



Southeast Iowa Regional Planning Commission

Full Board

March 26, 2026

Call In: (312) 626-6799 Meeting ID: 823 7686 2700

<https://us02web.zoom.us/j/82376862700>

12:00 PM

211 N. Gear Ave., Suite 100

West Burlington, IA 52655

Meeting Type

Full Board

— Agenda —

| | | |
|--|---------------|-------------------|
| CALL TO ORDER | Ash | |
| Agenda Approval | | Board Action |
| Presentation of 2025 LeRoy Meyer Award | | Board Information |
| Presentation and Resolution #199-2026: Naming the SEIRPC Brent Schleisman Board Room | | Board Action |
| Consent Agenda (Director's Report, Minutes, Financial Report, Claims, Correspondence) | | Board Action |
| OLD BUSINESS | | |
| 1. Department Reports | Various | Board Information |
| NEW BUSINESS | | |
| 1. Teamster 238 Agreement FY2026-FY2027 | Norris | Board Action |
| 2. Public Hearing: FY2027 Consolidated Transit Application: Resolution #200-2026 Authorizing FY2027 Consolidated Transit Application | Inrachavongsa | Board Action |
| 3. Draft FY2027 Transportation Planning Work Program (TPWP) | James | Board Information |
| 4. Draft Passenger Transportation Plan | James | Board Information |
| MATTERS FROM THE FLOOR | | |
| ADJOURN | | |

2025

Leroy Meyer Award

Barb and Myles Asay for the LeRoy Meyer Award - Barb and Myles Asay Over the past decade, the Asays have renovated more than 30 blighted homes, many on the verge of demolition, returning them to the tax rolls and transforming them into safe, welcoming residences for local families. Their work is fueled not by profit, but by passion; Barb speaks with tangible pride about seeing a Christmas tree glowing in a home that had sat dark for 40 years, knowing a family now thrives there. Together, the Asays have repeatedly invested sweat equity, creativity, and personal resources into revitalizing neighborhoods, often living in the very homes they restore, sometimes selling their own house to meet a family's needs, and even salvaging and replanting flowers, fixtures, and architectural details to preserve the community's character. Their latest project, the renovation of beloved teacher Joyce Lake's home, illustrates their dedication to honoring the past while cultivating new life in Fort Madison's housing stock. Beyond rebuilding structures, they build community, hosting open houses, collaborating with local artists and businesses, offering seller-financing to help families achieve homeownership, and elevating the city's vibrancy and pride. Already recognized as the 2023 Community Developers of the Year, Barb and Myles continue to serve as true economic and community champions whose work reflects exceptional volunteerism, deep love for Fort Madison, and a profound belief in its people and future.

Emily Benjamin
President and CEO
Lee County Economic Development Group
ebjames@leecountyEDG.com
319-470-4876



Resolution #199-2026 Naming SEIRPC

Brent Schleisman Board Room

RESOLUTION #199-2026

INTRODUCED BY: SEIRPC

INTENT: Name SEIRPC Boardroom the “Brent Schleisman Board Room”

A RESOLUTION NAMING THE BRENT SCHLEISMAN BOARD ROOM

WHEREAS, Southeast Iowa Regional Planning Commission was organized in part to provide planning capabilities for cities and counties within Southeast Iowa; and,

WHEREAS, Southeast Iowa Regional Planning Commission (hereinafter SEIRPC) is governed by a board of directors from each of the served counties, and a chair is elected annually; and,

WHEREAS, SEIRPC recognizes individuals who have demonstrated outstanding contributions to their communities through the LeRoy Meyer and Leland McCosh awards; and,

WHEREAS, SEIRPC from time to time will make efforts to recognize other outstanding contributions to Southeast Iowa and SEIRPC outside of annual awards; and,

WHEREAS, The SEIRPC Board of Directors hereby recognizes Brent Schleisman, former City Administrator of the City of Mount Pleasant, and longtime SEIRPC board member, who served on the SEIRPC board for 32 years and 18 as chair; and

WHEREAS, The SEIRPC Board of Directors recognize Mr. Schleisman’s outstanding contributions to SEIRPC through outstanding board leadership, continuity, productivity, and service, through the board to enhance the services of SEIRPC and the positive impacts of those services to Southeast Iowa; and,

WHEREAS, The SEIRPC Board of Directors also recognize Mr. Schleisman’s contributions to sister non-profit housing organizations cultivated into existence and operation, Great River Housing, Inc. and Southeast Iowa Housing, Inc., both of which he served as chair at different times; and,

NOW THEREFORE BE IT RESOLVED by SEIRPC Board of Directors on this 26th day of March, 2026, that the SEIRPC Board Room is now named the Brent Schleisman Board Room.

Chairman

Secretary

Consent Agenda



DIRECTOR'S REPORT

To: SEIRPC Board of Directors
From: Mike Norris, Executive Director
Date: March 26, 2026

BUILDING UPDATE

Excavation work is complete at the settling pond next to the SEIRPC office building. Final grading and seeding will take place as weather permits.

The former Trinity lease space is still available, with one showing so far. Tucker Freight Lines will vacate their space in late May. Since the two early showings, not much interest yet in the Trinity space. Staff are keeping building maintenance at top of mind – roof and exterior cracking.

The roof was found to be in good shape after a recent inspection. Signs of membrane wear are apparent, but another few years of service should be possible.

Exterior building cracking is a concern due to moisture infiltration and efflorescence. Building panels will also require re-caulking soon, as they are on about a 10-yr maintenance cycle. Last caulking was circa 2016. More to come in the budget development cycle.

MISCELLANEOUS

I am spearheading a statewide roundtable with Iowa Economic Development Authority (IEDA) and COGs to enhance communication around CDBG and disaster grant administration. Anticipate first meeting to be near the first of May.

Regional officials are gearing up for another trip to Washington, DC. SEIRPC will be coordinating a visit with US Dept of Commerce, Economic Development Administration and possibly US Dept of Energy. Small module reactor (SMR) nuclear power generation is gaining steam as a reliable and clean energy source. The smallest SMR takes up just over five acres. Regional officials could hear more about this as an economic development opportunity. A typical SMR could produce about 300MW, or equivalent to about 150 80-meter blade wind turbines. In comparison, the Louisa Generating Station in Fruitland is about 800MW.

Consent Agenda: Financials should be available through January show regular business and no outstanding trends to report. Staff are working to reduce the accounts receivable for SEIBUS, specifically state Medicaid reimbursements through private insurance companies.

OLD BUSINESS –

1. Departments Reports, Board Information:

NEW BUSINESS –

1. Teamsters Local 238 Agreement, FY2027, Board Action: Negotiations on a one-year contract may be complete for presentation to the board.
2. Public Hearing, FY2027 Consolidated Transit Application, Board Action: Application and public hearing for public transit subsidy and capital grants for FY2027. Staff will also discuss a fare increase proposal process.
3. Draft FY2027 Transporation Planning Work Program (TPWP, Board Information: A draft TPWP will be presented to the board, with final TPWP in May.
4. Draft Passenger Transportation Plan (PTP), Board Information: Presenting update of Passenger Transportation Plan, a document relating to public transportation in SE Iowa.

**Southeast Iowa Regional Planning Commission
Full Board Minutes
211 N. Gear Avenue, West Burlington, IA 52655
January 22, 2026 Meeting**

Members Present: Dr. Michael Ash, Jim Cary, Hans Trousil, Garry Seyb, Kevin Hardin, Steve Detrick, Jim Ferneau, Kirk Miller, Chad Hudson, Ron Teater, and Laura Liegois; Kenan Todd, Brett Shafer, Cori Milan, and Emily Benjamin via Zoom

Members Absent: Jon Billups and Steven Brimhall

Staff Present: Mike Norris, Zach James, Lori Gilpin, Pat Inrachavongsa, Jarred Lassiter, and Sherri Jones

Guests Present: Adam Sturm (Anderson, Larkin & Co. P.C.), Chris Kukla (IDOT Transportation Planner), Jacob Nye (IBEW Local 13), and Matt and Beth Mohrfeld

Call to order at 12:03 p.m.

Agenda Approval

Motion by Seyb to approve the January 22, 2026 agenda, second by Liegois. All Ayes, motion carried.

Membership Appointments and Introductions:

Motion by Hudson to accept the 2026 slate of board members as presented, second by Teater. All ayes, motion carried.

Presentation of Leland McCosh Award

The 2025 Leland McCosh Award was presented to Matt Mohrfeld of Fort Madison, Iowa. He was nominated by Laura Liegois, Fort Madison City Manager, and Emily Benjamin, Lee County Economic Development Group President and CEO. Mr. Mohrfeld served as Mayor of the City of Fort Madison from 2019 – 2025. During his years of service to the Fort Madison Community, he has shown leadership, forward thinking, and dedication to achieving success by turning visions into reality. He pursued projects including trails, a dog park, and pickleball court, that improved residents' daily experience and improved curb appeal. He was influential in public infrastructure such as highway improvements and continued maintenance of city streets. He finished the Historic Santa Fe Depot Restoration plan, transforming the depot into a fully functioning Amtrak stop while preserving its architectural character. Mohrfeld was part of the team with city staff, city council members, engineers, and architects to advance the construction of the new fire station and consolidating public works. He led a monumental effort to reclaim and reimagine the city's Marina and Riverview Park. He collaborated with civic leaders, boaters, businesses, and nonprofits to craft a visionary plan for a 177-slip marina, state-of-the-art floating docks, a flood-resilient hospitality center, and a fully renewed Riverview Park. His leadership helped secure more than \$14 million in public and private investment, including FEMA support, Enhance Iowa grants, regional philanthropic contributions, and significant local backing, all of which fueled a multi-phase transformation that is restoring the city's riverfront as a premier destination. Fort Madison is experiencing a renewed sense of purpose, pride, and momentum because of Mohrfeld's vision, collaboration, and relentless dedication. The Leland McCosh Award is presented each year in memory of Leland McCosh of Winfield, IA. The award recognizes

outstanding public service by a public official or employee provided by the recipients to citizens of his/her community, county, and the greater area of Southeast Iowa. Leland McCosh was the long-serving mayor from Winfield, IA, and played a key part in establishing SEIRPC in addition to his outstanding service to Winfield. Mohrfeld said he was humbled and appreciated the nominations and award. He said the SEIRPC staff is key to accomplishing goals and finishing projects and thanked everyone. No action necessary.

Election of Officers

Ferneau made a motion to accept the 2026 slate of SEIRPC Executive Committee officers as follows: Dr. Michael Ash, Chair; Garry Seyb, Vice Chair; Jim Cary, Treasurer; Chad Hudson, Secretary; Kevin Hardin, Member at Large; second by Liegois. All ayes, motion carried.

Consent Agenda Approval

Norris said excavation work is nearly complete on the settling pond next to the SEIRPC office building and final grading and seeding along the pond bank will be done in spring. He attended the Iowa DOT Freight Advisory Committee in December, and the Mid-America Port Commission meeting in January. October financials are presented. Norris highlighted the 2025 Annual Report recognizing Brent Schleisman and his many years of service. Department Reports are included for review. Motion by Todd to accept the January 22, 2026 consent agenda, second by Miller. All Ayes, motion carried.

Old Business

1. Regional Priority Projects: James presented the list of recommended regionally significant projects and said staff welcomes additional feedback on any recommendation until the February Executive Board meeting. He said staff plans to incorporate these projects into the regional CEDS document. Motion by Ash to approve the list of regionally significant projects as presented, second by Teater. All Ayes, motion carried.

New Business

1. FY2025 Audit Report: Adam Sturm at Anderson, Larkin, & Co., P.C. of Ottumwa, IA, presented the SEIRPC FY2025 Audit report noting some of the highlights: there were no findings; total assets: \$11,695,582; total liabilities: \$1,667,101; and total net position: \$10,028,481. Sturm added that this was a clean audit with no findings. Ash thanked Sturm and the SEIRPC staff. Seyb made a motion to accept the FY2025 Audit Report, second by Cary. All Ayes, motion carried.
2. FY2027 Per Capita Dues: Norris stated that staff recommends increasing dues by \$0.02 for SEIRPC (a 2.1% increase). SEIRPC does its best to keep costs down and maximize services and member benefits. Dues received by SEIRPC help pay for local match on Iowa DOT and US Economic Development Administration (EDA) planning grants. The amount proposed for SEIBUS per capita dues paid by the four counties is a 2% increase on the per capita base of \$95,935. SEIBUS dues help support general public service in each county and local match for federal capital acquisition grants and state/federal operating grants. Motion by Miller to approve \$0.02 increase for

SEIRPC Per Capita rates and 2% increase in SEIBUS Per Capita rates in FY2027, second by Ferneau. All Ayes, motion carried.

3. TAC Appointments: James said the SEIRPC Technical Advisory Committee (TAC) is responsible for reviewing and scoring our Regional STBG and TAP applications each year. The SEIRPC TAC has vacancies for 6 of its 9 committee members. Recommendations for vacant positions are: Nick MacGregor, Public Works Official; Ryan Lauer, Agricultural Professional; Ben Hull, County Engineer; Garry Seyb, SEIRPC Board at Large; Cori Milan, Economic Development Professional; and Amie Herrick, City Under 5,000. Motion by Liegois to approve SEIRPC Technical Advisory Committee (TAC) members as presented, second by Hudson. All Ayes, motion carried.
4. Official Depositories: Resolution #197-2026: Norris said SEIRPC is recognized as a Chapter 28 organization and should list depository limits for institutions that hold SEIRPC deposits, or could hold SEIRPC deposits, annually. SEIRPC holds deposits for multiple reasons including restricted and unrestricted funds. Limits listed are for best- or worst-case scenarios. SEIRPC currently has approximately \$3 million on deposit, mostly with Two Rivers Bank and Trust, which provides excellent service to SEIRPC and is a long-term financial partner in different programs and services. The approach to the resolution was to list every bank in the region just in case they are needed with plenty of room to cover any potentially imaginable deposit. The resolution is modeled from SEIRPC counterpart COG Regional XII COG. Trousil made a motion to approve Resolution #197-2026: A Resolution Listing Depository Limits for Institutions, second by Ferneau. A roll call vote was taken. Hudson abstained. All Ayes, motion carried.
5. Mount Pleasant SEIBUS Facility Lease Agreement: Norris said Lyle Murray, owner of L&J Products, LLC, the golf business leasing space in the east side of Building A in the Mount Pleasant SEIBUS facility, has requested the following lease amendments: Change responsible party from Lyle Murray to L&J Products, LLC, and Extend duration of the lease to 24 months (from 12 months) at the same lease rate. He said the request was made due to a liquor license application to the State of Iowa for an onsite beer fridge to serve customers. Norris added that staff do not see a conflict with the primary use of the facility and the proposed liquor license. There is locked access between the SEIBUS and lease sides of Building A, and the golf simulator is primarily occupied after daytime business hours. Seyb made a motion to amend the lease agreement with L&J Products, LLC to include changing responsible party from Lyle Murray to L&J Products, LLC, and extending the duration of the lease to 24 months (from 12 months) at the same lease rate, second by Liegois. All Ayes, motion carried.
6. RLF: Cedar & Vine: James said Adrian Wilson, David Gray, Sierra Huggins, and Tyler Huggins have submitted an RLF application for working capital funds as part of their plans to grow their new business, Cedar & Vine. Cedar & Vine will operate the retail side having a selection of premium wines, spirits, and cigars available for purchase. It will add an upscale, dual-purpose lounge offering a full bar with high-end whiskey and bourbon, coffee selection, wine club, wine tastings, a cigar club, private events, and seasonal events. Funds would be used for equipment and working capital, including dishwashing and storage equipment, furnishings, staff wages, and inventory. The project is expected to create 8 new jobs, with the hiring of a house manager,

bartending staff, and wait staff. The SEIRPC Loan Review Committee voted unanimously to recommend the application with terms listed in motion. Ferneau made a motion to approve the RLF application for Cedar & Vine with the following terms: Total loan amount \$40,000 from EDA I; 7-year Term; 4% Interest rate; Collateral: Personal guaranty from Adrian Wilson, David Gray, Sierra Huggins, and Tyler Huggins, general UCC filing, and 2nd position on the mortgage of the building associated with the business located at 423 N 3rd Street, Burlington, IA 52601 (11-33-361-004), second by Cary. All Ayes, motion carried.

MATTERS FROM THE FLOOR: None.

Motion to adjourn meeting by Miller, second by Seyb. All Ayes

Meeting adjourned at 1:11 p.m.

Submitted by Sherri Jones

Mike Norris, Executive Director

Mark Huston, Secretary

Date: _____

Date: _____

Department Reports

OB 1



Memo

To: SEIRPC Board of Directors
 From: Mike Norris, Executive Director
 Date: March 26, 2026
 Re: SEIRPC Housing update

| HOUSING DEPARTMENT UPDATE, Jan 2026 | | | | | | |
|---|---------------------------|-------------------------------------|---------------------|----------------|-----------------------|--|
| | GRH = Great River Housing | SIHI = Southeast Iowa Housing, Inc. | | | | |
| Program | Place | Units | Funding Amt | Status | Role | |
| TOTALS | | 404 | \$31,199,500 | | | |
| APPLICATIONS | | | | | | |
| 1 Federal Home Loan Bank (FHLB) Owner Occupied Rehabilitation | Region | 22 | \$528,000 | Apps Due May 1 | GRH App/Admin/Insp | |
| 2 Southeast Iowa Workforce Housing Initiative (CPF) | Region | 64 | \$2,900,000 | In Review | App/Admin/Insp | |
| 3 Lincoln School Apt Conversion | Fort Madison | 30 | \$10,000,000 | In Review | Co-Developer, SIHI | |
| 4 HOME down payment assistance / wrap around rehab | Region | 12 | \$420,000 | Apps Due May 1 | App/Admin/Insp | |
| 5 FHLB Rental Conversion | Des Moines Co | 32 | \$1,600,000 | Apps Due May 1 | Developer, SIHI | |
| GRANTS UNDER ADMINISTRATION | | | | | | |
| 6 Federal Home Loan Bank Owner Occupied Rehab 2024 application | Region | 20 | \$400,000 | Est. April | App/Admin/Insp | |
| 7 HUD Lead Hazard Reduction Grant | Region | 30 | \$1,000,000 | Open | App/Admin/Insp | |
| 8 Pilot Neighborhood Rehab Grant (owner occupied, rental, vacant) | Keokuk | 12 | \$600,000 | Est. April | App/Admin/Insp | |
| 9 Pilot Neighborhood Rehab Grant (owner occupied, rental, vacant) | Burlington | 12 | \$1,000,000 | Est. April | App/Admin/Insp | |
| 10 2024, 2025 State Housing Trust Fund grants | Region | 20 | \$920,000 | Open | App/Admin/Insp | |
| PROJECT FUNDING | | | | | | |
| 11 Great River Housing Special Finance, Apollo Apts | Burlington | 49 | \$200,000 | Est. Jan 2027 | GRH Lender | |
| 12 Great River Housing Special Finance, Hershey Apts IWU | Mt Pleasant | 22 | \$250,000 | Est. Jan 2027 | GRH Lender | |
| 13 Great River Housing Upper Story | Burlington | 12 | \$160,000 | Complete | Admin/Insp | |
| 14 Great River Housing Upper Story | Keokuk | 2 | \$80,000 | Open | Admin/Insp | |
| 15 Great River Housing Rehabs | Region | 4 | \$39,000 | Open | App/Admin/Insp | |
| INTERNAL HOUSING DEVELOPMENT (HOUSING, INC.) | | | | | | |
| 16 Home Renewal Program 3013 Ave O rehab/resale | Fort Madison | 1 | \$95,000 | Est. June | Developer | |
| HOMES FOR IOWA | | | | | | |
| 17 Volunteer board president | | | | | | |
| MEDIAPOLIS HOUSING TRUST FUND | | | | | | |
| 18 Fund administration | Mediapolis | 1 | \$7,500 | Open | Administration | |
| STRATEGY/ASSISTANCE | | | | | | |
| 19 West Burlington Housing Readiness Assessment | West Burlington | | \$20,000 | Open | Application/Committee | |
| 20 Greater Burlington Housing Committee | Des Moines Co. | | | Chair | Committee | |
| 21 Lee County Housing Needs Assessment | Lee County | | \$30,000 | Open | Admin/Procurement | |
| 22 Development Center Adaptive Reuse Consulting | Keokuk | 44 | \$7,000,000 | Open | Strategy | |
| 23 James Block Building Adaptive Reuse | Fort Madison | | | Open | Strategy/Procurement | |
| 24 Trinity Church lot redevelopment | Burlington | 3 | \$650,000 | Open | Strategy | |
| 25 Infill lot redevelopment James Madison MS | Burlington | 12 | \$3,300,000 | Open | Strategy/funding | |
| 26 Donnellson subdivision platting | Donnellson | 12 | \$3,300,000 | Open | Strategy/funding | |
| 27 Donnellson TIF consulting | Donnellson | | | Open | Strategy | |
| UPCOMING | | | | | | |
| 28 CDBG Roof Rehab applications | TBD | | | | | |

Memo



To: Mike Norris, Executive Director

From: Zach James, Assistant Director

Date: March 19, 2026

Re: Planning and Administration Department Projects Update

Below are updates on Planning Department projects.

• **Community Project Funding FY2027**

On February 26th, 2026, Congresswoman Miller-Meeks' office sent out a notice that they would be accepting applications for Community Project Funding (earmark) requests, due one week later on March 6th. Staff worked with several communities to put together applications to submit requests for important regional projects, including:

- Donnellson – Sanitary Sewer Collection System Improvements - \$1,000,000
- Fort Madison - 9th Street Combined Sewer Separation - \$4,000,000
- Fort Madison - Business 61 Reconstruction Project – Phase IV - \$6,720,000
- Keokuk – Keokuk Rail Bridge Rehabilitation – Project HORIZON - \$5,175,000
- Keokuk – Timea Street Sewer Separation and Street Reconstruction– \$1,500,000
- Mount Pleasant – Community Center Rehabilitation - \$1,400,000
- SEIRPC – Southeast Iowa Workforce Housing Initiative - \$2,900,000
- West Burlington – Force Main Sewer Upgrades - \$5,200,000

Grant Applications in Development, Submitted, and/or Under Review

| Entity | Project | Grant Program | Request Amount |
|---------------------------------|---|---|----------------|
| West Burlington | Industrial Park Road Extension | Iowa DOT RISE | \$1,064,254 |
| Burlington | Division Street and West Burlington Avenue Roundabout | Iowa DOT RISE | \$900,000 |
| Henry County and Mount Pleasant | Goodyear Road and Washington Street Intersection Improvements | Iowa DOT RISE | \$700,000 |
| Burlington | Burlington Multipurpose Grant | EPA Multipurpose Grant | \$1,000,000 |
| SEIRPC | Lee County Coalition Assessment | EPA Coalition Assessment Grant | \$1,000,000 |
| Wapello | 308 N 2 nd Street Renovation | Community Catalyst | \$100,000 |
| Morning Sun | Wastewater Treatment Plant | Wastewater Treatment Financial Assistance Program | \$500,000 |
| Fort Madison | 10 th Street CSO | Wastewater Treatment Financial Assistance Program | \$500,000 |
| Mediapolis | Wastewater and Stormwater Improvements | Wastewater Treatment Financial Assistance Program | \$250,000 |
| Donnellson | Railroad Park Playground | Lee County IMPACT and T-Mobile Hometown | \$125,000 |
| Main Street Keokuk | 1100 Block Building Stabilization | Lee County IMPACT | \$75,000 |
| Greater Burlington Partnership | Iowa Rural Certified Site Initiative | IEDA | \$45,000 |
| Fort Madison | Business 61 Reconstruction Project | BUILD | \$8,765,000 |

Grant Applications Recently Funded

| Entity | Project | Grant Program | Request Amount |
|------------|--|---------------|----------------|
| Burlington | Summer Street-Dankwardt Park Connector Trail | REAP | \$125,000 |
| Burlington | Summer Street-Dankwardt Park Connector Trail | Iowa DOT RISE | \$706,500 |

Grants currently under administration

| Entity | Project | Grant Program |
|------------------------------------|--|-------------------------------|
| Burlington | TIGER – Main and Jefferson Streets/Riverfront | USDOT TIGER |
| Danville | UV Disinfection of Lagoon | CDBG/SRF/WTFAP |
| Morning Sun | Sewer Improvements | CDBG/EPA/SRF (Miller Meeks) |
| Mediapolis | Wastewater Treatment Plant Improvements | CDBG/SRF/USDA (Miller Meeks) |
| Fort Madison | Sewer Improvements | CDBG/SRF/EPA (Miller Meeks) |
| Winfield | Sewer Improvements | SRF/WTFAP |
| Lee County | EMS/County Health Building | CDBG/USDA |
| Keokuk | Riverfront Trail | IDOT/Wellmark/REAP |
| Fort Madison | Phase IV 48 th Street Trail Connector | IDOT/REAP |
| Keokuk | Elkem – Plat 1 Cleanup | EPA |
| Keokuk | Elkem – Auditor’s Parcel D Cleanup | EPA |
| Keokuk | Elkem – Southern Parcel | EPA |
| Keokuk Waterworks | Water Tower Improvements | SRF/BIL |
| Danville | Grid Resiliency Improvements | Iowa GRID Resilience Fund |
| Mount Pleasant Municipal Utilities | Hoaglin Road Undergrounding | Iowa GRID Resilience Fund |
| Wapello | Downtown Façade Improvements | CDBG |
| Keokuk | 1100 Block Main Building Stabilization | Challenge/Catalyst/IDNR/WFHTC |
| Fort Madison | Avenue L – 20 th to 30 th Street | IDOT |

Upcoming Grant Opportunities

| Grant Program | Entity | Due Date |
|---|----------|-----------------|
| Historic Resource Development Program (HRDP) | SHSI | May 1, 2026 |
| CDBG Water/Sewer/Storm Water Program | IEDA | May 22, 2026 |
| CDBG Pocket Parks | IEDA | May 22, 2026 |
| CDBG Streetscapes | IEDA | May 22, 2026 |
| CDBG Housing - Roofing | IEDA | May 22, 2026 |
| CDBG Planning Grants | IEDA | May 22, 2026 |
| Community Attraction and Tourism/Destination Iowa | IEDA | Ongoing |
| State Recreational Trails Program | IDOT | July 1, 2026 |
| Resource Enhancement and Protection (REAP) | Iowa DNR | August 15, 2025 |
| Traffic Safety Improvement Program | IDOT | August 15, 2025 |

Memo



To: Mike Norris, Executive Director
From: Pat Inrachavongsa, Transit Director
Date: March 26, 2026
Re: SEIBUS Updates

2nd Quarter Statistical Report (October-December):

| Contract/Service | Rides | Miles | Hours |
|--------------------|--------|--------|-------|
| City of Ft Madison | 3,565 | 6,328 | 486 |
| City of Keokuk | 1,425 | 8,537 | 635 |
| General Public | 11,088 | 30,947 | 2,165 |
| Medicaid | 3,054 | 18,426 | 1,421 |
| Old Threshers | 16,190 | 287 | 81 |
| Deadhead | NA | 17,023 | NA |
| Total | 35,322 | 81,548 | 4,788 |

New Scheduling/Routing Software:

- Due to current software (Paraplan) no longer being supported
- Completed 3 weeks of on-line training with Trip Masters
- We are preparing for our on-site training first week in April
- Anticipate Go live on April 15th

Staffing Update:

- Dan Winn, retired as sub driver
- Onboarding Jason Shoop, sub driver
- 2 Dispatchers and Robin as back up
- 18 Drivers total (8 full-time, 4 part-time, and 6 subs)

Upcoming Events:

- Quarterly Charter Report Due
 - April 25th
- Small Urban System DBE Projection Due
 - April 30th
- Consolidated Transit Funding and Public Transit Infrastructure Grant Program Application
 - May 1, 2026
- 3rd Quarter Statistical Report Due
 - May 15th

Teamster 238 Agreement FY2026- FY2027

NB 1

SEIBUS
TEAMSTERS #238
AND
SOUTHEAST IOWA REGIONAL PLANNING COMMISSION (SEIRPC)
FEBRUARY 13, 2026

PROPOSAL FROM THE EMPLOYER

To further promote stability and a harmonious workplace, the Employer proposes the following changes to extend the current collective bargaining agreement:

Maintain current contract language except for:

- 1) Article 4, Section 10 – Changed 9 consecutive months to 12 and added “and attended mandatory meetings”.
- 2) Article 5, Section 10 – Removed Article 5, Section 10 because it no longer pertains to the Louisa County route.
- 3) Article 10, Section 1 (Health Insurance) – Added “Co Pay plan” to clarify Co Pay vs. HSA insurance plans.
- 4) Article 12, Section 1 (Wages) – Beginning with July 1, 2026/FY2027 - 3.0% increase.
- 5) Article 12, Section 4 (New Hire Starting Wage) – FY2027 \$16.90
- 6) Article 19 (Duration of Agreement) – Modify expiration date: ~~June 30, 2026~~ **June 30, 2027.**
- 7) Updated Appendix 1

Employer _____ Date _____

Union _____ Date _____

Authorizing Resolution #200-2026

We, hereby, authorize Mike Norris
(Name of Authorized Signatory)

on behalf of Southeast Iowa Regional Planning Commission
(Legal Name of Applicant)

to apply for financial assistance as noted below and to enter into related contract(s) with the Iowa Department of Transportation.

From the State Transit Assistance Program:

2.23 % of formula funds;
\$ _____ of Special Project funds

From federal funds for transit in non-urbanized areas and/or for transit serving primarily elderly persons and person with disabilities:

\$ 461,826.00

From statewide federal capital assistance for transit:

\$ 854,880.00

We understand acceptance of federal transit assistance involves an agreement to comply with certain labor protection provisions.

We certify that Southeast Iowa Regional Planning Commission
(Legal Name of Applicant)

has sufficient non-federal funds to provide required local match for capital projects and at time of delivery will have the funds to operate and maintain vehicles and equipment purchased under this project.

We request that State Transit Assistance formula funding be advanced as allowed by law, to improve transit system cash flow.

Adopted the 26th day of March, 2026

Name: Southeast Iowa Regional Planning Commission Board of Directors
(Applicant's Governing Body)

By: _____ Mike Norris
(Signature of Chief Executive Officer) (Printed Name of Chief Executive Officer)

Title: Executive Director

Address: 211 N. Gear Ave Ste. 100, West Burlington, IA 52655

Telephone: 319.753.5107 E-mail Address: MNorris@seirpc.com
(E-mail Address of Chief Executive Officer)

AGREEMENT

BETWEEN

SOUTHEAST IOWA REGIONAL PLANNING COMMISSION

(SEIBUS)

AND

CHAUFFEURS, TEAMSTERS AND HELPERS

LOCAL UNION No. 238

AFFILIATED WITH THE

INTERNATIONAL BROTHERHOOD OF TEAMSTERS

JULY 1, 2026

TO

JUNE 30, 2027

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THIS AGREEMENT is entered into by and between SOUTHEAST IOWA REGIONAL PLANNING COMMISSION, hereinafter referred to as "Employer", and CHAUFFEURS, TEAMSTERS AND HELPERS, LOCAL UNION No. 238, hereinafter referred to as "Union".

ARTICLE 1 RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining representative for those employees of the Employer in the following bargaining unit:

INCLUDED: All full-time and part-time, bus drivers, van drivers, and Transit Operations Manager of the Southeast Iowa Regional Planning Commission, SEIBUS.

EXCLUDED: All elected officials, supervisors, confidential employees, schedulers and others excluded by the Act.

ARTICLE 2 SEVERABILITY AND SAVINGS

Section 1.

If any provision of the Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE 3 GRIEVANCE PROCEDURE AND ARBITRATION

A grievance is defined as a timely filed claim by an employee who alleges that there has been a violation of a specific and expressed provision of this Agreement. An employee may be represented at any stage of the grievance procedure by a Union representative. Employees may be disciplined for just cause.

Grievance Steps:

Step 1. An employee who claims a grievance shall reduce the grievance to writing by giving and signing a statement of facts, what is the issue, and what section of the policy was violated and what remedy the employee is seeking. The written grievance must be submitted to the Transit Director no later than seven (7) calendar days after the occurrence upon which the grievance is based. The Transit Director shall give a written answer to the aggrieved employee within seven (7) calendar days after receiving the grievance.

Step 2. If the grievance is not settled in Step 1, the employee shall present the grievance in writing to the Executive Director or his/her designated representative within seven (7) calendar days of receipt of the Step 1 answer. Within seven (7) calendar days of receipt of the grievance, the Executive Director or his/her designee will answer the grievance in writing.

Step 3. Any grievance not settled in Step 2 of the grievance procedure may be referred to arbitration, providing the referral to arbitration is in writing to the other party and is made within ten (10) calendar days after the employee's receipt of the Step 2 answer.

The moving party will submit a request for a list of seven (7) arbitrators from the Public Employment Relations Board at the same time as the notice of referral to arbitration is made. The parties will alternately strike a name from the list, with the moving party making the first strike.

The fees and expenses of the arbitrator will be shared and paid equally by the parties. Each party shall pay its own cost of preparation and presentation of arbitration. No stenographic transcript of the arbitration hearing shall be made unless requested by a party. The cost of stenographic reporting of the hearing shall be borne by the party requesting the same, except that the other party may request a copy of such transcript in which case the parties shall equally divide the cost of stenographic reporting and of the transcripts.

The arbitrator shall have no power to change, ignore, alter, nullify, detract from or add to the provisions of this Agreement. The arbitrator's decision will be final and binding on the parties.

If a grievance is not presented within the time limits specified in this Article, it shall be considered waived and it shall be considered settled on the basis of the Employer's last answer. Grievances not filed or processed according to the time limits specified are barred from the arbitration process. If a grievance at any step is not timely answered by the employer, it may automatically be referred to the next step.

All grievance and arbitration meetings under this Article are to be held in private and not open to the public.

The parties may mutually agree to extend the timelines.

ARTICLE 4 SENIORITY AND JOB ABOLISHMENT

Section 1.

Seniority is defined as the length of service with the Employer since the last date of hire. The Union shall be furnished with a list of bargaining unit employees, including name, hire date and job classification. This list will be provided to the Union quarterly.

Probationary Period: Newly hired employees shall be in probationary status for the first 90 days. Upon completion of such period, the employee shall be considered a regular employee

and shall have seniority from his/her date of hire. There shall be no requirement that the Employer reinstate or rehire probationary employees if they are separated during their probationary period. During this probationary period, the employee may be terminated at any time if the supervisor is dissatisfied with the employee. Unsatisfactory performance during the probationary period means non-retention without the right to arbitration. A probationary employee shall not be terminated for the sole purpose of defeating the accrual of seniority or fringe benefit rights.

Section 2.

An employee shall lose his/her seniority rights, and the employment relationship shall be broken and terminated as follows:

- a. Quits or retires
- b. Discharged for just cause

Section 3.

Full-time employees are employees hired to work SEIBUS normal full-time work week on a regular basis which is thirty (30) hours or more. Part-time employees are regularly scheduled to work 29 hours per week or less.

Section 4.

When the work force is to be reduced, the Employer will select the job route to be reduced, and notice will be given at least one week in advance of layoff. Employees facing a reduction through layoff or Job abolishment may bump a full-time or scheduled part-time employee that has less seniority or has the option to take the layoff.

Section 5.

Employees to be recalled after being on a layoff shall be notified five (5) working days in advance in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record. The employee must respond to such notice within three (3) working days after receipt thereof and make arrangements to return to work otherwise the Employer may recall the next eligible employee. If the Employer does not hear from the employee within **five (5) business** days of the certified mail, the employee will lose their right for recall.

Section 6.

SEIBUS will not reduce full-time employees and hire part-time employees to perform the work of those employees. When a vacancy occurs, the Employer will post the job. If the job does not get filled by a current employee, the job will be filled by a newly hired employee.

Section 7.

Notice of all vacancies or newly created positions shall be posted on the employee bulletin board and the employee shall be given ten (10) days time in which to make application to fill the position. Employees in the outlying areas shall be e-mailed and mailed a copy of all job postings. The senior employee who signs the bid shall be assigned to fill the position within ten (10) days. If he/she need be trained on said position, then time will be allowed to do so. The successful bidder must meet the requirements of the employer for the position and must qualify according to State requirements for that position. The employee shall be given

a ten (10) day trial period at which time either the job is accepted by the employee or the employee returns to his/her former duties. Once an employee accepts the job the employee waives the right to bid on any other job for a period of forty-five (45) days.

Section 8.

Part-time and substitute drivers cannot take extra runs unless a full-time or scheduled part-time driver is not available or will run over 40 hours. This is to be done by a seniority list signed by those drivers who would like to take these runs.

Section 9.

When future openings occur in the role of Transit Maintenance Manager, both internal and external qualified applicants will be considered.

Section 10.

A current Sub Driver must meet the following requirements to maintain driving eligibility for SEIBUS:

- Has driven for SEIBUS at minimum 8 hours within the last 12 consecutive months and attended mandatory meetings.

OR

- Has provided SEIBUS with a Doctor's note detailing medical reason(s) that a Sub Driver cannot continue to perform job duties at that time. To return to work, a sub driver must provide SEIBUS with a Doctor's release and approval to return to work, pass an Iowa DOT physical, and complete 4 hours of SEIBUS refresher training.

**ARTICLE 5
HOURS OF WORK AND OVERTIME**

Section 1. Schedules & Routes

Normal working schedules and routes for employees shall be established by the Employer. The Union will be notified of all route and schedule changes in advance.

Section 2. Contracting Work

No employee shall be laid off as a direct result of SEIBUS contracting work currently done by SEIBUS employees. Any jobs available shall be posted by the Employer and filled with SEIBUS employees first before hiring elsewhere.

Section 3. Overtime

Overtime shall be paid for at the rate of one and one-half (1 ½) times their regular hourly rate or pay for hours worked in excess of forty (40) hours in a seven (7) day work week. All overtime must have prior approval by management. Only hours worked, holidays, and PTO hours shall be counted for the purpose of computing overtime.

Section 4. Training and Classes

Time spent by an employee beyond the normal working day for training classes, shall be considered time worked for calculating overtime pay over forty (40) hours.

Section 5. Travel Time

Authorized travel time spent in the performance of the job shall be time worked and calculated as overtime pay over forty (40) hours.

Section 6. Sunday

All employees working on Sunday shall be paid at the rate of one and one half (1½) times the employees' hourly rate for all hours worked on Sunday, unless Sunday is an employee's normal workday.

Section 7. Show Up Time

When an employee shows up for work, or those that are in transit that live five (5) miles or greater from their bus location, and said work is cancelled, re-scheduled, or cancelled due to equipment failure, the employee shall be paid two (2) hours pay.

Section 8. Standby Pay

When an employee is asked to standby, he/she shall be paid standby pay of the rate of \$9.50 per hour per standby time.

Section 9.

Anyone excluded from the bargaining unit shall not drive a bus for the purpose of transporting passengers when a driver is available.

Section 10.

When an employee is called in to transport riders, they will be guaranteed a minimum of (2) hours pay.

ARTICLE 6 LEAVE WITH PAY

The following section will be authorized leave with pay for all employees, which will not be charged to PTO time, for the following reasons:

Section 1. Jury Duty

All full-time and scheduled part-time employees shall be paid full pay for absence from work while called to serve as a juror, or while called to testify as a witness in connection with the employee's work with the Employer. This is intended to mean that the employee shall receive full pay for wages lost during the employee's scheduled working hours, less any pay received for such jury duty or witness fees, (it is noted that mileage and meal reimbursement to the employee is not considered a part of this package), due to examination, selection and/or actual service on a jury, or due to serving as such a witness.

The employee will provide the Employer with written verification of any jury service or witness service and proof of the amount the employee was paid for such service. This verification will

be furnished to the Employer as soon as practicable upon returning to work. The employee shall report to the immediate supervisor when released from jury or witness service during the first six (6) hours of the work shift.

Section 2. Military

For active duty in any branch of the Armed Forces of the United States or the State of Iowa, for the period of such active State or Federal service during the first thirty (30) days of such leave of absence in conformity with Chapter 29A.28 of the Code of Iowa, as amended.

Section 3. Funeral Leave

In the event of death in the family of an employee, all full-time and scheduled part-time employees shall be granted an absence of up to five (5) days with pay. For this purpose, immediate family is defined as including spouse, partner, children, step-children, father, mother, step-father, step-mother, brother, and sister, step-brother and step-sister.

All full-time and scheduled part-time employees shall be granted an absence of up to three (3) days with pay for mother-in-law, and father-in-law, brother-in-law, and sister-in-law, son-in-law, and daughter-in-law, grandparents, spouse or partner's grandparents, grandchildren, and step-grandchildren.

Section 4.

Any employee on paid leave shall continue to accrue leave benefits only until such time as paid leave is exhausted.

ARTICLE 7 LEAVE WITHOUT PAY

Section 1.

The Employer may grant, at its sole discretion, an unpaid leave of absence for an employee. The employee must request an unpaid leave in writing. The employee will not lose any seniority during such leave.

Section 2. Military Leave

Persons called to serve in the Armed Forces of the United States and the State of Iowa will be considered to be on leave without pay for the duration of such service after the first thirty (30) days of such service in conformity with Chapter 29A.28 of the Code of Iowa, as amended, and will upon discharge, be reinstated to their former position or one similar to it without loss of seniority. Application for such reinstatement must be filed within thirty (30) days after discharge from the Armed Forces.

Section 3.

An employee designated by the Union to represent it at an international, state, district meeting which requires his/her absence from duty shall be granted the necessary time off without pay.

Section 4.

Employees may take time off without pay and without using their PTO under the following conditions:

- If the scheduler can find a substitute driver
- After all available PTO has been used
- No more than two days in a row
- And solely at the discretion of the Transit Director

ARTICLE 8 HOLIDAYS

Section 1.

The following are declared to be legal holidays for all full-time and scheduled part-time employees covered by this Agreement.

New Years Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
2 Flex Holidays

Flex holidays are selected by the employee and must be confirmed by Management before taking leave. These Flex Holidays are to be used before the end of each fiscal year, June 30, and cannot be carried over to the next year.

Section 2.

When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday
When the holiday falls on a Sunday, the holiday shall be observed on the following Monday.

Section 3.

All full-time drivers shall receive eight (8) hours pay for all holidays. All scheduled part-time employees shall receive four (4) hours pay for all holidays.

Section 4.

To be eligible for holiday pay, an employee must have worked their last full scheduled workday immediately before and their first full scheduled workday immediately after such holiday.

Section 5.

Any employee on unpaid leave of absence or layoff is not eligible for holiday pay. Any employee off work due to an on-the-job injury or paid leave of absence will not receive holiday pay after the first thirty (30) days of absence.

Section 6.

All employees shall be paid at the rate of one and one-half (1 ½) times their regular hourly rate for any holiday worked when required. This is in addition to any Holiday pay earned.

Section 7.

If a holiday falls while an employee is on excused leave, it will be counted as a holiday and paid as such.

**ARTICLE 9
HEALTH HAZARD INOCULATIONS**

Section 1.

When employees exposed to health hazards by direct contact the Employer will arrange and provide for inoculations or vaccines recommended by the Health Department. Employer shall provide Hepatitis, T.B. vaccinations and flu shots for all drivers.

**ARTICLE 10
INSURANCE**

Section 1. Health Insurance

Regular full-time employees (anyone working 30 hours and over) are eligible to participate in a SEIBUS provided group health insurance plan. Full-time employees participating in a health insurance plan prior to June 30, 2021, will be grandfathered into that plan. For Co Pay plan single coverage, the employer (SEIBUS) will continue to pay ninety-five percent (95%) of the single coverage annual premium while the employee continues to pay (five percent) 5% of the single coverage annual premium. For Co Pay plan family coverage, the employee will continue to pay five percent (5%) of the single coverage annual premium plus the difference between the single and family policy annual premiums.

For full-time new hires, or employees who opt to begin participation in a health insurance plan, the employer (SEIBUS) will pay ninety percent (90%) of the Co Pay plan single coverage annual premium while the employee pays ten percent (10%) of the single coverage annual premium. For Co Pay plan family coverage, the employee will pay ten percent (10%) of the single coverage annual premium plus the difference between the single and family policy annual premiums. Full-time employees may also opt to participate in the SEIRPC single or family H.S.A. health insurance plans offered at the rates non-union employees pay.

Section 2. Life Insurance

The Employer will pay the premium for group life insurance for each full-time employee.

Section 3. Disability Insurance

The Employer will pay for Short Term and Long Term Disability insurance for each full-time employee.

Section 4. Dental

Employees have the option of purchasing dental insurance. The employee will pay the full cost 100% of the dental insurance plan.

Section 5. Vision

Employees have the option of purchasing vision insurance. The employee will pay the full cost 100% of the vision insurance plan.

Section 6.

Prior to any change in insurance policy or carrier, Employer agrees to meet and confer with the Union. Employer will substantially maintain the current levels of benefits and coverage. However, the final decision on carrier and policy shall be made by the Employer.

ARTICLE 11 DUES DEDUCTION

Authorization:

Upon receipt of a lawfully executed, written authorization from an employee which may be revoked in writing any time, by giving thirty (30) days written notice to the Employer and Union, the Employer agrees to make monthly deductions from the wages of such employee and remit such deduction by the end of the month to the business address of the Union, with the accompanying list of employees in the bargaining unit, identifying from whom payroll deductions were made. The Union will notify the Employer in writing of the exact amount of such authorized deductions to be made. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

The parties further agree that if any changes in the law occur while this agreement is in effect; the parties shall execute any and all agreements necessary to comply with the new laws and Code of Iowa.

ARTICLE 12 WAGES

Section 1.

The wage increases will take effect on July 1st beginning with July 1, 2026 / FY2027 (see Appendix 1)

Wages: 1st year (FY2027) 3.0% increase

Section 2.

All employees who work a schedule between 6:00 PM and 6:00 AM shall receive an additional \$.50 an hour pay for the shift differential for the hours worked during that period.

Section 3. Mileage

When an employee is required to furnish the employee's personal vehicle to complete a task for the employer, which includes a condition of employment requirement, the employee shall be paid for all mileage incurred. Mileage rate shall be the allowable rate established by the I.R.S.

Section 4. New Hire Starting Wage

New Hire Starting hourly rate: 1st year (FY2027) \$16.90.

Section 5. New Hire Attraction Bonus

New Hire Attraction Bonus of \$300 at the End of New Hire Yr. (Must Have Worked 80 Hrs. during New Hire Year.)

**ARTICLE 13
PTO TIME**

The Employer's Paid Time Off (PTO) policy provides employees with an entitlement of days away from work with pay. PTO combines vacation and sick leave into one type of leave. PTO must be scheduled in advance and approved by Management, except in cases of illness or emergency. There is no guarantee that the PTO request will be approved. PTO is earned on an employment year basis but accrues at an established rate per pay period. Employees cannot have a negative PTO balance.

Annual PTO accruals are based on the position classification worked by eligible employees and the length of service. To the extent any PTO remains at the end of a fiscal year, an employee can carry over at most 25% of his potential annual accrual amount. Thus, an employee's PTO balance cannot exceed the total PTO hours he or she can accumulate in one year, plus 25%. An employee that reaches the PTO accrual maximum will cease to accrue PTO hours until sufficient PTO time has been taken to bring the balance below the maximum.

This PTO policy does not cover scheduled holidays, bereavement leave, military leave, or jury or witness duty. Once an employee has exhausted all of his or her accrued PTO time, additional absences, assuming they are approved by Management, will not be paid unless they fall under another Article in this Agreement.

The maximum accruals outlined in the following table are based upon full-time and scheduled part-time positions. PTO does not accrue on overtime hours or unpaid leaves. PTO accrual is pro-rated for scheduled part-time employees. Accrual amounts are credited

according to the payroll schedule. The maximum amount of hours the employee can possibly accrue will be advanced in full to the employee's PTO account on July 1st of each fiscal year. Employees may draw up to fifty % (50%) of their potential annual accrual amount for the first six months of the fiscal year, with the stipulation that any PTO taken but not earned prior to separation will be deducted from the employee's last paycheck. In the event that paycheck is not sufficient, the employee will be invoiced for the remainder of the funds owing based on the following table.

ALL FULL-TIME EMPLOYEES PTO

| Years of Service | Potential Annual Accrual Amount | Maximum Allowable in PTO Balance |
|------------------|---------------------------------|----------------------------------|
| 0 to 3 | 160 Hours | 200 Hours |
| 4 to 6 | 192 Hours | 240 Hours |
| 7 to 10 | 216 Hours | 270 Hours |
| 10 + | 240 Hours | 300 Hours |

ALL SCHEDULED PART-TIME EMPLOYEES PTO

| Years of Service | Potential Annual Accrual Amount | Maximum Allowable in PTO Balance |
|------------------|---------------------------------|----------------------------------|
| 0 to 3 | 80 Hours | 100 Hours |
| 4 to 6 | 96 Hours | 120 Hours |
| 7 to 10 | 108 Hours | 135 Hours |
| 10 + | 120 Hours | 150 Hours |

**ARTICLE 14
PHYSICALS**

Section 1.

All employees shall be compensated for the cost of any Company scheduled physicals or testing.

**ARTICLE 15
EMPLOYEE RIGHTS**

Section 1.

The employee shall have the right, upon request, to inspect their personnel file.

Section 2.

The employee may designate a Union representative to inspect said file. The Union representative, must have a request form signed by the employee. The employee or the steward will have a reasonable amount of time to obtain said file. No material referring to the employee's job competence or conduct shall be placed in the file without the employee's knowledge and the opportunity to attach their comments. A copy of any entry pertaining to job competence or conduct will be given to the employee.

Section 3.

The initial discussion of a probationary, special or annual evaluation shall take place solely between an employee and his/her immediate supervisor. Thereafter an employee may be accompanied by a Union representative where job conduct or said performance evaluation is reviewed in a conference with management.

Section 4.

The employee has the right to hold Union office, seek Union assistance, file a grievance or use other benefits of this Agreement according to the terms set forth without reprisal, repression, intimidation, prejudice, or discrimination.

Section 5.

Any information obtained by the Employer through the use of the Employers issued phones will be grievable.

**ARTICLE 16
SAFE EQUIPMENT**

Section 1.

Employees shall not be required to drive buses that do not meet all safety requirements of City, State and Federal Laws.

**ARTICLE 17
DISCIPLINE AND DISCHARGE**

The parties recognize the authority of the employer to discipline or discharge employees. Disciplinary action or measures may include any of the following:

Oral reprimand

Written reprimand - Notice to be given in writing and sent to Business Representative.

Suspension - Notice to be given in writing and sent to the Business Representative.

Discharge - Notice to be given in writing and sent to the Business Representative.

Disciplinary action may be imposed upon an employee only for failure to fulfill his/her responsibilities as an employee or for any other just cause.

Disciplinary action shall be progressive for minor offenses; major offenses may be punished as management determines.

If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before the other employees or the public.

The Business Representative shall receive written notice of any final written reprimand, suspension or discharge imposed upon an employee within two (2) working days of the time such action is taken. This written notice may be faxed to the office of the Business Representative.

In the case of any suspension or discharge, the union may skip to step 3 of the grievance procedure.

ARTICLE 18 REPRESENTATIVES AND STEWARDS

Section 1.

Authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigating working conditions and ascertaining that the Agreement is being adhered to, provided that Union representatives first give notice to the Employer by email or phone call.

Section 2.

New hires will be given a list of names and telephone numbers of the Stewards. The Union Representative will be given a list of names, addresses and phone numbers of all new hires and their hire date within five (5) days of their hire date.

Section 3.

The Union will provide a list of all Union Stewards to the Company within a reasonable amount of time.

Section 4.

Any time a Chief Steward needs to meet with the Employer to discuss a grievance that Steward will be on Employer time as long as that Steward is full-time or still on the clock. The Union will pay two Stewards or employees who are involved in contract negotiations.

**ARTICLE 19
DURATION OF AGREEMENT**

THIS AGREEMENT shall be effective from July 1, 2026, and shall continue to remain in full force and effect until its expiration on June 30, 2027.

During the life of this Agreement, neither the Employer nor Union will be required to negotiate on any further matters affecting this Agreement or any other subjects not specifically set forth in this Agreement. Should either party desire to modify, amend, or terminate this Agreement, written notice must be served on the other party within a minimum of 60 days.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives this ____ day of _____, 2026.

Southeast Iowa Regional Planning Commission,
(d.b.a. SEIBUS)

TEAMSTERS LOCAL 238

By _____
Dr. Michael Ash, SEIRPC Chairman

By _____
Secretary/Treasurer

By _____
Mike Norris, SEIRPC Executive Director

By _____
Business Representative

By _____

By _____

By _____

By _____

By _____

By _____

Date: ____/____/____

Date: ____/____/____

Appendix 1

| Years of Service in 2026 | Seniority | Last | First | 7/1/25 3% Rate Increase | 7/1/26 3% Rate Increase |
|--------------------------|----------------|-------------|---------|-------------------------------|-------------------------------|
| 20 | 3/21/2006 | Ewinger | Dave | \$ 18.65 | \$ 19.21 |
| 13 | 12/9/2013 | Sapp | Sheila | \$ 17.40 | \$ 17.92 |
| 11 | 8/3/2015 | Wiegard | Martin | \$ 17.21 | \$ 17.73 |
| 10 | 6/2/2016 | Church | Kevin | \$ 17.21 | \$ 17.73 |
| 9 | 12/18/2017 | Hoover | Bob | \$ 17.17 | \$ 17.69 |
| 8 | 3/14/2018 | Hardin | Lynn | \$ 17.17 | \$ 17.69 |
| 7 | 10/14/2019 | Petty | Karen | \$ 16.96 | \$ 17.47 |
| 4 | 6/13/2022 | Voss-Howard | Heidi | \$ 16.81 | \$ 17.31 |
| 4 | 7/11/2022 | Stigge | Ronald | \$ 16.74 | \$ 17.24 |
| 3 | 2/27/2023 | Gregory | Machell | \$ 16.74 | \$ 17.24 |
| 3 | 6/27/2023 | Ignoto | Gennaro | \$ 16.74 | \$ 17.24 |
| 3 | 8/8/2023 | Wisbey | Penny | \$ 16.66 | \$ 17.16 |
| 2 | 4/9/2024 | Winn | Dan | \$ 16.66 | \$ 17.16 |
| 1 | 3/24/2025 | Bush | Jerry | \$ 16.57 | \$ 17.07 |
| 1 | 4/1/2025 | Walden | Gail | \$ 16.57 | \$ 17.07 |
| 1 | 5/15/2025 | Kester | Bill | \$ 16.57 | \$ 17.07 |
| 1 | 10/20/2025 | Smith | Heather | \$ 16.49 | \$ 16.98 |
| 1 | 11/7/2025 | Grizzle | Dennis | \$ 16.49 | \$ 16.98 |
| 1 | 11/13/2025 | Ruggles | Allan | \$ 16.49 | \$ 16.98 |
| New Hire | After 7/1/2025 | | | \$ 16.49 | \$ 16.98 |
| New Hire | After 7/1/2026 | | | | \$ 16.90 |

Public Hearing: Resolution #200-2026 FY27 Consolidated Transit App.

NB 2

Memo



To: Mike Norris, Executive Director
From: Pat Inrachavongsa, Transit Director
Date: March 26, 2026
Re: FY2027 Consolidated Application & Fare Increase Announcement

The FY2027 Consolidated Application requests are detailed below for full board information. Due to timing of publications, approving the consolidated application will be on the executive board agenda for April.

The Consolidated Application is the Iowa DOT process for public transit systems to request funding. The requests cover the following funding sources:

1. Federal operating subsidy (5311)
2. State operating subsidy (STA)
3. Bus replacement capital grants (5339)
4. Transit infrastructure (PTIG)

Iowa DOT allocated operating subsidy for both state and federal via performance-based formulas.

- FTA formula: Each transit system is weighted for their share of statewide revenue miles (60% weight) and ridership (40 % weight) for regional systems.
- STA Formula: Each transit system is weighted by the following: 50% for their share of statewide locally determined income, including local funds and contracts; 25% on rides/expenses, 25% on revenue miles/expenses.

Iowa DOT gives transit systems the FTA and STA targets to apply for, and transit systems add in what vehicles they want replaced via grant programs that year plus any vertical infrastructure or special projects.

SEIRPC will apply for the following in FY2027:

FTA: \$461,826

STA: \$440,404

Capital: \$1,013,900 Total Cost, \$854,880 Participation, and \$159,020 Local Match

Bus Replacement (\$185, 980-85% Participation) and (\$32,820-15% Local Match)

- #111, 2011 LDB 176" \$218,800
- #121, 2011 LDB 176" \$218,800
- #132, 2013 LDB 176" \$218,800
- #122, 2012 LDB 176" \$218,800

Bus Replacement (\$110,960-80% Participation) and (\$27,740-20% Local Match)

- #131, 2013 Minivan/VSS \$138,700

Fare Increase Proposal Announcement

Last fiscal year, SEIBUS proposed a fare increase. The focus was specifically on the daily fare, from \$2.50 to \$3.00 one-way in-town rides. This approach was taken to gradually introduce changes, which resulted in no adverse effects and no decline in ridership.

In the upcoming fiscal year 2027, SEIBUS would like to take a similar approach and evaluate the rest of the pricing across the board; monthly pass, town-to-town, county-county, and medical shuttle.

Similar to the Fare Increase in FY2026, the evaluation will be presented during the Executive Boarding Meeting in April and then have a fare proposal set for approval during the Full Boarding Meeting in May. The Fare Increase would take in effect July 1, 2026.

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing is scheduled and published for March 26th, 2026, at 12:00 PM, held by Southeast Iowa Regional Planning Commission (SEIRPC), at 211 North Gear Avenue, West Burlington, Iowa 52665, during SEIRPC Board Meeting located at the lower level. The purpose of this hearing is to discuss the filing of an application for SEIRPC to the Iowa Department of Transportation (IDOT) for financial assistance for state and federal operation and capital assistance for the support of transit operations as indicated. Estimated amounts are as follows:

- State Transit Operating Assistance (STA) \$440,404
- Federal Transit Operating Assistance (FTA) \$461,826
- Capital: Bus Replacement \$1,013,900 total cost, \$861,815 (85% Participation), \$152,085 (15% Local Match).
 - #111, 2011 LDB 176" \$218,800
 - #121, 2011 LDB 176" \$218,800
 - #132, 2013 LDB 176" \$218,800
 - #122, 2012 LDB 176" \$218,800
 - #131, 2013 LDV 6 ft. \$138,700

Any interested person or agency is invited to attend this hearing and speak for or against this application for funding. Written comments will be accepted at the above address through the date and time of the hearing specified above. If you have special needs or for additional information, contact Pat Inrachavongsa at (319) 753-51047 Ext 309 during normal business hours.

Draft FY2027 TPWP

NB 3



Memo

To: Mike Norris, Executive Director
From: Zach James, Planning Director
Date: March 19, 2026
Re: Draft FY2027 Transportation Planning Work Program

The Draft FY2027 Transportation Planning Work Program (TPWP) outlines the activities that SEIRPC will complete using federal transportation planning funds during FY2027. These efforts will be carried out by SEIRPC’s planning staff and encompass a wide range of regional transportation planning responsibilities. Key activities include:

- Programmatic duties such as updating Long Range Transportation Plan, Passenger Transportation Plan, Transportation Improvement Program, Transportation Planning Work Program;
- Project assistance with regional passenger rail depots and freight rail development;
- Project assistance and leadership with regional trail and alternative transportation options;
- Providing transportation planning assistance to regional economic development efforts;
- Technical assistance, data collection, and transportation planning documents or studies;
- GIS mapping for transportation-related needs or projects;
- Technical assistance with traffic/trail data collection and traffic speed indicators;
- Continued assistance with the Southeast Iowa Regional Economic and Port Authority;
- Working with regional partners for bridge improvements and replacement;
- Technical assistance with grant writing and other state and federal funding requests; and
- Special planning activities such as safety studies and parking studies.

The TPWP is funded through a combination of federal funds administered by the Iowa DOT and regional Surface Transportation Block Grant (STBG) funds. Federal transportation planning funds cover 80% of the total TPWP cost, with the remaining 20% provided through a required local match. The table below summarizes the draft FY2027 transportation planning budget and its funding sources:

| Funding Sources | | Funding Amount |
|--------------------------------------|---------------|------------------|
| Total Transportation Planning Budget | | \$348,005 |
| Total Federal Funding (80%) | | \$278,404 |
| | FHWA SPR | \$31,446 |
| | FHWA STBG C/O | \$57,677 |
| | FHWA STBG | \$127,053 |
| | FTA 5311 | \$31,446 |
| | FTA 5311 C/O | \$30,782 |
| Total Local (20%) | | \$69,601 |

The full draft TPWP must be submitted to the Iowa DOT by April 1, 2026. Following submission, the document will be made available for public review through an advertised comment period. During this time, both the general public and the SEIRPC Board of Directors will have the opportunity to review the draft document before final approval.

Draft Passenger Transportation Plan

NB 4

Memo



To: Mike Norris, Executive Director
From: Zach James, Assistant Director
Date: March 19, 2026
Re: FY2026 Draft Passenger Transportation Plan (PTP)

What is the Passenger Transportation Development Plan?

The Passenger Transportation Plan (PTP) is a required planning document developed in coordination with the Iowa Department of Transportation's Office of Public Transit. The PTPs are an Iowa creation, providing needs-based justification for passenger transportation projects, as well as incorporating federal requirements for coordinated planning. The purpose of the Region 16 PTP is to strengthen collaboration between human service agencies and public transportation providers to support effective and efficient passenger transportation services throughout Southeast Iowa, with goals to:

1. Improve transportation services to Iowans
2. Increase passenger transportation coordination
3. Create awareness of unmet needs
4. Develop new working partnerships
5. Assist decision-makers, advocates, and consumers in understanding the range of transportation options available
6. Develop justification for future passenger transportation investments
7. Save dollars and eliminate overlapping of services

Overview of Draft Passenger Transportation Development Plan

The last PTP was adopted in March 2021, with an update required every 5 years. SEIRPC completed this update of the PTP based on the newest guidelines from Iowa DOT. Planning staff developed an updated document modeled after the 2021 update. The document incorporates a similar visual format with engaging graphics, clear highlights of key information, and extensive data analysis and public input to create a more accessible and reader-friendly plan. Below is an overview of each section of the plan:

Introduction and Plan Development

This section provides some background on the purpose of the PTP, the planning area, and the process for development of the document, including data collection and public input.

Transportation Provider Inventory

This section provides a listing of all private and non-profit agencies, private intercity/charter services, commercial airline services, for-profit door-to-door transportation/taxi services, public transit providers, and passenger rail services in Southeast Iowa that provide passenger transportation services. This transportation provider inventory was created based on planning staff's research, transportation provider survey responses, and input from the Transportation Advisory Committee.

Regional Profile

This profile provides some unique demographic information about region 16, including population density, population below poverty level, individuals with no vehicle, population 65 and older, Limited English Proficient population (LEP), people with disabilities, population by race, major employers, and medical and grocery stores. The section also includes an update on recent developments, such as new funding for facility/ fleet/ service improvements, staff changes, and recent local and state plans that address coordination issues among various entities throughout the state, or particularly for Southeast Iowa.

Regional Unmet Needs

This section highlights some of the public input that SEIRPC staff has completed to identify regional unmet needs, including what we learned from several public input efforts, such as one-on-one interviews with transportation providers in the region, Transportation Advisory Committee meetings, and surveys/interviews with regional transportation providers.

Priorities and Strategies

This section provides several priorities with several strategies that will be used to meet the needs identified for the region. The priorities focus on improving public awareness/marketing of existing services, improving coordination of information and services, improving efficiency/effectiveness of existing services, continuing to adapt to Medicaid and state legislation changes, and identifying opportunities for expanding services.

Next Steps

The full draft PTP will be posted on the SEIRPC website for public review and comment. It will also be submitted to the Iowa DOT for review. Iowa DOT comments are expected by May 1st, 2026, and a final draft will be presented to the SEIRPC Board of Directors for approval at the May 2026 Full Board meeting. The final approved PTP is due to Iowa DOT no later than June 1, 2026.