



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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AGENDA

Northwest Iowa Planning and Development Commission

March 18, 2021 9:30 AM*

**Governmental Services Building Conference Room, 217 W 5th Street,
Spencer, IA**

1. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve February Minutes
 - III. Communications
 - IV. Treasurer's Report Through February
 - V. Approval of Bills Paid Since Last Meeting
 - VI. Old Business
 1. Planning Division Report
 2. Contract Status Report
 - VII. New Business
 1. Appointment of Nominating Committee
 2. Appointment of Non-Elected Officials
 - A. Dickinson
 - B. Emmet
 - C. Sioux
 3. Adopt Depository Resolution
 4. 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)
Doug VandenBosch
(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
February 18, 2021

The meeting was called to order by Chairman Glenn Anderson at 9:40 AM per Zoom 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:	Tim Schumacher
Lyon County:	Steve Simons, Jordan Kordahl and Doug VandenBosch
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, Michael Raner and Jackie Huckfelt, NWIPDC staff.

FY 2020 Audit Discussion. Kourousis introduced Kristine Devereaux, auditor for Williams & Company through Zoom. Devereaux presented the FY 2020 Audit. Devereaux stated that Huckfelt sent a copy of the audit report and the representation letter with the agenda. She stated that there was nothing material in there and that there were no disagreements between their staff and ours. Devereaux thanked Kourousis and Huckfelt for their cooperation during the audit.

Devereaux discussed the findings and stated that they were minor things but they had to be disclosed in the audit.

Devereaux told the Board that, in her opinion, the Management Discussion and Analysis written by Kourousis was the best and most informative part of the audit as far as explaining what went on with the agency throughout the year.

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

Communications. Kourousis stated that he got notified that the CEDS plan that was submitted in December has been approved.

The Treasurer's report through January was read by Huckfelt and reflected a cash balance of \$239,351.55. After a couple questions and some discussion, a motion was made by Schulte, seconded by Kordahl to approve the report as read. Motion carried.

The bills, paid since the last meeting, were presented for approval. Schumacher asked if the \$50,000 payment for Iowa Lakes Corridor was just a partial payment. Kourousis stated that it was and said he would email the contract to Schumacher after the meeting. A motion was made by Schumacher, seconded by Snyder 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- Making good progress on the 2 fiscal years we have open.
- Migrant Housing- They are still being conducted virtually. Last year, NWIPDC inspected 10% of total housing inspection for the state of Iowa.
- Newell CDBG- first round is under construction. Beginning income verification for second round.
- Ruthven CDBG- scheduled open houses for the first round.
- Armstrong CDBG- IEDA has put us on "hold" with the housing grant. Cara and Kristin are drafting a letter to the City Council on how they want us to proceed. NWIPDC, contractors, and housing inspectors have been paid and are up to date.

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 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 a round 2 in the amount of \$10 thousand to help Storm Lake make healthy choices in the community. Both Storm Lake and Spencer's Action Plans have been approved.
- Lake Park's Water Improvement CDBG is nearing completion. Draw 3 was approved.
- Approved \$500,000 CDBG for Lake Park for a Wastewater Improvement Project. Contract is signed and this process can begin.

- Round 1 is underway for the Hawarden Housing Rehabilitation program, Historic site inventory is being reviewed.
- Safe Routes to School – Next Board Meeting scheduled for February 24th @ 1:00pm over Zoom.
- We will be discussing, the funding SRTS received in the amount of \$750.00 from the 5210 Healthiest State Initiative. New signs and marketing materials will be discussed as ways to utilize this funding. We will be joined by Jared Morford who is the Safe Routes to School Program Manager in Des Moines.

Darren reported the following:

- Next round of CDBG applications for water & sewer projects are due April 1, 2021. Working on two project applications for this round – Inwood and Rock Valley.
- Working on submittal \$300,000 CDBG application for City of Inwood to make a new connection to Lyon Sioux Rural Water and its new water tower to be constructed later this year. This will enable the City to abandon its water tower and a water reservoir.
- Rock Valley is currently conducting a low-to-moderate income survey to determine if they qualify to make application for a CDBG to construct a well, connect it to the water treatment system and to make improvements to the water treatment system, particularly to treat nitrates. If they qualify then I will be assisting the City in submitting a \$600,000 CDBG application with a target date of April 1, 2021.
- Rembrandt is in the process of closing out its CDBG for sewer main improvements project.
- Milford is in process of closing out the H-Ave Phase III sewer/storm water/water improvements project.
- Wallingford and Marathon are done with their code book updates.
- Currently working with Rembrandt, Little Rock, Ringsted, Royal, Dickens, Larchwood & Wahpeton to update their Code Books.
- Zoning administration activity is keeping active, considering the time of the year it is. Have had a decent number of zoning compliance permit reviews, variances and special exceptions/conditional uses.

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:

- 4th Quarter SSA Payment-Waterloo requested \$10,245 for the Planning Commission's TTW program and SSA approved \$6830; Hawkeye will be able to request for the additional \$2970 for our region next quarter under a different milestone in addition to 1st quarter of 2021 payments. This \$10,245 was payments for 3 of my participants and we should pick up more next quarter. 28 ticket holders, 20 employed but 4 are working below Trial Work Period levels so working with them to increase hours and with the 8 to find employment. We should see continued growth in the payments from SSA as we are able to request for more ticket holders based on what milestone they are on.
- We are currently going through our Supports and Services Review with Social Security. They pulled 3 of my current files for review and I provided all the information to Waterloo and they sent it to SSA. Still waiting to hear back on results of review. If we pass our first review, it makes us eligible for E-Pay payments. Currently, I need to provide ticket holder pay stubs to Waterloo and then they are able to request payments if they are working at specified levels. Once we are eligible for E-Pay, payments will come automatically even for those who don't provide pay stubs regularly so that will help us to pick up more payments.
- The Pilot Project with SSA for providing us with all the beneficiaries in the area who receive benefits has been stalled due to some technical issues. They tried to do a robo-texting system due to the large number of names provided but the number was too large. They are working to figure out a new way to tackle the list when it comes to them next quarter. We hope to have a list of names to contact in the next couple of months.
- Hawkeye did get Erin and Staci on their Hawkeye system with Google. We now have a Hawkeye email and access to a shared Google Drive. This has made things much easier with paperwork and confidentiality. When we email any documents to Hawkeye, they always have to be encrypted due to SSA strict confidentiality policy. With the shared drive, we can just upload documents there and Hawkeye can access them that way.

- Kourousis asked Schumacher and Snyder if they had a meeting yesterday and if there was a discussion on Ticket to Work money that was remaining from the period that the TTW was affiliated with the IWD network. They indicated that they had a discussion on this and there was some confusion as to the continuation of service for the region. Kourousis mentioned that he had been in discussion with Heather Garcia and was going to send the documentation completed by the RWDB to change employment networks to the Hawkeye Tech network and that NWIPDC staff was continuing the TTW service across the same 10 county region. He also mentioned that there was still about \$40,000 that the region still had to collect from the former employment network affiliation.

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

New Business

1. Personnel Committee Report- Merit Step Increase. Kourousis reported that he did an evaluation for Erin Pingel and Kristin Larsen. He stated that both were up for a merit step increase. It was his recommendation that both be moved up one step on the merit step scale. A motion was made by Moriarty, seconded by Kordahl to approve. Motion carried.
2. Miscellaneous. Kourousis stated that we needed to approve the FY2020 Audit report. A motion was made by Arends, seconded by Bloemendaal. Motion carried.

With there being no more discussion, the next meeting was scheduled for March 18, 2021 at 9:30 AM. A motion was made by Snyder, seconded by Kordahl to adjourn. The meeting adjourned at 10:24 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
2/28/21

CASH ON HAND 1/31/21	205,484.83
Receipts	93,935.08
Disbursements	83,567.07
CASH ON HAND 2/28/21	\$215,852.84

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 2/28/21	\$ 249,719.56
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Check	Date Paid	Vendor	Description	Amount
652	2/23/2021	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,413.49
27657	2/23/2021	AFLAC	Insurance	\$464.22
27658	2/23/2021	Auditor of State	Audit Filing Fee	\$175.00
27659	2/23/2021	CenturyLink	Phones	\$502.90
27660	2/23/2021	CenturyLink- LD	Conference Call- NWIRHTF	\$48.78
27661	2/23/2021	Clay County Auditor	Utilities	\$266.20
27662	2/23/2021	Delta Dental of Iowa	Dental Insurance	\$530.56
27663	2/23/2021	GFC Leasing	Copier Lease	\$942.50
27664	2/23/2021	Kansas City Life Insurance	Life Insurance	\$77.89
27665	2/23/2021	Spencer Office Supplies	Paper/Classification Folders/Binders	\$213.84
27666	2/23/2021	VISA	Office 365/CPR/Registration	\$1,255.00
27667	2/23/2021	VSP Vision Care	Vision Insurance	\$141.64
27668	2/23/2021	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,654.84
27669	2/23/2021	Williams & Company P.C.	Final Audit Payment	\$5,650.00
27670	3/17/2021	Boji Information Systems	Consulting	\$180.00
27671	3/17/2021	CenturyLink	Phones	\$508.02
27672	3/17/2021	Clay County Auditor	Utilities	\$2,377.81
27673	3/17/2021	GFC Leasing	Copier Lease	\$942.50
27674	3/17/2021	Michael Raner	SHIELD Travel/ Cell Phone	\$334.47
27675	3/17/2021	National Safety Council	Membership Dues- SHIELD	\$425.00
27676	3/17/2021	Spencer Municipal Utilities	Internet	\$80.00
27677	3/17/2021	Spencer Office Supplies	Screen Cleaner/ Canned Air	\$29.92

Jackie Huckfelt

From: Steve Simons <ssimons@co.lyon.ia.us>
Sent: Wednesday, February 17, 2021 6:30 PM
To: Jackie Huckfelt; Ted Kourousis
Cc: Doug VandenBosch
Subject: New Lyon County Supervisor representative

Jackie and Ted,

The new Lyon County Supervisor representative on the NWIPDC Policy Council is Doug Vanden Bosch. I provided him with the materials and he will be joining us Thursday at 9:30. I ccd him so you have his email address for the future.

Thanks,

Steve Simons

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