



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
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www.nwipdc.org

AGENDA

Northwest Iowa Planning and Development Commission

June 24, 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- FY2025 Draft Transportation Improvement Program
- II. Close Public Hearing
- III. Call Meeting to Order
- IV. Approval of May Minutes
- V. New Business
 1. Discussion of FY2022- FY2025 Draft Transportation Improvement Program
- VI. Open Discussion
- VII. Motion to Adjourn

2. NWIPDC Policy Council

- I. Call Meeting to Order
- II. Approve May Minutes
- III. Communications
- IV. Treasurer's Report Through May
- V. Approval of Bills Paid Since Last Meeting
- VI. Old Business
 1. Planning Division Report
 2. Contract Status Report
- VII. New Business
 1. Discussion and Approval of FY2022 Budget
 2. 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)
Doug VandenBosch (Lyon Co)
Marjean Westerman (O'Brien)
Mike Schulte (Osceola Co)

Kim Kibbie (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
May 20, 2021

The meeting was called to order by Chairman Kelly Snyder at 9:36 AM after a short FastAct meeting per Zoom due to Covid-19 concerns. Kourousis did roll call. Present on the call were:

Buena Vista County:	Kelly Snyder, Dale Arends and Dave Derragon
Clay County:	George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons, Doug VandenBosch and Jordan Kordahl
O'Brien County:	John Steensma
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, Kristin Larsen and Jackie Huckfelt, NWIPDC staff.

The minutes of the April meeting were presented for approval. A motion was made by Schumacher seconded by Neppl to approve the minutes. Motion carried.

Communications. Kourousis mentioned that he'd received information from the State Association on possible Covid funds coming through EDA. These would be special funds specific to infrastructure, recreation, economic development or community development and the NOFA should be on EDA's website soon, or that more information would be funneled to the COGS through the State Association.

The Treasurer's report through April was read by Huckfelt and reflected a cash balance of \$221,229.01. A motion was made by Schulte, seconded by Schumacher 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 Bloemendaal to approve the bills as written. Motion carried.

Old Business

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

Ted reported the following;

Due to the fact that they are re-roofing our building and the odor is very toxic, Clay County is allowing us to use the Northwest Bank building next door. We moved into that building on May 18th. They plan for it to be 6-8 weeks at a minimum. We have no phones, copy

machine or fax machine so we use our cell phones to make calls and check our voicemail several times a day. We also go to the office when we need to copy or scan.

On another note, we've told the Board about some of the issues we've been having with Paycor (our current payroll company). We got a call from another company (Prime Pay) recently and are looking to go with them. We will keep you updated as we decide what to do.

Cara reported the following:

- City of Graettinger's CDBG is closed and IEDA's monitoring is complete.
- City of Armstrong's CDBG got a six month extension. Working on monitoring documentation and construction is close to complete.
- Village NW CDBG is getting close to complete. They are having an open house this week and will be working on compiling monitoring documentation.
- City of Rodman CDBG construction is complete. Waiting on payroll documentation and payment requests from project engineer.
- 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. Consultant should have what I need done so it can be submitted to the state in June in order to get release of funds and go out to bid later in the summer.
- N. Raccoon watershed project engineer is prepping bid documents for review and project will be going to bid in June. 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. Application was submitted and waiting to hear back.
- IEDA is having an application workshop. It was postponed to be more aligned with their HUD award, but will be held in later May. Will let member cities and counties know application due dates once they are available.
- Was invited to speak at the NW Iowa Clerks Association meeting in May on grant opportunities for cities in the region.
- Working on a grant application/environmental assessment for the City of Rock Valley for a July 1st submittal to IEDA.

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 close to being complete.

- Round 1 is underway for the Hawarden Housing Rehabilitation program, getting prepared for Round 2.
- Safe Routes to School – Board Meeting 5/19/2021 Bike Rodeo to take place July 30th.
- SRTS received \$750.00 from the 5210 Healthiest State Initiative. New signs are completed and Canva was purchased using the remaining funds. I completed the EC Outdoor Learning Environments course and passed, receiving a certificate from NC State University and earning an extra \$5000- toward the 5210 program in Spencer. 5210 project invoices for both Spencer and Storm Lake are due before June 30th.

Kristin reported the following:

- Both Ruthven and Armstrong's CDBG housing grants have completed their first rounds. Still gathering some income information to begin the second round.
- Newell's CDBG is finishing up their first round of construction and has started the income verification process for their second round.
- HTF has many houses under construction and is working on closing the current open grants.
- Spencer Substandard Housing has one house that is being inspected so I can take it to bid.

Darren reported the following:

- Milford requested us to provide Zoning services for them until they hire a full-time Administrator. Their previous Zoning Administrator resigned. This will include the typical zoning services such as review of zoning permits, special exception, variance, and rezoning applications, but will also include onsite zoning inspections.
- Orleans amended the zoning services agreement we have with the City. We will provide additional zoning services, such as onsite inspections for zoning compliance prior to construction, during construction and at the end of construction. Also, to occasionally drive the community to look for construction projects underway and to make sure they applied and received zoning permit approval.
- Been keeping busy with other Zoning Administration activities for other communities.
- City of Peterson Wastewater and Sewer Treatment CDBG will be going to bid next week
- Ruthven Sewer Treatment System improvements project is underway and proceeding.
- Still waiting for IDNR/SRF to complete archeological review and SHPO approval for Ruthven Water Project prior to completing CDBG environmental process and release of funds.

- Everly Wastewater Treatment Project should be substantially completed this within next couple of months.
 - Will be closing out Rembrandt sewer collection system CDBG in the next couple of months. Project is completed.
 - In various stages of helping cities update code books.
 - Due to time constraints have not had a chance to do much in the way of Nuisance Abatements this Spring.
2. Contract Status Report. There were two contracts presented for informational purposes only.

New Business

1. Miscellaneous. Schulte talked a little about the recent train derailment in Sibley and wanted to thank all the counties that came to assist. It says a lot about the people of Northwest Iowa.

With there being no more discussion, the next meeting was scheduled for June 24, 2021 at 9:30 AM. A motion was made by Bloemendaal, seconded by Schulte to adjourn. The meeting adjourned at 10:09 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
5/31/21

CASH ON HAND 4/30/21	186,129.88
Receipts	68,474.01
Disbursements	84,393.04
CASH ON HAND 5/31/21	\$170,210.85

Reimbursements to NWIPDC

EDA	5203.03
SHIELD	9,571.24
HAZMAT	66.24
TICKET TO WORK	8,452.19
NWIRHTF	8,041.02
CASH BALANCE 5/31/21	\$ 201,544.57

Check #	Date Paid	Vendor	Description	Amount Paid
660	5/31/2021	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,413.49
661	6/3/2021	Paycor	Payroll Maintenance	\$99.00
27711	5/24/2021	AFLAC	Insurance	\$464.22
27712	5/24/2021	Amy's Sign Design	School Crossing Signs- 5210 Project	\$301.00
27713	5/24/2021	Delta Dental of Iowa	Dental Insurance	\$530.56
27714	5/24/2021	Kansas City Life Insurance	Life Insurance	\$77.89
27715	5/24/2021	Mandi King	Yoga Mats/ Blankets- 5210 Project	\$500.00
27716	5/24/2021	Palo Alto Co Economic Development Corp	Cares Act Recovery Assistance	\$10,000.00
27717	5/24/2021	Spencer Community Theatre	Filtered Water Cooler- 5210 Project	\$2,097.95
27718	5/24/2021	Spencer Family YMCA	Rotary Tiller- 5210 Project	\$2,550.00
27719	5/24/2021	VISA	Gas/ CPR/ Innovative Credit	\$1,393.73
27720	5/24/2021	VSP Vison Care	Vision Insurance	\$141.64
27721	5/24/2021	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,654.84
27722	6/9/2021	Boji Information Systems	Web Hosting/ Consulting/ Trend Micro	\$3,108.50
27723	6/9/2021	CenturyLink	Phones	\$566.40
27724	6/9/2021	Cintas	SHIELD Supplies	\$38.91
27725	6/9/2021	Clay County Auditor	Rent/ Utilities	\$2,592.24
27726	6/9/2021	GFC Leasing	Copier Lease	\$942.50
27727	6/9/2021	Michael Raner	Travel/ Cell Phone	\$597.09
27728	6/9/2021	Postmaster	Post Office Box Rental- Yearly	\$254.00
27729	6/9/2021	Spencer Municipal Utilities	Internet/ New Installation- Bank	\$253.52
27730	6/9/2021	Spencer Office Supplies	Printer Cartridge/ Binders/ Colored Paper	\$294.24

NWIPDC BUDGET COMBINED WORKSHEET

Fiscal Year 2022

LINE ITEM	ADOPTED BUDGET FY2021	PROPOSED BUDGET FY2022	LOCAL BUDGET FY2022	EDA BUDGET FY2022	FASTACT BUDGET FY2022	SHIELD BUDGET FY2022	COVID-19 BUDGET FY2022	TICKET TO WORK
SALARIES	598,373	604,593	248,383	58,738	85,960	81,063	60,845	69,604
FICA/PERS	102,262	103,325	42,449	10,038	14,691	13,854	10,398	11,895
GROUP HEALTH INSURANCE	87,486	84,787	35,672	4,093	6,687	15,281	7,773	15,281
UNEMPLOYMENT INSURANCE*	1,499	1,498	615	146	213	201	151	172
PROFESSIONAL SERVICES*	19,998	20,000	8,217	1,943	2,844	2,682	2,013	2,303
RENT & UTILITIES*	49,999	50,000	20,541	4,858	7,109	6,704	5,032	5,756
TELEPHONE*	11,998	11,998	4,929	1,166	1,706	1,609	1,207	1,381
TRAVEL	27,861	23,861	12,167	620	2,324	6,000	1,250	1,500
AUTO OPERATING	10,000	10,000	10,000					
POSTAGE*	11,998	11,998	4,929	1,166	1,706	1,609	1,207	1,381
OFFICE SUPPLIES*	11,999	11,999	4,930	1,166	1,706	1,609	1,208	1,381
PRINTING/ADVERTISING	1,600	1,600	1,500					100
INSURANCE*	15,003	15,004	6,164	1,458	2,133	2,012	1,510	1,727
EQUIPMENT LEASE/PURCHASE	18,848	11,009	4,929	1,166	1,748	1,609	1,207	350
TRAINING	3,200	3,000	2,300			500		200
ASSESSMENTS/TESTS								
MISCELLANEOUS/CONTINGENCY	54,188	53,396	23,010	2,276	1,095	965	24,992	1,058
RDWB EXPENSE								
COMP/EQUIP SERVICE*	9,698	9,008	4,929	1,166	1,706	2,000	1,207	
CONTRACT LABOR*	86,000	86,000	4,000			600	80,000	
DUES AND SUBSCRIPTIONS	4,600	4,600	4,000	50,000				
IN-KIND	50,000	50,000						
TOTAL OPER. EXPENDITURES	1,176,612	1,167,679	443,664	140,000	131,628	138,298	200,000	114,089
TOTAL OPER. REVENUES	1,176,612	1,167,679	443,664	140,000	131,628	138,298	200,000	114,089
OPERATIONS NET POSITION								
PARTICIPANTS EXPENSE								
TOTAL BUDGET	1,176,612	1,167,679	443,664	140,000	131,628	138,298	200,000	114,089
BUDGET DIFFERENCE		(8,933)						
			-0.7592%					

NWIPDC REVENUE			
Fiscal Year 2022			
CASH BALANCE AND RECEIVABLES	36,536		
LOCAL ASSESSMENTS	61,363		
SUBTOTAL LOCAL		97,899	
GRANTS			
EDA	70,000		
EDA IN-KIND	50,000		
COG ASSISTANCE	11,765		
IDOT	105,302		
SUBTOTAL GRANTS		237,067	
SERVICE CONTRACTS			
SPECIAL CONTRACTS			
CODIFICATIONS	27,965		
COMP PLANS	17,500		
SPECIAL PROJECTS	6,200		
ZONING UPDATES	36,272		
CAPITAL IMPROVEMENT PLANNING	30,960		
URBAN RENEWAL/REVIT PLANS			
HAZARD MITIGATION PLANS	45,000		
PERSONNEL POLICIES	3,951		
COVID-19	200,000		
CDBG ADMINISTRATION	133,867		
HOUSING ADMINISTRATION	197,076		
HAZMAT ADMINISTRATION			
TICKET TO WORK	114,089		
DEFERRED REVENUE	(118,465)		
SUBTOTAL CONTRACTS		694,415	
SHIELD ASSESSMENT		138,298	
SUBTOTAL SHIELD CONTRACT			
SUBTOTAL PLANNING			1,167,679

NWIPDC
FY2022 BUDGET AT A GLANCE

PLANNING REVENUES TRAINING REVENUES TOTAL REVENUES	1,167,679	<u>1,167,679</u>
PLANNING EXPENDITURES TRAINING EXPENDITURES TOTAL EXPENDITURES	1,167,679	<u>1,167,679</u>