

SIGN UP SHEET

August 20, 2020

	NAME	COUNTY	Email
✓	Dale Arends	BV County	arendsdale@yahoo.com
✓	Dave Derragon	BV County	derragon@stormlake.org
✓	Kelly Snyder	BV County	ksnyder@bvcountyiowa.com
✓	Art Hamrick	Clay County	ahamrick@co.clay.ia.us
✓	George Moriarty	Clay County	atlargemoriarty@spenceriowacity.com
-	Kristi Franker	Clay County	kristi@farmerstrust.com
✓	W.C. Leupold	Dickinson County	wcleupold@mchsi.com
-	Gregg Owens	Dickinson County	gregg.owens@cityofspiritleake.org
-	Clark Reekers	Dickinson County	crrcleaning@gmail.com
-	Jim Jenson	Emmet County	
✓	Penny Clayton	Emmet County	pclayton@cityofestherville.org
✓	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
✓	Merle Koedam	Lyon County	koedam@alliancecom.net
✓	Steve Simons	Lyon County	ssimons@co.lyon.ia.us
-	Jordan Kordahl	Lyon County	city@rockrapids.com
-	John Steensma	O'Brien County	jbsteen@tcaexpress.net
-	Jim Zeutenhorst	O'Brien County	jimzeut@tcaexpress.net
✓	Marjean Westerman	O'Brien County	mwesterman@evertek.net
-	Glenn Anderson	Osceola County	sibleyadmin@hickorytech.net
✓	Stephanie Neppl	Osceola County	snepl@osceolacountyia.com
✓	Mike Schulte	Osceola County	ssmobile@nethtc.net
✓	Roger Faulstick	Palo Alto County	rfaulstick@mchsi.com
		Palo Alto County	
		Palo Alto County	
✓	Al Bloemendaal	Sioux County	abloem@mtcnet.net
-	Duane Feekes	Sioux County	cityadmin@orangecityiowa.com
-	Don Schreur	Sioux County	

Erin, Staci, Kristen, Cara
Dakin Schultz - I DOT



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
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Toll Free: 1-855-262-7225 • Fax: 712/ 262-7665
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AGENDA

Northwest Iowa Planning and Development Commission

August 20, 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 Final Transportation Improvement Program**
- II. Close Public Hearing**
- III. Call Meeting to Order**
- IV. Approval of June Minutes**
- V. New Business**
 - 1. Adoption: FY2021-2024 TIP**
- VI. Open Discussion**
- VII. Motion to Adjourn**

2. NWIPDC Policy Council

- I. Call Meeting to Order**
- II. Approve June Minutes**
- III. Communications**
- IV. Treasurer's Report Through July**
- V. Approval of Bills Paid Since Last Meeting**
- VI. Old Business**
 - 1. Planning Division Report**
 - 2. Contract Status Report**
- VII. New Business**
 - 1. Miscellaneous**

VIII. Set Next Meeting Date and Adjournment

NWIPDC Committees

2020-2021

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 2020 – 2021

Chairman
Vice Chairman
Secretary/Treasurer

Glenn Anderson
Kelly Snyder
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
June 18, 2020

The meeting was called to order by Chairman Glenn Anderson at 9:48 AM following a short FastAct meeting per conference call due to Covid-19 concerns. Kourousis did roll call. Present on the call were:

Buena Vista County:	Dale Arends, Kelly Snyder, Keri Navratil and Dave Derragon
Clay County:	Art Hamrick and George Moriarty
Dickinson County:	W.C. Leupold and Gregg Owens
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons, Jordan Kordahl and Merle Koedam
O'Brien County:	Marjean Westerman and John Steensma
Osceola County:	Stephanie Neppl, Glenn Anderson and Mike Schulte
Palo Alto County:	Roger Faulstick
Sioux County:	Al Bloemendaal

Others attending were: Jim Collins, Hull, Dakin Schultz, IDOT, Ted Kourousis, Executive Director, Darren Bumgarner, Cara Elbert, Erin Pingel, Kristin Larsen and Jackie Huckfelt, NWIPDC staff.

The minutes of the May meeting were presented for approval. A motion was made by Leupold, seconded by Schumacher 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 May was read by Huckfelt and reflected a cash balance of \$163,180.33. A motion was made by Moriarty seconded by Schulte to approve the report as read. Motion carried.

The bills, paid since the last meeting, were presented for approval. Schumacher questioned the Spencer Office Supply bill and asked if it was more than usual. Kourousis stated that we purchased a few extra supplies for the end of the year. A motion was made by Schumacher, seconded by Kordahl to approve the bills as written. Motion carried.

Old Business

1. Nominating Committee Report. This report was tabled from last month. Clayton stated that both Glenn Anderson and Kelly Snyder agreed to continue serving for another year. Moriarty seconded. Motion carried.

2. WIOA Report. Bonney wasn't present but prepared the following report which was sent out with the agenda:

The Title I service provider transition has been the main focus of the training division this month. Training staff have met with Goodwill of the Great Plains staff to discuss the transition of current enrollments and one-stop services. Goodwill of the Great Plains will begin offering Title I services for the region on July 1st.

At the May RWDB-CEO meeting, action was taken to finalize many items necessary to become a certified region. The most pressing need for the region is training for the new Title I service provider, fiscal agent, and board support. The request for proposal for the one-stop operator and service provider beyond 12-31-20 will be a board focus as well.

The transition close-out plan has been received by the agency. Items requested as part of close-out have been provided to the state in a timely manner. No additional funds will be provided to the agency after the closeout is finalized in August, 2020.

A special thanks to the staff and board members of Northwest Iowa Planning and Development Commission for the many years of successful delivery of employment and training programs including the Job Training Partnership Act, the Workforce Investment Act and the Workforce Innovation and Opportunity Act.

Snyder stated that this was Bonney's last meeting and he wanted to go on record that he enjoyed working with her and was going to miss her. Arends agreed.

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

Bumgarner reported the following.

Ruthven was awarded a \$446,000 CDBG for wastewater treatment system improvements. It was a multijurisdictional award including Clay and Palo Alto Counties, since Lost Island Sanitary District's wastewater effluents are treated by the City of Ruthven's wastewater treatment facility. It has been a period of time, a few years, since IEDA has awarded a multijurisdictional grant like this.

Have received a number of Zoning Permit applications and Variances to review.

Currently working with 3 cities on Nuisance Abatements. Have had 3 court cases postponed due to Covid-19.

Staci wasn't able to attend the meeting but prepared the following report which was sent out with the agenda:

- Working on Title I closeout and getting files ready to transfer to new provider
- Began Benefits Planning training June 1. Online coursework runs 6 weeks and the test will be at the end of July to become certified
- Currently have 14 tickets assigned through Ticket to Work-all but 2 of those are working
- Working with Hawkeye Employment Network through Waterloo for further training and technical assistance

Cara reported the following:

- Working with Grand Avenue Community Outreach on a CDBG Community Facility Application to turn in early August
- Working with Hawarden on their Downtown Revitalization CDBG Application due July 31st
- N. Raccoon River Watershed project in BV County is moving forward as archeological on three of the sites are cleared now and one more site has to have further archeological investigation to be completed in late July or early August. Looking towards a fall bidding with some work to still be done this year.
- Working with the City of Milford on the update to their zoning ordinance. Have had a few productive meetings and going through the entire ordinance for any updates in state and local guidance with their Planning and Zoning Commission

Larsen reported the following:

Larsen was notified that the last house for the Spencer CDBG Housing Grant was determined to not be eligible for the National Register of Historic Places so she was scheduling the contractor open house and contractor signing.

Albert City CDBG Housing Grant was nearing the completion of the last two houses.

The three new CDBG Housing Grants (Ruthven, Newell, and Armstrong) were in various stages of Section 6 review. Once those were done, open houses could be set up for the first rounds.

NWIRHTF was notified that 2020 income guidelines were available and Larsen will be working on updating the brochures and applications.

3. Contract Status Report. There were four contracts presented for informational purposes only.

New Business

1. Discussion and Approval of FY 2021 Budget. Kourousis stated that this was the first year in approximately 35 years that we have not included a Training Division Component in the budget. 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 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.

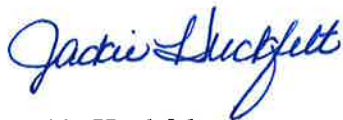
With that said, Simons reported that the Personnel Committee met prior to the Policy Council meeting and it is their recommendation to approve a COLA of 3% with Erin Pingel going back to full-time. A motion was made by Bloemendaal, seconded by Schumacher to approve the COLA adjustment and hiring Pingel back full-time. Motion carried.

A motion was then made by Moriarty and seconded by Bloemendaal to approve the full FY2021 budget as presented. Motion carried.

2. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for August 20, 2020 at 9:30 AM as we typically don't have a July meeting. The meeting adjourned at 10:12 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
7/31/20

CASH ON HAND 5/31/20	127,375.00
Receipts	152,156.22
Disbursements	206,088.80
CASH ON HAND 7/31/20	\$73,442.42

Reimbursements to NWIPDC

WIOA	27,861.22
EDA	5,841.07
SHIELD	11,831.14
HAZMAT	2,557.34
TICKET TO WORK	3,256.05
NWIRHTF	4,849.91
CASH BALANCE 7/31/20	\$129,639.15

Check	Date Paid	Vendor	Description	Amount Paid
631	6/24/2020	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,191.60
632	6/26/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$5,632.78
633	6/26/2020	Iowa Public Employee Retirement	IPERS	\$7,573.21
635	6/26/2020	State of Iowa Treasurer	State Taxes	\$1,078.00
636	7/24/2020	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,191.60
27464	6/29/2020	AFLAC	Insurance	\$550.42
27465	6/29/2020	Delta Dental of Iowa	Dental Insurance	\$280.52
27466	6/29/2020	GFC Leasing	Copier Lease	\$912.50
27467	6/29/2020	HyNoon Kiwanis	5210 BV Co Project	\$7,000.00
27468	6/29/2020	Iowa Workforce Development	WIOA Copier Lease	\$53.24
27469	6/29/2020	Kansas City Life Insurance	Life Insurance	\$89.52
27470	6/29/2020	Mandi De La Cruz	5210 BV Co Project	\$944.96
27471	6/29/2020	United Community Health Center	5210 BV Co Project	\$7,600.00
27472	6/29/2020	VISA	Gas/ Innovative Credit	\$115.50
27473	6/29/2020	VSP Vision Care	Vision Insurance	\$149.97
27474	6/29/2020	Webster County Health Department	5210 BV Co Project	\$2,957.75
27475	6/29/2020	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,261.71
27476	6/29/2020	Williams & Company P.C.	WIOA Audit Costs	\$6,775.00
27477	7/17/2020	Blackbaud	Software Maintenance	\$11,249.33
27478	7/17/2020	Boji Information Systems	Consulting	\$180.00
27479	7/17/2020	CenturyLink	Phones	\$431.93
27480	7/17/2020	Clay County Auditor	Rent/ Utilities	\$2,914.99
27481	7/17/2020	GFC Leasing	Copier Lease	\$912.50
27482	7/17/2020	Kristin Larsen	Travel	\$23.50
27483	7/17/2020	Michael Raner	Travel/ Cell Phone	\$253.95
27484	7/17/2020	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$144.30
27485	7/17/2020	Spencer Municipal Utilities	Internet	\$80.00
27486	7/17/2020	Spencer Office Supplies	TTW Stamp/ Air/ Hand Sanitizer	\$147.48
27487	6/29/2020	The Bridge of Storm Lake	5210 BV Co Project	\$7,600.00
27488	7/31/2020	AFLAC	Insurance	\$464.22
27489	7/31/2020	CenturyLink- LD	Conference Call- Board Meeting	\$301.96
27490	7/31/2020	Delta Dental of Iowa	Dental Insurance	\$450.56
27491	7/31/2020	Kansas City Life Insurance	Life Insurance	\$66.26
27492	7/31/2020	Strategic Insights, Inc	Plan-It Software License Renewals	\$587.50
27493	7/31/2020	VISA	CPR/Innovative Credit/ Flywheel	\$378.00

27494	7/31/2020	VSP Vision Care	Vision Insurance	\$119.70
27495	7/31/2020	Wellmark Blue Cross Blue Shield	Health Insurance	\$5,183.35
27496	8/18/2020	Boji Information Systems	Consulting	\$90.00
27497	8/18/2020	CenturyLink	Phones	\$443.85
27498	8/18/2020	Clay County Auditor	Rent/ Utilities	\$2,606.34
27499	8/18/2020	Daily Reporter/NW Iowa Shopper	NWRHTF Annual Meeting Notice	\$29.63
27500	8/18/2020	GFC Leasing	Copier Lease	\$912.50
27501	8/18/2020	Gingerbread House	5210 BV Co Project	\$2,230.00
27502	8/18/2020	Iowa Workforce Development	WIOA Shredder	\$4.50
27503	8/18/2020	Michael Raner	Travel/ Cell Phone	\$302.25
27504	8/18/2020	Spencer Municipal Utilities	Internet	\$80.00

