIP) approval, Transportation Planning Work Program (TPWP) approval, Long Range Transportation Plan (LRTP) approval, Public Participation Process approval, Passenger Transportation Plan approval and assurance that multi-modal opportunities are fully considered and implemented when appropriate.

**Figure 1: Board of Directors Membership**

Name	Title	Agency Represented
Chris Ball	County Supervisor	Louisa County
Bob Beck	County Supervisor	Des Moines County
Steve Bisenius	New Business Development	Lee County Economic Development Group
Jim Davidson	City Council Member	City of Burlington
Klay Edwards		Henry County – Private Sector
David File	Associate VP and Dean of Extended Learning	Iowa Wesleyan College
Gary Folluo	County Supervisor	Lee County
Sue Frice	Regional Manager	Iowa Workforce Development
Mark Hempen	City Council Member	City of New London
Bob Hesler		Des Moines County – Private Sector
Jim Howell		Louisa County – Private Sector
Mark Huston	City Council Member	City of Columbus Junction
Michael O'Connor	City Council Member	City of Keokuk
Brent Schleisman	City Administrator	City of Mount Pleasant
Byron Smith	City Administrator	City of Fort Madison
Phil Thomas	VP of Teaching and Learning	Southeastern Community College
Randy Tillman	City Council Member	City of Wapello
Hans Trousil	Mayor	City of West Burlington
Kent White	County Supervisor	Henry County

## Technical Advisory Committee

The purpose of the TAC is to provide recommendations to the SEIRPC Board for programming decisions, such as fiscal resource allocations, project selection and TIP development. The membership of the TAC is represented by Des Moines, Henry, Lee, and Louisa Counties. Each county's representatives on the SEIRPC Board appoint two people to serve on the TAC. There are nine specific positions on the TAC, and each county's representation picks two positions as needed in the positional rotation.

The nine positions hold three year terms to ensure continuity from year to year. As positions expire, each position moves down the alphabetical county list. The TAC reviews both Surface Transportation Program (STP) and Transportation Enhancement (TE) applications. The TAC structure has changed from the previous structure it employed between 1995 -2004. The SEIRPC Policy Board voted to change the makeup of the TAC to employ a more regional and diverse perspective when reviewing STP and TE applications.

The nine specific positions are: County Engineer, Public Works Official, Business Professional (2), Ag Professional, SEIRPC Board Member, Economic Development Professional, City under 5,000 and one at-large SEIRPC Board Member representative.

**Figure 2: Technical Advisory Committee Membership**

Name	Title	Agency Represented
Jim Davidson	City Council Member	City of Burlington and SEIRPC Board Member
Eric Larson	Community Development Director	City of Burlington
Chuck Reighard	Superintendent of Schools	City of New London
Bob Kephart	Public Works Director	City of Mount Pleasant
Bill Richards	Professional Engineer	PSBA Associates
Mike Holtkamp	Agriculture Professional	From West Point
Bill Small	Business Professional	State Bank of Wapello
Larry Roehl	County Engineer	Louisa County
Gary Folluo	County Supervisor	Lee County and SEIRPC Board Member
Andy Loonan (Non Voting)		Iowa DOT
Mark Bechtel (Non Voting)		Federal Transit Administration
Tracy Troutner (Non Voting)		Federal Highway Administration

## Description of Transportation Planning Activities

The Transportation Planning Work Program (TPWP) documents anticipated planning activities during fiscal year 2012 (July 1, 2011–June 30, 2012). These activities may be ongoing or newly initiated during the fiscal year. The following pages briefly describe the proposed planning activities to be accomplished over the course of the one-year program period, which include:

- Transportation Planning Work Program
- Transportation Improvement Program
- Public Participation Process
- Long Range Transportation Plan
- Passenger Transportation Plan
- Special Planning Activities
- Technical Assistance

These identified planning activities, projects, and strategies are intended to fulfill the objectives identified under SAFETEA-LU, which include:

- Supporting the economic vitality of the United States, the States, and metropolitan (and regional) areas especially by enabling global competitiveness, productivity, and efficiency;
- Increasing the safety of the transportation system for motorized and non-motorized users;
- Increasing the security of the transportation system for motorized and non-motorized users;
- Increasing the accessibility and mobility options available for people and freight;
- Protecting and enhancing the environment, promote energy conservation, and improve the quality of life;
- Enhancing the integration and connectivity of the transportation system, across and between modes throughout the State and Region 16 Area, for people and freight;
- Promoting efficient system management and operation;
- Emphasizing the preservation of the existing transportation system.

## **Transportation Planning Work Program**

Staff Time Allocation:	10%
Staff Hours Allocation:	562 hours
Fund Allocation:	\$23,004

### **Task Objective**

The preparation of the TPWP is a year long, continuing process. Elements that are included in the TPWP are continually developed through meetings, discussions with SEIRPC staff, regional member cities and counties, Iowa DOT, FHWA and other stakeholders and literature reviews. SEIRPC staff is continually evaluating what service is being provided to the region and how it could improve.

The TPWP should ideally be a working document that reflects what the RPA intends to do, what it has accomplished and what projects are planned for the future. Time allocated to developing the TPWP is spread throughout the year and may spill over into other work element areas.

The main objective for the TPWP task is developing a framework that best serves the current needs of Region 16 and provides for future development and decision making. The work program also must be fiscally constrained and relate to goals, objectives and priorities outlined in the LRTP. The development of the TPWP may include input from other work areas in the overall TPWP:

- Public Participation Process
- Transportation Improvement Program
- Long Range Transportation Plan
- Other (special planning studies, administration, etc)

SEIRPC staff will evaluate each of these areas during the course of the year and note any perceived deficiencies in any of the main work elements. Any deficiencies or duplicative efforts will be discussed with the Board and Executive Director to help shape transportation planning activities at SEIRPC.

### **Previous Work**

SEIRPC has used the TPWP to identify regional priorities, such as:

- Heartland Highway Freight Corridor Study and Implementation
- Flint River Trail Planning and Development
- Fort Madison Depot Planning and Development
- Regional Safe Routes to School Initiatives
- Regional Traffic Safety Initiatives
- Regional Traffic Data Collection Program
- Technical Assistance, including plans, studies, mapping, and grant writing
- Competitive STP Allocation Process
- Regional sign inventory for cities and counties
- Focus on Rail Transportation (depot and freight)

SEIRPC will continue to utilize all available and relevant sources of information to continue delivering a TPWP that meets the needs of the region, both present and future.

## Project Description

In FY2012, SEIRPC will continue to utilize the TPWP to develop effective transportation planning activities. The TPWP task will evaluate the effectiveness of each activity in the work program and identify new activities. General categories that will be included in the TPWP are listed below. The specific work items will be identified and evaluated throughout the year as work progresses.

- TPWP
- TIP
- PPP
- PTP
- LRTP
- Special Projects
- Technical Assistance

Staff working on the TPWP will be Zach James and Mike Norris. Zach James directs the Planning Department on a daily basis. He manages projects, provides project leadership and gives policy input to the Executive Director and Board of Directors. He also provides information about various needs around the region for services and the status on a number of projects currently in the work plan. Mike Norris is the Executive Director for SEIRPC. He works with the Board of Directors to implement the agency's vision, mission and objectives. He works closely with Mr. James in implementing the agency's transportation program. The chart below outlines the amount of transportation planning time allocated towards program evaluation and development of the TPWP for transportation planning staff.

Name, Title	Time Allocation
Zach James, Planning Director	20%
Mike Norris, Executive Director	20%

## Product

The TPWP work element should be an effective strategy for annual regional transportation planning. The TPWP is finalized in May, but is constantly being evaluated for the next year's program. The end product is a fiscally-constrained TPWP that implements required documents and regional priorities.

Staff Time Allocation:	10%
Staff Hours Allocation:	562 hours
Fund Allocation:	\$23,004

## **Transportation Improvement Program**

### **Task Objective**

TIP development is a year-long project. Project sponsors often develop their projects throughout the year in anticipation of applying for a STP or TE grant. Staff works with project sponsors to make sure submitted applications are eligible for funding and projects meet minimum requirements. Staff may also coordinate multiple project sponsors to develop priority projects.

The main objective is to develop and maintain a TIP that meets Iowa DOT, FTA and FHWA requirements and is an efficient use of regional transportation funding. During the TIP development period, SEIRPC staff is communicating with Iowa DOT staff, FHWA staff, local project sponsors and the SEIRPC Board. Staff will also use TPMS to track and organize all programmed projects. The following points are a more detailed description of the main TIP objectives:

- Meet all Iowa DOT and FHWA requirements
- Develop fiscally constrained program
- Assist project sponsors in application development
- Monitor existing programmed projects

### **Previous Work**

SEIRPC staff has successfully prepared a fiscally constrained TIP, meeting all DOT, FHWA and FTA requirements since 1995. A revised STP application process has also helped SEIRPC meet these objectives. Staff has:

- Maintained competitive application process
- Coordinate all TAC and TE Review Committee meetings
- Provide information to SEIRPC Board
- Assisted SEIRPC Board evaluate STP application and funding process
- Work with local governments to develop and program projects with federal dollars

### **Project Description**

SEIRPC will continue to work towards achieving outlined objectives regarding the TIP. In addition to the objectives outlined above, staff will make additional efforts to educate the SEIRPC Board on the TIP process, how the TIP can be used to implement the Region 16 Long Range Transportation Plan, how regional dollars can help leverage other transportation dollars and meet statewide or national transportation objectives. The education process is continuous and will continue to future years and work programs.

Zach James and Mike Norris are the lead staff in the TIP project category, while Madeline Emmerson will also provide assistance. Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. Mr. James provides daily project leadership on the TIP, works with TIP policy, development and implementation. Mr. Norris is the Executive Director for SEIRPC. He works with the Board of Directors to implement the agency’s vision, mission and objectives. He works closely with Mr. James in developing and implementing the agency’s transportation program. Madeline Emmerson is a regional planner on staff implementing and managing a number of projects for the region. She assists daily in TIP development and implementation, as well as working with the TAC. The chart below outlines the amount of transportation planning time allocated towards TIP development for transportation planning staff.

Name, Title	Time Allocation
Zach James, Planning Director	15%
Madeline Emmerson, Regional Planner	15%
Mike Norris, Executive Director	10%

**Product**

The final TIP will ultimately be a document developed through an inclusive and educated process containing regionally significant projects that advance state, regional and local plans. This product will involve utilizing TPMS as a project management and tracking tool. The final TIP will be completed in July, with ongoing maintenance and project development throughout the year.

## **Public Participation Process**

<b>Staff Time Allocation:</b>	10%
<b>Staff Hours Allocation:</b>	562 hours
<b>Fund Allocation:</b>	\$23,004

### **Task Objective**

Public participation is an important element to any planning document or process. SEIRPC holds public meetings and meets the requirements of FHWA, FTA and Iowa DOT for all its planning and programming documents. In FY2012, SEIRPC will continue its public outreach and hopes for increased content and quality of public comment.

The main objective is to facilitate public input before, during and after planning and programming decisions have been made. Facilitating public input at all stages in the planning and programming process is ideal, and is ultimately what SEIRPC strives to do with its public participation program.

### **Previous Work**

SEIRPC has held all required public meetings during the course of the last year for its planning, programming and reporting documents, in addition to posting all long range plans and required state and federal documents on the SEIRPC website. Other activities include participating on regional committees and facilitating input on regional transportation issues. Other project-specific outreach included developing and maintaining an informational website for the Flint River Trail.

### **Project Description**

SEIRPC will strive to educate the region on transportation planning and activities. Efforts will be made to increase public input received. A planned LRTP update in FY2012 will allow for additional time spent for public input. As part of this LRTP update, staff plans to evaluate and update the existing Public Participation Process that has been developed for SEIRPC.

SEIRPC currently participates in several regional, state, and federal transportation groups and committees, including:

- Iowa DOT Passenger Rail Advisory Committee
- RPO American Committee (NADO)
- Highway 34 Coalition
- Highway 61 Coalition
- Greater Burlington Partnership Transportation Committee
- Keokuk Downtown Improvement Committee
- Burlington and Fort Madison Enterprise Zone Commissions
- Flint River Trail Advisory Committee
- Heartland Highway Consortium
- Mississippi River Trail Executive Committee
- Burlington Depot Committee
- Multiple Safe Routes to School committees

In addition to serving on these transportation groups and committees, SEIRPC plans the following activities throughout the year for gathering public input:

- Travel to local government and regional interest meetings and provide information on planning, programming, funding and transportation information;
- Updating and utilizing the SEIRPC website and Facebook page for public notices and informational purposes;
- Prepare quarterly newsletters;
- Conduct general outreach on regional transportation planning activities;

All transportation planning staff will play an important role in the Public Participation Process. Justin Bushong is a regional planner on staff, implementing a variety of planning projects. He will be engaged in general regional outreach. Madeline Emmerson is a regional planner on staff, implementing a variety of planning projects. She will be engaged in website development, newsletter preparation and general regional outreach. Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. Mr. James will be engaged in public outreach efforts, including public education meetings, outreach meetings, newsletter development, website development, and other efforts as needed. Mr. Norris is the Executive Director for SEIRPC. He works with the Board of Directors to implement the agency’s vision, mission and objectives. He works closely with Mr. James in developing and implementing the agency’s transportation program. The chart below outlines the amount of transportation planning time allocated towards the public participation process for transportation planning staff.

Name, Title	Time Allocation
Justin Bushong, Regional Planner	10%
Madeline Emmerson, Regional Planner	10%
Zach James, Planning Director	10%
Mike Norris, Executive Director	10%

**Product**

The end product of the public participation process will be increased awareness and public participation about planning and programming federal transportation dollars. In addition, a more detailed and clear public participation plan will be established. An updated Public Participation Plan is expected to be completed in August of 2012, with ongoing public participation efforts ongoing throughout the entire year.

## **Long Range Transportation Plan**

<b>Staff Time Allocation:</b>	20%
<b>Staff Hours Allocation:</b>	1,123 hours
<b>Fund Allocation:</b>	\$46,008

### **Task Objective**

SEIRPC plans to update its LRTP as part of a larger regional planning initiative that includes housing, infrastructure, and economic development. All of the plan components are inter-related and should be coordinated into a single planning document. Placing a LRTP in the context of other regional development areas should lead to more informed decisions on transportation investments and most effective role of transportation in regional development.

The objective is to complete an update to the 2026 LRTP, within the context of other regional development areas. The update will include public outreach, data research and analysis, policy and coordination meetings and plan development.

### **Previous Work**

SEIRPC adopted the 2026 LRTP in January, 2007. The LRTP is a project-based plan and contain regionally significant projects to be completed. Also included in this plan was comprehensive information on existing transportation network, demographics, and economics of the region.

### **Project Description**

SEIRPC will complete an update to its 2026 LRTP within the context of other regional development areas. The update will contain a new effort from SEIRPC, which will devote significant resources to completing the plan and developing it into an example of inclusive regional planning. The effort to combine the LRTP into a regional development plan will take effort, time and resources for coordination and complete public participation.

All transportation planning staff will play an important role in the development of the LRTP. Justin Bushong is a regional planner on staff, implementing a variety of planning projects. He will be engaged in document preparation, public input facilitation, data collection and other duties as needed. Madeline Emmerson is a regional planner on staff, implementing a variety of planning projects. She will be engaged in data collection, document preparation, public input facilitation, information dissemination and other duties as needed. Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. Mr. James will be engaged in data collection, graphic presentations, public input facilitation, and overall project implementation. In addition, he will work with multiple committees; perform document review, and general management of the process. Mike Norris is the Executive Director for SEIRPC. He works with the Board of Directors to implement the agency's vision, mission and objectives. He works closely with Mr. James in developing and implementing the agency's transportation program. The chart below outlines the amount of transportation planning time allocated towards the LRTP development for transportation planning staff.

Name, Title	Time Allocation
Justin Bushong, Regional Planner	5%
Madeline Emmerson, Regional Planner	30%
Zach James, Planning Director	20%
Mike Norris, Executive Director	20%

**Product**

The final product will be a full LRTP update that fits within an overall regional comprehensive economic development plan. The regional development plan will be inclusive to all the primary regional development areas: infrastructure, transportation, housing, and economic development. The result of including transportation within a regional development context is increased focus on how transportation and the other development areas fit together to provide efficient and effective regional development. The estimated completion date for this project is September 2012.

## **Passenger Transportation Plan (PTP)**

<b>Staff Time Allocation:</b>	10%
<b>Staff Hours Allocation:</b>	562 hours
<b>Fund Allocation:</b>	\$23,004

### **Task Objective**

The PTP currently is used to help public transportation agencies improve transportation services and to describe and prioritize needs and funding requests to federal, state, and local agencies. The PTP will ideally guide regional private and public passenger transportation service, based on stakeholder, general public and decision maker input.

The objective within this planning activity is to update the PTP to reflect current conditions, future needs and implementation steps. Maintenance of the plan will include:

- Holding meetings with transportation providers, consumers and potential consumers to continually update needs and conditions in the region which affect passenger transportation
- Working with passenger transportation providers to explain their current conditions and future needs for capital, equipment and new funding, and how their needs fit in with the regional passenger transportation system
- Analyzing public comments and service logs to further understand service gaps and discussing the service needs with the Transit Advisory Committee (TRAC) and how to address them
- Completing an annual update and board approval

### **Previous Work**

In FY2011, SEIRPC has developed the PTP update which will be adopted by the SEIRPC board in May 2011. Public comment was solicited and comments received have been addressed in the final plan. Precursors to the PTP were the Mobility Action Plan workshops, first held in May, 2006, in Burlington, and past PTP's in 2007, 2008, 2009, and 2010. Quarterly Transit Advisory Committee meetings are also held to solicit input, identify steps to meet identified needs, and to implement priorities identified as outlined in the PTP.

### **Project Description**

SEIRPC will continue to update and work on the PTP document, to reflect current conditions and updated needs. The update will include input through the PPP and TRAC meetings, and other meetings or discussions throughout the year.

Madeline Emmerson is a regional planner on staff, implementing a variety of planning projects. She will be engaged in direct communication with the TRAC, regional services providers, and assist with data collection and document preparation. Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. Mr. James will be engaged in direct communication with the TRAC, PTP document development and overall process facilitation. Mike Norris is the Executive Director for SEIRPC. He works with the Board of Directors to implement the agency's vision, mission and objectives. He works closely with Mr. James in developing and implementing the agency's transportation program. The chart below outlines the amount of transportation planning time allocated towards PTP development for transportation planning staff.

Name, Title	Time Allocation
Madeline Emmerson, Regional Planner	5%
Zach James, Planning Director	15%
Mike Norris, Executive Director	10%

**Product**

The final product for the PTP in FY2012 includes updating the plan to reflect current and future conditions, needs, priorities, and projects. The plan update will be a continuing process that will involve local transportation providers, consumers and private and public decision makers. The plan update will include data collection, implementing objectives and coordination among transportation providers, consumers and decision makers. Estimated time of completion is May of 2012.

Staff Time Allocation:	20%
Staff Hours Allocation:	1,123 hours
Fund Allocation:	\$46,008

## **Special Planning Activities**

### **Task Objective**

SEIRPC has identified a host of other activities that deserve their own TPWP category. Regional members are periodically involved in projects, studies or other activities that require SEIRPC participation. SEIRPC has also identified some regionally significant issues that deserve transportation planning resources.

SEIRPC is in a unique position to perform many different kinds of transportation planning, given the flexibility of federal planning funds. SEIRPC in the past year has participated in various modes of transportation, including: rail, trail, air, highway and water.

The main objective for this work element is to provide comprehensive transportation planning services for regional members apart from the conventional TIP, PTP and LRTP roles. SEIRPC is in the unique position to be flexible in its transportation planning activities due directly to the flexibility of STP planning dollars. Comprehensive transportation planning services may include performing duties relating to various modes of transportation apart from highway and street planning. This work may include GIS mapping, studies, traffic impact studies, or other similar activities; it may also include developing multi modal projects, such as passenger rail, air passenger assistance, recreational trails and port facilities.

### **Previous Work**

During the past year SEIRPC has worked with a wide range of transportation modes.

- SEIRPC maintains contact with local trail interest groups and helps plan such awareness events as “Bike to Work Day” and “Regional Bike Fleche”;
- SEIRPC is active in regional transit planning for both regional services and for SEIBUS, which is operated out of SEIRPC offices;
- SEIRPC is planning and coordinating development of Flint River Trail, a 20-mile recreational trail in Des Moines County and a connecting trail in Burlington;
- SEIRPC has developed The Trans-Iowa/Illinois Freight Corridor Study (Now Heartland Highway) with Regions 11 and 15 between Galesburg, IL and Des Moines, IA along highways 34, 63, and 163 and is staffing a freight corridor consortium to foster coordinated decision making and assist in developing and preserving the corridor;
- SEIRPC has initiated a traffic data collection program that is ongoing. The program is free to regional governments and provides a valuable information collection and analysis service. SEIRPC uses traffic data collectors paid for by federal STP dollars;
- SEIRPC is planning and coordinating development with federal funding for a historic train depot in Fort Madison that involves moving Amtrak to the restored station;

## Project Description

SEIRPC intends to maintain the previous year's activities as listed above.

- Continue to work with the Heartland Highway initiative to implement the corridor plan
- Continuing regional Safe Routes to School planning process for southeast Iowa including technical assistance
- Transit system planning work including contract review, statistical review and compilation, financial planning and projections, route planning, assistance on capital procurement and planning, mapping and analysis
- Providing assistance for general planning and development for the Southeast Iowa Regional Airport Authority
- Ongoing trail planning activity, mostly devoted to the Flint River Trail, Oakland Mills Trail in Henry County, Mississippi River Trail, and Louisa County Trails Plan
- Ongoing transit planning services;
- Continue work on Fort Madison depot project and provide assistance with Burlington, Mount Pleasant, and Keokuk depot renovation projects;
- Continue traffic data collection program;

SEIRPC will likely take on new projects that are currently not known about but are deemed regional priorities. Region 16 consistently has issues pop up with all transportation modes and often regional members come to SEIRPC for assistance.

Justin Bushong is a regional planner on staff, implementing a variety of planning projects. He will be engaged in regional trail development, traffic data collection, multi-modal transportation development. Madeline Emmerson is a regional planner on staff, implementing a variety of planning projects. She will be engaged in Safe Routes to School initiatives, transit planning and multi-modal transportation development. Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. He will be engaged in regional trail development, Safe Routes to School initiatives, traffic data collection, transit planning, air service development, Heartland Highway Initiative, multi-modal transportation development, and general involvement in all other projects. Mike Norris is the Executive Director for SEIRPC. He works with the Board of Directors to implement the agency's vision, mission and objectives. He works closely with Mr. James in developing and implementing the agency's transportation program.

Name, Title	Time Allocation
Justin Bushong, Regional Planner	50%
Madeline Emmerson, Regional Planner	20%
Zach James, Planning Director	10%
Mike Norris, Executive Director	15%

**Product**

The end product will be providing the best possible transportation planning service to regional members. This will include completing projects currently on the docket, initiating new projects, assisting with current projects and maintaining the potential to provide responsive service to regional members' requests. Since this element includes multiple planning activities, there is no set time for completion. This work element is ongoing throughout the year.

## **Technical Assistance**

Staff Time Allocation:	20%
Staff Hours Allocation:	1,123 hours
Fund Allocation:	\$46,008

### **Task Objective**

Technical Assistance will be related to grant writing, research, studies, plans, staff support or other 'technical' types of planning support. The main objective is to give regional members the opportunity to utilize SEIRPC's staff for transportation planning technical support. The transportation planning staff at SEIRPC has a wide range of experience working with federal, state and local governments and private entities. The objective will be complete if regional members know about the services and utilize SEIRPC.

### **Previous Work**

During the past year SEIRPC has performed various technical assistance projects for regional members:

- Staff has performed research on the behalf of elected officials regarding port authorities and foreign trade zones, specifically the Southeast Iowa Regional Economic and Port Authority. SEIRPC is also active in monitoring activities of the Mid America Port Commission
- Performed grant writing for Iowa Rail Grant and Loan Program funds
- Performed grant writing through Iowa DOT RISE program
- Performed grant writing through Iowa Recreational Trails program, Iowa Statewide Enhancements Program, Iowa DOT Safe Routes to School Program, Iowa DNR LAWCON and REAP programs (all trail related);
- Other grant writing through CDBG, EDA and FEMA as related to transportation;
- Presentation, process and research assistance for US 61 Coalition;
- Technical assistance regarding direct federal appropriations for local governments;
- Technical assistance regarding trails;
- SEIRPC conducted a 'Safe Routes to School' planning process for regional schools and assisted schools in Region 16 secure grant funds for transportation-related improvements to help children walk and bike more safely to school; SEIRPC will continue this planning process for regional schools.
- Way finding signage project (Keokuk);
- General transportation-related mapping requests;

## Project Description

SEIRPC intends to maintain the previous year's contacts and continue the projects started in the previous year, as listed above. New projects may include those in the categories listed above. SEIRPC will also likely take on new projects that are currently not known about. Region 16 consistently has issues with all four transportation modes and often regional members come to SEIRPC for assistance.

Justin Bushong is a regional planner on staff, implementing a variety of planning projects. He will be engaged in grant writing, trail technical assistance, and general mapping projects. Madeline Emmerson is a regional planner on staff, implementing a variety of planning projects. She will be engaged in grant writing, general mapping projects, Safe Routes to School projects, and other duties as needed. Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. He will be engaged in developing Safe Routes to School projects, general mapping, Highway 61 Coalition, grant writing, federal funds requests and other duties as needed. Mike Norris is the Executive Director for SEIRPC. He works with the Board of Directors to implement the agency's vision, mission and objectives. He works closely with Mr. James in developing and implementing the agency's transportation program. The chart below outlines the amount of transportation planning time allocated towards technical assistance for transportation planning staff.

Name, Title	Time Allocation
Justin Bushong, Regional Planner	35%
Madeline Emmerson, Regional Planner	20%
Zach James, Planning Director	10%
Mike Norris, Executive Director	15%

## Product

The end product will again be providing the best possible transportation planning service, focusing on technical assistance, to regional members as possible. This will include completing projects currently on the docket, initiating new projects, assisting with current projects and maintaining the potential to provide responsive service to regional members' requests. There is not estimated completion date, as this is an ongoing work element throughout the entire year.

## Planning Budget and Funding Sources

Work Element	FTA 5311	FHWA STP	FHWA STP Carryover	SPR Funds	Local Match	Total
<b>TPWP (10%)</b>	\$ 2,426	\$ 6,984	\$ 6,567	\$ 2,426	\$ 4,601	<b>\$ 23,004</b>
<b>TIP (10%)</b>	\$ 2,426	\$ 6,984	\$ 6,567	\$ 2,426	\$ 4,601	<b>\$ 23,004</b>
<b>PPP (10%)</b>	\$ 2,426	\$ 6,984	\$ 6,567	\$ 2,426	\$ 4,601	<b>\$ 23,004</b>
<b>LRTP (20%)</b>	\$ 4,852	\$ 13,968	\$ 13,133	\$ 4,852	\$ 9,202	<b>\$ 46,008</b>
<b>PTP (10%)</b>	\$ 2,426	\$ 6,984	\$ 6,567	\$ 2,426	\$ 4,601	<b>\$ 23,004</b>
<b>Special Activities (20%)</b>	\$ 4,852	\$ 13,968	\$ 13,133	\$ 4,852	\$ 9,202	<b>\$ 46,008</b>
<b>Technical Assistance (20%)</b>	\$ 4,852	\$ 13,968	\$ 13,133	\$ 4,852	\$ 9,202	<b>\$ 46,008</b>
<b>Totals</b>	<b>\$ 24,262</b>	<b>\$ 69,842</b>	<b>\$ 65,666</b>	<b>\$ 24,262</b>	<b>\$ 46,008</b>	<b>\$ 230,040</b>

Breakdown of Funding Sources	
<b>Total Transportation Planning Budget</b>	<b>\$ 230,040</b>
<b>Total Federal Funding (80%)</b>	<b>\$ 184,032</b>
FHWA SPR	\$ 24,262
FTA 5311	\$ 24,262
FHWA STP C/O	\$ 65,666
FHWA STP	\$ 69,842
<b>Total Local (20%)</b>	<b>\$ 46,008</b>

### Direct Salary and Fringe Benefit Costs

Direct salary and fringe benefits are programmed for each category listed in the TPWP. Staff time is allocated in increments of person-hours on the basis of past experience reflecting the time required to perform the same or similar tasks.

### Direct Other Costs

The transportation program budget includes an estimate of direct other costs. Direct other costs consist of travel, printing, copying, and supplies, which can be identified with a given project. Such items as consultants, computer services, and membership and subscription fees are also directly identified with a project. In addition, knowledge of future substantial printing and consultant costs are considered.

### Indirect Costs

The SEIRPC allocates indirect costs to projects, grants, and contracts on the basis of direct labor dollars using a percentage allocation rate. This indirect cost allocation rate is set and approved by SEIRPC's approving federal agency, the U.S Dept of the Interior. This letter is included on the following page.

**Annual Audit**

The SEIRPC fiscal year audit will be conducted by a certified public accountant. The SEIRPC has a fiscal year from July 1 through June 30, which should provide for a clear audit for the transportation program.

**DBE**

SEIRPC at this time does not plan to spend any federal funds on DBE enterprises. SEIRPC also completes a DBE form for the Office of Public Transit, the latest report which may be obtained by contacting SEIRPC.

# Basement Construction Bid Approval

NB2



# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: March 24, 2011  
Re: Basement Construction Bid

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SEIRPC received one bid for its basement construction project. Myers Construction, Inc., of Sperry, IA bid \$152,600 for the work. The work includes:

- Finishing framed basement bathrooms;
- Finishing and framing approximately 3300 sf of the basement for offices and meeting space (SEIRPC is leasing this 2272 of this space to Trinity Consultants);
- Exterior grading improvements to alleviate basement water issues;
- Exterior sign;
- Installing carpet in meeting areas, potential lease areas in partially finished basement areas (atrium and west wing).

Staff was surprised that only one bid was received. The public bid notification procedure was consistent with SEIRPC's past EDA bids which yielded more activity, and EDA staff has indicated SEIRPC can move forward with the bid.

EDA will pay for 50% of the work through the building grant received by SEIRPC and Iowa DOT will pay for a much smaller portion based on the proportional relationship with the public transit operation; SEIRPC is planning on 10.5% reimbursement from Iowa DOT.

Staff recommends accepting the bid.



# CEDS

NB3



# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: March 24, 2011  
Re: CEDS

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SEIRPC will be updating long range plans in FY2012. These plans include the Comprehensive Economic Development Strategy (CEDS) and Long Range Transportation Plan.

The plans will be combined into one regional document. In a time with limited resources and growing needs, SEIRPC staff believe a consolidated document will communicate regional needs better than ones that stand alone.

Staff will also spend time on only one document, with one process and one product, instead of several separate processes and products.

Combining the plans also brings the opportunity to identify resources across a broad spectrum and view needs in a broader perspective.

SEIRPC will fit the plans under the CEDS, which ultimately is approved by the US Department of Commerce, Economic Development Administration (EDA). EDA is a long-time regional supporter, funding planning activities and infrastructure development in southeast Iowa since 1973. Iowa DOT approves the Long Range Transportation Plan and is encouraging the merge of SEIRPC's regional plans.

In the upcoming months, SEIRPC will be assembling committees and beginning communication efforts. Public input will be important and necessary, and SEIRPC will be soliciting input by several methods.

Planning activities will formally begin in July, 2011 and are projected to end in September, 2012.

Please let me know if you have questions, concerns or comments.

# Equipment Disposition

NB4



# Memo

To: Mike Norris  
From: Bob Kuskowski  
CC:  
Date: 3/24/2011  
Re: Vehicle disposition #932 & #975

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For your approval I am submitting two vehicles for disposition.

Vehicle # 932 is a 1993 Ford Eldorado with seating capacity of 12/2. It has 227,449 miles on the odometer. The transmission needs replacement and is out of the vehicle. The engine smokes and needs an overhaul.

Vehicle # 975 is a 1997 Ford Econoline with seating capacity of 21/4. It has 259,706 miles on the odometer. The walls are separating from the inside floor and the chassis is rotted out.

Both of these vehicles were posted on the State DOT classified ads, per procedure, but no one was interested. Therefore I recommend that we dispose of both vehicles for salvage.