

Sign Up Sheet

6/29/2023

	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@cityofspiritlake.org
	Clark Reekers	Dickinson County	crrcleaning@gmail.com
✓	Lexie Ruter	Emmet County	echamberdirector@gmail.com
✓	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
	Micah Freese	Lyon County	development@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@emmetsburg.com
		Palo Alto County	
✓	Dan Altena	Sioux County	dana@siouxcounty.org
	Duane Feekes	Sioux County	cityadmin@orangecityiowa.com
	Don Schreur	Sioux County	

Keri Nawahl

BV County
storm lake



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

June 29, 2023 9:30 AM *

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

1. Regional Planning Affiliation Meeting
 - I. Open Public Hearing; FY2024-FY2027 Draft Transportation Improvement Program
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of Minutes of Previous Meeting
 - V. New Business
 1. Adoption of FY2024 Planning Work Program
 - VI. Open Discussion
 - VII. Motion to Adjourn
2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve Minutes from Previous Meeting
 - 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 FY2024 Budget
 2. Miscellaneous
 - VIII. Set Next Meeting Date and Adjournment

*** Personnel Committee Meeting at 9:00 AM**

NWIPDC Committees

2022-2023

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)

* 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)
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)

Lexie Ruter (Emmet)
Micah Freese (Lyon Cities)
Jim Zeutenhorst (O'Brien)
Andre Abadie (Osceola Co)

Open (Palo Alto)
Dan Altena (Sioux Co)

NWIPDC Officers 2022 – 2023

Chairman
Vice Chairman
Secretary/Treasurer

Art Hamrick
Dan Altena
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
May 18, 2023

The meeting was called to order by Chairman Kelly Snyder at 9:40 AM after a short Regional Planning Affiliation meeting. The agenda was approved by Steensma, seconded by Simons. Motion carried. Present at the meeting were:

Buena Vista County:	Kelly Snyder and Dave Derragon
Clay County:	
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher, Penny Clayton and Lexie Ruter
Lyon County:	Steve Simons
O'Brien County:	John Steensma
Osceola County:	Andre Abadie, Susan Sembach and Mike Schulte
Palo Alto County:	Roger Faulstick and Kim Kibbie
Sioux County:	Dan Altena

Others attending were: Ted Kourousis, Executive Director, Staci Kleinhesselink, Darren Bumgarner, Jessica Moberly and Jackie Huckfelt, NWIPDC staff.

The minutes of the April meeting were presented for approval. Motion was made by Kibbie, seconded by Altena to approve the minutes. Motion carried.

Communications: None

The Treasurer's report through April was presented by Huckfelt, reflecting a cash balance of \$287,634.13. Motion was made by Schulte to approve the report as presented, seconded by Clayton. Motion carried.

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

Old Business:

1. Planning Division Report:

Darren reported the following:

- There has been a decent amount of Zoning Administration activity with the cities of Arnolds Park, Orleans, Superior, Graettinger, Sioux Rapids and Primghar. Currently working on a couple of complicated zoning issues that are before the Board of Adjustments for a decision. One is a house that was torn down more than 50% of the replacement value and the structure is nonconforming in 6 ways. The owner wants to rebuild. Another zoning issue involves the text in City's zoning ordinance and wanting

to connect 2 conforming structures, but in doing so, will create a nonconforming structure.

- Nuisance abatement is underway. Working with Rossie, Calumet and Marathon. Have one or two other communities that will most likely be contacting us in the near future to start Nuisance Abatement.
- Continuing CDBG administration for projects in Fostoria, Ruthven, Primghar, Spencer and Inwood.
- Working on City Code updates for Little Rock and Primghar.
- Working with Buena Vista County and Emmet County on updating Code of Ordinances.

Jessica reported the following:

DOT has reviewed the Long Range Transportation Plan.

Small number of important fixes, most other edits are just formatting/clean up items

Draft on website for review

DOT planners said the new LRTP is easy to read and informative and overall, a noticeable improvement from the prior plan.

Trails:

Meeting with cities in O'Brien County to help with newly established county trails group, rail bed donation, rail trail conversion, possibility to make connections

May want to consider a conversation about a regional trails plan so opportunities for connections between various cities and counties are not missed

Comp Planning:

Buena Vista County Comp Plan Vision Survey is open

Working on comp plan format, more graphics, easier to read and understand

Staci reported the following:

- TTW-Currently have 45 tickets assigned. New marketing campaign has begun. Social Security has changed its requirements on marketing referrals. Social Security provides Employment Networks with all of the available tickets within their service areas on a quarterly basis. Hawkeye gets those numbers and begins the marketing processes.

Recently, SSA announced that they will be monitoring EN's who are not hitting assignment rate goals. They aim for 1% assignment but now require .5% assignment. Our EN (including all partners) will receive 5000 referrals so need to assign 25 of those. Hawkeye has several other partners besides us so in looking at the numbers in my area, I will need to assign 5 for this quarter of marketing to hit the .5%. I have received 5 referrals thus far and am waiting for paperwork back from 2. Another recently had back surgery and asked me to contact her in 4 weeks. Two of those 5 are unable to work so aren't appropriate ticket assignments. The marketing campaign begins with text messages and if they respond they are interested, we contact them by phone. Next postcards will be sent to everyone on the list who hasn't opted out on the texting campaign. If we aren't hitting those numbers after these marketing strategies, we will do cold calls. Hawkeye has been providing training for us on the new requirements and strategies to hit these assignment goals.

- Rock Valley and Osceola Rural Water projects are both wrapping up. Doing final wage interviews, certified payrolls, and Section 3 for Rock Valley. Osceola Rural Water has a new water project that I will do the Davis Bacon Administration for.
- BV County Career Link employment transportation grant will be deobligated due to Rembrandt no longer using the service after change in ownership. Working on the Status of Funded Activities Public Hearing and monitoring for this project.

Kristin was out of the office but prepared the following report:

- Housing Trust Fund- Seeing an influx of applications coming in. We are currently working to close out the FY21 housing grant before we can access any of the FY23 funds. The goal this year is to close the grant out without having to make any agency awards.
 - Migrant Housing-This is the slow time of year but it will start to get busier later this summer. No inspections on the schedule so far.
 - Hospers CDBG Wastewater/Sewer-Had the pre-construction meeting at Hospers City Hall last week with Bainbridge Construction and DGR Engineering. Work was to begin around May 15 and is scheduled to be completed this fall.
 - I am being cross-trained to do some Nuisance Abatement and just finished up Hartley for this spring. Also, I submitted an RFP to IFA for their Home Repair Program. Awarded contracts were expected by May 5th but we still haven't heard anything.
2. Nominating Committee Report- Schumacher stated that the committee would like to nominate Art Hamrick as Chairman and Dan Altena as Vice-Chair. A motion was made by Clayton, seconded by Leupold to approve the nominations. Motion carried.

3. Contract Status Report: No contracts this month.

New Business:

1. Plaque Presentation. Kourousis presented Kelly Snyder with a plaque of appreciation for his years of serving as Chairman of the Policy Council.
2. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for June 29, 2023 at 9:30 AM. A motion was made by Schulte, second by Simons to adjourn. The meeting adjourned at 9:57 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
5/31/23

CASH ON HAND 4/30/23	\$263,053.51
Receipts	56,351.89
Disbursements	67,975.19
CASH ON HAND 5/31/23	\$251,430.21
 <u>Reimbursements to NWIPDC</u>	
EDA	5,213.67
HAZMAT	3,500.00
SHIELD	12,720.05
TICKET TO WORK	10,342.40
 CASH BALANCE 5/31/23	 \$ 283,206.33

Check #	Date Paid	Vendor	Description	Amount Paid
847	5/19/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$5,154.40
848	5/19/2023	State of Iowa Treasurer	State Taxes	\$868.51
849	5/19/2023	Iowa Workforce Development-UI	Unemployment Insurance	\$230.89
850	5/31/2023	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,468.08
852	6/1/2023	Iowa Public Employee Retirement	IPERS	\$6,599.10
853	6/2/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$5,154.43
854	6/2/2023	State of Iowa Treasurer	State Taxes	\$868.51
855	6/2/2023	Iowa Workforce Development-UI	Unemployment Insurance	\$222.05
856	6/8/2023	Paycor	Payroll Maintenance	\$133.70
857	6/16/2023	Iowa Workforce Development-UI	Unemployment Insurance	\$191.64
858	6/16/2023	State of Iowa Treasurer	State Taxes	\$868.50
859	6/16/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$5,154.38
28189	5/26/2023	AFLAC	Insurance	\$592.00
28190	5/26/2023	Delta Dental of Iowa	Dental Insurance	\$482.32
28191	5/26/2023	Iowa Association of Regional Councils	Staff Retreat Registration Fees	\$266.33
28192	5/26/2023	Kansas City Life Insurance	Life Insurance	\$75.95
28193	5/26/2023	Michael Raner	Travel/ Cell Phone	\$387.22
28194	5/26/2023	Mike Schipper	HM OPS Refresher Classes	\$3,500.00
28195	5/26/2023	Spencer Office Supplies	Pens	\$17.99
28196	5/26/2023	Spencer Trophy & Awards	Plaque	\$54.35
28197	5/26/2023	Time Management Systems, Inc.	Time Keeping	\$50.00
28198	5/26/2023	VISA	Adobe/ CPR/ Innovative Credit	\$346.19
28199	5/26/2023	VSP Vision Care	Vision Insurance	\$121.42
28200	5/26/2023	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,333.78
28201	6/16/2023	Allegiant Technology	Cloudfax Service	\$47.38
28202	6/16/2023	CenturyLink	Phones	\$188.53
28203	6/16/2023	Clay County Auditor	Rent/ Utilities	\$2,610.75
28204	6/16/2023	GFC Leasing	Copier Lease	\$1,013.50
28205	6/16/2023	Michael Raner	Travel/ Cell Phone	\$657.23
28206	6/16/2023	Postmaster	Post Office Box Rental	\$294.00
28207	6/16/2023	Spencer Municipal Utilities	Internet	\$100.00
28208	6/16/2023	Spencer Office Supplies	Paper	\$489.00
28209	6/16/2023	Time Management Systems, Inc.	Time Keeping	\$50.00

Check #	Date	Vendor	Description	Amount Paid
860	6/30/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$5,394.53
861	6/30/2023	State of Iowa Treasurer	State Taxes	\$921.23
862	6/30/2023	Iowa Workforce Development-UI	Unemployment Insurance	\$83.25
863	6/30/2023	Iowa Public Employee Retirement	IPERS	\$9,898.64
28210	6/30/2023	Advanced Network Professionals (ANP)	Consulting/ Domain Registration/Server Maintenance	\$478.60
28211	6/30/2023	AFLAC	Insurance	\$592.00
28212	6/30/2023	Blackbaud	Software Maintenance- Annual	\$13,836.68
28213	6/30/2023	Delta Dental of Iowa	Dental Insurance	\$482.32
28214	6/30/2023	Kansas City Life Insurance	Life Insurance	\$75.95
28215	6/30/2023	Spencer Office Supplies	Binders/ Bankers Boxes/ Premium Paper	\$234.73
28216	6/30/2023	VISA	Gas/ Adobe Pro/ Oil Change/ Brakes	\$1,489.71
28217	6/30/2023	VSP Vision Care	Vision Insurance	\$121.42
28218	6/30/2023	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,333.78

CONTRACT LIST FOR POLICY COUNCIL

[illegible]