

Sign Up Sheet

9/17/2020

	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
-	Gregg Owens	Dickinson County	gregg.owens@cityofspiritlake.org
-	Clark Reekers	Dickinson County	crrcleaning@gmail.com
-	Jim Jenson	Emmet County	
X	Penny Clayton	Emmet County	pclayton@cityofestherville.org
-	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
X	Merle Koedam	Lyon County	koedam@alliancecom.net
-	Steve Simons	Lyon County	ssimons@co.lyon.ia.us
X	Jordan Kordahl	Lyon County	city@rockrapids.com
X	John Steensma	O'Brien County	jbsteen@tcaexpress.net
-	Jim Zeutenhorst	O'Brien County	jimzeit@tcaexpress.net
-	Marjean Westerman	O'Brien County	mwesterman@evertek.net
-	Glenn Anderson	Osceola County	sibleyadmin@hickorytech.net
-	Stephanie Nepl	Osceola County	snepl@osceolacountyia.com
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	

Staff: Pingel, Staci, Cora, Kristin, Darren

others: Dakin



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th 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

AGENDA

Northwest Iowa Planning and Development Commission

September 17, 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: Addition of Dickinson Co Trails Project to current TIP
- II. Close Public Hearing
- III. Call Meeting to Order
- IV. Approval of August Minutes
- V. New Business
 1. Adoption: Adoption of Amendment to FY2021-FY2024 TIP
- VI. Open Discussion
- VII. Motion to Adjourn

2. NWIPDC Policy Council

- I. Call Meeting to Order
- II. Approve August Minutes
- III. Communications
- IV. Treasurer's Report Through August
- 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
August 20, 2020

The meeting was called to order by Vice-Chairman Kelly Snyder at 9:52 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 and Dave Derragon
Clay County:	Art Hamrick and George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	Marjean Westerman
Osceola County:	Stephanie Neppel and Mike Schulte
Palo Alto County:	Roger Faulstick
Sioux County:	Al Bloemendaal

Others attending were: Dakin Schultz, IDOT, Ted Kourousis, Executive Director, Cara Elbert, Erin Pingel, Kristin Larsen, Staci Kleinhesselink and Jackie Huckfelt, NWIPDC staff.

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

Communications. Kourousis announced to the board that the agency had officially been awarded the EDA \$400,000 in CARES Act funding that had been applied for. He said that the next steps were accept the contract and work on the administration plan with the regional economic development groups, and that this plan was due on August 31st. To be specific, this funding was for two years and would be used to invigorate existing or create new programs that would help the regional business and industry recover from effects of the pandemic. He said he would have more details about the specifics of what was going to be done after the administration plan was approved by EDA's Denver regional office.

The Treasurer's report through July was read by Huckfelt and reflected a cash balance of \$129,639.15. A motion was made by Schulte seconded by Moriarty to approve the report as read. Motion carried.

The bills, paid since the last meeting, were presented for approval. Schumacher questioned the bills for the 5210 project. Pingel explained what the project was and stated that it was just a flow thru. A motion was then made by Moriarty, seconded by Schumacher to approve the bills as written. Motion carried.

Old Business

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

Kristin reported the following:

- The FY21 Housing Trust Fund grant application is being worked on and is due Oct. 1st
- The Spencer CDBG grant just signed their last house
- Albert City CDBG grant is now complete and ready to close out
- Newell's first round of the CDBG grant is under historic review
- Ruthven's first round for the CDBG grant is awaiting the initial inspector's report
- Armstrong's first round of CDBG grant has 2 of 3 houses under historic review
- The Spencer Substandard Housing Rehab Grant has 3 houses under construction

Staci gave the following report:

- Completed the Benefits Planning training online and passed the test and now working on final practicum case study with a current client to become certified-due November 6
- IWD no longer providing Ticket to Work services so when the IWD Center opens back up we should receive referrals from them and no longer be in competition for tickets-I currently have 23 tickets assigned and waiting on paperwork from 6 more
- Due to Covid, all appointments are being held by phone so we have to wait on people to return signed paperwork in order to get tickets assigned which makes it a bit more difficult
- Training with the Admin EN (Hawkeye in Waterloo) was done in July and will be done regularly-covered the annual Social Security reviews, keeping TTW files/info confidential and protected, case notes and file reviews

Cara reported the following:

- CDBG's submitted for Hawarden DTR and GACO Community Facility Grants-anticipating fall 2020 grant recipient announcements
- Working with Milford on their zoning ordinance update and kicking off the zoning ordinance update with Hull
- Employment transportation services started back up early August for the VT grant with service from Storm Lake to Holstein
- Construction progressing on all open CDBG's in Graettinger, Armstrong and the Village NW Project
- LEPC funds being rolled into the next grant. Some of the funds allocated from this year's grant to be used to provide PPE for trainings that are being rescheduled.

Pingel reported the following:

NWIPDC was awarded a 5210 Grant for the City of Spencer. This is a Healthiest State Initiative through the Iowa Department of Public Health, in the amount of 30K for the 1st year with potential for a lesser amount for 2 more years.

NWIPDC has finished the first round of the 5210 Program in Storm Lake and have been awarded round 2 in the amount of 10K to help Storm Lake make healthy choices in the community.

Lake Park's Water Improvement CDBG Project is underway

We are awaiting approval or denial for a new CDBG for Lake Park for a Wastewater Improvement Project.

Round 1 is underway for the Hawarden housing rehabilitation program.

Safe Routes to School Board of Directors has decided to hold off on starting this program until we can ensure the safety of all involved.

3. Contract Status Report. There were five contracts presented for informational purposes only. Bloemendaal asked what is involved in doing an Environmental Assessment for Hawarden. Kourousis explained.

New Business

1. Miscellaneous. Kourousis wanted to let the Board know that Blackbaud (our software company) contacted us a few months ago stating that they would no longer have a payroll module forcing us to look for another company. Their recommendation was to go to Paycor. Supposedly it would interface with Financial Edge and the process would be seamless. However, that didn't happen and we have had nothing but problems. Hopefully they will get it figured out soon but he wanted to make the Board aware.

With there being no more discussion, the next meeting was scheduled for September 17, 2020 at 9:30 AM. A motion was made by Bloemendaal, seconded by Arends to adjourn. The meeting adjourned at 10:17 AM.

Respectfully submitted,



Jackie Huckfelt

Check #	Date Paid	Vendor	Description	Amount Paid
637	8/28/2020	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,226.34
27505	8/31/2020	AFLAC	Insurance	\$464.22
27506	8/31/2020	CenturyLink- LD	Conference Calls	\$564.01
27507	8/31/2020	Delta Dental of Iowa	Dental Insurance	\$530.56
27508	8/31/2020	Iowa Association of Regional Councils	IARC Dues	\$3,650.00
27509	8/31/2020	Kansas City Life Insurance	Life Insurance	\$77.89
27510	8/31/2020	Spencer Office Supplies	Hand Sanitizer/ Thermometers- LEPC	\$630.20
27511	8/31/2020	United States Liability Insurance Co	Directors & Officers Liability Insurance	\$2,975.00
27512	8/31/2020	VISA	Innovative Credit	\$34.00
27513	8/31/2020	VSP Vision Care	Vision Insurance	\$141.64
27514	8/31/2020	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,576.79
27515	9/11/2020	Boji Information Systems	Consulting	\$360.00
27516	9/11/2020	CenturyLink	Phones	\$462.12
27517	9/11/2020	Clay County Auditor	Rent/ Utilities	\$2,610.01
27518	9/11/2020	GFC Leasing	Copier Lease	\$912.50
27519	9/11/2020	Michael Raner	SHIELD Travel/ Cell Phone	\$593.94
27520	9/11/2020	Spencer Municipal Utilities	Internet	\$80.00
27521	9/11/2020	United States Liability Insurance Co	Specified Professions E & O	\$1,437.00

