



# **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  
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[www.nwipdc.org](http://www.nwipdc.org)

## **AGENDA**

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

**February 18, 2021 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 City of Storm Lake/ IDOT Project to current TIP
- II. Close Public Hearing
- III. Call Meeting to Order
- IV. Approval of December 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. FY 2020 Audit Discussion (Williams & Co)
- III. Approve December Minutes
- IV. Communications
- V. Treasurer's Report Through January
- VI. Approval of Bills Paid Since Last Meeting
- VII. Old Business
  1. Planning Division Report
  2. Contract Status Report
- VIII. New Business
  1. Personnel Committee- Merit Increase
  2. Miscellaneous

#### **IX. 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)  
Open (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 Nepl (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  
December 17, 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:	Dale Arends, Kelly Snyder and Dave Derragon
Clay County:	Art Hamrick and George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	Penny Clayton and Tim Schumacher
Lyon County:	Steve Simons, Jordan Kordahl and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte, Glenn Anderson and Stephanie Neppl
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 November meeting were presented for approval. A motion was made by Hamrick, seconded by Snyder to approve the minutes. Motion carried.

Communications. None

The Treasurer's report through November was read by Huckfelt and reflected a cash balance of \$83,803.97 after several months of no report. After several questions and some discussion, a motion was made by Arends, seconded by Moriarty to approve the report as read. Motion carried.

The bills, paid since the last meeting, were presented for approval. The bill for Palo Alto County Economic Development in the amount of \$23,000 was questioned. Kourousis explained that it was part of the EDA Cares project. Schumacher questioned why there were 2 bills for Clay County for utilities. Huckfelt explained that the County forgot to bill us for a month. The bill for Portfol was also questioned and Huckfelt explained that it was for our Loan Portfolio system that we use for EDA-RLF loans and also the Housing Trust Fund loans. A motion was made by Neppl, seconded by Arends to approve the bills as written. Motion carried.

Old Business

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

**Kristin reported the following:**

- Spencer's CDBG is now done, with the last draw being processed for closeout.
- Newell and Armstrong's first round of CDBGs are currently under construction.
- Ruthven has one more house under review before contractor open houses can be scheduled.
- NWIRHTF is closing out FY18.

**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 thousand for the 1<sup>st</sup> 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 1<sup>st</sup>, 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 thousand to help Storm Lake make healthy choices in the community. A draft action plan is due January 1<sup>st</sup>, 2021.
- Lake Park's Water Improvement CDBG Project has had its first Draw with the 2<sup>nd</sup> Draw to take place the 2<sup>nd</sup> week in December. This project is nearing completion.
- Approved! \$500,000 CDBG for Lake Park for a Wastewater Improvement Project.
- Round 1 is underway for the Hawarden Housing Rehabilitation program, Historic site inventory is being reviewed
- Safe Routes to School and the WOW (Walk on Wednesday) program is done until Spring. I will be applying for 5210 funding for SRTS on behalf of the Board for new signage and helmets.

**Darren reported the following:**

- Emphasis working with the City of Peterson and the City of Ruthven to submit a CDBG application for each of these cities. Applications are due 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 Ruthven is applying for grant funds to assist with the construction of a new water well.
- Still providing Nuisance services for a couple of communities. Have a court hearing tomorrow.
- Zoning Administration services slowing down as is expected this time of the year.

Cara reported the following:

- Updated the board on some possible federal transportation legislation through the latest Covid relief package. These items aren't finalized, but they are earmarked in the language that has been released. \$45 billion will be included for certain transportation modes. \$4 billion for airports, \$15 billion for transit-split between urbanized and rural areas, \$1 billion for amtrack, \$8 billion over the road buses and \$17 billion for airlines-employee payroll, benefits and point to point service.
- Passed along information on the IEDA community catalyst program and the background of it. Pre-applications are due in January and stated we would be glad to help any of our Cities or Counties who are interested.
- Helping the City of Royal with a new FEMA BRIC application for their generator lift station project.
- All open CDBG's are progressing and monitorings are moving to virtual and just have to upload documentation.
- Working on resubmittal of the GACO Community Facility CDBG phase project.
- Time of the year to reach out to member Cities/Counties to help with any Water/Sewer/Community Facility CDBG application development. Will be getting an email out to Jackie to send out to her email list to reach out for help with project development.

Staci reported the following:

- We will be having a Supports and Services Review through Social Security in the next 2-3 weeks. During this process, Social Security will randomly pull names of Ticketholders assigned to our Employment Network. We will have to provide them with the Individual Work Plan we have written for these beneficiaries along with all of their casenotes. They will be checking to make sure we have provided regular 30-day contacts, that services are being provided as outlined in our agreement with SSA, and that case notes and other paperwork are up to date.
- If we pass the SSA Review, we will then be eligible for EPAY payments. Currently we get reimbursement from SSA on a quarterly basis when we provide pay stubs from those who are working above Substantial Gainful Activity levels. EPAY allows us to receive payments from all our ticketholders working above those levels, even those not providing pay stubs.
- We are still waiting on the list from Social Security on the new Pilot Program to provide us the names of beneficiaries in our region. This list will provide us with more referrals to contact and help us to increase our numbers in this area.
- Currently have 28 tickets assigned-one ticket was recently unassigned due to the fact that she recently made the decision that she won't be able to work due to increased issues related to her disability and asked to be unassigned. I have 2 that enrolled with me by phone but then never returned the paperwork even after several reminders.

3. Contract Status Report. There were no contracts.

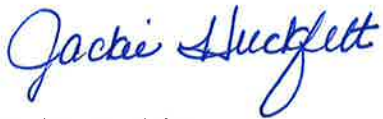
New Business

1. Miscellaneous. Kourousis thanked Koedam for his years of service on the Policy Council. Koedam stated that he has really enjoyed serving and will miss everyone.

**Merry Christmas & Happy New Year to all of you from all of us at  
NWIPDC!!**

With there being no more discussion, the next meeting was scheduled for January 21, 2021 at 9:30 AM. A motion was made by Schulte, seconded by Bloemendaal to adjourn. The meeting adjourned at 10:06 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT  
CASH IN BANK  
1/31/21

CASH ON HAND 11/30/20	47,483.83
Receipts	409,521.08
Disbursements	251,520.08
CASH ON HAND 1/31/21	\$205,484.83

Reimbursements to NWIPDC

EDA	6,205.04
SHIELD	11,015.89
HAZMAT	979.49
TICKET TO WORK	9,437.93
NWIRHTF	6,228.37
CASH BALANCE 1/31/21	\$ 239,351.55

Check Number	Date Paid	Vendor	Description	Amount Paid
645	12/15/2020	Iowa Public Employee Retirement	IPERS	\$7,203.85
646	12/31/2020	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,226.34
647	1/18/2021	Paycor	Payroll Maintenance (November-January)	\$417.00
648	1/29/2021	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,413.49
649	1/11/2021	Iowa Public Employee Retirement	IPERS	\$10,805.77
650	2/2/2021	Iowa Public Employee Retirement	IPERS	\$7,241.36
651	2/5/2021	Paycor	Payroll Maintenance/ W2 Processing	\$193.93
27620	12/30/2020	AFLAC	Insurance	\$464.22
27621	12/30/2020	American Society of Safety Professionals	SHIELD Membership Dues	\$200.00
27622	12/30/2020	Cara Elbert	Planner	\$26.65
27623	12/30/2020	CenturyLink- LD	Conference Calls	\$275.91
27624	12/30/2020	Delta Dental of Iowa	Dental Insurance	\$530.56
27625	12/30/2020	Erin Pingel	Planner	\$23.49
27626	12/30/2020	Kansas City Life Insurance	Life Insurance	\$77.89
27627	12/30/2020	Petty Cash	Postage/ Batteries	\$46.28
27628	12/30/2020	Spencer Office Supplies	Pens/Postage Meter Ribbon/Stamp Pad	\$108.32
27629	12/30/2020	VISA	Gas	\$79.26
27630	12/30/2020	VSP Vision Care	Vision Insurance	\$141.64
27631	12/30/2020	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,654.84
27632	12/30/2020	Williams & Company P.C.	Partial Audit	\$3,275.00
27633	1/18/2021	Boji Information Systems	Dropbox/ Consulting	\$661.00
27634	1/18/2021	CenturyLink	Phones	\$503.85
27635	1/18/2021	Clay County Auditor	Rent/ Utilities	\$2,643.57
27636	1/18/2021	GFC Leasing	Copier Lease	\$942.50
27637	1/18/2021	Iowa Lakes Corridor	EDA Cares Act Recovery Assistance	\$50,000.00
27638	1/18/2021	Michael Raner	Travel/ Cell Phone	\$488.96
27639	1/18/2021	Northern Safety Co, Inc	SHIELD Supplies	\$58.62
27640	1/18/2021	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$144.30
27641	1/18/2021	Spencer Municipal Utilities	Internet	\$80.00
27642	1/18/2021	Staci Kleinhesselink	Planner	\$17.69
27643	1/29/2021	AFLAC	Insurance	\$464.22
27644	1/29/2021	CenturyLink- LD	Conference Calls	\$394.46
27645	1/29/2021	Delta Dental of Iowa	Dental Insurance	\$530.56
27646	1/29/2021	Kansas City Life Insurance	Life Insurance	\$77.89
27647	1/29/2021	Spencer Office Supplies	File Folders/ Premium Paper	\$120.08



27648	1/29/2021	VISA	Booster Cables	\$17.00
27649	1/29/2021	VSP Vision Care	Vision Insurance	\$141.64
27650	1/29/2021	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,654.84
27651	1/29/2021	Williams & Company P.C.	Audit Charges	\$10,300.00
27652	2/5/2021	Boji Information Systems	Consulting	\$330.00
27653	2/5/2021	Clay County Auditor	Rent	\$2,377.81
27654	2/5/2021	Michael Raner	Travel/ Cell Phone	\$314.91
27655	2/5/2021	Spencer Municipal Utilities	Internet	\$80.00
27656	2/5/2021	Winter Walking	SHIELD Supplies	\$102.55

