



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
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AGENDA

Northwest Iowa Planning and Development Commission

December 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 Osceola County CHBP Project to current TIP
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of November 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 November Minutes
 - III. Communications
 - IV. Treasurer's Report Through November
 - 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
November 19, 2020

The meeting was called to order by Chairman Glenn Anderson at 9:38 AM per conference call due to Covid-19 concerns following a short FastAct meeting. Kourousis 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:	
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte, Glenn Anderson and Stephanie Neppel
Palo Alto County:	Roger Faulstick
Sioux County:	Al Bloemendaal

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

Communications. None

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 Bloemendaal, seconded by Faulstick to approve the bills as written. Motion carried.

Old Business

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

Kristin reported the following:

- HTF is still working on closing out their current fiscal year. It must be closed out by 12/31/2020.

- Newell's housing grant has been scheduled for open houses, with contract signings in December.
- Armstrong had contract signings for their first round of houses.
- Ruthven's first round came back from historic review with none of the houses having been deemed as eligible for the National Register of Historic Places. They are under final review from the State.
- Spencer's last CDBG house is under construction and must be completed before 12/31/2020

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 \$30,000 for the 1st year with potential for a lesser amount for 2 more years. The Steering Committee has been established and the action plan Draft is due January 1st, 2021.
- NWIPDC has finished the first round of the 5210 Program in Storm Lake and have been awarded a round 2 in the amount of \$10,000 to help Storm Lake make healthy choices in the community, with a draft action plan due January 1st, 2021.
- Lake Park's Water Improvement CDBG Project has its first draw with the 2nd draw to take place the 2nd week in December. This project is nearing completion.
- 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, Inspections are completed and should be going to bid soon.
- Safe Routes to School and the WOW (Walk on Wednesday) program is nearing completion with the last walk of the year on December 16th with an anticipated start up again in the Spring.

Darren reported the following:

- Working with the City of Peterson and the City of Rembrandt to submit a CDBG application for each of these cities January 1, 2021. The City of Peterson is applying for funds to help make improvements and rehabilitation to its sanitary sewer collection system and wastewater lagoons. The City of Rembrandt is applying for grant funds to assist with the construction of a new water well and connection to the water treatment system.
- Working with Inwood for a CDBG application to be submitted most likely by April 2021 for a new water main to connect to rural waters new water tower and to make other water supply system improvements. However, they must first perform an LMI survey to see if they qualify to apply for CDBG funds.
- In the initial stages of working with City of Fostoria to see if they are eligible to apply for CDBG funds for wastewater system improvements. Also procuring for engineer services.
- Rembrandt sanitary sewer collection system finishing up. It's a CDBG project.
- Keeping busy yet with Zoning Administration with cities. Still some Nuisance Abatements occurring too.

Cara reported the following:

- Working through updates to our CED's plan and will be bringing that to the board to adopt at the December board meeting.
- All open CDBG's are progressing through the construction and the only minor COVID setbacks have been in getting materials in a timely manner.
- Watershed project is cleared by IEDA and am working with the project engineer on easements and permitting through the Army Corp. of Engineers. Bids will be advertised in December.
- All planning and zoning commission meetings have been held virtually and the updates to their ordinances is progressing on schedule.
- Working on the 3 county Regional Mitigation plan draft in December & January to be able to submit to FEMA in February to keep on schedule.

- City of Hawarden was not awarded Downtown Revitalization funds through IEDA due to not leveraging enough funds locally and federally. Will be working with them on a resubmittal in the Spring.

3. Contract Status Report. One contract was presented for informational purposes only.

New Business

1. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for December 17, 2020 at 9:30 AM. A motion was made by Schulte, seconded by Bloemendaal to adjourn. The meeting adjourned at 9:58 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
11/30/20

CASH ON HAND 6/30/20	129,298.94
Receipts	352,793.25
Disbursements	434,608.36
CASH ON HAND 11/30/20	\$47,483.83

Reimbursements to NWIPDC

EDA	5,499.33
SHIELD	9,247.53
HAZMAT	8,525.04
TICKET TO WORK	7,961.71
NWIRHTF	5,086.53
CASH BALANCE 11/30/20	\$ 83,803.97

Check #	Date Paid	Vendor	Description	Amount Paid
641	11/25/2020	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,226.34
27600	11/25/2020	AFLAC	Insurance	\$464.22
27601	11/25/2020	Clay County Auditor	Utilities	\$226.71
27602	11/25/2020	Delta Dental of Iowa	Dental Insurance	\$530.56
27603	11/25/2020	GFC Leasing	Copier Lease	\$912.50
27604	11/25/2020	Kansas City Life Insurance	Life Insurance	\$77.89
27605	11/25/2020	Michael Raner	Travel/ Cell Phone	\$246.52
27606	11/25/2020	VISA	Gas/ Miscellaneous	\$79.13
27607	11/25/2020	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,399.66
27608	12/10/2020	Boji Information Systems	Consulting	\$270.00
27609	12/10/2020	CenturyLink	Phones	\$473.98
27610	12/10/2020	CenturyLink- LD	Conference Calls	\$252.55
27611	12/10/2020	Clay County Auditor	Rent/ Utilities	\$2,630.56
27612	12/10/2020	GFC Leasing	Copier Lease	\$942.50
27613	12/10/2020	Michael Raner	Travel/ Cell Phone	\$144.51
27614	12/10/2020	North Star Mutual Insurance Co	NWIRHTF- General Liability	\$577.00
27615	12/10/2020	Palo Alto Co Economic Development Corp	Cares Act Recovery Assistance	\$23,000.00
27616	12/10/2020	Portfol Software	Maintenance thru 6/30/21	\$1,097.25
27617	12/10/2020	Spencer Municipal Utilities	Internet	\$80.00
27618	12/10/2020	Spencer Office Supplies	Desk Calendars	\$27.96
27619	12/10/2020	VSP Vision Care	Vision Insurance	\$141.64