

Sign Up Sheet

11/16/2023

	NAME	COUNTY	Email
✓	Dale Arends	BV County	arendsdale@yahoo.com
✓	Dave Derragon	BV County	derragon@stormlake.org
✓	Kelly Snyder	BV County	ksnyder@bvcountyiowa.com
	Pam Henderson	BV County Alternate	pjhenderson79@gmail.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
✓	Lexie Ruter	Emmet County	echamberdirector@gmail.com
	Penny Clayton	Emmet County	p.clayton@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
	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	



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

November 16, 2023 9:30 AM

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

1. Regional Planning Affiliation Meeting
 - I. Open Public Hearing- Rock Rapids Bridge Project
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of Minutes of Previous Meeting
 - V. New Business
 - VI. Approval of Rock Rapids Bridge Project Amendment
 - VII. Open Discussion
 - VIII. 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 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

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
October 19, 2023

The meeting was called to order by Chairman Art Hamrick at 9:36 AM following a short Regional Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Kelly Snyder and Dave Derragon
Clay County:	Steve Bomgaars, Art Hamrick and George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher
Lyon County:	Steve Simons
O'Brien County:	John Steensma
Osceola County:	Mike Schulte
Palo Alto County:	Kim Kibbie
Sioux County:	Dan Altena

Others attending were: Ted Kourousis, Executive Director, Staci Kleinhesselink, Darren Bumgarner, Kristin Westerman, Michael Raner and Jackie Huckfelt, NWIPDC staff. Kristine McCartan from Williams and Co. was also in attendance.

Kourousis introduced Kristine McCartan from Williams & Co. McCartan presented the FY 2023 Audit. McCartan stated that Huckfelt sent a copy of the audit report and the representation letter with the agenda. She stated that there was nothing material in the report and that there were no disagreements between their staff and ours. McCartan thanked Kourousis and Huckfelt for their cooperation during the audit.

McCartan discussed the report and asked if anyone had any questions or comments.

McCartan told the Board that, in her opinion, the Management Discussion and Analysis written by Kourousis was the best and most informative part of the audit as far as explaining what went on with the agency throughout the year.

The minutes of the September meeting were presented for approval. Motion was made by Bomgaars, seconded by Simons to approve the minutes. Motion carried.

Communications: None

The Treasurer's report through September was presented by Huckfelt, reflecting a cash balance of \$318,296.42. Motion was made by Moriarty to approve the report as read, seconded by Schulte. Motion carried.

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

Old Business:

1. Planning Division Report:

Kourousis reported the following:

- Kourousis and Bumgarner sat through a Peer Review evaluation last week over Zoom. He stated that it was interesting but didn't think they came away with any big ideas of anything we could change or do differently. Typically we would have to drive to another Region so it was nice to be able to have it over Zoom.

Darren reported the following:

- Ruthven was funded \$500,000 CDBG funds for Water Treatment Plant improvements. Will start the Environmental process and release of CDBG funds.
- Ted & I have been working with Emmet County to help guide them through the Zoning process for permitting wind turbines.
- Working with Orleans on amending Zoning text.
- Zoning Administration is still active. Still receiving a number of Zoning permits received and answering questions with the public.
- Started working with Ireton on a possible CDBG application for a daycare. They have to complete an income survey to see if the community is eligible.
- Have been working on CDBG Administration for Primghar, Ruthven, Fostoria, and Spencer.

Staci reported the following:

- TTW-I currently have 46 tickets assigned with 2 new ticket assignments added in October. 5 tickets were unassigned since our last meeting due to new guidance from the Ticket Program Manager. 3 were due to lack of required two-way contact and 2 were due to not receiving a ticket payment in 24 months. I am waiting on paperwork from 1 new one to be assigned and have 3 other new referrals to contact.
- Quarterly Report-TTW-3rd quarter 2023-Ticket payment from SSA to NWIPDC was \$12,989.00. During this quarter (June-September 2023) 7 new tickets have been assigned. 37 of the 46 are working earning an average wage of \$16.23 per hour.
- Supports and Services review with Social Security will be sometime in the next couple of months. They will randomly select files and review Individual Work Plans I have written for each ticketholder along with Case notes going back a year.
- I will be going out today to do Wage interviews on the Osceola County Rural Water Filter Rehabilitation project.

- Rock Valley Water Project is wrapping up. The only work left to be done is the installation of a new generator. They have been waiting on the generator to arrive, so things have been at a standstill.
- We are still waiting to hear on the Family Crisis Center Grant for the foster care visitation/custody exchange center.

Kristin reported the following:

- Home Repair Pilot Program (HRPP)- still waiting to hear back from the State on when we will roll the program out. New RFPs were due September 13th so it sounds like we should be hearing something soon.
- Housing Trust Fund- Very busy with an influx of applications coming in and going out. There is one house that is currently under construction that should be done soon and then that grant can be closed out. This is earlier than usual and also we will not be distributing agency awards this year, which is something that has never been done before. Kristin has an interview with the Estherville newspaper on 10/20/23. The FY24 grant application was submitted before the 10/1/23 deadline. The next NWIRHTF meeting will be in December to recap accomplishments.
- The Hospers Water/Sewer CDBG is wrapping up, with completion estimated in the next several weeks. She is currently working on the Section 3 compliance.

Michael was happy to report that he has working with SHIELD entities on the following topics:

1. Construction Projects
 2. Slips, Trips, and Falls / Ladders
 2. Confined Spaces
 3. Airport Snow Removal Policies and Procedures
 4. Fall Secondary Roads
 5. Along with Monthly Safety Committee meetings and Work Comp. Insurance reviews
2. Contract Status Report: There was 1 contract presented for informational purposes only.

New Business:

1. Miscellaneous. Kourousis stated that he has been working with the City of Royal on an Emergency Generator grant. They recently found out that there is an approximate 44 week delay.

With there being no more discussion, the next meeting was scheduled for November 16, 2023 at 9:30 AM. A motion was made by Schumacher seconded by Altena to adjourn. The meeting adjourned at 10:16 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
10/31/23

CASH ON HAND 9/30/23	\$277,476.62
Receipts	42,193.27
Disbursements	68,445.11
CASH ON HAND 10/31/23	\$251,224.78

Reimbursements to NWIPDC

EDA	6,058.87
HAZMAT	109.10
SHIELD	12,147.96
NWIRHTF	2,730.80
TICKET TO WORK	10,847.73

CASH BALANCE 10/31/23	\$ 283,119.24
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Check #	Date	Vendor	Description	Amount Paid
892	10/20/2023	State of Iowa Treasurer	State Taxes	\$840.38
893	10/20/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$4,972.33
894	10/31/2023	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,468.08
895	11/3/2023	Farmers Trust & Savings Bank	Payroll Taxes	\$4,890.96
896	11/3/2023	State of Iowa Treasurer	State Taxes	\$840.37
898	11/8/2023	Paycor	Payroll Maintenance	\$133.70
28287	10/27/2023	Advanced Network Professionals (ANP)	Network Maintenance/ Consulting	\$219.60
28288	10/27/2023	AFLAC	Insurance	\$592.00
28289	10/27/2023	Auditor of State	Audit Filing Fees	\$100.00
28290	10/27/2023	Converged Technologies, LLC	Phone Issues	\$190.00
28291	10/27/2023	Delta Dental of Iowa	Dental Insurance	\$453.16
28292	10/27/2023	Kansas City Life Insurance	Life Insurance	\$65.40
28293	10/27/2023	VISA	Adobe/ Innovative Credit/ Gas	\$157.54
28294	10/27/2023	VSP Vision Care	Vision Insurance	\$112.58
28295	10/27/2023	Wellmark Blue Cross Blue Shield	Health Insurance	\$6,923.53
28296	11/8/2023	Advanced Network Professionals (ANP)	Computer- Kristin/ Consulting	\$1,857.65
28297	11/8/2023	Allegiant Technology	Cloudfax Service	\$47.82
28298	11/8/2023	Buena Vista County EMA	HMEP Exercise- Storm Lake	\$2,798.24
28299	11/8/2023	CenturyLink	Phones	\$157.58
28300	11/8/2023	Clay County Auditor	Rent	\$2,377.81
28301	11/8/2023	GFC Leasing	Copier Lease (2 months)	\$2,027.00
28302	11/8/2023	Michael Raner	Travel/ Cell Phone	\$605.02
28303	11/8/2023	Petty Cash	Board Meetings/ Postage	\$36.94
28304	11/8/2023	Spencer Municipal Utilities	Internet	\$100.00
28305	11/8/2023	Spencer Office Supplies	Calendars/ Canned Air/ Small Writing Pads	\$100.29
28306	11/8/2023	Time Management Systems, Inc.	Time Keeping	\$50.00
28307	11/8/2023	Williams & Company P.C.	Final Audit Charges	\$6,500.00

CONTRACT LIST FOR POLICY COUNCIL

[illegible]