



# Southeast Iowa Regional Planning Commission

November 29, 2012

12:00 PM

211 N. Gear Avenue

West Burlington, IA 52655

Meeting Type

Full Board

## — Agenda —

<b>CALL TO ORDER</b>	Schleisman	
Agenda Approval		Board Action
Consent Agenda (Directors Report, Minutes, Financial Report, Claims, Correspondence)		Board Action
Staff Presentation: Bob Kuskowski		
<b>OLD BUSINESS</b>		
1. Department Reports	Various	Board Update
2. Public Hearing: Resolution No. 95-2012: A Resolution Adopting the Great River Region Comprehensive Economic Development Strategies – The Long Range Plan for the Southeast Iowa Region (CEDS Plan)	Norris	Board Action
3. Increase Housing Line of Credit to \$200,000	Norris	Board Action
4. Update CHDO (Community Housing Development Organization)	Norris	Board Information
<b>NEW BUSINESS</b>		
1. Multi Family New Construction Round 5	Norris	Board Information
2. RLF Application: Sug N B Corp.	Hanan	Board Action
3. RLF Write Off	Hanan	Board Action
4. MAP-21	Norris	Board Information
5. McCosh and Meyer Awards	Norris	Board Information
6. Recognition of Service – Kim Schisel	Norris	
<b>MATTERS FROM THE FLOOR</b>		

# Consent Agenda



## DIRECTOR'S REPORT

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: November 20, 2012

### BUILDING UPDATE

No items to report

### MISCELLANEOUS

Your Executive Director was given a Certificate of Appreciation from the Lee County Economic Development Group for contributions to the Iowa Fertilizer Company project.

Resumes are due November 26, 2012 for the open Finance Director position. Staff hopes to have a new hire in place near the end of the 2012 year.

### AGENDA ITEMS – OLD BUSINESS

1. Department Reports
2. Public Hearing: Resolution No. 95-2012 Adopting the Great River Region CEDS, Board Action  
After approximately one year of development, the plan is ready for adoption. Recommend approval.
3. Increase housing line of credit to \$200,000, Board Action  
SEIRPC is administering the Single Family New Construction program, which provides up to 25% down payment assistance for low to moderate income buyers of newly constructed homes. SEIRPC has an existing line of credit of \$100,000 for this program and due to the number of homes scheduled to close and time needed for draw requests the line is requested to increase to \$200,000. Recommend approval.
4. Community Housing Development Organization (CHDO) update, Board Information  
SEIRPC staff is convening the first CHDO board meeting in December, 2012. The purpose is to meet and plan a course of action to become a certified CHDO. The meeting will discuss an application to the Iowa Finance Authority for four down payment homes, where homes will be acquired, rehabilitated, and sold to low to moderate income buyers.

## AGENDA ITEMS – NEW BUSINESS

1. Multi Family New Construction, Round 5, Board Information: Through flood recovery funds, the state has offered a fifth round of multi-family housing funds. The funds are used to develop through new construction or adaptive reuse (ex: upper story redevelopment) multi-family rental units for low to moderate income individuals. Deadline for submittal of interest forms is December 17, 2012. Please contact Dan Eberhardt for more information: 319-753-4307, [deberhardt@seirpc.com](mailto:deberhardt@seirpc.com).
2. RLF Application: Sug N B Corp, Board Action: The Loan Review Committee is scheduled to review the application the week of the board meeting, after the board packet has been distributed. Staff will bring the loan for board approval if it has been recommended for approval by the Loan Review Committee. The project is to purchase and operate the current 61 Chophouse restaurant in Mediapolis.
3. RLF Write-off, Little Black Dress, Board Action  
The Little Black Dress loan, through the EDA I RLF pool, has been determined uncollectable after the owners, who personally guaranteed the loan, have declared bankruptcy. Recommend approval for write-off.
4. MAP-21, Board Information: The passage of MAP-21, the new transportation authorization bill, has SEIRPC looking at changes in the way it allocates some funding for the region, particularly with the Transportation Alternatives Program (TAP). Surface Transportation Program funding amounts will be slightly more than currently received, and the TAP funds will take the place of Enhancement funds, being flexible for use with alternative and conventional transportation projects.
5. McCosh and Meyer Awards, Board Information: A reminder that nominations for the McCosh and Meyer awards are due by December 28, 2012. The McCosh is for outstanding service to local government, and the Meyer award is for outstanding service to a community. Contact Debbie Laughlin for additional information.
6. Recognition of Service: Kim M. Schisel  
Kim Schisel, SEIRPC Finance Director, passed away suddenly on October 22, 2012. This Recognition of Service is to reflect in public record the 8 ½ years of service Kim gave to SEIRPC and her contributions to the organization. Staff plans to plant a tree in her honor on the SEIRPC grounds.

**Southeast Iowa Regional Planning Commission  
Full Board Minutes  
211 N. Gear Avenue, West Burlington, IA 52655  
September 27, 2012**

Members Present: Brent Schleisman, Hans Trousil, Mark Hempen, Bob Beck, Kent White, David File, Gary Folluo, Andy Truitt, Klay Edwards, Byron Smith, and Michael O'Connor

Members Absent: Chris Ball, Steve Bisenius, Jim Davidson, Jim Howell, Bob Hesler, Mark Huston, and Sue Frice

Guests Present: Rex Troute, The Hawkeye; Jason Huddle, IDOT

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

Call to order at 12:06 p.m.

### **Agenda Approval**

Norris stated that Old Business Item #4. RLF IRP Amended Work Plan needs to be changed to read RLF IRP#1 Amended Work Plan, and then add Old Business Item #5. RLF IRP#2 Amended Work Plan. He further stated that the Staff Presentation will be given by Dan Eberhardt. Motion by Folluo to approve the September 27, 2012 agenda as amended, second by Trousil. All Ayes, motion carried.

### **Consent Agenda Approval**

Motion by Trousil to accept the consent agenda, second by. All Ayes, motion carried.

### **Staff Presentation:**

Dan Eberhardt, Regional Planner II for SEIRPC Development Department, has worked at SEIRPC since for 13 years. He stated that in November of 1999, SEIRPC had only one housing project, and 4 employees. He stated that since that time he has been involved in numerous programs as we expanded into 14 -15 different housing projects and currently employ 16 at the Commission (not counting Seibus employees). Eberhardt stated that his main priority since 2008 has been the flood buyouts, which is about 1 ½ years ahead of schedule compared to the 1993 flood; FEMA projects should be completed by the end of the year, and CDBG in the Spring.

### **Old Business**

1. Department Reports: Hanan gave an overview of the Great River Housing Trust Fund projects for the region, stating that we have met the goal for the \$71,000 local match for the next round of GRHTF monies which would leverage \$272,000 to the region. Hanan stated that RLF is making changes to their work plans, consolidating into one EDA plan, upping the loan limit to \$250,000, and cleaning up language. James highlighted some points from the Planning Department report stating that the summer interns have been a huge asset to the planning department and organization for the last four months and were involved with a training session on the speed indicators, worked on the CEDS draft plan, Greater Burlington Bicycle and Pedestrian Plan, Louisa County Trails Plan, and the Wayland Comprehensive Plan. He also went over upcoming grant opportunities such as the Derelict Buildings Program, starting in March 2013 and is a DNR program for communities under 5,000 for help with demolition or rehabilitation. Kuskowski stated all

full and part-time routes have been filled, and that we have interviewed four candidates for the 2 substitute driver positions. He further stated that the new buses have arrived, and one is in our parking lot if anyone would like to take a look. No action necessary.

2. Open 30-Day Comment Period – The Long Range Plan for the Southeast Iowa Region (CEDS Plan): Norris stated that today will mark the first day of the required 30-day comment period by the Economic Development Administration. He further stated that the period will allow for additional time to edit the plan and for review by regional partners and state/federal agencies. Norris stated that the SEIRPC Executive Board will close the comment period and review the final draft at their October meeting, and then the November Full Board Meeting will see the document fully reviewed and ready for final adoption. Smith made a motion to open the 30-day comment period on September 27, 2012 for The Long Range Plan for the Southeast Iowa Region (CEDS Plan), second by Beck. All Ayes, motion carried.
3. RLF EDA Amended Work Plan: Norris stated that the major changes are that the EDA RLF plans are combined into one now, and there is an increase to the per-loan award limit from \$125,000 to \$250,000. He stated that in addition language changes have been made for administration purposes in clarifying the roles of the Loan Review Committee, staff, and the SEIRPC Board. Folluo made a motion to approve the RLF EDA Amended Work Plan, second by White. All Ayes, motion carried.
4. RLF IRP #1 Amended Work Plan: Norris stated that the RLF IRP #1 Amended Work Plan also includes the change to the per-loan award limit from \$125,000 to \$250,000 and clarification verbiage. File made a motion to approve the RLF IRP#1 Amended Work Plan, second by Beck. All Ayes, motion carried.
5. RLF IRP #2 Amended Work Plan: Norris stated that the RLF IRP #2 Amended Work Plan also includes the change to the per-loan award limit from \$125,000 to \$250,000 and clarification verbiage. Edwards made a motion to approve the RLF IRP#2 Amended Work Plan, second by Trousil. All Ayes, motion carried.

#### **New Business:**

1. Keokuk Hospital Support Letter: Norris stated that the Keokuk Area Hospital has been attempting for over two years to change its designation to a Critical Access Hospital to increase its Medicare reimbursement rate, and to allow it to participate in the 'volume decline adjustment' request which provides additional payments to stabilize hospitals when patient volumes decline more than 5%. Norris further stated that the best way SEIRPC can assist them in their venture is to submit a support letter to various persons nationally relevant with information regarding KAH's economic and regional importance. O'Connor stated that he would hate to see the hospital close, as it serves a tri-state population of about 10,500 and they see around 13,000 calls in ER each year. Trousil made a motion to approve the SEIRPC Chair sign the Support Letter on behalf of Keokuk Area Hospital, second by File. All Ayes, motion carried.
2. Iowa Fertilizer Plan: Norris congratulated Lee County for landing the Iowa Fertilizer Company plan project which will have a big impact in our region for years to come. Norris stated that the company's plans to hire 165 permanent, full-time employees, and engage 2,000 – 2,500 construction workers over a period of 24-30 months to construct the plant near Wever. Norris stated that the plan is reported to be the single largest capital

investment in Iowa's history, at \$1,400,000,000. He further stated that staff is pleased to have supported Lee County in the development of the project through completing the Lee County General Plan, assisting with infrastructure funding, and transportation planning, and other planning assistance. Folluo stated that he feels it is more advantageous and goes smoother when you get Regional Planning involved at the beginning of projects. No action necessary.

**MATTERS FROM THE FLOOR:**

Norris stated that we had 73 golfers at the golf outing yesterday, and we have surpassed the \$5,000 goal in proceeds to go toward the local match for the Great River Housing Trust Fund application due on October 1<sup>st</sup>.

Norris mentioned the need to choose a date for the November Full Board meeting as the fourth Thursday falls on Thanksgiving Day. It was the consensus of the board to move the Full Board meeting one week later on Thursday, November 29<sup>th</sup>.

Motion to adjourn meeting by White, second by Trousil. All Ayes

Meeting adjourned at 12:42 p.m.

Submitted by Debbie Laughlin

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

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

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

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



401 South Roosevelt Avenue - Suite 2A, PO Box 547, Burlington, IA 52601 / 319 752 6348 / fax: 319 752 8644 / info@cpaapc.com

## Accountant's Compilation Report

Board of Directors  
Southeast Iowa Regional Planning Commission  
West Burlington, Iowa

We have compiled the accompanying balance sheet of Southeast Iowa Regional Planning Commission as of October 31, 2012, and the related statement of revenues, expenditures and changes in fund balance for the 1 month and 4 months ended October 31, 2012. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

The supplementary information contained in Schedules 1 thru 6 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

The accompanying annual budget of Southeast Iowa Regional Planning Commission for the year ending June 30, 2013, as well as the 2012 & 2011 fiscal year actuals, have not been compiled or examined by us, and accordingly, we do not express an opinion or any other form of assurance on them.

Management has elected to omit substantially all of the disclosures, the statement of retained earnings, and the statement of cash flows required by generally accepted accounting principles. If the omitted disclosures and statements were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Southeast Iowa Regional Planning Commission.

*CPA Associates PC*

November 19, 2012



# Southeast Iowa Regional Planning Commission

## Balance Sheet

As of October 31, 2012

Oct 30, 12

### ASSETS

#### Current Assets

##### Checking/Savings

102.01 · Our Home Rehab Gov't Chkng	1,867.37
103.00 · Gen'l Government Checking	266,020.24
104.00 · IRP Government Checking	988,335.95
105.00 · Ft. Madison RLF Gov't Chkng	185,940.22
106.00 · Henry County RLF-Gov't Chkng	164,821.46
107.00 · Henry County (RTA)-Gov't Chkng	35,911.31
109.00 · Keokuk RLF	115,413.85
110.00 · EDA RLF Government Checking	480,671.74
113.00 · Mediapolis HTF Gov't Chkng	76,492.71
115.00 · GRHTF-Gov't Checking	218,943.40

**Total Checking/Savings** 2,534,418.25

##### Accounts Receivable

120.00 · Accounts Receivable	304,086.79
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**Total Accounts Receivable** 304,086.79

##### Other Current Assets

101.00 · Petty Cash Account	199.95
130.00 · Ft. Madison RLF Receivable	15,788.84
131.00 · Henry County RLF Receivable	30,240.70
132.00 · Our Home Rehab Receivable	13,250.05
133.00 · Mediapolis HTF Receivable	41,219.71
134.00 · EDA RLF I Receivable	502,881.62
135.00 · IRP I Loan Receivable	51,890.55
136.00 · IRP II Loan Receivable	210,495.88
137.00 · Keokuk RLF Receivable	66,962.02
138.00 · GRHTF Receivable	55,311.50
139.00 · EDA RLF II Receivable	122,025.51
172.00 · Prepaid Expenses	2,100.00

**Total Other Current Assets** 1,112,366.33

**Total Current Assets** 3,950,871.37

#### Other Assets

220.10 · Agency Vehicle/Equipment	127,154.73
221.10 · Acc. Deprec. Agency Vehicle/Equ	-119,347.21
230.10 · Transit Vehicle	933,359.85
231.10 · Acc. Deprec. Transit Vehicle	-398,001.15
240.10 · Program Equipment	32,862.97
241.10 · Accum Deprec-Program Equipment	-8,877.78
250.10 · Building/Bldg. Improvements	1,209,018.26
251.10 · Accumulated Depr.-Bldgs	-25,395.50
252.10 · Land	103,440.00

**Total Other Assets** 1,854,214.17

**TOTAL ASSETS** 5,805,085.54

**Southeast Iowa Regional Planning Commission**

**Balance Sheet**

As of October 31, 2012

**Oct 30, 12**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

2100 · Payroll Liabilities 11,284.94

326.79 · Speed Indicators Maintenance 930.04

326.80 · Custodial Fund Liability 105.55

355.00 · Accrued Salaries & Vacation 12,405.55

3600 · Short Term Notes Payable 4,026.78

**Total Other Current Liabilities** 28,752.86

**Total Current Liabilities** 28,752.86

**Long Term Liabilities**

3700 · Long Term Notes Payable 1,278,865.65

**Total Long Term Liabilities** 1,278,865.65

**Total Liabilities** 1,307,618.51

**Equity**

3900 · Unreserved local net Assets 662,961.21

3901 · Non-spendable Reserve for Loans 259,893.25

3903 · Assigned to Revolving loan 1,683,548.00

3904 · Investment in property & equipm 1,754,102.65

3905 · GRHTF Net Assets 71,040.91

Net Income 65,921.01

**Total Equity** 4,497,467.03

**TOTAL LIABILITIES & EQUITY** 5,805,085.54

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Month Ended October 31, 2012**

	Oct 2012	YTD	FY13 Budget	FY12 Actual	FY11 Actual
<b>Revenues:</b>					
<b>3900.00 · Tx from Fund Balance</b>					
<b>4100 · Bus Fare Revenues</b>					
410.00 · General Public	5,937.72	18,886.59	<b>41,681</b>	44,451.86	48,825.70
411.00 · Local Contracts	11,748.66	28,312.64	<b>86,949</b>	84,902.81	131,693.71
<b>Total 4100 · Bus Fares</b>	<b>17,686.38</b>	<b>47,199.23</b>	<b>128,630</b>	129,354.67	180,519.41
<b>4500 · Federal/State Revenues</b>					
450.00 · EDA Planning Grant	0.00	15,250.00	<b>61,000</b>	61,000.00	61,000.00
450.01 · Marketing Grant	0.00	0.00	<b>0</b>	0.00	7,550.00
450.02 · EDA Flood Recovery	0.00	0.00	<b>0</b>	0.00	74,304.76
450.03 · EDA Technical Assistance	0.00	0.00	<b>0</b>	0.00	0.00
450.04 · EDA Facility Grant	0.00	0.00	<b>0</b>	54,626.10	680,251.00
450.05 · EDA RLF Grant	0.00	112,500.00	<b>0</b>	0.00	0.00
451.00 · IDED COG Assistance	0.00	0.00	<b>10,294</b>	11,644.12	10,294.12
452.00 · USDA Grant Income	0.00	0.00	<b>0</b>	49,968.00	0.00
453.00 · PDM (Pre-Disaster Mitigation)	0.00	0.00	<b>0</b>	0.00	7,083.00
453.01 · Homeland Security	0.00	0.00	<b>0</b>	51,532.97	251,440.62
454.00 · Brownfield Grant	0.00	0.00	<b>0</b>	0.00	3,709.45
455.00 · IDOT Planning	0.00	0.00	<b>185,060</b>	214,304.00	158,306.00
456.00 · State Transit Assistance (RTA)	23,840.34	104,545.36	<b>214,990</b>	258,330.77	385,224.84
457.00 · Federal Transit Assistance (RTA)	92,253.00	92,253.00	<b>389,856</b>	317,685.00	333,332.00
458.00 · Housing Draws	101,017.76	431,032.08	<b>0</b>	1,382,498.12	817,841.25
458.01 · IFA Tax Credit Revenues	3,325.00	3,325.00	<b>0</b>	10,325.00	11,550.00
459.00 · State Medicaid	28,736.13	91,790.79	<b>153,065</b>	164,234.82	148,101.74
<b>Total 4500 · Federal/State Revenues</b>	<b>249,172.23</b>	<b>850,696.23</b>	<b>1,014,265</b>	2,576,148.90	2,949,988.78
<b>4600 - Principle on Loans</b>					
461.00 · Principle on Loans	16,492.10	74,721.74	<b>0</b>	466,531.86	301,937.24
<b>Total 4600 - Principle on Loans</b>	<b>16,492.10</b>	<b>74,721.74</b>	<b>0</b>	466,531.86	301,937.24
<b>4700 · Local Revenues</b>					
470.00 · Per Capita Revenue	0.00	128,211.00	<b>127,943</b>	122,793.00	121,742.69
471.00 · Cities/Counties	6,000.00	6,000.00	<b>0</b>	0.00	24,034.49
472.00 · Other Contracts	0.00	50,331.87	<b>89,088</b>	102,254.24	297,297.03
473.00 · Grant Administration	24,500.00	71,310.00	<b>215,250</b>	281,408.75	460,743.39
474.00 · CDBG Housing Administration	0.00	0.00	<b>0</b>	0.00	0.00
475.00 · Other Contributions	0.00	47,599.00	<b>0</b>	169,187.00	81,279.00
475.01 · Homeowner Contributions	1,500.00	2,900.00	<b>0</b>	0.00	0.00
476.00 · HOME Administration	0.00	0.00	<b>0</b>	0.00	0.00
477.00 · IRP Administration	0.00	0.00	<b>0</b>	0.00	0.00
478.00 · FT. MADISON RLF Administratio	0.00	0.00	<b>5,796</b>	0.00	0.00
479.00 · RLF Administration	0.00	0.00	<b>35,000</b>	80,478.35	56,441.83
480.00 · Henry Co. RLF Administration	0.00	0.00	<b>5,796</b>	0.00	0.00
481.00 · Housing Soft Costs	0.00	0.00	<b>21,000</b>	9,636.44	5,943.05
482.00 · Lead Abatement	0.00	0.00	<b>0</b>	41,937.00	1,350.00
483.00 · Housing Authority Revenue	0.00	0.00	<b>0</b>	0.00	0.00
484.00 · Housing Inspections	0.00	0.00	<b>0</b>	0.00	0.00
485.00 · SBA Revenue	0.00	0.00	<b>0</b>	0.00	0.00
486.00 · Keokuk RLF Administration	0.00	0.00	<b>5,796</b>	0.00	0.00
487.00 · Mediapolis Housing Trust	0.00	0.00	<b>6,010</b>	0.00	0.00
488.00 · Vehicle Reimbursements	1,671.50	4,303.06	<b>13,850</b>	23,111.66	23,405.65
489.00 · Housing Administration	9,000.00	9,000.00	<b>220,526</b>	110,897.44	86,814.66
<b>Total 4700 · Local Revenues</b>	<b>42,671.50</b>	<b>319,654.93</b>	<b>746,055</b>	941,703.88	1,159,051.79
<b>4900 · Miscellaneous Revenues</b>					
491.00 · Note Proceeds	0.00	0.00	<b>0</b>	0.00	0.00
492.00 · Lease Income	12,711.60	40,496.40	<b>111,139</b>	105,139.20	49,552.51
495.00 · Insurance Proceeds	0.00	0.00	<b>0</b>	2,500.87	0.00
496.00 · Interest Income (Bank)	691.15	2,906.24	<b>7,309</b>	8,434.55	10,249.28
497.00 · Miscellaneous Revenues-Other	4,818.60	9,059.68	<b>2,000</b>	15,369.95	16,530.03
498.00 · Matching Funds	0.00	0.00	<b>104,006</b>	1,650.00	731,139.00
<b>Total 4900 · Miscellaneous Revenues</b>	<b>18,221.35</b>	<b>52,462.32</b>	<b>224,454</b>	133,094.57	807,470.82
<b>5000-52 RLF Income</b>					
507.00 · Late Payment Fees	0.00	423.00	<b>300</b>	975.00	1,950.00
508.00 · Loan Closing Fees	336.00	3,632.00	<b>3,500</b>	2,843.50	1,875.00
509.00 · FM RLF Loan Interest Income	59.33	287.54	<b>0</b>	1,772.60	2,374.21
510.00 · Henry Co. RLF Interest Income	161.21	742.71	<b>0</b>	2,056.62	3,136.95
511.01 · EDA RLF I Interest Income	1,871.13	8,244.98	<b>35,000</b>	31,489.47	37,548.98
512.00 · Mediapolis HTF Interest Income	95.45	490.05	<b>0</b>	2,066.85	3,595.23
513.00 · EDA RLF II Interest Income	330.06	733.72	<b>7,500</b>	0.00	0.00
515.00 · IRP I Loan Interest Income	282.62	1,265.60	<b>5,000</b>	4,859.19	6,681.81
516.00 · IRP II Loan Interest Income	888.56	3,799.44	<b>16,000</b>	15,875.86	19,086.77
517.00 · Our Home Rehab Interest Income	0.00	0.00	<b>0</b>	48.18	1,218.57

**Southeast Iowa Regional Planning Commission**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Month Ended October 31, 2012**

	Oct 2012	YTD	FY13 Budget	FY12 Actual	FY11 Actual
518.00 · Keokuk RLF Loan Interest Incom	144.84	880.61	0	2,435.72	3,315.57
520.00 · GRHTF-Loan Interest	62.95	130.04	0	44.63	0.00
<b>Total 5000-52 RLF Income</b>	<b>4,232.15</b>	<b>20,629.69</b>	<b>67,300</b>	<b>64,467.62</b>	<b>80,783.09</b>
<b>Total Income</b>	<b>348,475.71</b>	<b>1,365,364.14</b>	<b>2,180,705</b>	<b>4,311,301.50</b>	<b>5,479,751.13</b>
<b>Expenditures:</b>					
701.00 · Salaries	83,168.90	318,157.58	<b>963,649</b>	960,569.22	1,052,364.19
702.00 · FICA - Employer's Share	5,991.45	22,915.95	<b>70,936</b>	70,336.36	77,993.62
703.00 · IPERS - Employer's Share	6,770.52	25,647.31	<b>83,548</b>	75,626.71	72,494.61
704.00 · Unemployment	0.00	0.00	<b>500</b>	2,979.00	9,049.36
705.00 · Employee Benefits	11,428.30	49,688.60	<b>141,408</b>	133,113.52	137,509.88
706.00 · Physicals	230.50	631.50	<b>1,200</b>	1,508.00	1,780.00
707.00 · Uniform Expense	203.34	478.89	<b>500</b>	2,361.63	825.12
708.00 · Drug Testing	108.00	167.00	<b>1,000</b>	375.00	967.00
709.00 · Personnel Expenses-Other	62.40	309.45	<b>980</b>	3,552.55	424.56
710.00 · Accounting	275.51	1,089.16	<b>4,000</b>	3,486.64	3,637.96
712.00 · Advertising	0.00	2,434.86	<b>2,119</b>	1,588.98	2,701.37
717.00 · Audit	0.00	0.00	<b>14,000</b>	14,425.00	12,750.00
726.00 · Contractual Expenses-Other	3,251.16	4,721.01	<b>6,500</b>	164,353.08	582,750.20
728.00 · Information Technology	7,406.46	9,302.91	<b>3,500</b>	11,961.13	7,810.99
729.00 · Copier Expense	293.77	816.98	<b>6,000</b>	7,544.89	7,650.50
730.00 · Legal Expense	966.75	1,274.75	<b>5,500</b>	5,102.50	24,886.30
738.00 · Depreciation Expense	0.00	0.00	<b>6,317</b>	14,423.06	17,361.24
740.00 · Dues/Subscriptions	3,502.77	10,379.77	<b>14,750</b>	8,735.66	16,458.60
741.00 · Public Notices	125.40	480.43	<b>1,700</b>	2,415.86	2,519.69
745.00 · Land,Structures,Right of Way, et	0.00	0.00	<b>0</b>	0.00	1,055,000.00
746.00 · Leased Equipment	152.00	304.00	<b>700</b>	570.00	760.00
747.00 · Equipment under \$5000	0.00	2,280.89	<b>26,225</b>	14,124.29	16,295.23
748.00 · Capital Equipment	0.00	0.00	<b>158,635</b>	79,518.40	71,933.52
749.00 · Principle Expense	0.00	42,484.76	<b>53,165</b>	44,900.87	44,669.60
750.00 · Lead Testing	376.00	520.00	<b>2,000</b>	4,382.53	1,488.00
751.00 · Housing	161,377.65	306,758.49	<b>0</b>	1,164,099.89	579,853.54
752.00 · Admin. Expense	0.00	39,141.00	<b>0</b>	115,590.80	67,232.72
754.00 · Insurance	18,158.74	58,389.39	<b>94,800</b>	96,620.35	93,118.73
756.00 · Mortgage Filing Fees	70.50	400.50	<b>255</b>	1,274.00	482.00
757.00 · Interest Expense	6,079.22	6,162.53	<b>35,239</b>	34,589.63	34,974.14
758.00 · Loan Closing Expense	0.00	0.00	<b>0</b>	85.00	5.00
759.00 · Credit Report Exp.	5.73	77.60	<b>250</b>	508.94	16.92
760.00 · Hsng Relocation Expense	0.00	0.00	<b>0</b>	936.95	14,327.45
766.00 · Bldg. Maintenance & Repair	1,899.72	4,224.85	<b>10,500</b>	13,561.20	18,984.81
767.00 · Vehicle Maintenance & Repair	10,429.43	27,335.12	<b>96,451</b>	119,960.30	123,811.24
768.00 · Marketing	691.45	2,621.45	<b>5,000</b>	7,947.87	60.00
769.00 · Meeting Expense	113.50	609.89	<b>3,400</b>	2,570.17	6,028.09
782.00 · Printing/Postage	1,193.16	1,591.56	<b>4,675</b>	6,951.94	8,346.74
791.00 · Rent	400.00	1,600.00	<b>5,600</b>	5,411.00	7,663.55
806.00 · Supplies	894.91	2,881.57	<b>9,650</b>	10,577.79	15,747.78
807.00 · Bank Charges	0.00	0.00	<b>42</b>	-35.00	87.28
808.00 · Fuel/Oil	15,787.05	40,013.10	<b>92,263</b>	112,094.83	111,666.91
810.00 · Telecommunications	3,354.71	8,722.87	<b>24,861</b>	25,247.69	22,932.01
811.00 · Utilities Expense	3,373.82	10,801.22	<b>33,000</b>	30,361.38	21,801.22
812.00 · Bldg. Operation Allocation	0.00	0.00	<b>0</b>	0.00	0.00
813.00 · Real Estate Taxes	0.00	6,480.00	<b>13,500</b>	54,129.00	0.00
815.00 · Mileage Expense	0.00	18.50	<b>0</b>	0.00	18.80
816.00 · Travel/Training	631.10	1,914.63	<b>18,100</b>	19,759.27	13,132.92
820.00 · Use Allowance	1,671.50	4,303.06	<b>13,850</b>	23,111.66	23,405.65
829.00 · Down Payment Assistance	50,000.00	109,950.00	<b>0</b>	219,828.00	316,418.25
830.00 · Participant Loans & Grants	13,860.00	171,360.00	<b>0</b>	177,395.00	0.00
890.00 · Matching Expenditures	0.00	0.00	<b>77,037</b>	0.00	731,139.03
900.00 · INDIRECT COSTS	0.00	0.00	<b>0</b>	127,099.00	-127,099.10
<b>Total Expenditures</b>	<b>414,305.42</b>	<b>1,299,443.13</b>	<b>2,107,306</b>	<b>3,997,631.54</b>	<b>5,306,237.22</b>
<b>Excess (deficiency) of revenues over(under) expenditur</b>	<b>-65,829.71</b>	<b>65,921.01</b>	<b>73,399</b>	<b>313,669.96</b>	<b>173,513.91</b>

Schedule 1

**TO:** Seirpc Board  
**FROM:** CPA Associates PC  
**DATE:** 11/19/12  
**RE:** Financial Summary for the month of **OCT-2012**



**PROFIT & LOSS ALL CLASSES**

	October-12	YTD
TOTAL REVENUES :	348,476	1,365,364
TOTAL EXPENSES :	414,305	1,299,443
Excess (deficiency) of revenues over (under) expenditures	(65,830)	65,921

**PROFIT & LOSS REGIONAL TRANSIT AUTHORITY**

	October-12	YTD
TOTAL REVENUES :	162,552	385,340
TOTAL EXPENSES :	100,010	304,064
Excess (deficiency) of revenues over (under) expenditures	62,542	81,275

CASH BALANCE	UNRESTRICTED	RESTRICTED	
Our Home Rehab Government Chkng		1,867	
Gen'l Government Chkng	266,020	-	
IRP Government Chkng		988,336	
Ft. Madison RLF Government Chkng		185,940	
Henry County RLF Government Chkng		164,821	
Henry County RTA Government Chkng	35,911		
Keokuk RLF Regular Chkng		115,414	
EDA RLF Government Chkng		480,672	
Mediapolis HTF Government Chkng		76,493	
GRHTF Government Chkng		218,943	
<b>TOTAL</b>	<b>301,932</b>	<b>2,232,487</b>	<b>2,534,418</b>

**CUSTOMER ACCOUNTS RECEIVABLE BALANCE**

Current	1-45	46-90	>90	TOTAL
24,753	118,131	99,920	61,283	304,087

**Regional Transit Authority**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For the Month Ended October 31, 2012**

	Oct 2012	Year-to-Date	FY13 Budget	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
<b>Revenues:</b>							
<b>3900.00 · Tx from Fund Balance</b>							
<b>4100 · Bus Fare Revenues</b>							
410.00 · General Public	5,937.72	18,886.59	<b>41,681</b>	44,451.86	48,825.70	50,915.99	60,430
411.00 · Local Contracts	11,748.66	28,312.64	<b>86,949</b>	84,902.81	131,693.71	306,718.11	471,355
<b>Total 4100 · Bus Fares</b>	<b>17,686.38</b>	<b>47,199.23</b>	<b>128,630</b>	<b>129,354.67</b>	<b>180,519.41</b>	<b>357,634.10</b>	<b>531,784</b>
<b>4500 · Federal/State Revenues</b>							
456.00 · State Transit Assistance (RTA)	23,840.34	104,545.36	<b>214,990</b>	258,330.77	260,045.84	228,734.55	217,034
457.00 · Federal Transit Assistance (RT)	92,253.00	92,253.00	<b>389,856</b>	317,685.00	333,332.00	396,927.93	315,519
459.00 · State Medicaid	28,736.13	91,790.79	<b>153,065</b>	164,234.82	148,101.74	134,997.51	124,586
<b>Total 4500 · Federal/State Revenues</b>	<b>144,829.47</b>	<b>288,589.15</b>	<b>757,911</b>	<b>740,250.59</b>	<b>741,479.58</b>	<b>760,659.99</b>	<b>657,139</b>
<b>4700 · Local Revenues</b>							
470.00 · Per Capita Revenue	0.00	49,443.00	<b>49,443</b>	49,443.00	49,443.00	49,443.00	45,523
472.00 · Other Contracts	0.00	0.00	<b>0</b>	0.00	0.00	0.00	0.00
<b>Total 4700 · Local Revenues</b>	<b>0.00</b>	<b>49,443.00</b>	<b>49,443</b>	<b>49,443.00</b>	<b>49,443.00</b>	<b>49,443.00</b>	<b>45,523</b>
<b>4900 · Miscellaneous Revenues</b>							
495.00 · Insurance Proceeds	0.00	0.00	<b>0</b>	2,500.87	0.00	3,201.00	43
496.00 · Interest Income (Bank)	6.41	23.22	<b>65</b>	63.50	87.83	55.04	57
497.00 · Miscellaneous Revenues-Other	30.00	85.00	<b>2,000</b>	2,627.92	1,628.02	4,327.70	920
498.00 · Matching Funds	0.00	0.00	<b>26,969</b>	0.00	9,855.05	0.00	26,040
<b>Total 4900 · Miscellaneous Revenues</b>	<b>36.41</b>	<b>108.22</b>	<b>29,034</b>	<b>5,192.29</b>	<b>11,570.90</b>	<b>7,583.74</b>	<b>27,060</b>
<b>Total Revenues</b>	<b>162,552.26</b>	<b>385,339.60</b>	<b>965,018</b>	<b>924,240.55</b>	<b>983,012.89</b>	<b>1,175,320.83</b>	<b>1,261,506</b>
<b>Expenditures:</b>							
701.00 · Salaries	28,322.69	109,173.82	<b>313,390</b>	314,513.24	368,634.18	368,395.08	358,597
702.00 · FICA - Employer's Share	2,114.93	8,164.88	<b>23,723</b>	23,768.36	27,924.24	27,710.01	27,457
703.00 · IPERS - Employer's Share	2,455.55	9,465.28	<b>27,171</b>	25,368.05	25,737.68	24,457.12	22,518
704.00 · Unemployment	0.00	0.00	<b>500</b>	2,979.00	0.00	6,973.60	9,380
705.00 · Employee Benefits	3,956.87	14,249.70	<b>30,505</b>	31,065.88	40,890.88	40,251.91	25,803
706.00 · Physicals	230.50	631.50	<b>1,200</b>	1,508.00	1,780.00	1,424.00	118
707.00 · Uniform Expense	203.34	478.89	<b>500</b>	437.22	825.12	2,025.90	1,194
708.00 · Drug Testing	108.00	167.00	<b>1,000</b>	375.00	967.00	1,001.00	2,023
709.00 · Personnel Expenses-Other	15.36	121.29	<b>580</b>	594.60	0.00	100.00	1,050
712.00 · Advertising	0.00	2,434.86	<b>2,119</b>	1,588.98	1,967.63	1,746.70	3,896
726.00 · Contractual Expenses-Other	0.00	0.00	<b>6,500</b>	6,357.50	12,913.92	8,733.20	9,741
728.00 · Information Technology	1,282.50	1,395.00	<b>500</b>	897.75	990.00	0.00	0
730.00 · Legal Expense	0.00	160.00	<b>1,000</b>	587.50	5,616.48	16,378.43	14,058
738.00 · Depreciation Expense	0.00	0.00	<b>0</b>	0.00	0.00	0.00	0
740.00 · Dues/Subscriptions	2,273.00	2,273.00	<b>2,500</b>	2,525.00	2,547.00	1,355.83	2,057
741.00 · Public Notices	0.00	0.00	<b>100</b>	20.28	22.53	90.08	279
746.00 · Leased Equipment	0.00	0.00	<b>0</b>	0.00	0.00	0.00	0
747.00 · Equipment Under \$5000	0.00	0.00	<b>1,000</b>	404.95	0.00	0.00	17,243
748.00 · Capital Equipment	0.00	0.00	<b>158,635</b>	57,267.40	57,965.05	207,221.40	107,998
754.00 · Insurance	18,349.20	33,892.20	<b>50,000</b>	48,892.00	51,564.00	69,793.00	59,100
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	<b>500</b>	234.15	3,832.92	0.00	0
767.00 · Vehicle Maintenance & Repair	10,204.43	26,650.81	<b>91,451</b>	115,841.67	122,079.55	115,118.05	157,507
768.00 · Marketing	0.00	300.00	<b>1,000</b>	1,150.00	0.00	0.00	0
769.00 · Meeting Expense	0.00	0.00	<b>200</b>	98.59	99.78	222.16	193
782.00 · Printing/Postage	0.00	220.70	<b>0</b>	5.94	837.01	52.12	247
791.00 · Rent	400.00	1,600.00	<b>5,600</b>	5,381.00	5,213.55	4,976.22	5,019
806.00 · Supplies	2.95	238.87	<b>500</b>	428.68	752.41	266.80	660
807.00 · Bank Charges	0.00	0.00	<b>0</b>	5.00	-25.00	30.00	6
808.00 · Fuel/Oil	15,374.06	38,704.78	<b>87,263</b>	106,448.71	106,783.81	114,227.21	136,696
810.00 · Telecommunications	1,105.81	2,493.34	<b>7,501</b>	7,445.31	8,657.12	9,759.24	7,859
815.00 · Mileage Expense	0.00	0.00	<b>0</b>	0.00	0.00	431.00	529
816.00 · Travel/Training	246.50	917.33	<b>4,500</b>	5,569.61	3,169.41	5,766.39	2,881
820.00 · Use Allowance	238.34	758.53	<b>2,500</b>	3,661.53	3,803.99	6,155.75	2,728
890.00 · Matching Expenditures	0.00	0.00	<b>0</b>	0.00	9,855.05	0.00	26,040
900.00 · INDIRECT COSTS	13,125.98	49,572.35	<b>143,079</b>	189,091.59	104,460.69	104,924.17	109,133
<b>Total Expenditures</b>	<b>100,010.01</b>	<b>304,064.13</b>	<b>965,018</b>	<b>954,512.49</b>	<b>969,866.00</b>	<b>1,139,586.37</b>	<b>1,112,011</b>
<b>Fund Balance</b>	<b>62,542.25</b>	<b>81,275.47</b>	<b>0</b>	<b>-30,271.94</b>	<b>13,146.89</b>	<b>35,734.46</b>	<b>149,495.21</b>

See Accountant's Compilation Report

## Southeast Iowa Regional Planning Commission

## Statement of Activities by Cost Center

Year to Date thru October 2012

	10 Company Vehicle	20 EDA PG	22 Facility	47 HOUSING	48 GRHTF	60 IDOT
<b>Revenues:</b>						
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00	0.00
4500 · Federal/State Revenues	0.00	15,250.00	0.00	431,032.08	0.00	0.00
461 - Principle on Loans	0.00	0.00	0.00	4,865.39	2,439.95	0.00
4700 · Local Revenues	4,303.06	0.00	0.00	16,890.00	34,900.00	12,155.87
4900 · Miscellaneous Revenues	0.00	0.00	40,496.40	58.15	7,670.55	0.00
50000-52 RLF Income	0.00	0.00	0.00	540.05	1,710.04	0.00
	<u>4,303.06</u>	<u>15,250.00</u>	<u>40,496.40</u>	<u>453,385.67</u>	<u>46,720.54</u>	<u>12,155.87</u>
<b>Expenditures:</b>						
700.00 · Personnel Expenses	0.00	32,275.99	0.00	42,064.16	0.00	57,003.73
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	0.00	0.00	0.00	0.00	0.00
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	0.00	0.00
708.00 · Drug Testing	0.00	0.00	0.00	0.00	0.00	0.00
709.00 · Personnel Expenses-Other	0.00	17.84	0.00	29.76	0.00	18.24
710.00 · Payroll Service	0.00	0.00	0.00	0.00	0.00	0.00
712.00 · Advertising	0.00	0.00	0.00	0.00	0.00	0.00
717.00 · Audit	0.00	0.00	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	0.00	0.00	1,579.80	0.00	795.00	1,241.21
728.00 · Information Technology	0.00	0.00	0.00	2,689.66	0.00	488.50
729.00 · Copier Expense	0.00	0.00	0.00	0.00	0.00	0.00
730.00 · Legal Expense	0.00	0.00	0.00	1,023.00	0.00	48.75
738.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions	0.00	0.00	0.00	390.00	0.00	324.00
741.00 · Public Notices	0.00	0.00	0.00	26.19	59.49	46.84
745.00 · Land, Structures, Right-of-Ways	0.00	0.00	0.00	0.00	0.00	0.00
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	0.00	0.00
747.00 · Equipment under \$5000	0.00	0.00	0.00	0.00	0.00	1,564.98
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	0.00	0.00	0.00	0.00	0.00
750.00 · Lead Testing	0.00	0.00	0.00	520.00	0.00	0.00
751.00 · Housing	0.00	0.00	0.00	304,014.49	2,744.00	0.00
752.00 · Admin. Expense	0.00	0.00	0.00	6,010.00	15,743.00	0.00
754.00 · Insurance	0.00	0.00	0.00	0.00	0.00	0.00
756.00 · Mortgage Filing Expenses	0.00	0.00	0.00	290.00	1.00	0.00
757.00 · Interest Expense	0.00	0.00	6,057.35	0.00	0.00	0.00
758.00 · Loan Closing Expenses	0.00	0.00	0.00	0.00	0.00	0.00
759.00 · Credit Report Exp.	0.00	0.00	0.00	0.00	77.60	0.00
760.00 · Hsng Relocation Exp.	0.00	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	4,224.85	0.00	0.00	0.00
767.00 · Vehicle Maintenance & Repairs	684.31	0.00	0.00	0.00	0.00	0.00
768.00 · Marketing	0.00	0.00	0.00	200.00	0.00	0.00
769.00 · Meeting Expense	0.00	78.37	0.00	0.00	207.75	53.66
782.00 · Printing/Postage	0.00	20.96	0.00	0.00	39.19	119.66
791.00 · Rent	0.00	0.00	0.00	0.00	0.00	0.00
806.00 · Supplies	0.00	0.00	14.97	126.40	180.27	456.56
807.00 · Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00
808.00 · Fuel/Oil	1,308.32	0.00	0.00	0.00	0.00	0.00
810.00 · Telecommunications	0.00	0.00	0.00	36.85	0.00	0.00
811.00 · Utilities Expense	0.00	0.00	10,801.22	0.00	0.00	0.00
812.00 · Bldg. Operation Allocation	0.00	0.00	-5,943.59	0.00	0.00	0.00
813.00 · Real Estate Taxes	0.00	0.00	6,480.00	0.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	0.00	0.00	18.50
816.00 · Travel/Training	0.00	0.00	0.00	278.63	7.75	49.28
820.00 · Use Allowance	5.83	416.21	0.00	202.92	236.31	1,090.79
829.00 · Down Payment Assistance	0.00	0.00	0.00	89,950.00	20,000.00	0.00
830.00 · Participant Loans & Grants	0.00	0.00	0.00	0.00	21,360.00	0.00
890.00 · Matching Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	0.00	11,401.19	0.00	14,793.06	0.00	20,087.28
	<u>1,998.46</u>	<u>44,210.56</u>	<u>23,214.60</u>	<u>462,645.12</u>	<u>61,451.36</u>	<u>82,611.98</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>2,304.60</u>	<u>-28,960.56</u>	<u>17,281.80</u>	<u>-9,259.45</u>	<u>-14,730.82</u>	<u>-70,456.11</u>
<b>SEIRPC adjusted Balance (Exclude RLF's &amp; GRHTF)</b>	<b>2,304.60</b>	<b>(28,960.56)</b>	<b>17,281.80</b>	<b>(46,327.04)</b>	<b>-</b>	<b>(70,456.11)</b>



## Southeast Iowa Regional Planning Commission

## Statement of Activities by Cost Center

Year to Date thru October 2012

	73 FM/HC/KK					
	71 EDA RLF	72 IRP-I	RLF	76 IRP-II	80 RPC	85 RTA
<b>Revenues:</b>						
4100 · Bus Fare Revenues	0.00	0.00	0.00	0.00	0.00	47,199.23
4500 · Federal/State Revenues	112,500.00	0.00	0.00	0.00	0.00	288,589.15
461 - Principle on Loans	34,421.86	8,927.02	12,343.80	11,723.72	0.00	0.00
4700 · Local Revenues	0.00	0.00	10,299.00	0.00	0.00	49,443.00
4900 · Miscellaneous Revenues	382.23	1,667.10	283.50	0.00	0.00	108.22
50000-52 RLF Income	11,228.70	1,265.60	2,085.86	3,799.44	0.00	0.00
	<u>158,532.79</u>	<u>11,859.72</u>	<u>25,012.16</u>	<u>15,523.16</u>	<u>0.00</u>	<u>385,339.60</u>
<b>Expenditures:</b>						
700.00 · Personnel Expenses	8,492.03	0.00	0.00	0.00	62,445.43	141,053.68
704.00 · Unemployment	0.00	0.00	0.00	0.00	0.00	0.00
706.00 · Physicals	0.00	0.00	0.00	0.00	0.00	631.50
707.00 · Uniform Expense	0.00	0.00	0.00	0.00	0.00	478.89
708.00 · Drug Testing	0.00	0.00	0.00	0.00	0.00	167.00
709.00 · Personnel Expenses-Other	7.48	0.00	0.00	0.00	48.96	121.29
710.00 · Payroll Service	0.00	0.00	0.00	0.00	1,089.16	0.00
712.00 · Advertising	0.00	0.00	0.00	0.00	0.00	2,434.86
717.00 · Audit	0.00	0.00	0.00	0.00	0.00	0.00
726.00 · Contractual Expenses	0.00	0.00	0.00	0.00	1,105.00	0.00
728.00 · Information Technology	275.20	0.00	0.00	0.00	712.70	1,395.00
729.00 · Copier Expense	0.00	0.00	0.00	0.00	816.98	0.00
730.00 · Legal Expense	0.00	0.00	0.00	0.00	43.00	160.00
738.00 · Depreciation Expense	0.00	0.00	0.00	0.00	0.00	0.00
740.00 · Dues/Subscriptions	0.00	0.00	0.00	0.00	5,953.00	2,273.00
741.00 · Public Notices	0.00	0.00	0.00	0.00	166.58	0.00
745.00 · Land, Structures, Right-of-Ways	0.00	0.00	0.00	0.00	0.00	0.00
746.00 · Leased Equipment	0.00	0.00	0.00	0.00	304.00	0.00
747.00 · Equipment under \$5000	0.00	0.00	0.00	0.00	715.91	0.00
748.00 · Capital Equipment	0.00	0.00	0.00	0.00	0.00	0.00
749.00 · Principle Expense	0.00	20,463.19	0.00	22,021.57	0.00	0.00
750.00 · Lead Testing	0.00	0.00	0.00	0.00	0.00	0.00
751.00 · Housing	0.00	0.00	0.00	0.00	0.00	0.00
752.00 · Admin. Expense	0.00	0.00	17,388.00	0.00	0.00	0.00
754.00 · Insurance	0.00	0.00	0.00	0.00	24,497.19	33,892.20
756.00 · Mortgage Filing Expenses	91.00	0.00	0.00	0.00	0.00	0.00
757.00 · Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00
758.00 · Loan Closing Expenses	0.00	0.00	0.00	0.00	0.00	0.00
759.00 · Credit Report Exp.	0.00	0.00	0.00	0.00	0.00	0.00
760.00 · Hsng Relocation Exp.	0.00	0.00	0.00	0.00	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	0.00	0.00	0.00	0.00	0.00
767.00 · Vehicle Maintenance & Repairs	0.00	0.00	0.00	0.00	0.00	26,650.81
768.00 · Marketing	200.00	0.00	0.00	0.00	0.00	300.00
769.00 · Meeting Expense	0.00	0.00	0.00	0.00	189.87	0.00
782.00 · Printing/Postage	0.00	0.00	0.00	0.00	1,035.00	220.70
791.00 · Rent	0.00	0.00	0.00	0.00	0.00	1,600.00
806.00 · Supplies	0.00	0.00	0.00	0.00	1,598.66	238.87
807.00 · Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00
808.00 · Fuel/Oil	0.00	0.00	0.00	0.00	0.00	38,704.78
810.00 · Telecommunications	0.00	0.00	0.00	0.00	6,049.58	2,493.34
811.00 · Utilities Expense	0.00	0.00	0.00	0.00	0.00	0.00
812.00 · Bldg. Operation Allocation	0.00	0.00	0.00	0.00	5,943.59	0.00
813.00 · Real Estate Taxes	0.00	0.00	0.00	0.00	0.00	0.00
815.00 · Mileage Expense	0.00	0.00	0.00	0.00	0.00	0.00
816.00 · Travel/Training	310.92	0.00	0.00	0.00	282.56	917.33
820.00 · Use Allowance	164.20	0.00	12.90	0.00	153.32	758.53
829.00 · Down Payment Assistance	0.00	0.00	0.00	0.00	0.00	0.00
830.00 · Participant Loans & Grants	150,000.00	0.00	0.00	0.00	0.00	0.00
890.00 · Matching Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
900.00 · INDIRECT COSTS	2,994.30	0.00	0.00	0.00	-124,598.10	49,572.35
	<u>162,535.13</u>	<u>20,463.19</u>	<u>17,400.90</u>	<u>22,021.57</u>	<u>-11,447.61</u>	<u>304,064.13</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>-4,002.34</u>	<u>-8,603.47</u>	<u>7,611.26</u>	<u>-6,498.41</u>	<u>11,447.61</u>	<u>81,275.47</u>
<b>SEIRPC adjusted Balance (Exclude RLF's &amp; GRHTF)</b>	<b>(12,535.13)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,447.61</b>	<b>81,275.47</b>



**Southeast Iowa Regional Planning Commission**  
**Statement of Activities by Cost Center**  
**Year to Date thru October 2012**

	<b>90 LOCAL</b>	<b>TOTAL</b>
<b>Revenues:</b>		
4100 · Bus Fare Revenues	0.00	47,199.23
4500 · Federal/State Revenues	3,325.00	850,696.23
461 - Principle on Loans	0.00	74,721.74
4700 · Local Revenues	191,664.00	319,654.93
4900 · Miscellaneous Revenues	1,796.17	52,462.32
50000-52 RLF Income	0.00	20,629.69
	<u>196,785.17</u>	<u>1,365,364.14</u>
<b>Expenditures:</b>		
700.00 · Personnel Expenses	73,074.42	416,409.44
704.00 · Unemployment	0.00	0.00
706.00 · Physicals	0.00	631.50
707.00 · Uniform Expense	0.00	478.89
708.00 · Drug Testing	0.00	167.00
709.00 · Personnel Expenses-Other	65.88	309.45
710.00 · Payroll Service	0.00	1,089.16
712.00 · Advertising	0.00	2,434.86
717.00 · Audit	0.00	0.00
726.00 · Contractual Expenses	0.00	4,721.01
728.00 · Information Technology	3,741.85	9,302.91
729.00 · Copier Expense	0.00	816.98
730.00 · Legal Expense	0.00	1,274.75
738.00 · Depreciation Expense	0.00	0.00
740.00 · Dues/Subscriptions	1,439.77	10,379.77
741.00 · Public Notices	181.33	480.43
745.00 · Land, Structures, Right-of-Ways	0.00	0.00
746.00 · Leased Equipment	0.00	304.00
747.00 · Equipment under \$5000	0.00	2,280.89
748.00 · Capital Equipment	0.00	0.00
749.00 · Principle Expense	0.00	42,484.76
750.00 · Lead Testing	0.00	520.00
751.00 · Housing	0.00	306,758.49
752.00 · Admin. Expense	0.00	39,141.00
754.00 · Insurance	0.00	58,389.39
756.00 · Mortgage Filing Expenses	18.50	400.50
757.00 · Interest Expense	105.18	6,162.53
758.00 · Loan Closing Expenses	0.00	0.00
759.00 · Credit Report Exp.	0.00	77.60
760.00 · Hsng Relocation Exp.	0.00	0.00
766.00 · Bldg. Maintenance & Repairs	0.00	4,224.85
767.00 · Vehicle Maintenance & Repairs	0.00	27,335.12
768.00 · Marketing	1,921.45	2,621.45
769.00 · Meeting Expense	80.24	609.89
782.00 · Printing/Postage	156.05	1,591.56
791.00 · Rent	0.00	1,600.00
806.00 · Supplies	265.84	2,881.57
807.00 · Bank Charges	0.00	0.00
808.00 · Fuel/Oil	0.00	40,013.10
810.00 · Telecommunications	143.10	8,722.87
811.00 · Utilities Expense	0.00	10,801.22
812.00 · Bldg. Operation Allocation	0.00	0.00
813.00 · Real Estate Taxes	0.00	6,480.00
815.00 · Mileage Expense	0.00	18.50
816.00 · Travel/Training	68.16	1,914.63
820.00 · Use Allowance	1,262.05	4,303.06
829.00 · Down Payment Assistance	0.00	109,950.00
830.00 · Participant Loans & Grants	0.00	171,360.00
890.00 · Matching Expenditures	0.00	0.00
900.00 · INDIRECT COSTS	25,749.92	0.00
	<u>108,273.74</u>	<u>1,299,443.13</u>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<u>88,511.43</u>	<u>65,921.01</u>
<b>SEIRPC adjusted Balance (Exclude RLF's &amp; GRHTF)</b>	<b>88,511.43</b>	<b>42,542.07</b>

**Southeast Iowa Regional Planning Commission**  
**CHECK REGISTER**

October 2012

	<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
<b>Oct 12</b>	Check	10/03/2012	24676	American Country Insurance	-13,606.40
	Check	10/03/2012	24677	Pitney Bowes Global Financial Svcs.	-152.00
	Check	10/03/2012	24678	Pitney Bowes - Purchase Power	-1,000.00
	Check	10/03/2012	24679	Waterworks Car Wash	-230.00
	Check	10/03/2012	24680	MT. PLEASANT TIRE & SERVICE	-131.52
	Check	10/03/2012	24681	Mutual Wheel Co.	-189.98
	Check	10/03/2012	24682	Huffman Welding and Machine	-56.99
	Check	10/03/2012	24683	Iowa Illinois Office Solutions	-268.56
	Check	10/03/2012	24684	Ebert Supply Company	-124.81
	Check	10/03/2012	24685	Craftsman Press	-35.00
	Check	10/03/2012	24686	US Cellular	-36.16
	Check	10/03/2012	24687	Billups Tire and Services Inc.	-1,546.32
	Check	10/03/2012	24688	Deery Brothers Ford Lincoln Inc	-369.01
	Check	10/03/2012	24689	Fedex	-70.10
	Check	10/03/2012	24690	Frank Millard and Company Inc.	-250.67
	Check	10/03/2012	24691	Truck Repair Inc.	-2,324.30
	Check	10/03/2012	24692	CenturyLink	-661.64
	Check	10/03/2012	24693	City of West Burlington	-414.84
	Check	10/03/2012	24694	Bancard Services	-2,783.75
	Check	10/03/2012	24695	Aspelmeier,Fisch,Power,Engberg & F	-48.75
	Check	10/03/2012	24696	Cray Goddard Miller Taylor & Chelf	-750.00
	Check	10/03/2012	24697	SEIRPC Petty Cash	-166.37
	Check	10/03/2012	24698	Thomas Bus Sales	-114,534.80
	Check	10/03/2012	24699	Zachary James	-23.68
	Check	10/03/2012	24700	Becky Anderson d/b/a Hilltop Prope	-20,055.67
	Check	10/03/2012	24701	Gary Wenger	-48,090.51
	Check	10/03/2012	24702	Wenger Rental LLC	-13,215.30
	Check	10/03/2012	24703	Commercial Contractors	-9,900.00
	Check	10/03/2012	24704	Commercial Contractors	-10,000.00
	Check	10/03/2012	24705	Schaer Construction	-3,252.00
	Check	10/03/2012	24706	Jack Callas	-122.50
	Check	10/17/2012	24707	Wright Express Fleet Service	-1,141.84
	Check	10/17/2012	24708	IPTA	-2,273.00
	Check	10/17/2012	24709	Embellishments & Designs	-203.34
	Check	10/17/2012	24710	City of Mount Pleasant	-2,402.18
	Check	10/17/2012	24711	City of Burlington	-5,400.10
	Check	10/17/2012	24712	Burlington Kiwanis	-110.00
	Check	10/17/2012	24713	Pauwels Lawn Care	-375.00
	Check	10/17/2012	24714	Integrated Technology Partners	-19.95
	Check	10/17/2012	24715	SHOTENKIRK SUPERSTORE	-753.08
	Check	10/17/2012	24716	Great River Business Health	-94.00
	Check	10/17/2012	24717	Transfor Corporation, Inc.	-207.80
	Check	10/17/2012	24718	Bezoni's True Value	-16.31
	Check	10/17/2012	24719	The New London Journal	-39.00
	Check	10/17/2012	24720	Mediacom	-69.95
	Check	10/17/2012	24721	Lowell Gaulke	-687.00
	Check	10/17/2012	24722	Roberts Tire Center Corporation	-217.50
	Check	10/17/2012	24723	Nextel	-327.82
	Check	10/17/2012	24724	CenturyLink	-752.67
	Check	10/17/2012	24725	Experian	-5.73
	Check	10/17/2012	24726	Hope Haven	-340.00
	Check	10/17/2012	24727	Digital Office Solutions	-293.77
	Check	10/17/2012	24728	City of Keokuk	-6,842.93
	Check	10/17/2012	24729	SWAILES AUTO SUPPLY INC.	-329.23
	Check	10/17/2012	24730	Billups Tire and Services Inc.	-1,466.93
	Check	10/17/2012	24731	Deery Brothers Ford Lincoln Inc	-55.51
	Check	10/17/2012	24732	The Burlington Hawk Eye	-125.40
	Check	10/17/2012	24733	Pep Stop	-20.00
	Check	10/17/2012	24734	Drake Hardware & Software	-1,902.49
	Check	10/17/2012	24735	St. Luke's Drug & Alcohol Testing	-108.00
	Check	10/17/2012	24736	Community Health Centers Keokuk	-136.50

Type	Date	Num	Name	Amount
Check	10/17/2012	24737	Mt. Pleasant Glass	-111.00
Check	10/17/2012	24738	Mutual Wheel Co.	-38.88
Check	10/17/2012	24739	Wolf Decals	-710.00
Check	10/17/2012	24740	Polk County Housing Trust Fund	-750.00
Check	10/17/2012	24741	Fullenkamp Insurance Agency	-4,938.54
Check	10/17/2012	24742	Waterworks Car Wash	-5.00
Check	10/17/2012	24743	Des Moines County News	-32.00
Check	10/17/2012	24744	Wemiga Waste Inc	-22.00
Check	10/17/2012	24745	Des Moines County Recorder's Office	-27.00
Check	10/17/2012	24746	BRC	-9,700.00
Check	10/17/2012	24747	Iowa Department of Public Health	-250.00
Check	10/17/2012	24748	Sara Hecox	-28.00
Check	10/17/2012	24749	Melissa & Scott Jordan & IA State B	-45,000.00
Check	10/17/2012	24750	Commercial Contractors	-9,960.00
Check	10/17/2012	24751	Schaer Construction	-10,170.00
Check	10/17/2012	24752	Jack Callas	-122.50
Check	10/29/2012	ACH102912	Two Rivers Bank & Trust	-45,090.00
Check	10/31/2012	24753	Huffman Welding and Machine	-105.97
Check	10/31/2012	24754	Crescent Electric Supply Co	-49.00
Check	10/31/2012	24755	US Cellular	-36.85
Check	10/31/2012	24756	SEIBA	-100.00
Check	10/31/2012	24757	Des Moines County Recorder's Office	-32.00
Check	10/31/2012	24758	Sara Hecox	-42.03
Check	10/31/2012	24759	Kristian Eckland & IA State Bank	-5,000.00
Check	10/31/2012	24760	Becky Anderson d/b/a Hilltop Prope	-25,054.17
Check	10/31/2012	24761	BRC	-9,300.00
Check	10/31/2012	24762	Schaer Construction	-6,540.00
Check	10/31/2012	24763	Dan Eberhardt	-28.18
Check	10/31/2012	24764	Susan Coffey	-10.00
Check	10/31/2012	24765	Mike Norris.	-23.00
Check	10/31/2012	24766	Bob Kuskowski	-28.49
Check	10/31/2012	24767	Fort Dearborn Life Insurance Compe	-971.93
Check	10/31/2012	24768	Fastenal	-2.05
Check	10/31/2012	24769	Keokuk Area Chamber of Commerce	-264.77
Check	10/31/2012	24770	Professional Office Services	-202.28
Check	10/31/2012	24771	Nextel	-777.99
Check	10/31/2012	24772	Cray Goddard Miller Taylor & Chelf	-168.00
Check	10/31/2012	24773	Pep Stop	-40.50
Check	10/31/2012	24774	Telin Transportation Group	-792.55
Check	10/31/2012	24775	Fedex	-66.55
Check	10/31/2012	24776	IARC	-350.00
Check	10/31/2012	24777	IPC, Inc.	-400.00
Check	10/31/2012	24778	American Country Insurance	-4,742.80
Check	10/31/2012	24779	The Ivy Bake Shoppe & Cafe	-27.00
Check	10/31/2012	24780	Frank Millard and Company Inc.	-1,548.56
Check	10/31/2012	24781	AMERICAN PLANNING ASSOCIATIO	-184.00
Check	10/31/2012	24782	Jack Callas	-122.50
Check	10/31/2012	24783	Derrick Doyle	-425.00
Check	10/31/2012	24784	CenturyLink	-691.63
Check	10/31/2012	24785	C-CAT, Inc.	-100.00
Check	10/31/2012	24786	Drake Hardware & Software	-5,503.97
<b>Oct 12</b>				<b><u>-461,815.35</u></b>
	Electronic Transfer		Wellmark	-15,070.27
	Electronic Transfer		Facility Note Payment	-8,961.66
	Electronic Transfer		Payroll	-61,371.15
	Electronic Transfer		Payroll Taxes	-20,780.72
	Electronic Transfer		Copier Loan Payment	-321.79
	Electronic Transfer		Alliant Energy	-2,958.98
	Electronic Transfer		Wellmark-Flex Admin Fees	-62.40
	Electronic Transfer		IPERS	-11,663.81
				<b><u>-121,190.78</u></b>
<b>Oct 12</b>			<b>TOTAL EXPENDITURES</b>	<b><u>-583,006.13</u></b>

**Southeast Iowa Regional Planning Commission**  
**A/R Aging Summary**  
**As of October 31, 2012**

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Alcohol and Drug Dependence Services	25.00	25.00	0.00	0.00	50.00
Alexandria & Autumn Turner	0.00	0.00	0.00	30.00	30.00
Ann Noel	25.00	0.00	0.00	0.00	25.00
Blair House	115.00	50.00	0.00	0.00	165.00
Burlington Area Convention/Tourism Bureau	0.00	120.00	0.00	0.00	120.00
Burlington Community School District	0.00	6,000.00	0.00	0.00	6,000.00
City of Burlington	0.00	0.00	8,105.00	0.00	8,105.00
City of Columbus Junction	2,500.00	0.00	0.00	0.00	2,500.00
City of Donnellson	0.00	0.00	0.00	5,000.00	5,000.00
City of Houghton	0.00	0.00	439.00	0.00	439.00
City of Keokuk	0.00	5,000.00	0.00	0.00	5,000.00
City of Letts	0.00	0.00	0.00	500.00	500.00
City of Mt. Pleasant	0.00	2,500.00	0.00	0.00	2,500.00
City of Oakville	0.00	3,000.00	22,500.00	0.00	25,500.00
City of Wayland	0.00	5,000.00	0.00	0.00	5,000.00
Community Action of Southeast Iowa	0.00	300.00	0.00	0.00	300.00
CPC - Des Moines County	0.00	143.22	0.00	0.00	143.22
CPC - Henry County	935.40	702.47	0.00	0.00	1,637.87
CPC - Henry County (State Cases)	0.00	82.36	0.00	0.00	82.36
CPC - Lee County	3,053.42	2,934.66	0.00	0.00	5,988.08
Danville Telecom	0.00	700.00	0.00	0.00	700.00
Des Moines County Auditor	0.00	16,500.00	0.00	0.00	16,500.00
Direct Mail Holdings	0.00	0.00	0.00	2,825.00	2,825.00
Donald Newman	55.00	41.25	0.00	0.00	96.25
Downtown Partners	0.00	0.00	64,159.46	1,864.00	66,023.46
Drake Hardware & Software Inc.	0.00	75.00	0.00	0.00	75.00
ECIA	0.00	30,963.59	0.00	0.00	30,963.59
EDA	0.00	0.00	0.00	15,131.34	15,131.34
Gary Wenger dba Wenger Rental	9,000.00	0.00	0.00	0.00	9,000.00
Ginnie Hager	25.00	25.00	0.00	0.00	50.00
Grasshopper Green	185.00	0.00	0.00	0.00	185.00
Hope Haven	1,125.00	0.00	0.00	0.00	1,125.00
Inpropco	2,500.00	0.00	0.00	0.00	2,500.00
Insight Human Services	100.00	100.00	75.00	0.00	275.00
Iowa Medicaid Enterprise	0.00	28,736.13	467.60	0.00	29,203.73
Iowa Vocational Rehabilitation Services	0.00	25.00	0.00	25.00	50.00
Iowa Workforce	49.74	0.00	0.00	0.00	49.74
Jeanne Mott	0.00	0.00	3,500.00	0.00	3,500.00
Joe Reuther	0.00	0.00	0.00	4,500.00	4,500.00
Keokuk Area Chamber of Commerce	0.00	425.00	0.00	0.00	425.00
Louisa County Auditor	0.00	7,500.00	0.00	6,852.75	14,352.75
Meyers Construction	0.00	0.00	100.00	0.00	100.00
Midwest One Bank	0.00	0.00	100.00	0.00	100.00
Morning Sun Development Corporation	0.00	0.00	0.00	875.00	875.00
Mt. Pleasant Correctional Facility	706.25	256.25	0.00	218.75	1,181.25
Muscatine Community Services	322.65	0.00	0.00	0.00	322.65
New London Nursing & Rehab	80.00	126.50	296.25	0.00	502.75
Pleasant Manor Care Center	30.00	0.00	0.00	0.00	30.00
Salvation Army	30.00	0.00	0.00	0.00	30.00
Southeast Iowa Area Agency on Aging	0.00	2,088.93	0.00	0.00	2,088.93
Tammy Wheeler	25.00	25.00	25.00	25.00	100.00
TMS Management Group, INC.	210.40	0.00	0.00	0.00	210.40
Town of Columbus City	0.00	0.00	0.00	5,000.00	5,000.00
Tri-Rivers Conservation Foundation	3,500.00	0.00	0.00	0.00	3,500.00
Tri-State Rodeo	0.00	1,575.68	0.00	0.00	1,575.68
Troy Lietsch-	0.00	0.00	0.00	2,000.00	2,000.00
Two Rivers Bank & Trust	0.00	3,000.00	0.00	0.00	3,000.00
UIHC Social Services	0.00	0.00	30.00	0.00	30.00
Walter Detrick	105.00	80.00	0.00	0.00	185.00
Wapello Nursing & Rehab	0.00	30.00	0.00	0.00	30.00
Wilson Rentals	0.00	0.00	0.00	16,000.00	16,000.00
Wonder Years Learning Center	0.00	0.00	123.00	436.00	559.00
Wright County Community Services	49.74	0.00	0.00	0.00	49.74
<b>TOTAL</b>	<b><u>24,752.60</u></b>	<b><u>118,131.04</u></b>	<b><u>99,920.31</u></b>	<b><u>61,282.84</u></b>	<b><u>304,086.79</u></b>

**BANCARD Services Credit Card Statement**

**STATEMENT DATE: 10/28/2012**

**PAYMENT DUE DATE: 11/22/2012**

**CHECK#**

**DATE PAID 11/14/2012**

Date	Transaction Description	Expense		Class		Amount	Receipt
		Account#	Type	Class#	Class Name		
<b>MIKE NORRIS</b>							
26-Sep-12	Flint Hills Golf Course (Golf Outing)	768	Marketing	90	Local	1,460.00	yes
16-Oct-12	RadioShack W.Burlington	806	Supplies	80	ICC	32.09	yes
19-Oct-12	Courtyard by Marriott Ankeny	816	Travel/Training	47	Housing	110.88	yes
19-Oct-12	Courtyard by Marriott Ankeny	816	Travel/Training	47	Housing	110.88	yes
19-Oct-12	Courtyard by Marriott Ankeny	816	Travel/Training	60	IDOT	110.88	yes
25-Oct-12	TLF Hickeys Floral WI	806	Supplies	90	Local	63.25	yes
<b>TOTAL</b>						<b>1,887.98</b>	
<b>DEBORAH LAUGHLIN</b>							
27-Sep-12	Ron Davoo, Inc.	769	Meeting Expense	80	ICC	75.25	yes
04-Oct-12	Sentrylink, LLC	709	Personnel Expense	85	RTA	19.95	yes
10-Oct-12	Sentrylink, LLC	709	Personnel Expense	85	RTA	19.95	yes
15-Oct-12	APA Ancillary	816	Travel/Training	60	IDOT	195.00	yes
17-Oct-12	Subway, W.Burlington	769	Meeting Expense	48	GRHTF	51.00	yes
25-Oct-12	Mazzio's Italian	769	Meeting Expense	80	ICC	47.15	yes
<b>TOTAL</b>						<b>408.30</b>	
<b>ZACH JAMES</b>							
28-Sep-12	Happy Joe's	806	Supplies	90	Local	60.00	yes
01-Oct-12	Jamar Technologies Inc	726	Contractual Expenses	60	IDOT	567.77	Yes
12-Oct-12	USPS	782	Printing/Postage	60	IDOT	7.29	yes
12-Oct-12	Survey Monkey	740	Printing/Postage	60	IDOT	200.00	yes
18-Oct-12	Hardees , Grinell, IA	816	Travel/Training	60	IDOT	5.77	yes
<b>TOTAL</b>						<b>840.83</b>	
<b>KIM SCHISEL</b>							
<b>TOTAL</b>						<b>0.00</b>	
<b>JEFF HANAN</b>							
<b>TOTAL</b>						<b>0.00</b>	
<b>BOB KUSKOWSKI</b>							
09-Oct-12	Comfort Inn & Suites	816	Travel/Training	85	RTA	7.00	Yes
19-Oct-12	Mazatlan Mexican - Clive, IA	816	Travel/Training	85	RTA	11.12	Yes
19-Oct-12	McDonald's - Oskaloosa, IA	816	Travel/Training	86	RTA	2.34	Yes
<b>TOTAL</b>						<b>20.46</b>	
<b>TOTAL</b>						<b>0.00</b>	
<b>TOTAL</b>						<b>3,157.57</b>	

Hans Trousil

Mike Norris

# Department Reports

OB #1



# Memo

**To:** Mike Norris, Executive Director  
**From:** Jeff Hanan, Assistant Director  
**Date:** November 2012  
**Re:** Departmental Updates

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Following are updates from the Development Department:

**HOUSING:**

- Local match for GRHTF secured.
- Application forms going out for MFNC #5.
- Working on extension from FHLB.

**FLOOD RECOVERY:**

- Buyouts/Demos are completed in Des Moines; three left to complete in Louisa County. In all, over 170 properties will be acquired.

**RLF:**

- Changes to Work Plans to provide for additional \$\$/project were approved. We now have the ability to loan up to \$250,000 from each of the four "regional" pools.
- Approved the largest loan in history of SEIRPC RLF of \$500,000 to Don Sheedy for the purchase of the Comfort Suites & Peaches Restaurant in Burlington. The project is expected to help retain 63 jobs.
- Several other prospective projects in the mill.

**OTHER:**

- CDBG applications being submitted projects for upcoming round:
  - City of Mount Pleasant: Jay St. sanitary sewer replacement. \$2.1 million (\$600,000 CDBG)
  - City of Wapello: Wastewater plant improvements. \$1.45 million (\$500,000 CDBG)
  - City of Conesville: Sanitary sewer improvements. \$395,000 (\$120,000 CDBG)
- Downtown Revitalization CDBG applications due Jan. 30. Contact Tracey Lamm (753-4306) for details.
- Public Facilities CDBG due mid-January. Contact Tracey Lamm for details.

# Memo



To: Mike Norris, Executive Director  
From: Zach James, Planning Director  
Date: November 19, 2012  
Re: Planning Department Project Update

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Below are updates on projects in the Planning Department.

- **Speed Indicators**  
The speed indicators have been distributed throughout the region several times through October and November in Lee County, Fort Madison, Burlington, and Mount Pleasant.
- **Multijurisdictional Hazard Mitigation Plans**  
Staff is getting ready to start work on hazard mitigation plan updates for Lee and Henry Counties. These are updated every 5 years and allow for projects to be eligible for Hazard Mitigation Grant Program funding when available upon disaster declarations.
- **Comprehensive Economic Development Strategies (CEDS)**  
Staff has completed the final draft CEDS, which also includes the update to the regional Long Range Transportation Plan. The plan will be presented to the board for approval.
- **Complete Streets Event**  
Complete Streets is a process that communities go through to design or redesign their streets to accommodate all users of the transportation system including motorists, transit users, walkers, and bicyclists of all ages and abilities. Des Moines County Healthy Living has asked SEIRPC for assistance in helping them work with the cities of Burlington and West Burlington to adopt Complete Streets Policies. In an effort to build awareness and educate residents SEIRPC is working with Des Moines County Healthy Living to hold an event that will temporarily transform a street into a complete street.

### **Grant Applications in Process**

- City of Burlington – Brownfields – Warehouse District Hazardous Materials Assessment
- Burlington Community School District – 21<sup>st</sup> Century Community Learning Center – After School Program
- City of Fort Madison – American Battlefield Protection Program – Historical research and site design of battlefield at original Fort location
- City of Burlington - CDBG – Depot Renovations

### **Recently Funded Grants**

- Columbus Junction – Get Fit Iowa - \$10,000
- Burlington YMCA – Wellmark Foundation - Trail Construction - \$20,000
- City of Mount Pleasant – HMGP Sirens Grant – 4 New Warning Sirens - \$63,067

### **Upcoming Grant Opportunities**

- RISE Immediate Opportunity and Local Development – Ongoing
- Safe Routes to School, Federal Recreation Trails, Statewide Transportation Enhancement, Scenic Byways – Delayed to January 2013 at the earliest
- Regional STP and Transportation Alternatives – Delayed to January 2013 at the earliest
- Derelict Buildings Program – March 2013





# Memo

To: SEIRPC Board of Directors  
From: Bob Kuskowski, Transit Director  
Date: 11/20/2012  
Re: SEIBUS Updates

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- First Quarter Lee County Stats (July, August, & Sept.)
  - Rides - 6,549
  - Miles - 26,758
  - Hours - 1,181
  
- Annual Lee county Budget Stats
  - Rides - 24,808
  - Miles - 133,856
  - Hours - 5,266
  
- The two new STP buses have arrived and are in service. We are working on finalizing the purchase of a Conversion Van for the Louisa County routes.
  
- We have finally hired all full time and part time drivers for our current routes. We have also hired one driver and made an offer to another for some of our substitute driver positions. This will leave one more substitute driver position open for the Henry County routes.

# Final Draft - CEEDS

OB #2

**RESOLUTION #95-2012**

INTRODUCED BY: SEIRPC

INTENT: ADOPT GREAT RIVER REGION COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGIES (CEDS)

**WHEREAS**, the CEDS is a regional long range plan to move the Southeast Iowa Region forward on shared strategies regarding economic development, community development, and transportation; and

**WHEREAS**, the CEDS also serves as the regional Long Range Transportation Plan; and

**WHEREAS**, the CEDS is required to be updated every 5 years for SEIRPC to qualify for US Economic Development Administration (EDA) planning assistance; and

**WHEREAS**, the Long Range Transportation Plan is required to be updated every 5 years to qualify for Iowa DOT Planning funds; and

**WHEREAS**, the CEDS was developed in accordance with input of Southeast Iowa residents expressed through surveys, interviews, public meetings, and a public hearing; and

**BE IT RESOLVED**, The Southeast Iowa Regional Planning Commission Board of Directors accepts and receives the Comprehensive Economic Development Strategies update on this Day \_\_\_\_ of November, 2012.

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Brent Schleisman, Chairman

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Mike Norris, SEIRPC Executive Director

# Housing Line of Credit

OB #3



# Memo

To: SEIRPC Board  
From: Mike Norris  
Date: April 20, 2011  
Re: Line of Credit, Single Family New Construction Program

---

SEIRPC is currently implementing the “Single Family New Construction Program” (SFNC). The program is funded by IDED via US Dept of Housing and Urban Development.

The program provides up to 25% down payment assistance for low to moderate income households for new homes. SEIRPC provides all program administration and brings funds to the home closing. The program is capped at homes costing \$180,000. All home plans and contractors are pre-approved by SEIRPC and IDED.

SEIRPC has approximately \$1.2M of funds to distribute through the program.

SEIRPC works through a “Super COG” structure to receive funds to close the homes. The process is as follows:

1. SEIRPC submits draw to ECIA
2. ECIA submits to Dubuque County
3. Dubuque County submits to IDED
4. IDED receives and processes draw
5. Process then inverts through each step to get money to SEIRPC

Understandably, SEIRPC has difficulty receiving money in a timely manner to close homes with down payment assistance. Staff suggests establishing a line of credit with Two Rivers Bank to provide credit to homes that are in imminent need of closing. For instance, buyers waiting more than 60 days for down payments while securing loans through the secondary market.

The line of credit is an allowable cost through SEIRPC’s administration fee, which is a maximum of \$150,000, or \$5,000 per house. All fees are reimbursed from actual expenses incurred.

Staff only intends to use the line of credit in extenuating circumstances, and projects that no more than 10 of the 30 homes would need the credit.

Staff proposes a \$100,000 line of credit, which is available through Two Rivers Bank at 6% annual interest. Interest for one draw calculates to \$444 for a \$45,000 draw out 60 days.

If you have additional questions, please let me know.

# CHDO Update

OB #4



# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: November 20, 2012  
Re: Community Housing Development Organization (CHDO) Update

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Southeast Iowa Housing, Inc. has been established and will convene a meeting of its board in December. The purpose of establishing the CHDO is to bring additional funds into the region for affordable housing development. The likely role of the CHDO is to rehabilitate acquired homes and sell them to low to moderate income buyers.

The CHDO plans to work with Great River Housing Trust Fund to rehabilitate four homes in 2013-2014. The homes are yet to be located, but preferably where low or no cost acquisition is possible to maximize headroom for grant funds and ending sale prices.

The 501c(3) non-profit designation from the IRS is forthcoming and not yet finalized.

# Multi Family New Construction Round 5

NB #1





# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: November 20, 2012  
Re: Multi Family New Construction Round 5 Update

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Multi Family New Construction (MFNC) funds are available again for Southeast Iowa. The Iowa Economic Development Authority (IEDA) has made \$30 million of disaster funds available for use in constructing new or adaptively reused buildings for multi-family housing units.

Available for cities under 50,000 is \$12 million. The funds are competitive and will go through a detailed application process.

SEIRPC currently has secured funding for 13 units and over \$800,000 through MFNC Round 2.

A deadline for submittals of interest is December 17, 2012 and for final applications is February 1, 2012.

Only two applications per community are eligible for application. Projects will be prioritized on readiness, size (no. of units) and community preference.

SEIRPC staff has publicized the availability of funds through Facebook, the SEIRPC River Currents newsletter, and news coverage through the Hawkeye. All materials are available on the SEIRPC website.

Please let me know if you have additional questions or comments.

NB #2

Information will be  
available after the  
RLF Loan Review  
Committee Meeting to  
be held on Tuesday,  
11/27/12

RLF Application

# RLLF Write-Off

NB #3



## MEMO

TO: Mike Norris, Executive Director  
FROM: Jeff Hanan, Assistant Director/RLF Administrator  
Re: Little Black Dress Write-Off

On November 5, 2012, we received word from our attorney, Jim Miller (see attached email) regarding our lawsuit against Natasha & Eric Wilson, DBA Little Black Dress. The Wilson's bankruptcy is final and the case has been closed. Mr. Miller has filed a Dismissal Without Prejudice, which effectively eliminates our ability to recover.

Current balance on the SEIRPC note (EDA I #07-02) is \$11,613.57. I would respectfully request the SEIRPC Board take action to write-off the remaining balance of this SEIRPC note.

It should also be noted that the City of Keokuk was forced to write off \$18,204.68 from its RLF (KEO #07-01).

## Jeff Hanan

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**From:** Jim Miller <jimwmiller@mchsi.com>  
**Sent:** Tuesday, November 06, 2012 10:42 AM  
**To:** jhanan@seirpc.com  
**Subject:** Wilson Lawsuit

Jeff,

After our last communication, I checked on the status of the bankruptcy of Natasha Wilson. We had filed the Petition on May 31, 2012, in which we sued both Natasha Wilson and Eric Wilson. In the bankruptcy, there has now been filed an Order discharging the debtor as well as a final Decree, and the bankruptcy case has been closed. Therefore, I have filed a Dismissal Without Prejudice of the underlying lawsuit by Southeast Iowa Regional Planning against Natasha and Eric Wilson. The discharge effectively eliminates the debt and to attempt to collect any further against either debtor would create a potential violation of the automatic stay order.

Please review and advise as to any questions.

Jim

James W. Miller  
Cray, Goddard, Miller & Taylor, L.L.P.  
205 Washington Street, Suite 300  
P. O. Box 606  
Burlington, IA 52601  
Telephone: (319) 752-4537  
Facsimile: (319) 753-2712

NOTICE: We are communicating with you by electronic messaging (email). We do so with the understanding that we have your consent to communicate in this fashion. If you choose to have us communicate with you in some other fashion (U.S. Mail, facsimile, etc.) please let me know. Otherwise we will assume that we have your CONSENT to send documents to you electronically through the World Wide Web without encryption.

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# Map 21

OB #4



# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: November 20, 2012  
Re: MAP-21 Update

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MAP-21 is the new federal transportation authorization bill. The bill authorizes the appropriation of funds that eventually flow to states, cities, counties and regions for transportation projects.

SEIRPC is recognized as a Regional Planning Affiliation in Iowa, and as such is entrusted by Iowa DOT to distribute approximately \$2.3 million annually in federal Surface Transportation Program (STP) funds and \$150,000 in Enhancement funds.

MAP-21 has consolidated many federal transportation programs and is evident more at the state level than the regional level. The biggest change is from Transportation Enhancements to Transportation Alternatives Program (TAP) funds, where the use of funds is somewhat expanded (from FHWA below):

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, including—
  - inventory, control, or removal of outdoor advertising;
  - historic preservation and rehabilitation of historic transportation facilities;
  - vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
  - archaeological activities relating to impacts from implementation of a transportation project eligible under 23 USC.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to—

- address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff; or
  
- reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

In addition to defined Transportation Alternatives (as described above), the following projects are also eligible:

- The recreational trails program under 23 USC 206.
- The safe routes to school program under §1404 of SAFETEA-LU.
- Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Staff will be evaluating the regional Enhancement (now TAP) funding process, working with the Transportation Advisory Committee and making recommendations to the SEIRPC Board of Directors.

STP funds will remain at FFY 2012 levels with some increases to city and county bridge funds administered by the state. Staff will bring a more comprehensive update after the DOT Transportation Commission finalizes the changes.

Please let Zach James or Mike Norris know if you have any questions regarding these changes.



# Recognition of Service

## Kim Schisel

NB #6



# Memo

To: SEIRPC Board  
From: Mike Norris, Executive Director  
Date: November 20, 2012  
Re: Recognition of Service: Kim Schisel, SEIRPC Finance Director

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Kim Schisel, SEIRPC Finance Director, passed away suddenly on October 22, 2012 at the age of 48. Staff would like to recognize her in front of the board, media sources, and in the public record, for her efforts and contributions to SEIRPC since June, 2004.

Her 8 years + of service came at a critical time as SEIRPC undertook new services and programs and expanded existing services. Her service was also instrumental in budgeting for and financing the new SEIRPC building.

Staff plans to memorialize Kim with a flowering tree planted on the SEIRPC grounds.