

# Sign Up Sheet

11/19/2020

	NAME	COUNTY	Email
-	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	
-	Penny Clayton	Emmet County	pclayton@cityofestherville.org
-	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
X	Merle Koedam	Lyon County	koedam@alliancecom.net
X	Steve Simons	Lyon County	ssimons@co.lyon.ia.us
-	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
X	Glenn Anderson	Osceola County	sibleyadmin@hickorytech.net
X	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	



# **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**

**November 19, 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 Lyon County CHBP (124) Project to current TIP
  - II. Close Public Hearing
  - III. Call Meeting to Order
  - IV. Approval of September 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 October Minutes
  - III. Communications
  - IV. Treasurer's Report Through October
  - 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  
October 15, 2020

The meeting was called to order by Chairman Glenn Anderson at 9:32 AM per conference call due to Covid-19 concerns. Huckfelt did roll call. Present on the call were:

Buena Vista County:	Kelly Snyder and Dave Derragon
Clay County:	Art Hamrick and George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	Penny Clayton
Lyon County:	Steve Simons and Jordan Kordahl
O'Brien County:	John Steensma
Osceola County:	Mike Schulte, Glenn Anderson and Stephanie Neppl
Palo Alto County:	
Sioux County:	

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

The minutes of the September meeting were presented for approval. A motion was made by Moriarty, seconded by Schulte to approve the minutes. Motion carried.

Communications. Kourousis told the Board a little of what was going on with the EDA Cares Act and said more information would follow next month.

Unfortunately, there was no Treasurer's Report again this month. Kourousis explained that we continue to have problems with our new Payroll Company, Paycor. They are still unable to get the payroll figures over to the General Ledger in Financial Edge so Huckfelt is unable to get reports and wasn't comfortable giving a report that wasn't complete. Hopefully by next month we have it rectified and have correct numbers.

The bills, paid since the last meeting, were presented for approval. A motion was made by Leupold, seconded by Steensma 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 Spencer CDBG's housing program currently has the last house under construction.

- Albert City's CDBG successfully closed out their housing grant with all 6 required houses fulfilled.
- Ruthven's CDBG currently has 4 houses under Historic Review. Once those are cleared, contractor open houses can be scheduled.
- Newell's CDBG has 3 houses under review. Once the State clears them, open houses can be scheduled.
- Armstrong's CDBG housing grant has just scheduled open houses for their first round.
- The Housing Trust Fund is working on closing out their current fiscal year.
- Spencer's Substandard Housing Program has their current round under construction, with the final projects to be done in a week or two

**Staci gave the following report:**

- Currently have 30 tickets assigned and waiting on paperwork back from three new ones
- Received an email stating my case study had been approved and I am now officially certified as a Work Incentives Practitioner. Going forward I will have to complete 60 hours of Continuing Education every 5 years to keep up the certification and submit it to their training portal. I attended a webinar on Employing Individuals with Disabilities this week which I have submitted for approval for continuing education credit.
- We received our first Ticket to Work payment...the payment system with Social Security Administration is complicated and tickets need to be assigned with an EN for a certain period of time before payments begin. Payment 1 was a payment for just one ticketholder for a one month time frame so was a smaller payment. Payments expected to grow going forward
- We have a meeting scheduled by Zoom with Hawkeye in Waterloo next week to discuss a Pilot Program with Social Security in which SSA will provide us with the names of local Ticketholders; This should help a lot with recruitment

**Cara reported the following:**

- Elbert is starting to get into the update process for the regional long-range transportation, which is due to be updated in the next few years. DOT hasn't provided recent guidance, so she is working off of the guidance they have currently and touching base with public works and engineers to see where they are at with the projects they identified in the previous long range plan.
- IEDA had a CDBG training in early October and shared they received some COVID Cares Act funding. They don't have guidance on how that will be distributed and how it could impact our cities and counties. The main thing they said is that it will be used for

public service activities and not for construction. All trainings will be held virtually for the foreseeable future.

- All open CDBG's are in progress and aren't experiencing any major issues due to COVID.
- Still awaiting CDBG award announcements for community facilities.
- Quarterly N. Raccoon River Watershed project is tomorrow. Nearing clearance from IEDA and are preliminarily setting up their bid/construction schedule for the 4 projects that are part of the project

**Pingel reported the following:**

- Virtual Summit all day event on 10/15/2020 for 5210 Healthiest state initiative.
- First Draw completed for the Lake Park Waste Water Improvement Project.
- Hawarden Housing CDBG is underway and inspections are completed.
- SRTS WOW (Safe Routes to School Walk on Wednesday) will start this month, getting volunteers ready and talking through safety concerns.
- SSA Hawkeye meeting coming up next week.

**Darren reported the following:**

- Bumgarner has been working with a number of City Code Updates lately. Wahpeton, Rembrandt, Dickens, Larchwood, and Marathon.
- He has also been working with Primghar and Sheldon on Zoning Updates.
- Continuing to work with a number of cities on Zoning Administration.
- Bumgarner has been working with Peterson and Ruthven on background information for upcoming CDBG applications due January 1. Peterson's project is Wastewater Systems Improvements. Ruthven's project is also a Water System Improvements Project.
- Due to COVID Bumgarner has had a number of Board of Adjustment and Planning and Zoning Commission meetings held virtually. The meetings have gone well for the most part. It's a little bit more difficult with communication at these meetings with property owners. Other people attending providing comments at these meetings. However, it does save on time and travel to attend these meetings. Overall the meetings have gone well.

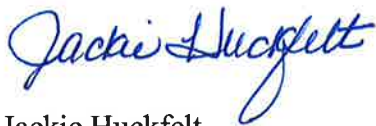
3. Contract Status Report. There were no contracts this month.

## New Business

1. Miscellaneous. Anderson asked the Staff how they feel the Virtual meetings have been going. Everyone stated that they felt things were going well however, it's a little more difficult to know how people are feeling not being face to face. It sure saves time and money not traveling.

With there being no more discussion, the next meeting was scheduled for November 19, 2020 at 9:30 AM. A motion was made by Snyder, seconded by Schulte to adjourn. The meeting adjourned at 9:54 AM.

Respectfully submitted,



Jackie Huckfelt

Check #	Date Paid	Vendor	Description	Amount Paid
639	10/30/2020	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,226.34
27588	10/30/2020	AFLAC	Insurance	\$464.22
27589	10/30/2020	CenturyLink- LD	Conference Call- Board Meetings	\$190.05
27590	10/30/2020	Delta Dental of Iowa	Dental Insurance	\$530.56
27591	10/30/2020	Kansas City Life Insurance	Life Insurance	\$77.89
27592	10/30/2020	VISA	CPR/ Gas/ Meeting Registration	\$146.11
27593	10/30/2020	VSP Vision Care	Vision Insurance	\$141.64
27594	10/30/2020	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,399.66
27595	11/10/2020	Candess Consulting LLC	Project Phase 2- LEPC	\$8,245.50
27596	11/10/2020	CenturyLink	Phones	\$463.75
27597	11/10/2020	Clay County Auditor	Rent/ Utilities	\$2,606.77
27598	11/10/2020	Spencer Municipal Utilities	Utilities	\$80.00
27599	11/10/2020	Spencer Office Supplies	Spray cleaner/ Jr pads/Fax Ribbon	\$103.00



