

Sign Up Sheet

4/20/2023

	NAME	COUNTY	Email
	Dale Arends	BV County	arendsdale@yahoo.com
✓	Dave Derragon	BV County	derragon@stormlake.org
✓	Kelly Snyder	BV County	ksnyder@bvcountyiowa.com
	Art Hamrick	Clay County	ahamrick@co.clay.ia.us
	George Moriarty	Clay County	georgemoriarty2022@outlook.com
	Steve Bomgaars	Clay County	spencermayor@spenceriowacity.com
✓	W.C. Leupold	Dickinson County	wcleup@mchsi.com
	Gregg Owens	Dickinson County	gregg.owens@cityofspiritleake.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	supvdistrict1@co.lyon.ia.us
✓	Steve Simons	Lyon County	ssimons@co.lyon.ia.us
	Jordan Kordahl	Lyon County	jordan@rockrapids.net
✓	John Steensma	O'Brien County	jbsteen@tcaexpress.net
	Jim Zeutenhorst	O'Brien County	jimzeut@tcaexpress.net
✓	Marjean Westerman	O'Brien County	mwesterman@evertek.net
✓	Andre Abadie	Osceola County	aabadie@osceolacoia.org
	Susan Sembach	Osceola County	sibleyclerk&premieronline.net
✓	Mike Schulte	Osceola County	ssmobile@nethtc.net
✓	Roger Faulstick	Palo Alto County	rfaulstick@mchsi.com
✓	Kim Kibbie	Palo Alto County	kkibbie@emmettsburg.com
		Palo Alto County	
	Dan Altena	Sioux County	dana@siouxcounty.org
	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
712/ 262-7225- Planning & SHIELD Division
Fax: 712/ 262-7665
www.nwipdc.org

AGENDA

Northwest Iowa Planning and Development Commission

April 20, 2023 9:30 AM

Governmental Services Building Conference Room, 217 W 5th Street, Spencer, IA

NWIPDC Policy Council

- I. Call Meeting to Order
- II. Approve Minutes from Previous Meeting
- III. Communications
- IV. Treasurer's Report Through March
- V. Approval of Bills Paid Since Last Meeting
- VI. Old Business
 1. Planning Division Report
 2. Nominating Committee Report
 3. Contract Status Report
- VII. New Business
 1. Adopt Depository Resolution
 2. Quality Machine Loans Discussion/ Approval
 3. Miscellaneous
- VIII. Set Next Meeting Date and Adjournment

NWIPDC Committees

2023-2024

EXECUTIVE

Dale Arends (B.V.)
Steve Bomgaars (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)

PERSONNEL

Dave Derragon (B.V.Cities)
Art Hamrick (Clay County)
Gregg Owens (Dickinson
Cities)

Tim Schumacher (Emmet Co)
Steve Simons (Lyon)
John Steensma (O'Brien)
Susan Sembach (Osceola
Cities)

Roger Faulstick (P.A County)
Duane Feekes (Sioux Cities)

EDA/CEDS

Kelly Snyder (B.V. County)
George Moriarty (Clay)
W.C.Leupold (Dickinson Co)

Lexi Ruter (Emmet)
Jordan Kordahl (Lyon Cities)
Jim Zeutenhorst (O'Brien)
Andre Abadie
(Osceola Co)

Open (Palo Alto)
Open (Sioux Co)

* Committee Changes

NWIPDC Officers 2023 – 2024

Chairman
Vice Chairman
Secretary/Treasurer

Kelly Snyder
Art Hamrick
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
February 16, 2023

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

Buena Vista County:	Kelly Snyder, Dave Derragon, Keri Navratil
Clay County:	Art Hamrick and George Moriarty
Dickinson County:	W.C. Leupold and Greg Owens
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Doug VandenBosch
O'Brien County:	John Steensma
Osceola County:	Andre Abadie, Susan Sembach and Mike Schulte
Palo Alto County:	Roger Faulstick
Sioux County:	

Others attending were: Ted Kourousis, Executive Director, Staci Kleinhesselink, Darren Bumgarner, Michael Raner, NWIPDC staff. Dakin Schultz-DOT. Christine-Auditor from Williams & Company.

FY 2022 Audit Discussion (Williams & Co): Christine from Williams & Company presented an overview of the Audit. Christine reviewed the audit report prepared by Williams & Company. Review of qualified opinions and unmodified opinion related to governmental activities, general fund, and aggregate remaining fund information. Review of the financial statements, balance sheets, statement of net position, and changes in fund balance. The audit did not disclose any non-compliance.

The minutes of the January meeting were presented for approval. Motion was made by Steensma, seconded by Faulstick to approve the minutes. Motion carried.

Communications: No communications.

The Treasurer's report through January was presented in the packet and reflected a cash balance of \$270,340.46. Motion was made by Schumacher, seconded by Navratil to approve the report as presented. Motion carried.

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

Old Business:

1. Planning Division Report:

Staci reported the following:

TTW-Social Security completed it's annual Supports and Services Review of our Employment Network. They randomly draw files to be monitored as a part of the review. 7 of my files for Ticket to Work were pulled and they look at the Individual Work Plans I have written for each of these ticket holders as well as all of their case notes over the past year. We passed the review with no concerns or comments so that is a positive for our Employment Network.

- Quarterly Report for 4th quarter of 2022. As of that date, I had 40 tickets assigned with 1 new quarter ticket assignment and that individual is from Spencer. 29 of those ticket holders are working with an average wage of \$16.13 per hour. The average hours worked each week for this group is 21.3 hours per week. The quarterly payment to our area was \$7,316.00. The Ticket Program Manager has made changes that have made payments a little slower to come through to us. If a person's payments have gone through E-Pay, they are no longer allowing EN's to request payments as they are due to us. We have to wait for them to go through the E-Pay process which just takes longer. We will still get the payments but some of the payments won't be as timely as in the past when we could request as we received pay stubs.
- Since the beginning of January, I have assigned 3 more tickets with 43 total ticket assignments and 32 of those employed. Two of these new assignments are from Sioux Falls and one is from Boyden. I am also awaiting paperwork back from two other individuals in Sioux Falls and will be assigning those tickets once I have the signed paperwork back.
- Post Card Marketing Campaign is underway and we have received several referrals from this campaign. I have received 7 referrals thus far. Two of those are unable to work so aren't appropriate for Ticket to Work. Two of those have been assigned to our area and I am working to contact the other three on the list.
- Rock Valley Water Improvements Project-I have the Status of Funded Activities Public Hearing later today in Rock Valley. I have been working on Davis Bacon and Section 3 requirements for this project.
- Osceola Rural Water Project-doing Davis Bacon Administration for this project.
- The Family Crisis Center is making some adjustments to their Community Facilities project and at this time we are just waiting to hear back from them on how they would like to proceed on a CDBG grant.

Darren reported the following:

Primghar was awarded \$300,000 for wastewater treatment improvements.

Submitted CDBG application for Ruthven for Phase 2 Water Treatment Plant Improvements.

Fostoria wastewater collection and treatment project will open bids in March.

Family Crisis Center. Project has been reduced in size. Waiting to hear back as to the scope of the project and how it may have changed from the original concept.

Ruthven Phase I Water well and pipeline had an issue with underground sewer utility and now the City is working on getting an easement to reroute and continue line.

Spencer Combined sewer project received 2 bids and low bid was about 24% over bid estimate.

Inwood water project is complete, outside of punch list items.

Working on 2nd draft of Buena Vista Co. Code updates.

Have had some zoning administration activity. A couple of conditional use permit applications.

Talked with 2 new cities about the possibility of providing nuisance services this upcoming year.

Working with Kristin and Staci to provide assistance on their CDBG projects.

IEDA has had staff turnovers and is changing over to a new software program for IowaGrants. Program for IowaGrants has had issues/problems.

Michael reported the following:

Michael was happy to report that he has been working on New Safety requirements with SHIELD entities.

Monthly Safety Committee meetings, along with IMWCA Workers Compensation Loss Control Rep. Inspections

Hazard Communication (working safely with Chemicals) – Lack of Education for employees, fail to have current Policy Pictograms and their meanings

Fall Protection – Fall protection now required on All fixed Ladders over 20'. Cages going away

Manlifts- Scissors, J lifts, telehandlers, Sky Jacks, each have specific training requirements

300A OSHA Summary needs to be posted February 1st thru April 30th in all Departments

11/1 Labor Poster updated and posted

CPR/AED 1st Aid recertifications

Kristin prepared a report to be read at the meeting:

Hospers Water/Sewer CDBG- IEDA released the funds as of 2/13/23. The City will now advertise taking the project out to bid.

Ruthven/Newell CDBG- Both projects have passed their monitorings and are now closed out.

Armstrong/Newell CDBG- Both have had their monitorings. Working with IEDA and cities to submit minor findings then they will be closed out.

Housing Trust Fund- FY23 grant was awarded in the amount of \$498,250. We continue to take applications for FY21 and FY22 before we can use the FY23 funds.

Migrant Housing Inspections (H2A)- Continue to be very busy with inspections. Since the beginning of the year, NWIPDC has conducted nearly 50 housing inspections.

- **Contract Status Report:** There were 2 contracts presented for informational purposes only.

New Business:

1. **Personnel Committee Report-**Personnel Committee recommended Kristin Westerman receive a merit step raise from step 5 to step 6. Motion made by Moriarty, seconded by Clayton to approve the merit increase. Motion carried.
2. **Nominating Committee-**Faulstick will join Schumacher on the Nominating Committee.
3. **Appointment of Non-Elected Officials-** Westerman will continue in O'Brien County, a nomination will be needed in Osceola County and Palo Alto County is open.
4. **Kourousis** proposed an increase in dues from \$.50 per capita to \$.65 per capita and shared that an increase in dues hasn't occurred in many years and is needed to cover costs. After some discussion, a motion was made by Schumacher, seconded by Navratil to approve the increase in dues. Motion carried.
5. **Miscellaneous.** None

With there being no more discussion, the next meeting was scheduled for March 16, 2023 at 9:30 AM. A motion was made by Clayton, second by VandenBosch to adjourn. The meeting adjourned at 10:47 AM.

Respectfully submitted,



Staci Kleinhesselink on behalf of Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
3/31/23

CASH ON HAND 1/31/23	\$242,368.95
Receipts	114,398.58
Disbursements	133,690.69
CASH ON HAND 3/31/23	\$223,076.84
 <u>Reimbursements to NWIPDC</u>	
EDA	6,620.40
SHIELD	15,424.93
HAZMAT	1,815.96
TICKET TO WORK	14,286.42
NWIRHTF	5,157.72
CASH BALANCE 3/31/23	\$ 266,382.27

Check #	Date Paid	Vendor	Description	Amount Paid
817	2/24/2023	State of Iowa Treasurer	State Taxes	\$877.35
818	2/24/2023	Iowa Workforce Development-UI	Unemployment Insurance	\$273.21
819	2/24/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$5,194.64
820	2/28/2023	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,173.08
822	3/8/2023	Paycor	Payroll Maintenance	\$66.85
823	3/10/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$5,154.42
824	3/10/2023	State of Iowa Treasurer	State Taxes	\$868.51
825	3/10/2023	Iowa Workforce Development-UI	Unemployment Insurance	\$273.21
28134	2/28/2023	AFLAC	Insurance	\$595.12
28135	2/28/2023	Auditor of State	Audit Filing Fees	\$175.00
28136	2/28/2023	Delta Dental of Iowa	Dental Insurance	\$482.32
28137	2/28/2023	Kansas City Life Insurance	Life Insurance	\$75.95
28138	2/28/2023	VISA	Gas/ CPR/SHIELD Registration	\$1,445.25
28139	2/28/2023	VSP Vision Care	Vision Insurance	\$121.42
28140	2/28/2023	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,333.78
28141	2/28/2023	Williams & Company P.C.	Final Audit Payment	\$2,525.00
28142	3/10/2023	Advanced Network Professionals (ANP)	Network Server Maintenance	\$180.00
28143	3/10/2023	Allegiant Technology	Cloudfax Service	\$47.65
28144	3/10/2023	CenturyLink	Phones	\$176.36
28145	3/10/2023	Clay County Auditor	Rent/ Utilities	\$2,637.02
28146	3/10/2023	GFC Leasing	Copier Lease	\$1,013.50
28147	3/10/2023	Michael Raner	Travel/ Cell Phone	\$558.15
28148	3/10/2023	Mike Schipper	Hazmat Classes	\$1,050.00
28149	3/10/2023	Spencer Municipal Utilities	Internet	\$100.00
28150	3/10/2023	Spencer Office Supplies	Colored Paper/ 6x9 Envelopes	\$25.28
28151	3/10/2023	Staci Kleinhesselink	Travel	\$30.25
28152	3/10/2023	Time Management Systems, Inc.	Time Keeping	\$35.00

Check #	Date Paid	Vendor	Description	Amount Paid
826	3/24/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$5,154.38
827	3/24/2023	State of Iowa Treasurer	Payroll Taxes	\$868.50
828	3/24/2023	Iowa Workforce Development-UI	Unemployment Insurance	\$273.21
829	3/31/2023	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,468.08
831	4/7/2023	Iowa Public Employee Retirement	IPERS	\$6,599.08
832	4/7/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$5,154.38
833	4/7/2023	State of Iowa Treasurer	Payroll Taxes	\$868.50
834	4/7/2023	Iowa Workforce Development-UI	Unemployment Insurance	\$273.21
28153	3/27/2023	Advanced Network Professionals (ANP)	Consulting	\$30.00
28154	3/27/2023	AFLAC	Insurance	\$592.00
28155	3/27/2023	Delta Dental of Iowa	Dental Insurance	\$482.32
28156	3/27/2023	Kansas City Life Insurance	Life Insurance	\$75.95
28157	3/27/2023	Spencer Office Supplies	Postage Meter Ink	\$34.40
28158	3/27/2023	VISA	Gas/ CPR/ Adobe Subscriptions/ Survey Monkey	\$2,059.59
28159	3/27/2023	VSP Vision Care	Vision Insurance	\$121.42
28160	3/27/2023	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,333.78
28161	4/7/2023	Advanced Network Professionals (ANP)	Network Server Maintenance	\$180.00
28162	4/7/2023	Allegiant Technology	Cloudfax Service	\$47.65
28163	4/7/2023	CenturyLink	Phones	\$182.49
28164	4/7/2023	Clay County Auditor	Rent	\$2,377.81
28165	4/7/2023	GFC Leasing	Copier Lease	\$1,013.50
28166	4/7/2023	Michael Raner	Travel/ Cell Phone	\$1,168.28
28167	4/7/2023	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$163.53
28168	4/7/2023	Spencer Municipal Utilities	Internet	\$100.00
28169	4/7/2023	Time Management Systems, Inc.	Time Keeping	\$50.00

CONTRACT LIST FOR POLICY COUNCIL

[illegible]

April 3, 2023

Northwest Iowa Planning and Development Commission

217 West 5th ST

Spencer, IA 51301

Mr Ted Kourousis:

This document is concerning two outstanding loans between Quality Machine Products, Inc and NWIPDC that are currently past due. This is Loan# 5-02-01 for \$40,000.00 with a balance due of \$12,822.23 and Loan# 5-03-01 for \$70,000.00 with a balance due of \$52,530.82. Total due is \$65,353.05.

Quality Machine Products, Inc has endured some very difficult financial years and since I started as a consultant in the year 2016 and we have been able to slowly turn the company around through increased sales, cost controls and covid assistance. We still are a long way from a real healthy company but have made great progress and been able to pay of other old debts that we have negotiated a reduced balance on and then made monthly electronic payment to pay on them. Being we are nearing the end on some of these payments we want to continue to fulfill our debt obligations in some manner and want to present to you the following proposal to fulfill our obligation to NWIPDC. This will require an agreement that you are comfortable in accepting and something we can financially bare.

We would like to propose that we set up a total obligation from us for \$50,000.00 with a monthly electronic withdrawal from in the amount of \$2,000.00 for 25 months with no interest and all applied to the \$50,000.00 obligation. The loan agreements would stay in place until our final payment is received. It that time they would be considered paid in full. If we default on our obligations all payments would be applied to the 2 Loans per the original agreement.

Thank You for considering this proposal and working toward an agreement that is satisfactory for both of us.

Quality Machine Products, Inc

Sturgis Van Vugt - Consultant

Cory Jorgenson – President

Paul Moos – Sec-Tre