



# **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**

**May 20, 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: FY2022 Planning Work Program
  - II. Close Public Hearing
  - III. Call Meeting to Order
  - IV. Approval of February Minutes
  - V. New Business
    1. Adoption: Adoption of FY2022 Planning Work Program
  - VI. Open Discussion
  - VII. Motion to Adjourn

2. NWIPDC Policy Council
  - I. Call Meeting to Order
  - II. Approve April Minutes
  - III. Communications
  - IV. Treasurer's Report Through April
  - 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

**2021-2022**

### 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 2021 – 2022

Chairman  
Vice Chairman  
Secretary/Treasurer

Kelly Snyder  
Stephanie Neppl  
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting  
April 22, 2021

The meeting was called to order by Chairman Glenn Anderson 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
Lyon County:	Steve Simons and Jordan Kordahl
O'Brien County:	John Steensma
Osceola County:	Glenn Anderson, Mike Schulte and Stephanie Neopl
Palo Alto County:	Kim Kibbie
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Darren Bumgarner, Cara Elbert, Staci Kleinhesselink, Michael Raner and Jackie Huckfelt, NWIPDC staff.

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

Communications. None

The Treasurer's report through March was read by Huckfelt and reflected a cash balance of \$203,236.92. A motion was made by Schumacher, seconded by Moriarty to approve the report as read. Motion carried.

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

Old Business

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

Ted reported the following;

- Kourousis presented to the board the FY 22 draft Transportation Planning Work Program (TPWP). He explained that the document covers the work the planning commission will be undertaking in regards to the transportation work for the upcoming fiscal year starting July 1. The document contains the budget and staffing plan and consists of funding received from the Federal Transit Administration, Federal Highway Administration and through the Surface Transportation Program. The draft was due April 1 and the final document by June 30.

- Kourousis also discussed with the board that the annual programming of projects for the STBG-SWAP regional funding had taken place on April 1<sup>st</sup> and that all in all, it was a good meeting. He said the technical committee had programmed 9 projects for federal fiscal year 2025. These projects were: M36 in Buena Vista County, N40 in Palo Alto County, K64 in Sioux County, North Huron Street in Emmetsburg, Western Avenue in Sheldon, 2<sup>nd</sup> Ave-3<sup>rd</sup> St.-2<sup>nd</sup> St.-4<sup>th</sup> Ave in Sioux Center, Iowa Highway 4 in Emmet County, and Planning funding for the commission. All totaled the committee programmed \$4,110,083.

Cara reported the following:

- City of Graettinger's CDBG is starting the closeout process.
- City of Armstrong's CDBG got a six month extension. Still some work to complete but shouldn't have an issue doing that in the extra six month timeframe.
- Village NW CDBG is getting close to completion, wrapping up the punch list in the next few weeks and should be complete within the next month.
- City of Rodman CDBG construction is wrapping up. They're doing testing on the well and wage interviews were complete in the last few weeks. Will be monitoring the project soon.
- 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. Historical walk through with the consultant was this month and they're compiling documentation for compliance to submit to IEDA. Planning a mid to late summer bid letting.
- 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 that has to be further investigated on one of the project sites and 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. Public hearing has been held and project application will be submitted by the end of April.
- IEDA was having an application workshop, however it was postponed to be more aligned with their HUD award. Will let member cities and counties know application due dates once they are available.

Staci reported the following:

- We are still waiting on the list of disability benefit recipients in our area from Social Security for TTW. Waterloo ran into an issue with the list from Social Security due to the length of the list and the requirement that all must be given the opportunity to opt out if they choose. Hawkeye hopes to get us some new referrals when the next list comes from Social Security.

- I have had 4 new ticket assignments over the past couple of weeks. One was a referral from IWD and the other three were individuals who contacted me about services so word of mouth is starting to work in our favor for new referrals.
- One of the people I have worked closely with from Waterloo has taken a new job so working to make sure everything is being covered in her absence and that the other contact at Hawkeye knows our processes. They did interviews this past week and hope to have it filled soon.
- I will let Ted discuss the TTW IWD funds-Ted shared they were able to get this resolved at a meeting last month and the funds were sent from the County to Hawkeye last week. We should be receiving those funds soon.

Kristin reported the following:

- Both Ruthven and Armstrong's CDBG housing grants have completed their first round of houses and they are both in the income-verification process for the next round.
- Newell's CDBG first round is still under construction, with a completion date in the next month or so, then the next round will begin.
- HTF is receiving a lot of applications. Still working to close out FY19.

Darren reported the following:

- Have been performing Zoning Administration services for Arnolds Park, Orleans, Paullina, Primghar, Sioux Rapids, Osceola County and Emmet County.
- In the process and different stages of updating City Code Books for Royal, Everly, Archer, Ringsted, Little Rock, Primghar, Rembrandt & Larchwood. Recently completed Marathon and Wallingford Code Books.
- Have an agreement with Albert City to provide Nuisance services. Will start later this year.
- We are working with Rock Valley for submission of a CDBG application by July 1 for new well and water system improvements.
- Working with Fostoria in preliminary state to submit a CDBG application later this year for wastewater system improvements.

Michael reported the following:

- Michael reported he is happy to be back out conducting Hands on Training with most SHIELD members.
  - Has been conducting CPR/AED / 1<sup>st</sup> AID recertifications.
  - Respirator Fit Testing for employees being done.
  - Has been involved in several ongoing Construction Projects, (Lift Stations, County Shops), etc.
  - Playground renovations and additional equipment being added to the playground.
  - Encouraging in depth thorough Playground Inspections, with good documentation.
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- Michael asked, “Are your employees in Bright Hi-Vis apparel, can they be seen by motorists”?
2. Contract Status Report. There were five contracts presented for informational purposes only.

#### New Business

1. Nominating Committee Report. Schumacher reported that he and Bloemendaal had spoken with a few Board members and Kelly Snyder agreed to serve as Chairman and Stephanie Nepl as Vice-Chair. Schumacher stated that it was their recommendation that both be elected to the Board. Moriarty made the motion, seconded by Steensma to accept the nominations. Motion carried.
2. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for May 20, 2021 at 9:30 AM. A motion was made by Kordahl, seconded by Schulte to adjourn. The meeting adjourned at 9:56 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT  
CASH IN BANK  
4/30/21

CASH ON HAND 3/31/21	169,690.84
Receipts	89,594.10
Disbursements	73,155.06
CASH ON HAND 4/30/21	\$186,129.88

Reimbursements to NWIPDC

EDA	5,044.52
SHIELD	9,642.88
HAZMAT	4,034.70
TICKET TO WORK	8,093.10
NWIRHTF	8,283.93
CASH BALANCE 4/30/21	\$ 221,229.01

<b>Date Paid</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount Paid</b>
4/26/2021	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,413.49
5/7/2021	Paycor	Payroll Maintenance	\$99.00
4/28/2021	AFLAC	Insurance	\$464.22
4/28/2021	Clay County Auditor	Utilities	\$258.30
4/28/2021	Delta Dental of Iowa	Dental Insurance	\$530.56
4/28/2021	GFC Leasing	Copier Lease	\$942.50
4/28/2021	Kansas City Life Insurance	Life Insurance	\$77.89
4/28/2021	Mike Schipper Training	HM OPS Refresher Classes	\$2,700.00
4/28/2021	Spencer Office Supplies	Plotter Ink	\$299.37
4/28/2021	VISA	Van Maintenance/ Innovative Credit	\$473.44
4/28/2021	VSP Vision Care	Vision Insurance	\$141.64
4/28/2021	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,654.84
5/7/2021	Boji Information Systems	Consulting/ Acrobat Subscription	\$668.00
5/7/2021	CenturyLink	Phones	\$558.86
5/7/2021	Clay County Auditor	Rent/ Utilities	\$2,620.91
5/7/2021	GFC Leasing	Copier Lease	\$942.50
5/7/2021	Michael Raner	Travel/ Cell Phone	\$498.95
5/7/2021	Spencer Municipal Utilities	Internet	\$80.00



