

Sign Up Sheet

11/18/2021

	NAME	COUNTY	Email
X	Dale Arends	BV County	arendsdale@yahoo.com
✓	Dave Derragon	BV County	derragon@stormlake.org
X	Kelly Snyder	BV County	ksnyder@co.buena-vista.ia.us
✓	Art Hamrick	Clay County	ahamrick@co.clay.ia.us
	George Moriarty	Clay County	atlargemoriarty@spenceriowacity.com
	Kristi Franker	Clay County	kristi@farmerstrust.com
✓	W.C. Leupold	Dickinson County	wcleup@mchsi.com
	Gregg Owens	Dickinson County	gregg.owens@cityofspiritlake.org
	Clark Reekers	Dickinson County	crrcleaning@gmail.com
	Jim Jenson	Emmet County	
	Penny Clayton	Emmet County	pclayton@cityofestherville.org
✓	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
✓	Doug VandenBosch	Lyon County	supvdistrict2@co.lyon.ia.us
✓	Steve Simons	Lyon County	ssimons@co.lyon.ia.us
✓	Jordan Kordahl	Lyon County	jordan@rockrapids.net
X	John Steensma	O'Brien County	jbsteen@tcaexpress.net
	Jim Zeutenhorst	O'Brien County	jimzeut@tcaexpress.net
	Marjean Westerman	O'Brien County	mwesterman@evertek.net
	Glenn Anderson	Osceola County	sibleyadmin@premieronline.net
✓	Stephanie Neppi	Osceola County	sneppi@osceolacola.org
✓	Mike Schulte	Osceola County	ssmobile@nethtc.net
✓	Roger Faulstick	Palo Alto County	rfaulstick@mchsi.com
	Kim Kibbie	Palo Alto County	kkibbie@emmetsburg.com
		Palo Alto County	
✓	Al Bloemendaal	Sioux County	abloem@mtcnet.net
	Duane Feekes	Sioux County	cityadmin@orangecityiowa.com
	Don Schreur	Sioux County	



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
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Toll Free: 1-855-262-7225 • Fax: 712/ 262-7665
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AGENDA

Northwest Iowa Planning and Development Commission

November 18, 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: Spencer CMAQ Funding Change and US18 Pavement Rehab Project in Hartley
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of July Minutes
 - V. New Business
 1. Discussion and Motion to Amend FY2022- FY2025 Transportation Improvement Program to include changes to Spencer CMAQ Project and US18 Hartley Project
 - VI. Open Discussion
 - VII. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve October Minutes
 - III. Communications
 - IV. Treasurer's Report Through October
 - 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 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
October 21, 2021

The meeting was called to order by Chairman Kelly Snyder at 9:30 AM. Present at the meeting were:

Buena Vista County:	Kelly Snyder and Dave Derragon
Clay County:	Art Hamrick and George Moriarty
Dickinson County:	W.C. Leupold and Gregg Owens
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons and Doug VandenBosch
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, Cara Elbert, Erin Pingel, Kristin Larsen, Staci Kleinhesselink, Darren Bumgarner, Michael Raner and Jackie Huckfelt, NWIPDC staff.

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

Communications. Kourousis spoke to the board concerning the upcoming amendment for the Migrant Housing Workforce inspection process that is completed by staff in the region. He mentioned that the COG had signed the agreement earlier but that IEDA had wanted to amend the amounts and work responsibilities from the original agreement. A meeting was to be held to discuss this, but he didn't think the changes were too significant and would most likely pass without problem.

The Treasurer's report through September was presented by Huckfelt and reflected a cash balance of \$261,843.22. A motion was made by Schumacher, seconded by Leupold to approve the report as read. Motion carried.

The bills, paid since the last meeting, were presented for approval. Schumacher questioned a few of the bills and Pingel explained that they were part of the Spencer/ and or Storm Lake 5210 projects. It's pass-thru money. A motion was made by Leupold, seconded by Bloemendaal to approve the bills as written. Motion carried.

Old Business

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

Cara reported the following:

- Wrapping up two more monitorings for CDBG projects in Rodman and the Village NW Project in Sheldon and then those will be closed out.
- City of Rock Valley's CDBG application for their water improvement project was awarded in September. Working on the release of funds process and anticipating a winter bidding process.
- GACO CDBG project in Spencer gained historical clearance and the environmental clearance and funds were released this week. Project is anticipated to advertise for bids within the next month.
- N. Raccoon Watershed project was rebid the end of July and received 12 bids. Low bid was approved, and contracts have been signed. Preconstruction meeting is next week, and the project has been extended through June of 2022 to be able to complete all work. Watershed Coalition is looking for funding to get a watershed coordinator back and NWIPDC has preliminarily agreed to be the fiscal sponsor as the funding opportunities present themselves.
- Starting Zoning Ordinance updates for the City of Rock Rapids and Sutherland. Both have held initial meetings and I'm working with both groups going through ordinance updates and incorporating any amendments that have been completed since their last ordinances were done.
- Wrapping up Zoning Ordinances in Milford and Hull.
- Starting Davis Bacon Compliance on a SRF funded project with Osceola Rural Water and for a project with Mid Sioux Opportunities for construction of an addition to a head start facility they received federal funding for.
- Resubmitted the Career Link CDBG application for Buena Vista County for their ride service at Rembrandt Enterprises. Environmental notices have been published and funds are anticipated to be released in mid-November.
- Continuing to help the City of Wahpeton with Zoning Administration services.
- Working with Family Crisis Center on a CDBG application to rehabilitate part of their facility in Sioux Center to create a foster parent visitation center-which there isn't one anywhere around for people to do required supervised visitations.
- Community Catalyst Building Remediation Program-went to a workshop in Graettinger a few weeks ago and helping both Rock Valley and Spencer develop applications for the program. Pre-applications due in January and full applications due in April.
- Governor Reynolds \$100 Million Investment in Housing in Iowa Press release was shared.

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. Spencer has been awarded a round 2 and Storm Lake will embark on its last round (3). Kick off for the new awards were on August 24th via Zoom. 5210 Summit is October 28th. And Steering committee meetings are scheduled for 11/9/2021 at this time we will discuss potential projects for the two cities. November Reports to IDPH are due 10/29/2021.
- Lake Park's Water Improvement CDBG Monitoring has been monitored by IEDA and the final draw for this project has been sent to the city for approval.
- Round 2 is underway for the Hawarden housing rehabilitation program-
- Safe Routes to School – Board Meeting 10/27/2021- Walk on Wednesdays have begun and so far the weather has cooperated! Thanks to all the volunteers who help with this. Walks will continue every Wednesday through December, with a break until April. I am also participating in the State SRTS meetings once a month.

- Nuisance Abatement for Rossie, and Hartley are completed.

Staci reported the following:

- Began using the new Case Management system provided by Hawkeye for the Ticket to Work program. I have had three Zoom trainings with Waterloo to learn the system. Initially, I entered all the demographic information for each ticket holder onto a spreadsheet and they uploaded all of the information into Salesforce, the new system. That went very well with no major issues. I have now been able to start uploading documents into the new system and have started one new beneficiary from scratch in Salesforce. It is very user friendly and has been awesome so far. In having worked with two other case management systems in the past with WIOA that were problematic, this system seems outstanding so far.
- We received our quarterly report from Waterloo for July, August and September of 2021. We have 32 tickets assigned with 3 new quarter assignments. 23 of these beneficiaries are working with an average wage of \$14.90 per hour. The requested number of hours they are working each week is 24 hours per week. They requested \$16,049 for our region for 3rd quarter of 2021. Social Security approved payments totaling \$7058 and denied \$8991. They deny for a variety of reasons and Waterloo will be able to request those payments again in the next quarter. I do have two new referrals from our expanded service area.
- For recruitment, I have been reaching out to the Social Security offices in the new service areas as well as the Vocational Rehabilitation offices in those areas.

Kristin reported the following:

- Both Ruthven and Newell's CDBGs have been sent to the State for Section 106 review. Hoping to hold contractor open houses next month.
- Armstrong's CDBG is going to be expanding the target area so we can get more applicants.
- HTF is working on closing out the current fiscal year. We will hold our last meeting of the year to address agency awards.
- Spencer Substandard Housing Program is gearing up for their next round. There should be four houses to be rehabilitated in that round.

Darren reported the following:

- Communities and Projects I have been working with and on lately:
- Primghar City Code and Zoning Ordinance Updates.
- Archer Code update.
- Closed out Everly CDBG.
- Closed out Rembrandt CDBG.
- Peterson wastewater CDBG Administration.
- Ruthven Wastewater CDBG Administration.
- Milford Employee Handbook.

- Zoning Administration for Milford, Arnold Park, Orleans, Sioux Rapids, Primghar, Paullina and Superior.
- Larchwood Code Book Update
- Starting to work on Little Rock, Ringsted and Rembrandt to update Code Book.
- Working with Fostoria, Primghar and Doon on potential CDBG applications next year.
- Inwood will bid let its water project in January – February 2022.
- Still waiting for IDNR to complete its environmental assessment for Ruthven's water well project so I can complete the CDBG environmental. Looking at 2022 construction.

Michael reported the following:

- Spoke about Trainings he has been conducting.
- New Employee Safety Orientation and Upper Management.
- Working with Workers Compensation IMWCA, new Loss Control person.
- ADA work on County Facility.
- Emergency Action Plans (Fire, Tornadoes, etc.)
- The importance of Injury Reporting in a timely manner (Hurt today, Report Today)
- Winter is comingTraction Aids are the way to go, best preventative against slips and falls on ice.
- Snowplows and trains don't mix, awareness for our Snowplow operators when they are plowing on or near railroad tracks.

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

New Business

1. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for November 18, 2021 at 9:30 AM. A motion was made by Bloemendaal, seconded by Schumacher to adjourn. The meeting adjourned at 10:35 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
10/31/21

CASH ON HAND	9/30/21	221,209.00
Receipts		78,680.77
Disbursements		89,692.43
CASH ON HAND	10/31/21	\$210,197.34

Reimbursements to NWIPDC

EDA	5,663.60
SHIELD	10,829.28
TICKET TO WORK	9,356.46
NWIRHTF	9,386.52

CASH BALANCE	10/31/21	\$ 245,433.20
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Check #	Date Paid	Vendor	Description	Amount Paid
685	11/8/2021	Iowa Public Employee Retirement	IPERS	\$7,278.85
27825	10/29/2021	CenturyLink- LD	Conference Call- NWIRHTF	\$19.88
27826	10/29/2021	Community Insurance	Package Policy Renewal	\$10,830.00
27827	10/29/2021	GFC Leasing	Copier Lease	\$942.50
27828	10/29/2021	Petty Cash	Postage/ Meeting	\$31.18
27829	10/29/2021	Spencer Office Supplies	Classification Folders/ Manilla Folders	\$82.23
27830	11/5/2021	American Society of Safety Professionals	Membership Dues- SHIELD	\$200.00
27831	11/5/2021	Boji Information Systems	Consulting	\$540.00
27832	11/5/2021	Cara Elbert	Travel/ Planner	\$49.02
27833	11/5/2021	CenturyLink	Phones	\$630.30
27834	11/5/2021	Clay County Auditor	Rent/ Utilities	\$2,562.88
27835	11/5/2021	GFC Leasing	Copier Lease	\$942.50
27836	11/5/2021	Michael Raner	Travel/ Cell Phone	\$337.31
27837	11/5/2021	PrimePay	Payroll Maintenance	\$39.50
27838	11/5/2021	Spencer Municipal Utilities	Internet	\$10.32
27839	11/5/2021	Staci Kleinhesselink	Travel/ Planner	\$41.00

[illegible]