



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
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AGENDA

Northwest Iowa Planning and Development Commission

July 15, 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 Final Transportation Improvement Program
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of June Minutes
 - V. New Business
 1. Approval of FY2022- FY2025 Final Transportation Improvement Program
 - VI. Open Discussion
 - VII. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve June Minutes
 - III. Communications
 - IV. Treasurer's Report Through June
 - 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)
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 Neppi (Osceola Co)

Open (Palo Alto)
Al Bloemendaal (Sioux Co)

NWIPDC Officers

2021 – 2022

Chairman
Vice Chairman
Secretary/Treasurer

Kelly Snyder
Stephanie Neppi
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
June 24, 2021

The meeting was called to order by Chairman Kelly Snyder at 9:37 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 and Dave Derragon
Clay County:	George Moriarty and Art Hamrick
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons and Doug VandenBosch
O'Brien County:	John Steensma
Osceola County:	Mike Schulte, Glenn Anderson and Stephanie Neppl
Palo Alto County:	
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.

The minutes of the May meeting were presented for approval. A motion was made by Bloemendaal seconded by Simons to approve the minutes. Motion carried.

Communications. Kourousis reported that he sent out Audit RFP's last month and finally got one back from Williams & Co yesterday. The first year would be \$24,000, the second year \$25,200 and the third year \$26,450. He was hoping it would be less since we no longer have WIOA but that didn't happen. Kourousis noticed that in his request he had Wednesday June 24th instead of the 23rd so felt that we needed to wait until 4:30 PM today to see if any others came in. Kourousis asked for permission to accept the lowest bid if we have any others come in by the end of day. After some discussion, a motion was made by Schumacher, seconded by Moriarty for Ted to accept the lowest bid. Motion carried.

The Treasurer's report through May was presented by Huckfelt and reflected a cash balance of \$201,544.57. A motion was made by Schulte, seconded by Neppl to approve the report as printed. Motion carried.

The bills, paid since the last meeting, were presented for approval. Schumacher questioned the bill for Palo Alto County and the bills for the 5210 projects. Kourousis explained that they were all flow thru bills. A motion was made by Anderson, seconded by Simons to approve the bills as written. Motion carried.

Old Business

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

Ted reported that the Planning Staff would be giving brief reports today due to the fact that they had a mandatory CDBG meeting with the State.

Cara reported the following:

- Working on the City of Rock Valley's CDBG application for their water improvement project to be submitted on July 1st
- Starting some new planning projects in the next fiscal year-Comprehensive Plan/Zoning Ordinance, Subdivision Ordinance and Floodplain Ordinance for Buena Vista County
- Starting Zoning Ordinance updates for the City of Rock Rapids and Sutherland
- Starting a Comprehensive Plan/Zoning Ordinance and Subdivision Ordinance Update for the City of Alton

Erin reported the following:

- NWIPDC is working with the City of Storm Lake and City of Spencer to finalize the 5210 Grant as a part of the Healthiest State Initiative. I have submitted Final reports for both Storm Lake (Round 2) and Spencer (Round 1) highlighting the incredible projects that will benefit each City immensely. All invoices and billings were due by June 30th for reimbursement. The City of Spencer was awarded an additional \$5000 upon the completion and certification of both Erin Pingel of NWIPDC and Britney Snell of CCCB to be used for the Playscape project located at Oneota Park.
- Lake Park's Water Improvement CDBG is close to being complete.
- Round 2 is underway for the Hawarden housing rehabilitation program.
- Safe Routes to School – Board Meeting 7/22/2021-Bike Rodeo to take place July 30th. I will be working with the local Police Department as well as the YMCA, and Spencer Hospital and engaging a team from the Des Moines State Safe Routes to School Program for guidance on the Bike Rodeo.

Staci reported the following:

- We had a meeting with Vocational Rehabilitation this week on our referral process. They have to provide informed consent to clients when making referrals so beneficiaries are aware of all the Employment Networks in our area to choose from. We provided VR with a list of the services we could provide and what sets us apart from other EN's in this area including Benefits Planning certification.
- Waterloo is starting to get a process in place with the Social Security Pilot Project for referrals of those in our area with assignable tickets. I have started receiving a couple of referrals through this process and hope it allows us to build our numbers in this area.
- We did receive the \$40,000 (approximately) from Hawkeye in Waterloo that we had been waiting on.

- Suzie Paulsen from Vocational Rehabilitation has been putting on trainings for Benefits Planners in the area to review skills. I have been participating in these online trainings which have been a great refresher. Benefits planning covers so many topics. This has helped to stay refreshed and counts toward the 60 hours of continuing education I will need every 5 years.

Michael reported the following:

- Raner is happy to be out conducting Hands on Training with New Employee Safety orientations, as well as a host of other topics that need to be covered.
- Has been conducting CPR/AED / 1st AID recertifications.
- Working with some SHIELD members updating their EAP (Emergency Action Plan)
- Has been working with members Insurance Workers Comp people and their inspections.
- Encouraging in depth thorough Playground Inspections, with good documentation.
- Working with a couple members on ADA compliance.
- Helping members get annual Hoist inspections completed on an annual basis.
- Assisting with new and existing Safety Committee monthly meetings and helping new members on Safety committees.

Kristin reported the following:

- The last round of homes in Ruthven, Armstrong and Newell have all been sent to our housing inspector for initial inspections.
- Housing Trust Fund has had a lot of applications come in and sent out but some projects are taking longer because materials are harder to get in a timely manner.
- There are two CDBG Housing Grants being written; one for Emmetsburg and one for Marathon.

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. Kourousis reported that hopefully the roofers will be done next month but we will most likely still have another Zoom meeting in July as we need to stay out a little longer due to the odors. Schumacher asked if we could move the meeting to another location like Rides or the County. Kourousis stated that he would check it out.

Schumacher also wanted to thank Anderson for his years of service as Chairman.

With there being no more discussion, the next meeting was scheduled for July 15, 2021 at 9:30 AM. A motion was made by Schumacher, seconded by Steensma to adjourn. The meeting adjourned at 10:06 AM.

Respectfully submitted,


Jackie Huckfelt

Check #	Date Paid	Vendor	Description	Amount Paid
663	6/30/2021	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,413.49
27731	6/29/2021	AFLAC	Insurance	\$464.22
27732	6/29/2021	Blackbaud	Software Maintenance (7/1/21 thru 6/30/22)	\$11,249.33
27733	6/29/2021	Cara Elbert	Notary Stamp	\$45.14
27734	6/29/2021	CenturyLink- LD	Conference Call	\$262.42
27735	6/29/2021	City of Spencer	Trail Sign Posts/ Vinyl Lettering- 5210	\$5,000.00
27736	6/29/2021	Delta Dental of Iowa	Dental Insurance	\$530.56
27737	6/29/2021	Kansas City Life Insurance	Life Insurance	\$77.89
27738	6/29/2021	Michael Raner	Travel/ Cell Phone	\$382.00
27739	6/29/2021	Northwest Iowa Community College	HM Awareness/ HM OPS Refresher Classes	\$1,475.00
27740	6/29/2021	Northwest Iowa Development	EDA Cares Act Recovery	\$13,061.50
27741	6/29/2021	O'Brien County EMA	Hazmat- Alex Air Apparatus	\$3,000.00
27742	6/29/2021	Spencer Office Supplies	Sticky Notes/ Colored Paper	\$25.96
27743	6/29/2021	VISA	CPR/ Innovative Credit/ Notary- Cara	\$1,153.14
27744	6/29/2021	VSP Vision Care	Vision Insurance	\$141.64
27745	6/29/2021	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,654.84
27746	7/14/2021	Boji Information Systems	Consulting	\$240.00
27747	7/14/2021	CenturyLink	Phones	\$599.66
27748	7/14/2021	Clay County Auditor	Rent/ Utilities	\$2,529.07
27749	7/14/2021	GFC Leasing	Copier Lease	\$942.50
27750	7/14/2021	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$144.30
27751	7/14/2021	Spencer Municipal Utilities	Internet	\$160.00
27752	7/14/2021	Spencer Trophy & Awards	Plaque- Anderson	\$54.35

