



# Southeast Iowa Regional Planning Commission

## Full Board

December 4, 2025

Call In: (312) 626-6799 Meeting ID: 840 2972 6463

<https://us02web.zoom.us/j/84029726463>

12:00 PM

211 N. Gear Ave., Suite 100

West Burlington, IA 52655

Meeting Type

Full Board

## — Agenda —

<b>CALL TO ORDER</b>		Schleisman
Agenda Approval		Board Action
Consent Agenda (Director's Report, Minutes, Financial Report, Claims, Correspondence)		Board Action
<b>OLD BUSINESS</b>		
1. Department Reports	Various	Board Information
2. Regional Priority Projects Update	James	Board Information
<b>NEW BUSINESS</b>		
1. Lease Updates	Norris	Board Information
2. New Bank Account	Norris	Board Action
3. Public Hearing: FFY2026-2029 Transportation Improvement Program (TIP) Amendment	Lassiter	Board Action
4. Land Surrounding SEIRPC Conversation	Norris	Board Discussion
5. Regional Housing Rehab and Construction Fund	Norris	Board Information
6. Resolution #196-2025: EPA Community Coalition Assessment Grant	James	Board Action
7. Technical Advisory Committee (TAC) Member Appointments	Lassiter	Board Information
<b>MATTERS FROM THE FLOOR</b>		
<b>ADJOURN</b>		

# **Consent Agenda**

## DIRECTOR'S REPORT

To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: December 4, 2025

### BUILDING UPDATE

Parking lot rehabilitation is complete and striped. The patches look good and the parking lot has extended life. The concrete was much thicker than anticipated (no cores taken). What was assumed and bid to be 6" was actually 8"-10" thick, so a prorated adjustment on materials was made.

Staff contracted smoke testing to find any leaks and reduce chances of sewer gas entering finished spaces. Some seals were worn and replaced. Staff are also getting quotes on a direct sewer pit vent system, to exchange fresh air and vent pit air to daylight – again, to reduce chances of sewer gas/smells entering finish spaces.

### MISCELLANEOUS

The NADO national conference was held in September in Salt Lake City, UT. Regional development organizations from all over the country attended, with several note-worthy sessions on housing, AI, downtown development, and roundtables with other directors.

I presented, with other awardees at the Impact Award Reception, on the NADO Impact Award for the Keokuk 600 Block (Main Street) redevelopment. Green Oak Development completed the project and constructed 16 apartments (four more to come in a separate building) in three separate buildings on Main Street. The City of Keokuk acquired the buildings around 2017 and SEIRPC worked to structure the project with grants and incentives, and recruited Green Oak for the project. It was completed in 2025 and is fully occupied. Congratulations to Green Oak Development and the City on a fantastic project!

*Consent Agenda:* Financials through September show a negative, mostly due to SEIBUS waiting on its federal transit subsidy for Q1. As a reminder, SEIRPC waited six months last year for federal transit subsidy.

### OLD BUSINESS –

1. Department Reports, Board Information: Reports from Housing, Planning, and Transit.
2. Regional Priority Projects Update, Board Information: Presenting on submittals from the regional call for projects.

NEW BUSINESS –

1. Lease Updates, Board Information: Updates on lower level leases in the 211 N Gear Ave building.
2. New Bank Account, Board Action: Staff seek authorization to open a new account for ACH transactions only, which protects the main account from ACH fraud.
3. Public Hearing, FFY2026-2029 TIP Amendment, Board Action: Reviewing a TIP amendment, due to project scope changes.
4. Land Surrounding SEIRPC Conversation, Board Discussion/Information: Updating board members on activities, plans, and requests from surrounding land owners and Grow Greater Burlington.
5. Regional Rehab and Construction Fund, Board Information: Discuss a regional Community Funded Project idea to continue regional housing re-development efforts.
6. Resolution #196-2025: EPA Community Coalition Assessment Grant, Board Action: Required to apply for EPA brownfields assessment funds for the region.

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
September 25, 2025**

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

Members Absent: Jon Billups, Mark Huston, and Ron Teater

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

Guests Present:

Call to order at 12:02 p.m.

### **Agenda Approval**

Motion by Liegois to approve the September 25, 2025 agenda, second by Seyb. All Ayes, motion carried.

### **Consent Agenda Approval**

Norris said parking lot rehabilitation is nearly complete. Striping is scheduled either late September or early October. SEIRPC's lower-level tenant Trinity Consulting has notified staff that they are combining their Des Moines and Burlington offices and will be vacating the premises immediately. Their lease expires in June 2026 and requires payment through that time. If the space is leased prior to that date, Trinity will be released from their obligation for the remaining rent. NOFO 9 awards for broadband expansion using federal BEAD funds was released by Iowa Department of Management in August. There are 31 projects which will serve 5,041 locations, made up of fiber, fixed wireless, and satellite expansion, within our four-county region. Motion by Seyb to accept the consent agenda, second by Miller. All Ayes, motion carried.

### **Old Business**

1. Department Reports: Norris gave a Housing Department update highlighting two projects that were mentioned at the Housing Iowa Conference. SEIRPC/Southeast Iowa Housing, Inc. finished and sold the gut rehab project at 1515 35<sup>th</sup> Street in Fort Madison under the Home Renewal Program. Additionally, Homes for Iowa won the Single-Family Project of the Year award. He said another home renewal project located at 3013 Avenue O in Fort Madison will be administered by SEIRPC staff/Housing, Inc. He gave a brief area housing efforts re-cap and mentioned that Great River Housing, Inc. will apply for their 14<sup>th</sup> grant in early October. James said former planner Kansha Tiwari has been hired on a part-time basis to backfill time on a variety of projects. She will primarily work on the Danville Comprehensive Plan and the administration of the EPA Cleanup Grant. SEIRPC still plans to hire a full-time planner to replace Sam Avery. Jordan Amerman has also been hired on as a part-time Grant Administration Assistant to help the Planning Department. Staff is assisting Unity Lutheran Church in Burlington with a vision for the reuse of the site of

their former church along Central Avenue across from Bracewell Stadium. He highlighted some of the grants that are being administered as well as upcoming grant opportunities. Inrachavongsa gave SEIBUS ride statistics for the Old Thresher Reunion and Tri-State Rodeo. He said SEIBUS gave free rides for the Southeast Iowa Job Fair on September 18<sup>th</sup> and the Henry County Senior Health Fair on September 24<sup>th</sup>. The Haunted Rails event will be starting in October. No action necessary.

2. Regional Priority Projects Update: James reminded board members of the criteria SEIRPC used during the first cycle to determine if a project meets the definition of a Regionally Significant Project and said the criterion will likely be very similar in the second cycle of taking applications. He also reviewed the general process and timeline that staff will follow. At the December 2025 board meeting the list of submitted projects will be presented for initial review. At the January 2026 board meeting the list of recommended projects by staff will be presented. Finally at the February 2026 Executive board meeting staff will present the final lists of projects as the updated Regional Priority Project section of the regional Comprehensive Economic Development Strategy for approval. No action necessary.

## **New Business**

1. Public Hearing: FFY2026 – FFY2029 Transportation Improvement Program (TIP) Amendment: Schleisman opened the public hearing at 12:31 p.m. Lassiter stated that Lee County Secondary Roads has requested revisions for three of their federal aid projects currently programmed in the FFY2026-2029 Transportation Improvement Program (TIP). All the amendments involve the replacement of an existing bridge on a gravel road. The 145<sup>th</sup> Street bridge replacement was determined to constitute ‘Amendment,’ while the other two can be processed as an ‘Administrative Modification.’ All three projects are currently programmed to receive funding in FY2026. **Hearing no additional questions or comments, Trousil made a motion to close the Public Hearing: FFY2026 – FFY2029 Transportation Improvement Program (TIP) Amendment at 12:40 p.m., second by Cary. All Ayes, motion carried. Ash made a motion to approve the FFY2026 – FFY2029 Transportation Improvement Program (TIP) Amendment, second by Trousil. All Ayes, motion carried.**
2. SEIBUS Lease: Norris said the SEIBUS facility in Mount Pleasant is comprised of two buildings, A and B. Building A is split in half and a local resident has offered to lease the space for a golf simulation facility. The following terms have been agreed to, subject SEIRPC board approval: Lease term October 1, 2025 – September 30, 2026; Rent \$635/month, or \$7,620 annually; Rent will commence on January 1, 2026 while the space is prepared for the intended use; Tenant will construct a bathroom at their expense which is compliant with local building codes, and provide advance notice to SEIRPC on the schematic and finishes; and Utilities and taxes are included. Motion by Seyb to approve the SEIBUS lease with the terms as presented, second by Ash. All Ayes, motion carried.

**MATTERS FROM THE FLOOR:** None.

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

Meeting adjourned at 12:47 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: September 25, 2025  
Re: SEIRPC Housing update

---

SEIRPC is active on a number of housing fronts. Typically SEIRPC works with our members to secure housing grants, discuss strategy for problem solving, and to find homes or homeowners to work with.

Private developers are also key partners for SEIRPC to assist and to enlist to solve housing issues in communities. SEIRPC works with developers to understand and help secure outside grants, loans and tax credits or to connect with communities that have specific projects to complete.

SEIRPC housing areas of work summary:

***Grant writing, grant administration, inspection***

- Securing outside grants for communities or for SEIRPC to implement
  - Examples:
    - Federal Home Loan Bank regional owner-occupied rehabs
    - The Home Repair Pilot Program through IFA
    - CDBG upper story, owner-occupied, or neighborhood block grants
    - HOME grants for rental development, or single family down payment with wrap-around rehabilitation
    - Regional Lead Hazard Reduction Grant

***Organizational Administration***

- Operating organizations under agreement to benefit from SEIRPC administrative umbrella:
  - Great River Housing, Inc. (Certified Local Housing Trust Fund)
  - Southeast Iowa Housing, Inc. (non-profit developer, primarily for infill single family projects. Also interested in federal housing tax credits to help redevelop stranded buildings).

***Strategy and Consultation***

- TIF and development incentive packages
- Subdivision strategies
- Housing needs assessments
- Difficult building redevelopment

# HOUSING DEPARTMENT UPDATE, Nov 2025

Program	Place	Units	Funding Amt	Status	Role
<b>TOTALS</b>		<b>320</b>	<b>\$5,942,000</b>		
<b>APPLICATIONS</b>					
1 Federal Home Loan Bank Owner Occupied Rehabilitation	Region	22	\$528,000	Submitted	App/Admin/Insp
<b>GRANTS UNDER ADMINISTRATION</b>					
2 Federal Home Loan Bank Owner Occupied Rehab 2024 application	Region	20	\$400,000	Open	App/Admin/Insp
3 HUD Lead Hazard Reduction Grant	Region	30	\$1,000,000	Open	App/Admin/Insp
4 Pilot Neighborhood Rehab Grant (owner occupied, rental, vacant)	Keokuk	12	\$600,000	Open	App/Admin/Insp
5 Pilot Neighborhood Rehab Grant (owner occupied, rental, vacant)	Burlington	12	\$1,000,000	Open	App/Admin/Insp
6 Home Repair Pilot Program (through Iowa Finance Authority)	Region	35	\$1,225,000	<u>Complete</u>	App/Admin/Insp
<b>PROJECT FUNDING</b>					
7 Great River Housing Special Finance, Apollo Apts	Burlington	49	\$200,000	Open	Lender
8 Great River Housing Special Finance, Hershey Apts IWU	Mt Pleasant	22	\$250,000	Open	Lender
9 Great River Housing Upper Story	Burlington	12	\$160,000	Open	Admin/Insp
10 Great River Housing Development Assistance	Morning Sun	1	\$40,000	<u>Complete</u>	Admin/Insp
11 Great River Housing Upper Story	Keokuk	2	\$80,000	Open	Admin/Insp
12 Great River Housing Upper Story	Keokuk	14	\$160,000	<u>Complete</u>	Admin/Insp
13 Great River Housing Rehabs	Region	4	\$39,000	Open	App/Admin/Insp
<b>INTERNAL HOUSING DEVELOPMENT</b>					
14 Home Renewal Program 1515 35th St gut rehab/resale	Fort Madison	1	\$95,000	<u>Complete</u>	Developer
15 Home Renewal Program 3013 Ave O rehab/resale	Fort Madison	1	\$95,000	Open	Developer
<b>HOMES FOR IOWA</b>					
16 Homes for Iowa order	Columbus City	1	\$2,500	<u>Delivered</u>	Order intake
17 Homes for Iowa order	Morning Sun	1	\$2,500	<u>Delivered</u>	Order intake
18 Homes for Iowa order	Keokuk	1	\$2,500	<u>Delivered</u>	Order intake
19 Volunteer board president					
<b>MEDIAPOLIS HOUSING TRUST FUND</b>					
20 Fund administration	Mediapolis	1	\$7,500	Open	Administration
<b>STRATEGY/ASSISTANCE</b>					
19 West Burlington Housing Readiness Assessment	West Burlington		\$20,000	Awarded	Application
20 Greater Burlington Housing Committee	Des Moines Co.			Awarded	Committee
21 Lee County Housing Needs Assessment	Lee County		\$30,000	Open	Admin/Procurement
22 Development Center Adaptive Reuse Consulting	Keokuk	50		Open	Strategy
23 James Block Building Adaptive Reuse	Fort Madison	25	\$5,000	Open	Strategy/Procurement
24 Trinity Church lot redevelopment	Burlington	3		Open	Strategy
25 Infill lot redevelopment	Burlington	1		Open	Strategy/funding
26 Donnellson subdivision platting	Donnellson		\$5,000	Open	Strategy/funding
27 Donnellson TIF consulting	Donnellson			Open	Strategy

# Memo

To: Mike Norris, Executive Director

From: Zach James, Assistant Director

Date: November 24, 2025

Re: Planning and Administration Department Projects Update



Below are updates on projects in the Planning Department.

- **Lee County Public Health Building (Meller Family Health Center)**

SEIRPC staff have been assisting with grant writing and administrative assistance for the construction of a new Lee County Public Health building at 5001 Avenue O in Fort Madison. This included assisting with a \$600,000 Community Development Block Grant, \$2,100,000 Community Funded Project, \$974,000 in USDA Emergency Rural Health Care grant, and commitments from Lee County and the Lee County Community Foundation. The project is wrapping up with a ribbon cutting planned for December 5, 2025, from 4 to 6 PM. Below are some pictures from construction earlier this fall.



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

Entity	Project	Grant Program	Request Amount
West Burlington	Agency Road Trail	Federal Recreational Trails	\$1,763,250
Burlington	Summer Street-Dankwardt Park Connector Trail	Federal Recreational Trails	\$706,500
Burlington	Summer Street-Dankwardt Park Connector Trail	State Transportation Alternative Program (TAP)	\$750,000
West Burlington	Agency Road Trail	Statewide TAP	\$1,763,250
Mount Pleasant	Washington-Grand Connector Trail	Statewide TAP	\$1,317,000
Morning Sun	Wastewater Treatment Plant	Wastewater Treatment Financial Assistance Program	\$500,000
Fort Madison	10 <sup>th</sup> Street CSO	Wastewater Treatment Financial Assistance Program	\$500,000
Mediapolis	Wastewater and Stormwater Improvements	Wastewater Treatment Financial Assistance Program	\$250,000

### ***Grant Applications Recently Funded***

Entity	Project	Grant Program	Request Amount
Burlington	Summer Street-Dankwardt Park Connector Trail	REAP	\$125,000

### ***Upcoming Grant Opportunities***

Grant Program	Entity	Due Date
CDBG Water/Sewer Program	IEDA	March 1, 2026
Community Attraction and Tourism	IEDA	Ongoing
Regional Transportation Alternative Program	IDOT	January 30, 2026
Regional Surface Transportation Block Grant	IDOT	January 30, 2026

### ***Grants Currently Administered***

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
Mediapolis	Wastewater Treatment Plant Improvements	CDBG/SRF/USDA (Miller Meeks)
Fort Madison	Sewer Improvements	CDBG/SRF/EPA (Miller Meeks)
Winfield	Sewer Improvements	SRF/EPA/WTFAP
Lee County	EMS/County Health Building	CDBG/USDA
Keokuk	Riverfront Trail	IDOT/Wellmark/REAP
Fort Madison	Phase IV 48 <sup>th</sup> 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	732 Avenue G Building Stabilization	Catalyst/IDNR
Fort Madison	Avenue L – 20 <sup>th</sup> to 30 <sup>th</sup> Street	IDOT

# Memo



To: SEIRPC Board of Directors  
From: Pat Inrachavongsa, Transit Director  
Date: 12/04/2025  
Re: SEIBUS Updates

---

## **Quarterly Transit Statistics Report:** 1<sup>st</sup> Quarter (July – September)

Contract/Service	Rides	Miles	Hours
City of Ft Madison	3,347	10,691	872
City of Keokuk	1,761	6,879	545
General Public	10,367	36,202	2,578
Medicaid	3,830	15,913	1,165
Old Threshers	21,117	3,235	429
Deadhead	NA	19,176	NA
<b>Total</b>	<b>40,422</b>	<b>92,096</b>	<b>5,589</b>

## **Haunted Rails:** October

- Rides: 16,190
- Donations: \$81.00

## **Denmark IA Renaissance Fair:** November 1<sup>st</sup> & 2nd

- Rides: NA
- Donations: \$338

## **Thanksgiving Transportation:** 2025 Community Thanksgiving Dinner

- Partnered with Community Action to provide free transportation
- In person meal from 11-2 PM on Thursday, November 27, 2025
- Located at Burlington High School, 421 Terrace Dr.
- No dinners were held during COVID and 2025 is the first year back

## **Camera Installation:** Safety Vision

- 191, 192, 212, 193, & 123
- 1 in each county
- 2 town-town

## **Staffing Update:** New Hires & Current Roster

- Carrie Muhs - hired as a PT Dispatch Scheduler
- Heather Smith - hired as sub-driver
- Dennis Grizzle - hired as sub-driver
- Allan Ruggles - hired as sub-driver
- 2 Dispatcher/Scheduler and Robin filling in
- 8 full-time, 3 part-time, and 10 sub-drivers

# Regional Priority Projects Update

**OB 2**



# Memo

To: Mike Norris, Executive Director  
From: Zach James, Assistant Director  
Date: November 24, 2025  
Re: Regionally Significant Projects

---



## Background

Back in the spring of 2024, during preparations for the SE Iowa Washington, DC trip, it was revealed that the region needs a better way to recognize projects seeking direct federal assistance. Staff presented an idea to the board that would put regional projects through an improved process that would recognize these projects in a regional document, specifically the SEIRPC Comprehensive Economic Development Strategy (CEDS). The CEDS is the long-range plan for Des Moines, Henry, Lee, and Louisa Counties developed by the Southeast Iowa Regional Planning Commission as a regional effort to identify strengths, weaknesses, and priorities to move the region forward on shared strategies regarding economic development, community development, and transportation. This document previously included a few specific regional projects, but mostly guides SEIRPC staff on the types of projects and efforts to focus on regionally. Including specifically identified regional priority projects into this regional document allows these specific projects to be seen by funding entities as a higher-priority project than if only the local government supports them. We completed the first cycle of this process in February 2025.

## Process and Timeline for Applications of Regionally Significant Project – 2026

SEIRPC planning staff will follow the general process and timeline outlined below:

- **November 3<sup>rd</sup>, 2025**- Sent out emails to regional contacts, requesting potential regionally significant projects via the online portal. Questions and information requested will be based loosely on typical items required in grant applications and Community Funded Project applications, including project description, importance of the project to the community, cost estimate, etc. There will be a simplified process that allows any previous applications to be reconsidered or removed.
- **December 3<sup>rd</sup>, 2025** - Applications are due, with staff completing an initial review based on the criteria outlined below. (Since applications are not due until the day before the board meeting, a list of projects will be supplied at the board meeting on December 4<sup>th</sup>).
- **December 4<sup>th</sup> Board Meeting** - The SEIRPC board will be presented with the list of projects submitted for their initial review. Board members will be given until the January Board meeting to provide feedback on any projects submitted.

- **January Board Meeting** - The SEIRPC board will be presented with the list of recommended projects by staff at their January meeting, with the ability to provide additional feedback on any recommendations up until the February Executive Board Meeting. Staff will prepare updates to the regional Comprehensive Economic Development Strategy (CEDS) for identified projects to be incorporated as regionally significant projects.
- **February Executive Board Meeting** - Staff will present the final list of projects as the updated Regional Priority Project section of the regional Comprehensive Economic Development Strategy for approval.

### **How do we determine Regionally Significant Projects?**

Regionally significant projects must have a direct and substantial impact within the boundaries of the municipality making the request and, dependent on the project type, have an impact on the broader Southeast Iowa Region. Specifically, projects of specific types must meet the following:

- Water and sewer infrastructure - Upgrades to facilities and systems to current regulatory standards, or perform major maintenance, **AND** which are:
  - A. Ready to begin construction in FY2027,
  - B. Listed on the Intended Use Plan through the State Revolving Loan Fund, or
  - C. Under a current Compliance Schedule with the DNR.
- Public buildings - Construction or rehabilitation of buildings such as public health, workforce training, education, public safety, and emergency response.
- Public attractions/amenities – Construction or rehabilitation to facilities such as parks, pools, sports facilities, libraries that involve multijurisdictional agreements and/or will have an impact beyond the specific community applying.
- Transportation projects - Federally Functional Classified (FFC) roads of Collector or above, bridges serving a collector or above, traffic control projects serving a Collector or Arterial, or multi-use trails of one mile or longer, or the connection of two existing trails.
- For all other projects at the board's discretion.



# Lease Update

**NB 1**

# Memo



To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: December 4, 2025  
Re: SEIRPC N Gear Ave Office Lease Update

---

## BACKGROUND

SEIRPC has leased space in the 211 N Gear Ave building since October, 2010. Since that time, the following entities have lease space (with timeline):

- Big River Resources: October 2010 – present (second floor)
- RSM: October 2011 – 2022 (lower level, west side)
- Trinity Consultants: July 2011 – present (lower level, east side)
- Tucker Freight Lines: May 2023 – present (lower level, west side)

The leases help defray building expenses and are subject to property taxes. SEIRPC paid off the building mortgage three years ago.

## UPDATE

The lower-level tenants have both informed SEIRPC they will vacate the premises in 2026. Trinity will depart because they are consolidating offices with their Des Moines office. Tucker is departing to seek other locations, possibly for expansion.

Big River Resources has executed their three-year renewal option for \$9.91/sf as of November 1, 2025.

## UPCOMING

### Trinity:

Trinity will depart in January or February, 2026. Their space is (or will imminently be) listed with Midwest Realty Group. Trinity will pay their lease through their expiration date of 6/30/26. If the space is leased before then, SEIRPC will cancel the lease and release Trinity from their obligation. The space rents for \$12.08/sf or \$27,446 annually, inclusive of taxes and utilities.

### Tucker:

Tucker plans to depart in late May, 2026, when their lease expires. The space rents for \$10.50/sf or \$17,787 annually, inclusive of taxes and utilities.

# New Bank Account

**NB 2**

# Memo



To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: December 4, 2025  
Re: SEIRPC New Bank Account

---

## BACKGROUND

SEIRPC manages several bank accounts for its various activities, including:

- Revolving Loan Funds
- Great River Housing, Inc.
- Southeast Iowa Housing, Inc.
- SIREPA

Separate accounts are utilized either for different corporations or funding sources dictate the use of a separate account.

Routine internal business is done through one account, which we call “General Checking”. ACH payments are becoming increasingly common as companies look to save on administrative processes.

However, checks still have certain advantages and SEIRPC pays the great majority of its bills by check.

As the trend towards ACH pay increase, staff propose to open a new account to manage ACH transfers which would carry a much smaller balance than General Checking. This structure would reduce the risk of an ACH breach because of the smaller amount of funds available in the ACH account versus the General Checking account.

SEIRPC does have fraud coverage in its ICAP insurance policy, but it seems better to manage risk both ways – up front and on the backend with insurance.

A board resolution is required to open a new account.

# **Public Hearing: FFY2026-2029 TIP Amendment**

**NB 3**

# Memo



To: Mike Norris, Executive Director

From: Jarred Lassiter, Senior Planner

Date: November 20, 2025

Re: FFY2026 – 2029 Transportation Improvement Program (TIP) Amendment

---

The City of Fort Madison is requesting a revision to the FFY2026-2029 Transportation Improvement Program (TIP), and this involves a proposed modification to a project that has already been programmed to receive regional Surface Transportation Block Grant (STBG) funding in FY2026, the first year of the TIP. The following table shows the types of project changes that constitute an amendment, requiring a public comment period, public hearing, and Policy Board approval:

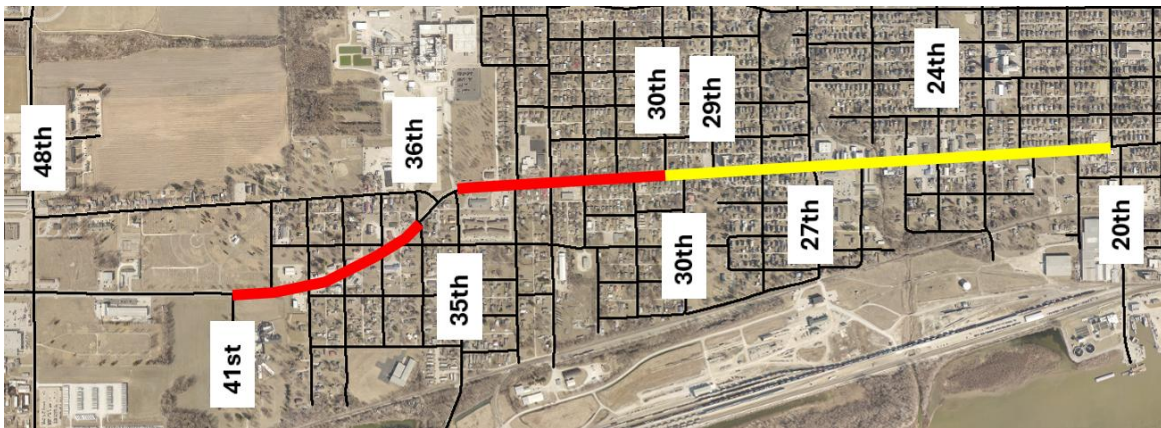
TYPE OF CHANGE	EXAMPLE(S)
<b>Project Cost</b>	Projects which increase the total amount of federal aid by more than 30%, or by more than \$2,000,000
<b>Schedule Change</b>	Adding or deleting a project from the first four years of the TIP
<b>Funding Sources</b>	Adding an additional federal funding source to a project
<b>Scope Changes</b>	Changes to any of the following: <ul style="list-style-type: none"><li>• Project termini</li><li>• Project alignment</li><li>• The amount of through traffic lanes</li><li>• Altering the type of work performed, from overlay to reconstruction</li><li>• The added inclusion of a roadway widening</li></ul>

There are two types of amendments, Standard and Major. Major Amendments involve projects with regional STBG or TAP funding, when there is either a change in the amount of STBG/TAP funding requested, or a change in scope that could potentially impact the regional competitive scoring process. Major Amendments must be reviewed by the Technical Advisory Committee (TAC) prior to the public hearing and Policy Board vote.

It was determined that this qualifies as a Standard Amendment (specific details on page 4), as it involves a change in both project termini and the type of work to be performed. However, such changes are not likely to impact the regional competitive scoring process.

The requested amendment directly relates to a previous amendment that the SEIRPC Board approved in October 2023. Both amendments concern the same multi-phase effort to rebuild the Business 61 route through the west side of the city. Until 2011, this had served as the mainline of U.S. Highway 61.

Below is a map of the two separate STBG projects, as they existed at the time of their original applications. The first project involves Avenue L from 20th Street westward to 30th Street, shown in yellow on the map below. It was first awarded funding for FY2022. The second project involves Avenue L from 30th to 35th Street, and then Avenue O from 36th to 41st Street. This is the project for which an amendment is now being requested. It was first awarded funding for FY2025. The block between 35th and 36th Streets was previously reconstructed in 2019, as part of a targeted project to straighten out the dangerous 'S' curve at this location.



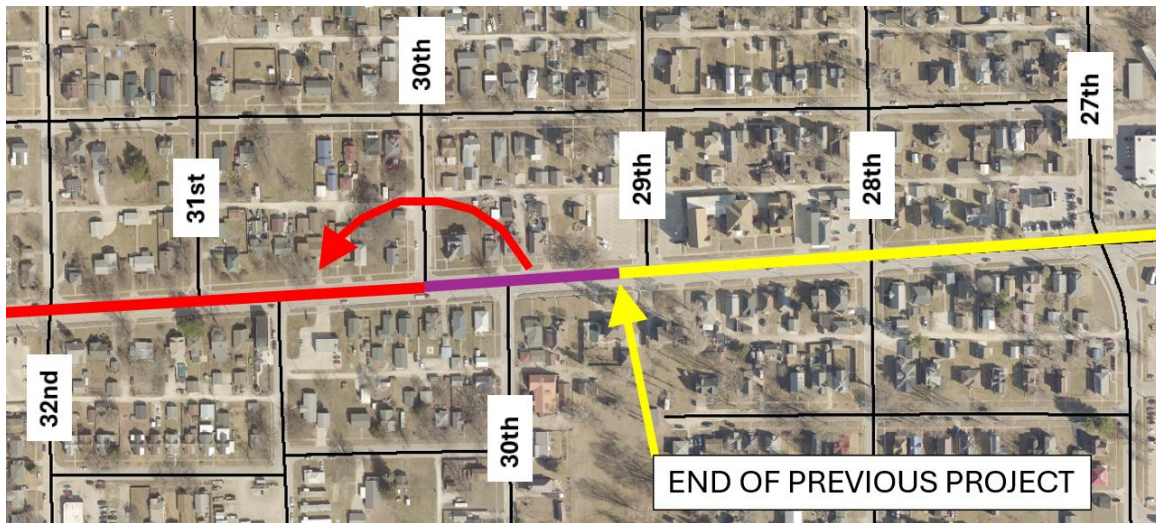
When the City first applied for these two projects, each of them was proposed to use a 'mill-and-fill' treatment, in which the existing concrete surface is rehabilitated and then topped with a thin asphalt overlay. In 2023, the City selected Warner Engineering of Mount Pleasant to design the project. This was a different firm than they had worked with previously on the Business 61 effort, and the engineers recommended a different type of treatment for the 20th-to-30th project. Known as a 'white topping', it involves the removal and replacement of the top of half of the existing concrete surface. Compared to the 'mill-and-fill' treatment, it is estimated that this will increase the lifespan of the roadway from 10-15 years to 35-40 years. Therefore, in the long term, it would offset the higher up-front cost for its initial construction.

After the Board approved the amendment for the 20th-to-30th project in 2023, the project went through design engineering in 2024 and proceeded to construction in 2025. While it was anticipated that the same type of 'white topping' treatment would be appropriate for the 30th-to-41st project as well, the City decided to hold off on requesting an amendment for that project until they had a chance to complete the other project and assess the results. Now that the 20th-to-30th project has been completed, and the City is satisfied with the results, they have decided to proceed with a similar request to change the 30th-to-41st project from 'mill-and-fill' to 'white topping'.



In addition, the amendment approved in 2023 involved a change in project termini for the 20th-to-30th project. There is a residential property between 29th and 30th Street that does not connect with an alley or side street. Accordingly, it would have no means of vehicular access if the entirety of that block were under construction at the same time. Accordingly, the amendment shifted the western terminus of that project about one block to the east, to a point approximately 82 feet west of the 29th Street intersection. The aforementioned home has a circle driveway, and the revised project terminus was directly between the two entry points for that driveway.

Because nearly 1 block of Avenue L was removed from the 20th-to-30th project, it is necessary to add it to the other project, which is currently programmed to have its eastern terminus at 30th Street. On the image below, the segment in purple is the one that would need to be added to the 30th to 41st Street project (shown in red).



Below is a summary of the proposed amendment:

**City of Fort Madison, Project #STBG-SWAP-0977(642)--SG-56**

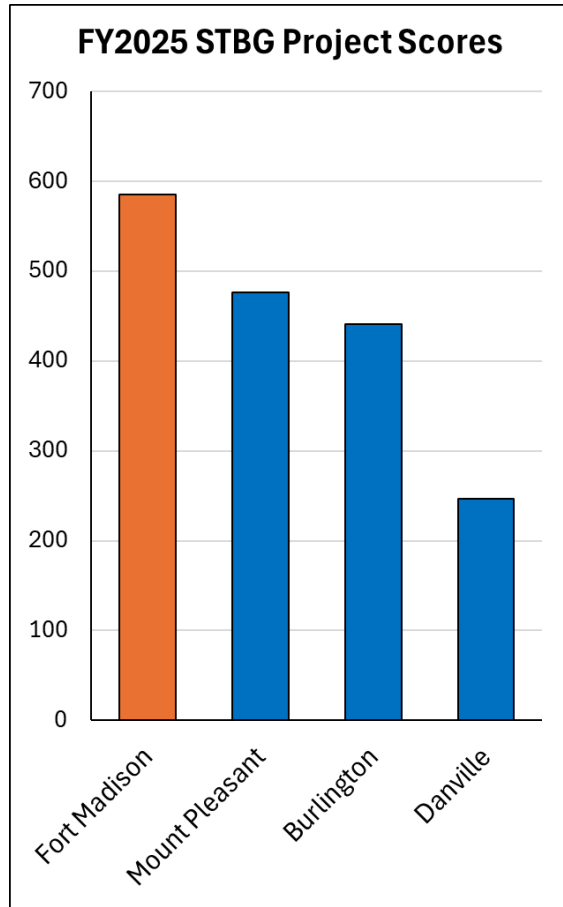
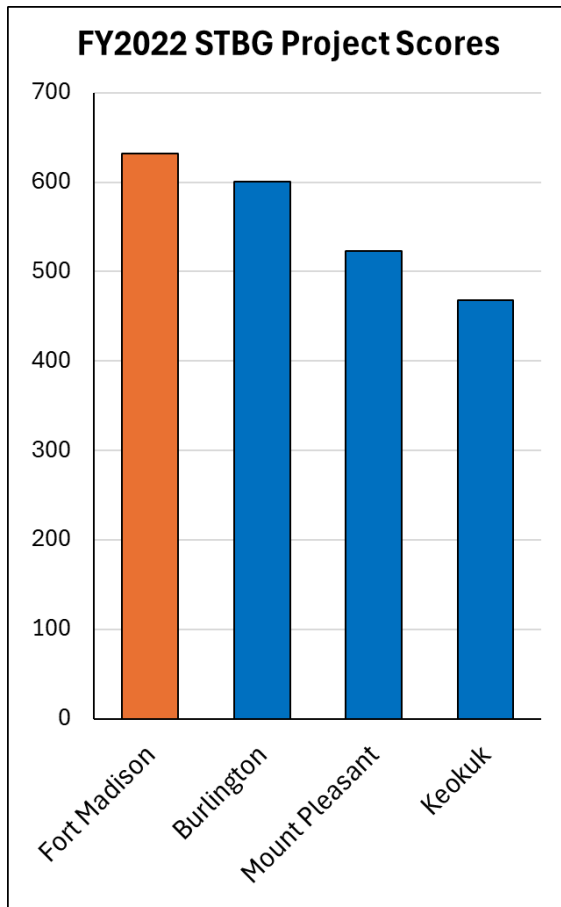
- Original Description: In the City of Fort Madison, On AVE L, from 30th St W to 35th Street, and on AVE O from 36th W to 41st St
- New Description: In the City of Fort Madison, On AVE O from 41st St E to 36th St, and on AVE L from 35th St E to approx. 82 ft W of 29th St
- Original Project Scope: Rehabilitation of the existing concrete roadway surface, topped with a thin layer of new asphalt pavement
- New Project Scope: Removal and replacement of the top half of the existing concrete surface
- Original Project Cost: \$1,998,000
  - Federal Contribution – \$1,387,932
  - Local Match Contribution – \$610,068
- New Project Cost: \$3,800,000
  - Federal Contribution – \$1,387,932 (Unchanged)
  - Local Match Contribution – \$2,412,068



### Determination of Standard Amendment

For the 20th-to-30th Street project, the amendment was reviewed by the Transportation Advisory Committee (TAC), prior to the Board giving final approval. However, there are several important distinctions between the two projects that would make this one substantially less likely to result in a major scoring change.

- As shown in the graph below, for the FY2022 STBG round, the second-highest ranked project (Burlington) received 95% of Fort Madison's score, with a gap of only 32 points between the two. In contrast, for the FY2025 round, the second-highest ranked project (Mount Pleasant) only received 80% of Fort Madison's score, with a gap of over 100 points between the two.
  - Furthermore, Mount Pleasant re-applied for that same project the following year, and that time it scored the highest, so it has been programmed for funding in FY2026.
- The change in type of work performed is identical to that which was requested for the 20th-to-30th project. Furthermore, the consensus of the TAC was that this type of change would most likely cause the score to increase, if it were to change at all.
- The change in termini is solely necessary because of the previously approved amendment for the 20th-to-30th project.



# **Land Surrounding SEIRPC Conversation**

**NB 4**

# Memo

To: SEIRPC Board

From: Mike Norris, Executive Director

Date: December 4, 2025

Re: SEIRPC Surrounding Land Plan and Situation

---

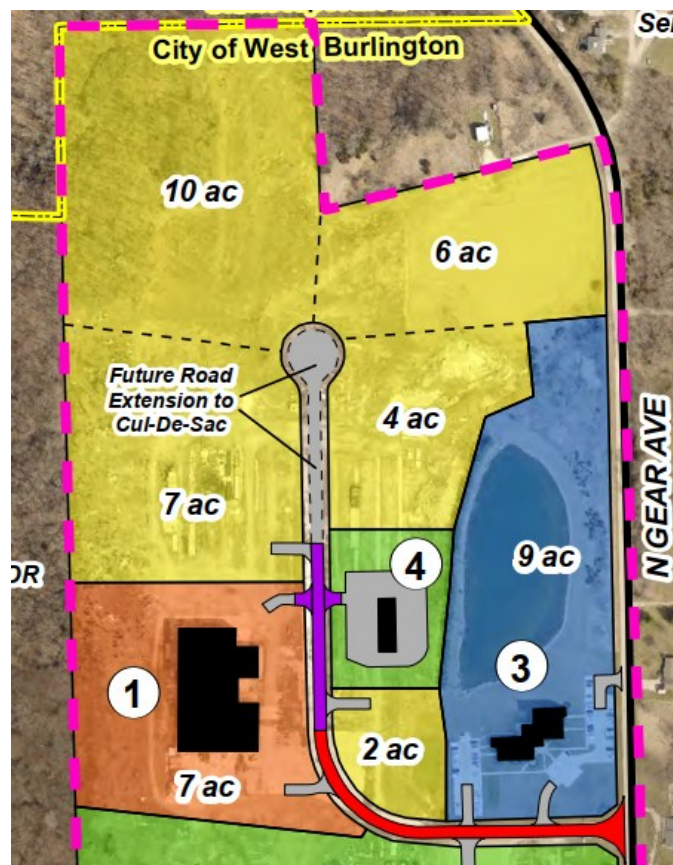
## BACKGROUND

SEIRPC purchased the North Gear Ave office building in 2010. Since that time, the ownership and purpose of the surrounding ~69 acres has changed. Most of the land has remained undeveloped.

New leadership at Grow Greater Burlington (GGB – the area’s economic development group) has brought new thoughts about the property, and how to make it productive. SEIRPC previously worked with GGB to execute a land swap in 2020-2021 which resulted in land for the SEIBUS barn.

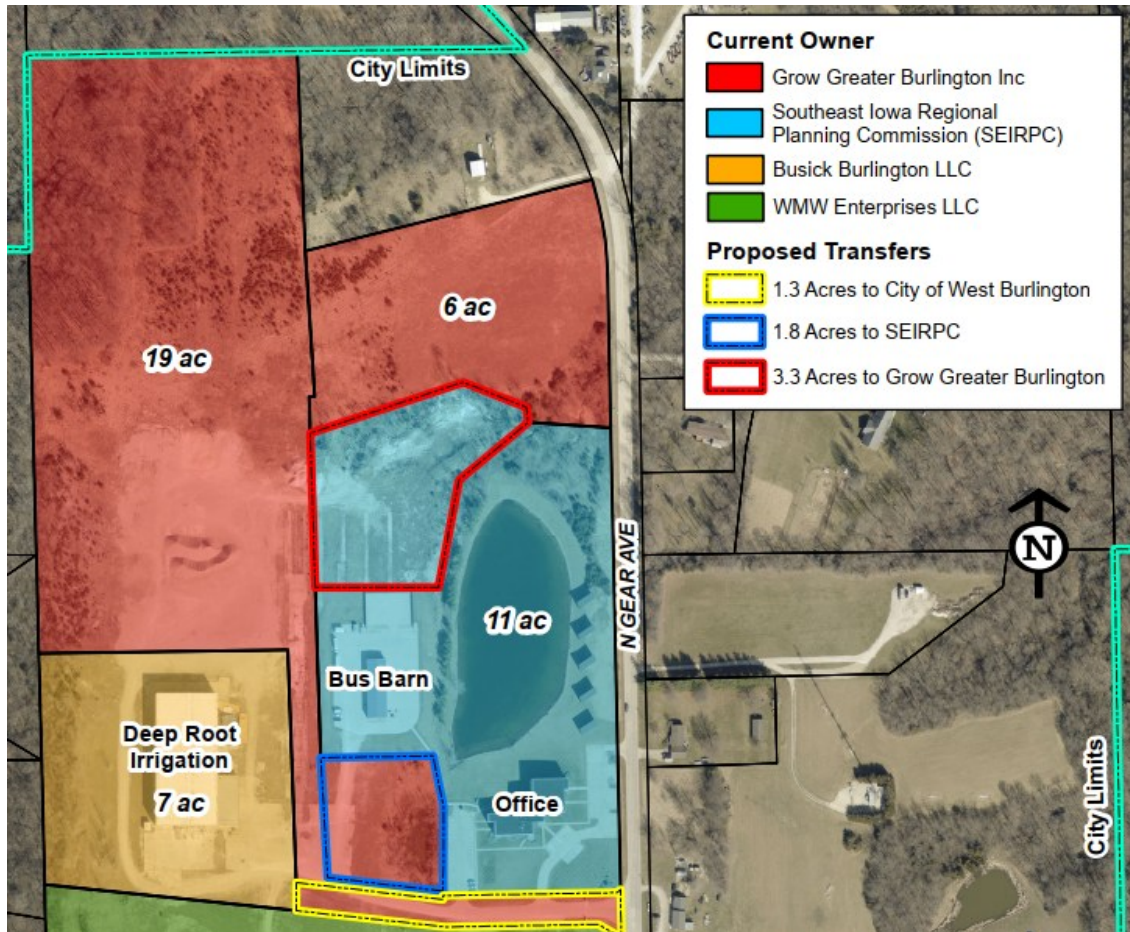
## AREA VISION

GGB owns about 25 acres north and west of the SEIRPC property. Commercial development would best fit this area. Something like lay down, light manufacturing, contractor shops, distribution, etc. From 2021, SEIRPC, West Burlington, and GGB imagined this setup:



Decisions have not been made on the business park idea, but would require a RISE grant for road access, and potentially an EDA grant to supplement the RISE. But it remains the only undeveloped industrial-zoned area owned by the economic development group in West Burlington.

#### PROPOSAL FROM GGB



GGB proposes gaining the red-outlined parcel north of the bus barn from SEIRPC in exchange for the blue-outlined parcel south of the bus barn. The reason is twofold: 1) Add more developable land to sell, and 2) to grant SEIBUS permanent access to the entry road. The settling pond in the blue-outlined parcel would be improved to a state of good maintenance by GGB (dredged and vegetation totally removed to grade), then mowed/maintained by SEIRPC.

The settling pond was constructed to allow sediment to settle out of the water drained from south of the access road, before it enters the large SEIRPC pond, which the overflows into a creek north of the pond.

#### PROPOSAL ANALYSIS

SEIRPC has 15 years' experience at the N Gear building. The settling pond has long been a maintenance issue. The issues include overgrowth into the SEIRPC parking lot, frequently clogged pond drain, which then shoots water over the lawn and sidewalk, and it just looks bad. A sedimented pond also doesn't allow suspended sediment to fall out – it drains into the large pond and then accelerates the rate of sedimentation there.

In 2020, SEIRPC agreed in spirit to take the pond when it was in a state of good maintenance as part of the initial land swap discussion with GGB.

Staff feel comfortable with adding the incremental expense of mowing the pond area to keep it in good shape. It's also easier to have control of something that impacts the other SEIRPC area. Foodliner, which owns the 35 acres south of SEIRPC, will be approached about establishing a drainage association. Under that construct Foodliner would contribute an annual amount to escrow to fund maintenance of the impoundment that takes their water.

#### DISCUSSION

A decision is not asked for today, but to take time to understand the situation and discuss before bringing back to the board in January for a decision.

## ***SUPPLEMENTAL INFORMATION***

### **TIMELINE OF SEIRPC AND SURROUNDING LAND IN WEST BURLINGTON**

**2010**

SEIRPC purchased approximately 14 acres in 2010 from IPC, Inc. for its offices and use, which included:

- Office building
- Pond
- 5 acres north of the pond

IPC retained ownership of the other 69 acres surrounding SEIRPC to the west, north, and south.

SEIRPC leases space to park SEIBUS vehicles from IPC just south of SEIRPC offices for \$400/mo.

**2012**

Cretex purchases IPC and now owns the surrounding 69 acres.

**2014**

SEIRPC attempts to purchase about 6 acres for \$36,000 for SEIBUS parking south of the office, which was rejected by Cretex. SEIRPC continues to lease space for SEIBUS in same place as 2010.

**2016**

Cretex sells 70 acres to Real Estate One, LLC for \$700,000. Real Estate One, LLC, transfers to WMW Enterprises, a local company made of Colin Wagenbach (one of the founders of Raider's Precast, which built SEIRPC building, and co-owned WW Transport), Jeff Walters (co-owner of WW Transport), and Larry Matteson (Matteson Marine).

SEIBUS continues to lease parking space from WMW (\$650/mo) and offers to purchase around 10 acres south for SEIBUS facility. Efforts are rebuffed by WMW.

**2017**

WMW demands higher rent, and SEIBUS relocates to City of West Burlington-owned land at their former water treatment plan by Deery Bros.

**2018**

Grow Greater Burlington, Inc. (GGB) purchases 30 acres to west of SEIRPC, including large concrete building, for \$1,050,000. The purpose was for an indoor sports complex.

Later that year, land near the Burlington RecPlex is purchased to build an indoor bubble. GGB begins discussions with SEIRPC about land swaps and parking.

**2020**

SEIRPC and GGB enter into a land swap agreement to grant SEIRPC a parcel for a bus facility, and GGB a parcel to extend their commercial holding of the 30 acres west and north of SEIRPC.

2020

SEIRPC offers willingness to acquire settling pond parcel if it is in a state of good maintenance. That parcel is not obtained due to GGB's non-maintenance of the area.

2021

The land swap is completed, SEIRPC starts construction on the bus barn, and relocates SEIBUS parking to Westland Mall while the City tears down the former water treatment plant area.

Grow Greater Burlington sells 7 acres and the large concrete building for \$590,000 to Busick Burlington, LLC, to incubate a business called Deep Root Irrigation.

City of West Burlington works with SEIRPC and GGB on a RISE grant concept for transportation access to the area around the SEIBUS facility and Grow Greater Burlington lands north. Efforts fails due to City concerns of payback liability.

2022

Bus barn is completed and land situation is static to present day.

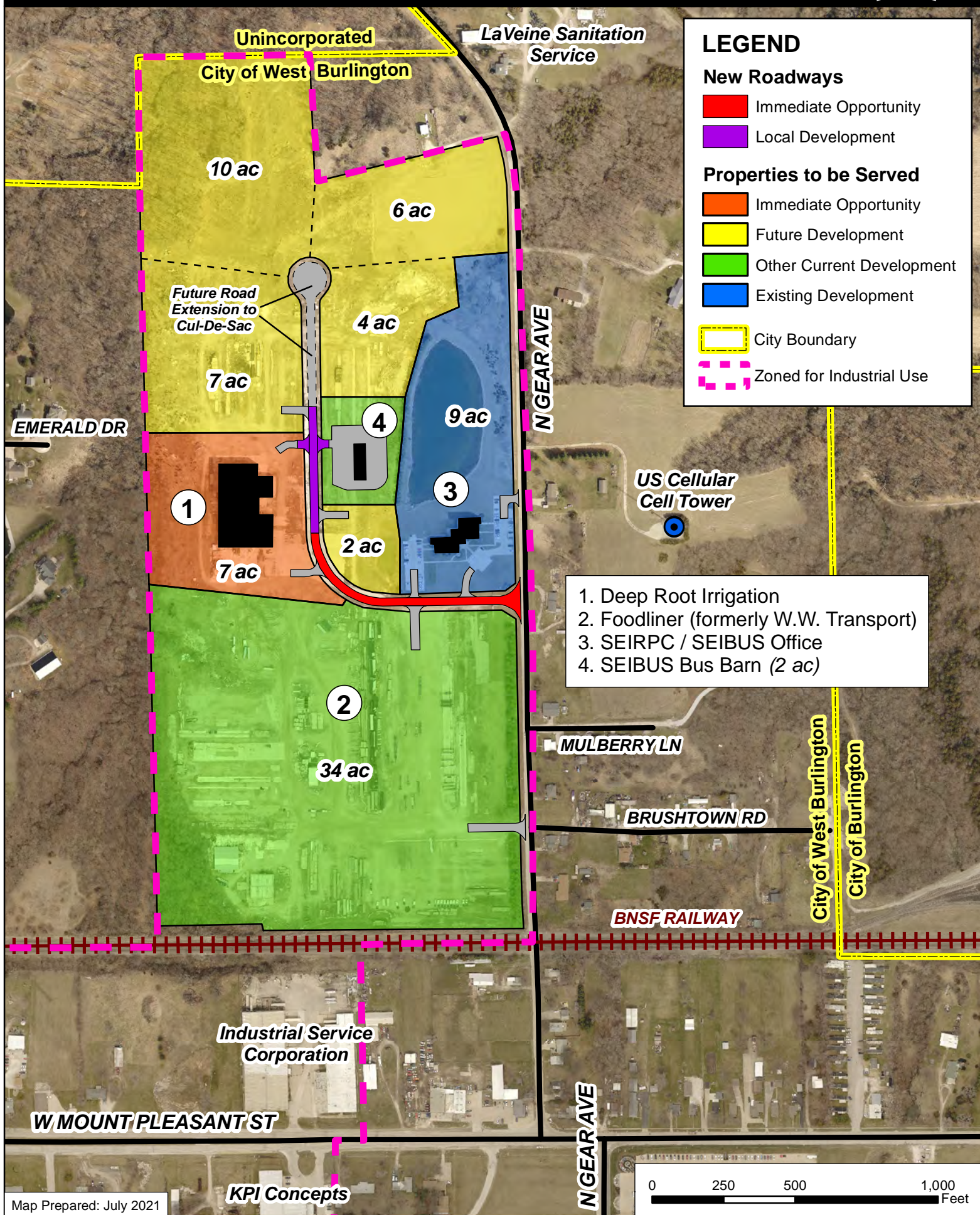
AERIAL PHOTOS FROM 2009 AND 2024  
FULL SIZE MAPS





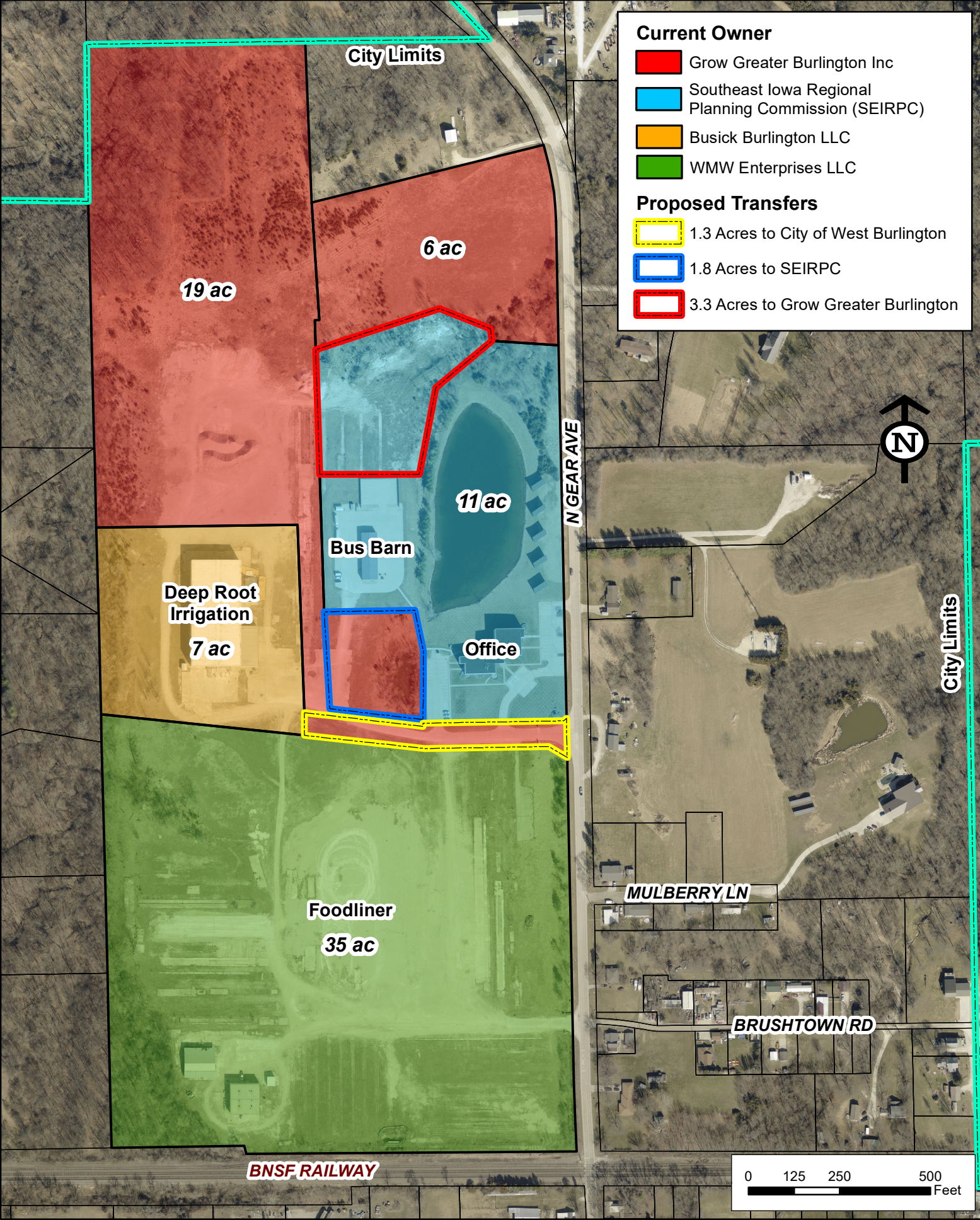


# D1: West Burlington RISE - Project Vicinity Map, 2021





# Proposed Land Transfers - West Burlington Industrial Park





# **Regional Housing Rehab and Construction Fund**

**NB 5**

# Memo



To: SEIRPC Board of Directors  
From: Mike Norris, Executive Director  
Date: December 4, 2025  
Re: Regional Rehab Fund thoughts

---

## A REGIONAL REHABILITATION AND RECONSTRUCTION FUND

Cerro Gordo County in northern Iowa, (home to Mason City) has been included in U.S. Rep. Hinson's Community Funded Project list at \$3 million, called the North Iowa Corridor Workforce Housing Initiative, for FY2026. The project seeks to acquire, and redevelop properties and homes in the county to help alleviate housing issues.

The North Iowa Corridor project would access funds through the HUD-CDBG Economic Development Initiative (EDI) – which means they emphasize benefits to low to moderate income persons or areas (80% of median income).

Southeast Iowa should consider proposing a similar initiative to Rep. Miller-Meeks in its four-county region to jump-start existing, valuable, housing efforts. Community Funded Projects are ways to achieve a large, flexible grant, funded through familiar federal accounts, but without constraints of typical funding programs.

## BACKGROUND

Southeast Iowa's housing challenges continue. Challenges may include cost of construction, poor condition, general availability of housing units, and number of vacant, dilapidated or substandard units.

SEIRPC has included housing strategies in each one of its Regional Development Plans, dating back to the first one in 1978. It's current housing strategies are included in Attachment A, with the housing statistics included in Attachment B.

The 2023 Southeast Iowa Development Plan statistics paint a picture familiar in rural areas: Older housing, lower values, low rate of new construction, lack of reinvestment in older properties.

- 5% of housing units in the region are vacant without being for sale, or rent, or for occasional use. This equates to over 2,000 vacant units in the region.
- 37% of housing units in Southeast Iowa were constructed before 1939 (Iowa Urban Growth counties, 17%)
- 18% of housing units in Southeast Iowa were constructed after 1990 (Iowa Urban Growth counties, 37%)
- 36% of Southeast Iowa renter-occupied units built before 1940 (Iowa Urban Growth counties, 16%)
- 45% of all renter-occupied units are single family homes in Southeast Iowa (Iowa Urban Growth counties, 24%)

#### SOUTHEAST IOWA WORKFORCE HOUSING INITIATIVE PROFILE

A \$6 million fund that will accomplish the following:

- Owner-occupied rehabilitation;
- Demolish problem properties and rebuild on suitable sites;
- Acquire, rehabilitate, and sell dilapidated, abandoned, or stranded properties;
- Adaptively reuse existing properties for residential dwellings.

SEIRPC would administer this fund and partner with the Great River Housing Trust Fund, which already funds some similar projects (adaptive upper story downtown reuse, owner occupied rehabilitation).

Residual funds could bring back an additional \$2,000,000 through deferred loan payments over time. Acquisition/rehab/resale funds would be structured as a loan, and mirror the Home Renewal Fund through State of Iowa, where there is partial loan forgiveness if expenses exceed end appraised value.

Draft Budget:

	Owner Occupied Rehabilitation	Demolition	Acquisition/Rehab /Resale	Adaptive Reuse	Totals
Units	50	50	10	50	160
\$/Unit	\$ 40,000	\$ 20,000	\$ 100,000	\$ 40,000	
Total	\$ 2,000,000	\$1,000,000	\$ 1,000,000	\$ 2,000,000	\$ 6,000,000
Residual Lien	\$ 10,000	\$ -	\$ 100,000	\$ 10,000	
Potential payback	\$ 500,000	\$ -	\$ 1,000,000	\$ 500,000	\$ 2,000,000
*Residual lien in form of deferred loan					

Sources and uses of funds (Admin estimated at 3.5% of total). Great River Housing funds are estimated accordingly:

- Two projects maximizing GRH upper story program (\$320,000 total)
- 10 down payment assistance through acquisition-rehab-resale (\$75,000 total)
- 12 assisted owner-occupied rehabs (\$120,000 total)

SOURCES		
	HUD EDI	\$6,000,000
	Great River Housing	\$ 515,000
		\$6,515,000
USES		
	Workforce Housing Initiative	\$6,305,000
	Administration	\$ 210,000
		\$6,515,000

The idea is presented for information and discussion. If directed, staff will bring back the items in January for targeted discussion and action to proceed or not in some way.

# **Resolution #196-2025: EPA Community Coalition Assessment Grant**

**NB 6**



**RESOLUTION #196-2025**

INTRODUCED BY: SEIRPC

INTENT: A RESOLUTION AUTHORIZING STAFF TO SUBMIT A U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) BROWNFIELDS COALITION ASSESSMENT GRANT

**WHEREAS**, EPA established the Brownfields Coalition Assessment Grant Program and has announced funding availability under said Program; and

**WHEREAS**, the Southeast Iowa Regional Planning Commission (SEIRPC) is an eligible applicant; and

**WHEREAS**, the environmental assessments, inventorying of brownfield sites, and planning activities for redevelopment in the target area (Lee County) and throughout the SEIRPC region (Des Moines County, Henry County, Lee County, and Louisa County); and

**WHEREAS**, said Program is a source of funding for environmental assessments, inventorying of brownfield sites, and planning activities; and

**WHEREAS**, an application for said funding is in the best interest of the Southeast Iowa region.

**BE IT RESOLVED**, on this 4<sup>th</sup> day of December, 2025, the Board Chair for Southeast Iowa Regional Planning Commission hereby authorizes and directs staff to submit a U.S. EPA Brownfields Coalition Assessment application.

---

Brent Schleisman, Chairman

---

Mike Norris, SEIRPC Executive Director

# TAC Member Appointments

**NB 7**

# Memo



To: Mike Norris, Executive Director  
From: Zach James, Assistant Director  
Date: November 25, 2025  
Re: Technical Advisory Committee (TAC) Vacancies

---

The SEIRPC Technical Advisory Committee (TAC) will have vacancies for 6 of its 9 committee members at the end of 2025. The purpose of the TAC is to provide recommendations to the SEIRPC Board for project selection for Regional Surface Transportation Block Grant (STBG) and Transportation Alternative Program (TAP) grant funding. In preparation for the expiration of the 6 positions, staff is requesting the SEIRPC Policy Board to appoint new members to fill these vacancies. This memo provides some background information on the rotation of TAC positions, the positions currently vacant, and what the policy board members will need to do to fill these vacancies.

## Technical Advisory Committee Position Rotation

The current rotation process for TAC positions works as follows:

- Each position was given a three-year term with new terms starting in 2023
- No member of the TAC can serve more than two consecutive three-year terms
- As three-year terms expire, positions rotate alphabetically by county

The table below shows the four TAC members from 2023-2025 whose terms are expiring, (highlighted in blue), plus two others who will also need to be replaced (highlighted in orange). Ms. Smidt is no longer eligible to serve in the position she was appointed for, while Mr. Kaska has indicated that he will no longer be able to serve, due to other commitments.

Representing	Name	Position	Terms Served
Des Moines County	Jason Hutcheson	Business Professional	1
Des Moines County	Darren Cady	Agricultural Professional	2
Henry County	Ted Wiley	Business Professional	1
Henry County	Jake Hotchkiss	County Engineer	2
Lee County	Barb Smidt	SEIRPC Board at Large	1
Lee County	Emily Benjamin	Economic Development Professional	2
Louisa County	Casey Kaska	City Under 5,000	1
Louisa County	Todd Salazar	Public Works Official	2
SEIRPC Board	Ron Teater	SEIRPC Board Appointee <i>(Does not rotate)</i>	1

### Current Vacant Technical Advisory Committee Positions

Based on the rotation of positions, the table below shows how the positions will change and the vacancies that will need to be filled (shown in red text and highlighted).

Representing	Name	Position	Term to be Served
Des Moines County	Vacant	Public Works Official	1
Des Moines County	Jason Hutcheson	Business Professional	2
Henry County	Vacant	Agricultural Professional	1
Henry County	Ted Wiley	Business Professional	2
Lee County	Vacant	County Engineer	1
Lee County	Vacant	SEIRPC Board at Large	2
Louisa County	Vacant	Economic Development Professional	1
Louisa County	Vacant	City Under 5,000	2
SEIRPC Board	Ron Teater	SEIRPC Board Appointee <i>(Does not rotate)</i>	1

In addition, the Board has the option to appoint a different person to the 'Board Representative' position, as our official policy states that a Board Representative must be appointed every 3 years. However, as with the other positions, that person is eligible to serve two terms. And in this instance, keeping the same person will ensure that there are at least 3 members with prior experience on the committee.

### What is the responsibility of SEIRPC Policy Board members?

Members of the SEIRPC Policy Board will need to recommend a name or names of people that can fill the vacant position of your county.

- Policy Board members from Des Moines County must agree on the person nominated to fill the vacant TAC position for a Public Works Official.
- Policy Board members from Henry County must agree on the person nominated to fill the vacant TAC position for an Agricultural Professional.
- Policy Board members from Lee County must agree on the people nominated to fill the vacant TAC positions for a representative for a County Engineer and the SEIRPC Board At-Large.
- Policy Board members from Louisa County must agree on the people nominated to fill the vacant TAC positions for an Economic Development Professional and someone representing a community under 5,000.

Recommendations to fill vacant positions should be submitted to Executive Board members prior to the January Full Board Meeting.