

# SIGN UP SHEET

June 18, 2020

	NAME	COUNTY	Email
X	Dale Arends	BV County	arendsdale@yahoo.com
X	Dave Derragon	BV County	derragon@stormlake.org
X	Kelly Snyder	BV County	ksnyder@bvcountyiowa.com
X	Art Hamrick	Clay County	ahamrick@co.clay.ia.us
X	George Moriarty	Clay County	atlargemoriarty@spenceriowacity.com
	Kristi Franker	Clay County	kristi@farmerstrust.com
X	W.C. Leupold	Dickinson County	wcleupold@mchsi.com
X	Gregg Owens	Dickinson County	gregg.owens@cityofspirittlake.org
	Clark Reekers	Dickinson County	crrcleaning@gmail.com
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X	Penny Clayton	Emmet County	pclayton@cityofestherville.org
X	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
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X	Jordan Kordahl	Lyon County	city@rockrapids.com
X	John Steensma	O'Brien County	jbsteen@tcaexpress.net
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X	Mike Schulte	Osceola County	ssmobile@nethtc.net
X	Roger Faulstick	Palo Alto County	rfaulstick@mchsi.com
		Palo Alto County	
		Palo Alto County	
X	Al Bloemendaal	Sioux County	abloem@mtcnet.net
	Duane Feekes	Sioux County	cityadmin@orangecityiowa.com
	Don Schreur	Sioux County	

X Keri Nauratil BU County

Jim Collins - Hull

Dakin Schultze - IDOT



# **NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION**

217 West 5<sup>th</sup> Street • Box 1493  
Governmental Services Center • Spencer, Iowa 51301  
712/ 262-7225- Planning & SHIELD Division • 712/ 262-7662- Job Training Division  
Toll Free: 1-855-262-7225 • Fax: 712/ 262-7665  
[www.nwipdc.org](http://www.nwipdc.org)

## **AGENDA**

### **Northwest Iowa Planning and Development Commission**

**June 18, 2020 9:30 AM\***

**Governmental Services Building Conference Room, 217 W 5th Street, Spencer, IA**

1. FAST Act Regional Planning Affiliation Meeting
  - I. Open Public Hearing: FY2021- FY2024 Draft Transportation Improvement Program, FY2021 TPWP
  - II. Close Public Hearing
  - III. Call Meeting to Order
  - IV. Approval of January Minutes
  - V. New Business
    1. Adoption: FY2021TPWP
  - VI. Open Discussion
  - VII. Motion to Adjourn
  
2. NWIPDC Policy Council
  - I. Call Meeting to Order
  - II. Approve May Minutes
  - III. Communications
  - IV. Treasurer's Report Through May
  - V. Approval of Bills Paid Since Last Meeting
  - VI. Old Business
    1. Nominating Committee Report
    2. WIOA Report
    3. Planning Division Report
    4. Contract Status Report
  - VII. New Business
    1. Discussion and Approval of FY 2021 Budget
    2. Miscellaneous
  
- VIII. Set Next Meeting Date and Adjournment

**• Personnel Committee Call-In at 9:00 AM**

# NWIPDC Committees

2019-2020

## EXECUTIVE

Dale Arends (B.V.)  
George Moriarty (Clay Cities)  
Clark Reekers (Dickinson)

Penny Clayton (Emmet Cities)  
Merle Koedam (Lyon Co)  
Marjean Westerman (O'Brien)  
Mike Schulte (Osceola Co)

Open (P.A. Cities)  
Don Schreur (Sioux)

\* Committee Changes

## PERSONNEL

Keri Navratil (B.V.Cities)  
Art Hamrick (Clay County)  
Gregg Owens (Dickinson  
Cities)

Tim Schumacher(Emmet Co)  
Steve Simons (Lyon)  
John Steensma (O'Brien)  
Glenn Anderson(Osceola  
Cities)

Roger Faulstick (P.A County)  
Duane Feekes (Sioux Cities)

## EDA/CEDS

Kelly Snyder (B.V. County)  
Kristi Franker (Clay)  
W.C.Leupold (Dickinson Co)

James Jenson (Emmet)  
Jordan Kordahl (Lyon Cities)  
Jim Zeutenhorst (O'Brien)  
Stephanie Neppl (Osceola Co)

Open (Palo Alto)  
Al Bloemendaal (Sioux Co)

## NWIPDC Officers 2019 – 2020

Chairman  
Vice Chairman  
Secretary/Treasurer

Glenn Anderson  
Kelly Snyder  
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting  
May 21, 2020

The meeting was called to order by Vice-Chairman Kelly Snyder at 9:30 AM per conference call due to Covid-19 concerns. Kourousis did roll call. Present on the call were:

Buena Vista County:	Dale Arends, Kelly Snyder and Dave Derragon
Clay County:	
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	Marjean Westerman
Osceola County:	Stephanie Neppl and Mike Schulte
Palo Alto County:	Roger Faulstick
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Val Bonney, Darren Bumgarner, Cara Elbert, Erin Pingel, Kristin Larsen and Jackie Huckfelt, NWIPDC staff.

The minutes of the April meeting were presented for approval. A motion was made by Leupold, seconded by Bloemendaal to approve the minutes. Motion carried.

Communications. Kourousis stated he received an email from EDA inviting the agency to apply for CARES Act funding on a non-competitive level. This funding could be used by the agency to assist business and economic development to assess the damages and develop programs, policies and new ways to conduct business that would mitigate any future type of these events. He stated that he would be in contact with the regional economic development agencies and work with them to develop an application, which requires no local match, due by June 5.

The Treasurer's report through April was read by Huckfelt and reflected a cash balance of \$123,098.01. A motion was made by Schulte seconded by Bloemendaal to approve the report as read. Motion carried.

The bills, paid since the last meeting, were presented for approval. A motion was made by Arends, seconded by Neppl to approve the bills as written. Motion carried.

#### Old Business

1. WIOA Report. Bonney gave the following report:

The CEOs and Regional Workforce Board continue to move forward to become a compliant WIOA region. As we talked last month, due dates have been pushed back to September 1, 2020. The CEOs would prefer to continue to get items in place prior to the September 1st date.

At the May 28, 2020 RWDB-CEO meeting the following items will be addressed:

Appointment of all current RWDB board members to the board, including six up for reappointment.

Update on the appointment of Goodwill of the Great Plains as Title I service provider to begin July 1 and run through December 31<sup>st</sup>.

Address the Region 3-4 Board budget and contracts for positions of the board effective July 1, 2020.

Address training for the board service provider, fiscal agent, board support and one-stop operator.

Discuss when to repost the RFP for Title I Service Provider beyond December, 2020.

Discuss when to post the RFP for One-Stop Operator.

Our agency needs a close-out plan to be able to end program delivery on June 30<sup>th</sup>. A request to the State for the close-out plan has been made frequently in the past six months. To date, we have not received a close-out plan.

The new Title I service provider will need a transition plan as well to be able to begin services July 1<sup>st</sup>.

Discussion followed.

2. Planning Division Report. Planning Staff gave the following reports:

Bumgarner reported the following.

Working on a number of City Code updates.

Have been seeing a good number of zoning permit applications with cities we work with for Zoning Administration.

Milford should be close to closing out H-Ave Sewer Storm Water CDBG project in June.

Everly Sewer Treatment project is off to a good start. Project is in a low-lying area and prone to flooding. Flooding has not been an issue so far.

Rembrandt will open bids next week for sewer relining project.

Nuisance Abatement is off to a slow start this year. Not much activity to this point. Have a trial next month in Dickinson County for Terril from a case last year and another trial pending at a later date.

Cara reported the following:

- RPA 3 Passenger Transportation Plan submitted to Iowa DOT and was approved for the next 5 years until another plan will be required.
- Working with Milford on their zoning ordinance update and first P & Z meeting on the update will be the end of May.
- Starting regional hazard mitigation planning team meetings for the Sioux-O'Brien-Osceola County Plan. Contacted project officer at Homeland Security to ask for guidance from the State and FEMA on how to address so that the counties would be eligible for potential funding that could be tied to the disaster.
- Working with Hawarden on their Downtown Revitalization CDBG Grant that's due in July.
- Graettinger, Armstrong and the Village project CDBG projects are all continuing to move forward and both except Graettinger are currently under construction.

Larsen reported the following:

- IEDA gave the green light to resume construction on CDBG projects as long as the contractor and homeowner agree.
- The Spencer Substandard Housing Rehabilitation Program is almost ready to take another round of houses to bid. This round will consist of four (4) houses.
- Housing Trust Fund is still currently processing applications and leaving it up to the contractors/homeowners to decide when construction can begin.

Pingel reported the following:

- Storm Lake 5210 Healthiest State Initiative completion date is June 30<sup>th</sup>, 2020. With that said I am working to complete invoicing as it comes in for the Spin down repost required to the COG as well as an updated Action Plan reflecting any delays because of the Covid-19 situation required to the IDPH.

Also gave updates on the following projects:

- CDBG for Lake Park/ Hawarden Housing Grant and Ticket to Work

Kleinhesselink gave the following report:

- Working on Title I closeout-down to 13 participants (7 DW & 6 Youth)-5 of those will continue in school and I have 2-3 others who will likely stay on with the new provider; Working to transition those participants and make sure it's a smooth transition for them.
- Ticket to Work-Currently have 11 tickets assigned to our Employment Network and waiting on paperwork from 3 more so hope to have 14 tickets assigned by next week. Continuing to do phone appointments due to Covid.
- Will begin Benefits Planning training on June 1<sup>st</sup>-Training will be three days per week for an hour and a half for 6 weeks.
- Hawkeye in Waterloo has begun quarterly file reviews and three files were scanned to them last week. We will be meeting by Zoom next week to go over the files they reviewed to help prepare us for the annual Supports and Services Review by Social Security.
- Partnership Plus agreement is in place with Vocational Rehabilitation which will allow us to begin getting referrals from Vocational Rehabilitation when they close out with a participant or those who may be on their waiting list

3. Contract Status Report. There were no contracts.

New Business

1. Nominating Committee Report. Due to the fact that no one from the Nominating Committee (Clayton and/or Moriarty) was in attendance, it was decided that this item be tabled until next month.
2. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for June 18, 2020 at 9:30 AM. A motion to adjourn was made by Arends, seconded by Bloemendaal. Motion carried. The meeting adjourned at 10:00 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT  
CASH IN BANK  
5/31/20

CASH ON HAND 4/30/20	\$79,740.07
Receipts	123,442.22
Disbursements	75,807.29
CASH ON HAND 5/31/20	\$127,375.00

Reimbursements to NWIPDC

WIOA	17,840.77
EDA	4,950.72
SHIELD	9,614.96
HAZMAT	359.23
TICKET TO WORK	1,009.39
NWIRHTF	2,030.26
CASH BALANCE 5/31/20	\$163,180.33



Check #	Date Paid	Vendor	Description	Amount
625	5/22/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$5,632.78
626	5/27/2020	Iowa Public Employee Retirement	IPERS	\$7,587.20
627	5/22/2020	State of Iowa Treasurer	State Taxes	\$1,078.00
628	5/22/2020	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,191.60
629	6/5/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$5,632.76
630	6/5/2020	State of Iowa Treasurer	State Taxes	\$1,078.00
27446	5/29/2020	AFLAC	Insurance	\$550.42
27447	5/29/2020	CenturyLink- LD	Conference Calls- NWIPDC Policy Council/ NWIRHTF Board	\$692.45
27448	5/29/2020	Delta Dental of Iowa	Dental Insurance	\$561.06
27449	5/29/2020	Iowa Workforce Development	WIOA Copier Lease	\$338.73
27450	5/29/2020	Kansas City Life Insurance	Life Insurance	\$89.52
27451	5/29/2020	Melissa Householder	RWDB Board Support	\$972.58
27452	5/29/2020	Postmaster	Envelopes/ Stamps	\$2,559.00
27453	5/29/2020	Spencer Office Supplies	Calculator paper/ Ribbons/ MICR Ink/Binders/Paper Clips & Binder Clips, etc	\$1,576.47
27454	5/29/2020	VISA	Innovative Credit/ CPR Classes	\$210.00
27455	5/29/2020	VSP Vision Care	Vision Insurance	\$149.97
27456	5/29/2020	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,261.71
27457	6/5/2020	Boji Information Systems	Trend Micro Yearly Maintenance/ Web Hosting/ Consulting	\$705.00
27458	6/5/2020	CenturyLink	Phones	\$438.44
27459	6/5/2020	Clay County Auditor	Rent/ Utilities	\$4,231.59
27460	6/5/2020	Michael Raner	SHIELD Travel/ Cell Phone	\$226.92
27461	6/5/2020	Northwest Iowa Community College	HM Ops Refresher/ Awareness Classes	\$2,315.00
27462	6/5/2020	Postmaster	Post Office Box Rental	\$196.00
27463	6/5/2020	Spencer Municipal Utilities	Internet	\$80.00





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### MEMORANDUM

To: Policy Council and Policy Council Personnel Committee Members  
From: Ted Kourousis, Executive Director *TK*  
Date: June 11, 2020  
Re: Proposed FY 2021 NWIPDC Budget, COLA, and June Policy Council Agenda

Attached please find the proposed budget with all associated division break down pages for FY 2021. This budget marks the first year in approximately 35 that we have not included a Training Division component. It's a major change, even bittersweet, but one that we will deal with and move forward.

At first glance, the overall budget is down almost 8 percent from last year, however this figure is misleading because it compares last year's total with the Training Division versus this year without. But upon closer scrutiny, the budget is very strong this year and has increased solely with Planning. Overall costs to the agency went down slightly with the reduction of 2 ½ FTE's and this has been reflected in the salaries line item. Although it's somewhat formula based, the other associated employment costs, namely group health insurance, also decreased. However, this is always a best guess item.

The good news in the budget is that planning revenues are up \$352,253 from FY 20 to 21. Grants remained relatively stable for FY 21, but the most dramatic increases came from the addition of the Ticket to Work program - \$166,258 and the Covid-19 CARES Act - \$200,000 and CDBG Grant Administration - \$106,748.

I have proposed a cost of living adjustment of 3% across the board and the last budget sheet shows this proposed change to each employee's salary. The 3% COLA that I am proposing has been factored into the draft budget. The SHIELD Board, which is independent of our Policy Council, has already established their FY 2021 budget and provided a 3% COLA to their Director.

A more thorough discussion of the budget specifics will be undertaken at the meeting, but I wanted to hit the high points within this memo. I look forward to the review of the budget at the upcoming meeting. Unfortunately, as usual, we have a lot on the agenda for the June meeting. I urge all who can attend to please try and do so and remember that the full board meets at **9:30 a.m. with a Personnel Committee meeting prior at 9:00 a.m.** I'm sorry this meeting can't be in person. Hopefully, very soon, things will come back to normalcy. I know we all hope for that. The call-in number for the meeting is **1-877-820-7831, passcode 1012960. Please remember: Personnel Committee please call in by 9:00 a.m. and full board at 9:30.**