



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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Governmental Services Center • Spencer, Iowa 51301
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AGENDA

Northwest Iowa Planning and Development Commission

April 22, 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 March Minutes
 - III. Communications
 - IV. Treasurer's Report Through March
 - V. Approval of Bills Paid Since Last Meeting
 - VI. Old Business
 1. Planning Division Report
 2. Contract Status Report
 - VII. New Business
 1. Nominating Committee Report
 2. 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 Neppi (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
March 18, 2021

The meeting was called to order by Vice-Chairman Kelly Snyder at 9:30 AM per Zoom due to Covid-19 concerns. 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:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons, Jordan Kordahl and Doug VandenBosch
O'Brien County:	Marjean Westerman
Osceola County:	Mike Schulte 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, Staci Kleinhesselink, Michael Raner and Jackie Huckfelt, NWIPDC staff.

The minutes of the February meeting were presented for approval. Schumacher stated that his question last month concerning the payment for Iowa Lakes Corridor in the amount of \$50,000 was in regards to the CARES act. He was simply wanting clarification on the payment and portion of funding for the Corridor. A motion was made by Moriarty, seconded by Leupold to approve the minutes with that change. Motion carried.

Communications. None

The Treasurer's report through February was read by Huckfelt and reflected a cash balance of \$249,719.56. A motion was made by Schulte, seconded by Bloemendaal to approve the report as read. Motion carried.

The bills, paid since the last meeting, were presented for approval. A motion was made by Bloemendaal, seconded by Neppl to approve the bills as written. Motion carried.

Old Business

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

Ted stated that the Regional Applications for the FY 2022-2025 TIP were out to the cities and counties, due back by Friday, March 26, and that the review for the STBG-SWAP projects would be on April 1 in the Council Chambers at Spencer City Hall. The meeting will be in person and there was about 3.9 million in funding to program for FFY 2025. He also stated that the regional TAP applications were also out and due on the same date as the STBG ones and that the region had about \$272,000 to program. He further stated that he

would have a report next month of the projects that were programmed to present to the board as well as the draft FY 2022 Transportation Planning Work Program.

Cara reported the following:

- City of Rodman CDBG project received bids last week for the project and will be starting construction in the next few weeks, once the council approves the bids, contracts and receives all required federal compliance documentation.
- GACO CDBG project in Spencer is working through the historical clearance process and defining the scope of work along with the historic consultant CMBA has hired. Also was made aware another grant that I wrote for GACO was funded by IFA and will help with their local match on the project.
- N. Raccoon watershed project engineer is prepping bid documents for review and project will be going to bid in May. Working with County Conservation and their Board on an easement issue on one of the sites as well as working with the county attorney on the land purchase and CRP buyout. All four projects should be under construction in early summer.
- Got the go ahead from the Buena Vista County supervisors on moving forward with the Rembrandt Enterprises Career Link grant. Setting up public hearing for all grant application requirements to be met.
- IEDA is having an application workshop in April if any communities are interested in water/sewer/community facility or downtown revitalization projects. Will know more about application deadlines after that workshop.
- Getting the draft wrapped up for the Regional Hazard Mitigation Plan for Sioux-O'Brien-Osceola counties to submit to the state and wait for their feedback on corrections.

Staci reported the following:

- We passed our first Social Security Supports and Services Review. Social Security reviewed three of our current Ticket to Work files to make sure we are in compliance. Since we passed it means we are now eligible for E-Pay payments from SSA. These are automatic payments for ticketholders who are working at a certain level and making progress toward meeting goals. E-Pay payments come in to play when someone is working but may not be providing pay stubs needed to request payments from SSA.
- TTW should receive the 1st quarter of 2021 payment in mid April-haven't heard on amounts yet; Ted has been working with IWD and the County to get the additional \$39,000 paid to us from last program year.
- The Pilot Project with SSA for providing us with all the beneficiaries in the area is still delayed. I am hopeful we will get the list of names in the next month or so to pursue more ticketholders in our area.
- Now that IWD is back open to the public, I have been working with them to review the referral process when someone with a disability comes into their Center. We have a referral process in place and are working to set up a time for me to attend one of their meetings to make sure staff is up to date on the process. I have already received two referrals from them since they opened back up to the public.

Erin reported the following:

- NWIPDC is working with the City of Storm Lake and City of Spencer to submit invoicing for reimbursement through the approved action plan for the 5210 projects.
- Lake Park's Water Improvement CDBG is nearing completion, draw 3 was approved.
- Lake Park's CDBG Wastewater Improvement project set to begin this spring.
- Round 1 is underway for the Hawarden housing rehabilitation program, getting prepared for our first Bid opening in the spring.
- Safe Routes to School – Next Board Meeting scheduled for March 24th @ 1:00pm over Zoom.
- SRTS received \$750.00 from the 5210 Healthiest State Initiative. New signs are completed and ready to be used for the first walk on April 7th. Working on marketing materials to encourage more participation.
- I am currently enrolled in Spring 2021 - EC Outdoor Learning Environments. EC Outdoor Learning Environments is a non-credit certificate program for professionals and volunteers. Interested learners will gain skills and understanding required to create, manage, promote, organize, and administer high quality OLEs for young children (i.e., the early childhood years zero to seven) and accompanying adults. The targeted audience is early childhood educators practicing in childcare centers; however, others may be interested, such as landscape design/build, horticultural, and park and recreation professionals, college instructors, Cooperative Extension agents, and volunteers with an interest in advancing outdoor quality for young children.

Darren reported the following:

- City of Peterson was awarded \$300,000 for wastewater system improvements.
- City of Ruthven was awarded \$300,000 to construct another water well and connect to the water treatment system.
- Inwood will be submitting a CDBG application by April 1 in the amount of \$300,000 to construct a water main to connect to Lyon Sioux Rural Water and to replace some water mains.
- Working with Fostoria on preliminary work for submission of a CDBG application later this year for wastewater system improvements.
- We are working with Rock Valley to submit a CDBG application by July 1, 2021 for construction of a new well and water treatment improvements.
- There has been a steady intake of zoning permits to review.
- Will be working with Archer and Royal next month starting to update each Cities code book. Also, have Little Rock and Ringsted to help update code books.

Michael reported the following:

- Was happy to report that the Traction Aid promotion this winter worked very well. Members had very few slips and falls due to ice.
- Working with Legislators (Megan Jones, Zach Whiting) on House Bill 189 to allow County and City (State, subdivision including Local Authority) to mount White or Blue/Red Led lights on the back of Snow Maintenance equipment, which cuts through snow better. This Bill has passed the House and is headed to the Senate.
- The State conducted a study originally for 3 years which they ended after 2 years with a 51% reduction in collisions.
- Michael also reminded all that the OSHA 300A summary of accidents and/or injuries is to be posted February 1st through April 30th.
- Michael reported that several SHIELD members are setting new records on their EMF with amazing low numbers which saves them big \$\$\$ in premiums and sending their staff home safely.

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

New Business

1. Appointment of Nominating Committee. Schumacher and Bloemendaal agreed to serve on the nominating committee.
2. Appointment of Non-Elected Officials. Kourousis stated that the non-elected officials in Dickinson, Emmet and Sioux Counties, are due for re-appointment to the Policy Council this year. Clark Reekers is the Dickinson County representative. We will check to see if he wishes to continue. James Jenson is the Emmet County representative but hasn't attended in a long time so we probably need to find someone to fill that position. Don Schreur is the Sioux County representative. He hasn't attended in years so Bloemendaal stated that he would check with Jim Collins and/or Mark Gaul and see if they would be interested in serving.
3. Adopt Depository Resolution. Kourousis stated that it was time to adopt the Depository Resolution for another year. There were no changes in the plan from last year. Kourousis introduced Resolution Number 2021-1. A motion was made by Clayton, seconded by Nepl to adopt the resolution. Motion carried. Depository Resolution for 2021 was adopted.
4. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for April 22, 2021 at 9:30 AM. A motion was made by Leupold, seconded by Hamrick to adjourn. The meeting adjourned at 10:05 AM.

Respectfully submitted,

Jackie Huchfelt

TREASURER'S REPORT
CASH IN BANK
3/31/21

CASH ON HAND 2/28/21	215,852.84
Receipts	45,876.14
Disbursements	92,038.14
CASH ON HAND 3/31/21	\$169,690.84

Reimbursements to NWIPDC

EDA	5,721.02
SHIELD	10,343.37
HAZMAT	169.22
TICKET TO WORK	8,793.83
NWIRHTF	8,518.64
CASH BALANCE 3/31/21	\$ 203,236.92

Check #	Date Paid	Vendor	Description	Amount Paid
653	3/24/2021	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,413.49
27678	3/31/2021	AFLAC	Insurance	\$464.22
27679	3/31/2021	CenturyLink- LD	Conference Call- NWIRHTF	\$56.63
27680	3/31/2021	Delta Dental of Iowa	Dental Insurance	\$530.56
27681	3/31/2021	Kansas City Life Insurance	Life Insurance	\$77.89
27682	3/31/2021	Northwest Iowa Development	EDA Cares Act Recovery	\$22,862.00
27683	3/31/2021	Spencer Office Supplies	Binders	\$109.92
27684	3/31/2021	VISA	Zoom Membership	\$160.39
27685	3/31/2021	VSP Vision Care	Vision Insurance	\$141.64
27686	3/31/2021	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,654.84
27687	4/8/2021	Boji Information Systems	Docking Station- Cara/ Consulting	\$768.00
27688	4/8/2021	CenturyLink	Phones	\$504.31
27689	4/8/2021	Clay County Auditor	Rent/ Utilities	\$2,687.98
27690	4/8/2021	Michael Raner	Travel/ Cell Phone	\$501.69
27691	4/8/2021	Mike Schnipper Training	HM Ops Refresher/ Awareness Classes	\$1,200.00
27692	4/8/2021	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$144.30
27693	4/8/2021	Spencer Municipal Utilities	Internet	\$80.00
27694	4/8/2021	Spencer Office Supplies	Clasp Envelopes/Pencils	\$37.11

