

Sign Up Sheet

6/27/2024

	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@cityofspiritlake.org
	Clark Reekers	Dickinson County	crrcleaning@gmail.com
X	Lexie Ruter	Emmet County	echamberdirector@gmail.com
X	Penny Clayton	Emmet County	p.clayton@cityofestherville.org
✓	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
	Doug VandenBosch	Lyon County	supvdistrict2@co.lyon.ia.us
✓	Jen Smit	Lyon County	econdev@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

June 27, 2024 9:00 AM*

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

1. Regional Planning Affiliation Meeting
 - I. Open Public Hearing- Draft – FY 2025-2028 Transportation Improvement Program, Final FY 2025 TPWP
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of Minutes of Previous Meeting
 - V. New Business
 1. Approval of draft FFY 2025-2028 TIP
 2. Approval of FY 2025 TPWP
 - 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. Review and Approval of FY 2025 NWIPDC Budget
 2. Miscellaneous

VIII. Set Next Meeting Date and Adjournment

*** Personnel Committee Meeting @ 8:30 a.m. June 27, 2024**

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)
* Committee Changes

PERSONNEL

Keri Navratil (B.V.Cities)
Art Hamrick (Clay County)
Gregg Owens (Dickinson
Cities)

Tim Schumacher(Emmet Co)
Jen Smit (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 2023 – 2024

Chairman
Vice Chairman
Secretary/Treasurer

Art Hamrick
Dan Altena
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
March 21, 2024

The meeting was called to order by Chairman Art Hamrick 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
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	
O'Brien County:	John Steensma
Osceola County:	Andre Abadie and Mike Schulte
Palo Alto County:	
Sioux County:	Dan Altena

Others attending were: Ted Kourousis, Executive Director, Staci Kleinhesselink, Kristin Westerman, Darren Bumgarner, Michael Raner and Jackie Huckfelt, NWIPDC staff. Dakin Schultz, DOT was also in attendance.

The minutes of the February meeting were presented for approval. Motion was made by Leupold, seconded by Snyder to approve the minutes. Motion carried.

Communications: Dakin Schultz, Department of Transportation, updated everyone on projects in the area and asked if anyone had any questions. He then reported that he was retiring from the DOT and would be working for the FHWA.

The Treasurer's report through February was presented by Huckfelt, reflecting a cash balance of \$259,404.02. Motion was made by Schulte to approve the report as printed, seconded by Clayton. Motion carried.

The bills paid since the last meeting were presented for approval. Schumacher questioned the bill for the copier lease. Kourousis explained that it was a monthly bill for the lease and also supplies. A motion was made by Altena, seconded by Steensma to approve the bills as written. Motion carried.

Old Business:

1. Planning Division Reports:

Staci reported the following:

- TTW-35 tickets assigned. There is a new marketing campaign underway and have 11 referrals thus far for Ticket to Work. Two enrolled, waiting on paperwork from 1, 3 said

no or unable to work, and trying to connect with the rest. I have also been networking and reaching out to community agencies for referrals including Vocational Rehabilitation and Love, Inc out of Sheldon. IWD has Ticket to Work and they have changed their rules and can only take those working at SGA or willing to work at that level so they have also recently referred someone.

- 5-2-1-0 project for Sioux County. I have been working with Sioux County Community Health Partners and they asked communities to contact them with projects that may fit 5210 criteria. Sioux Center has reached out and they are interested in converting their former fairground area into a green space area for soccer, football, and other recreation areas. In order to qualify for the grant funds available in July of 2024, I will need to set up a community coalition in Sioux Center and do an asset mapping process to determine community strengths related to healthy activities and healthy eating as well as look at gaps in this area within the community. I will also need to complete their Partnership Assessment Tool prior to July 1. We have a meeting scheduled in Sioux Center in May.
- Family Crisis Center-working with the architect on the bid phase of the project for the foster care supervised visitation/safe custody exchange center.
- Rock Valley CDBG Water Project is wrapping up. I recently provided all the required monitoring information and documents for IEDA. They will have one last draw as they wrap up the project.
- I am doing Davis Bacon compliance on two Osceola Rural Water Projects.

Kristin reported the following:

- Home Repair Pilot Program-9 houses in various stages of progress. Still accepting applications until March 31st.
- Housing Trust Fund- Still actively taking and processing applications, The hardest part, I am finding is getting eligible/available contractors. First meeting of the year is April 4th and hoping to come up with a solution to streamline this.
- Hospers Water Sewer CDBG only has some final grading to complete in the Spring and then it will be closed out.
- Darren and I are working on submitting a Water Sewer grant for the City of Rock Valley. It will be submitted on or before the April 1st deadline.
- Submitted an American Firefighter grant for the City of Estherville to replace 10 SCBAs. Waiting to hear if it gets funded.

Michael reported that he was working with the SHIELD entities on the following:

- CPR/AED 1st Aid
- Monthly Safety Committee meetings
- IMWCA Visits

- New Employee Safety Orientation
- SCCP – Spill Containment/Control for Bulk Dispenser
- Emergency Evacuation Plans

Darren reported the following:

- Attended an Iowa Economic Development Authority Workshop CDBG training workshop Tuesday of this week in Des Moines. It was the first in person workshop they have held since the fall of 2019. It was a good review.
 - A lot of discussion on the Build America Buy America Act and how it pertains to the CDBG projects awarded January 1, 2024, and after. The Act (BABA) requires that all iron, steel, manufactured products, and construction materials used for federally funded infrastructure projects are produced in the United States, unless otherwise exempt or subject to an approved waiver. This means all iron, steel, manufactured products, and construction materials will need to be certified by the contractor, engineer/architect. It will be interesting to see how the requirements impact federally funded projects. There will be a considerable amount of time and resources that will need to be devoted to documenting and certifying that all of these items were built in America and Bought in America. How much will costs of projects increase due to limited availability and suppliers for some items and contractors and engineers/architects adding costs due to time devoted to documentation. Will fewer contractors bid or fewer subcontractors have an interest in these projects, especially smaller contractors with limited capacity?
 - Zoning Activity is increasing. Number of permits and variances have increased.
 - Had first meeting with Lyon County P & Z to start the Zoning Ordinance Update process.
 - Primghar CDBG Wastewater Treatment Project is proceeding in a timely manner.
 - Ruthven will be awarding a construction contract for Water Treatment System Improvements.
 - Fostoria Sewer System Improvements Project should be completed within the next month.
2. Nominating Committee Report. It was noted that at the last meeting a motion was made by Snyder, seconded by Schulte to keep the same slate for another year. Motion carried.
 3. Contract Status Report: Three contracts were presented for informational purposes only.

New Business:

1. Appointment of Non-Elected Officials. Kourousis stated that the non-elected officials in Dickinson, Emmet and Sioux Counties are due for re-appointment to the Policy Council this year. Clark Reekers is the Dickinson County representative. Leupold will check with him to see if he wishes to continue. Lexie Ruter is the Emmet County representative and we're assuming she will continue to serve. Don Schreur is the Sioux County representative but hasn't attended in years. Altena will see if he can find a replacement for him.
2. Meeting Schedule Discussion. Kourousis stated that there has been discussion amongst the COG's across the State concerning how often they meet. Several only meet quarterly and he wondered what the feeling of the Policy Council was about changing to quarterly meetings instead of monthly. Kourousis stated that Huckfelt would still send out information like the Treasurer's Report and bills paid that month. We could also send reports from the Planners. Clayton stated that she would be in favor of going quarterly. Discussion ensued. One suggestion was to meet at 9:00 AM so those needing to get to the Rides meeting would have plenty of time. After some discussion, it was decided that we would try quarterly meetings starting in June 2024. A motion was made by Clayton, seconded by Moriarty. Motion carried.
3. Adoption of Depository Resolution. Kourousis stated that it was time to adopt the Depository Resolution for another year. There were no changes in the plan from last year. Kourousis introduced Resolution Number 2024-1. A motion was made by Schumacher, seconded by Schulte to adopt the Resolution. Motion carried.
4. Miscellaneous. None
5. With there being no more discussion, the next meeting was scheduled for June 27, 2024 at 9:00 AM. A motion was made by Leupold seconded by Altena to adjourn. The meeting adjourned at 10:15 AM.

Respectfully submitted,



Jackie Huckfelt

TREASURER'S REPORT
CASH IN BANK
5/31/24

CASH ON HAND 4/30/24	\$197,445.44
Receipts	70,872.52
Disbursements	82,323.10
CASH ON HAND 5/31/24	\$185,994.86
<u>Reimbursements to NWIPDC</u>	
EDA	7,032.25
SHIELD	17,684.30
HAZMAT	105.25
NWIRHTF	1,396.64
TICKET TO WORK	11,593.13
CASH BALANCE 5/31/24	\$ 223,806.43

Check #	Date Paid	Vendor	Description	Amount Paid
943	4/19/2024	Farmers Trust & Savings Bank	Payroll Taxes	\$4,894.38
944	4/19/2024	State of Iowa Treasurer	State Taxes	\$827.11
945	4/19/2024	Iowa Workforce Development-UI	Unemployment Taxes	\$177.18
946	4/30/2024	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,027.64
948	5/3/2024	Iowa Workforce Development-UI	Unemployment Taxes	\$19.69
949	5/3/2024	State of Iowa Treasurer	State Taxes	\$827.11
950	5/3/2024	Farmers Trust & Savings Bank	Payroll Taxes	\$4,894.40
952	5/2/2024	Iowa Public Employee Retirement	IPERS	\$6,182.47
953	5/8/2024	Paycor	Payroll Maintenance	\$245.00
954	5/17/2024	Iowa Workforce Development-UI	Unemployment Taxes	\$17.10
955	5/17/2024	State of Iowa Treasurer	State Taxes	\$827.11
956	5/17/2024	Farmers Trust & Savings Bank	Payroll Taxes	\$4,894.41
28404	4/26/2024	Advanced Network Professionals (ANP)	Network Maintenance	\$180.00
28405	4/26/2024	AFLAC	Insurance	\$556.64
28406	4/26/2024	Delta Dental of Iowa	Dental Insurance	\$462.26
28407	4/26/2024	Jensen Home Inspection, LLC	Home Inspections	\$250.00
28408	4/26/2024	Kansas City Life Insurance	Life Insurance	\$68.12
28409	4/26/2024	Michael Raner	Travel/ Cell Phone	\$416.26
28410	4/26/2024	Mike Schipper	HM Ops Refresher Classes	\$2,400.00
28411	4/26/2024	Petty Cash	Meetings/ Postage	\$50.88
28412	4/26/2024	VISA	Gas/Adobe Pro/Innovative Credit/CPR	\$909.39
28413	4/26/2024	VSP Vision Care	Vision Insurance	\$112.58
28414	4/26/2024	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,944.03
28415	5/17/2024	Advanced Network Professionals (ANP)	Antivirus Subscription/Network Maintenance	\$516.00
28416	5/17/2024	Allegiant Technology	Cloudfax Service	\$47.47
28417	5/17/2024	CenturyLink	Phones	\$218.27
28418	5/17/2024	Clay County Auditor	Rent/ Utilities	\$2,640.89
28419	5/17/2024	GFC Leasing	Copier Lease	\$1,054.50
28420	5/17/2024	Hawkeye Community College	Postcards/ Postage- TTW	\$234.84
28421	5/17/2024	Jensen Home Inspection, LLC	Home Inspections	\$750.00
28422	5/17/2024	Michael Raner	Travel/ Cell Phone	\$633.14
28423	5/17/2024	Northern Safety Co, Inc	SHIELD Eyewear	\$28.98
28424	5/17/2024	Spencer Municipal Utilities	Internet	\$100.00
28425	5/17/2024	Spencer Office Supplies/ JCL Solutions	File Folders/ Postage Meter Ink	\$42.98
28426	5/17/2024	Time Management Systems, Inc.	TimeKeeping	\$50.00

Check #	Date Paid	Vendor	Description	Amount Paid
957	5/31/2024	Farmers Trust & Savings Bank	Payroll Taxes	\$5,070.91
958	5/31/2024	Iowa Workforce Development-UI	Unemployment Taxes	\$15.57
959	5/31/2024	Farmers Trust & Savings (HSA)	HSA Deposits	\$1,027.64
960	5/31/2024	State of Iowa Treasurer	State Taxes	\$863.96
961	6/11/2024	Paycor	Payroll Maintenance	\$14.00
28427	5/31/2024	AFLAC	Insurance	\$556.64
28428	5/31/2024	Delta Dental of Iowa	Dental Insurance	\$462.26
28429	5/31/2024	Kansas City Life Insurance	Life Insurance	\$68.12
28430	5/31/2024	VISA	Gas/Adobe Pro/ CPR/ Car Maintenance	\$1,211.19
28431	5/31/2024	VSP Vision Care	Vision Insurance	\$112.58
28432	5/31/2024	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,944.03
28433	6/7/2024	Allegiant Technology	Cloudfax Service	\$47.47
28434	6/7/2024	Clay County Auditor	Rent/ Utilities	\$2,605.05
28435	6/7/2024	Cristal Nava & Cruz Electric	HRPP- Home Repairs	\$500.00
28436	6/7/2024	Cristal Nava & Groundworks	HRPP- Home Repairs	\$23,491.29
28437	6/7/2024	Cristal Nava & Kramer Seamless Gutter	HRPP- Home Repairs	\$510.60
28438	6/7/2024	Cristal Nava & ProRoofs USA	HRPP- Home Repairs	\$8,956.99
28439	6/7/2024	Eric Lizardo & D & J Construction	HRPP- Home Repairs	\$20,328.00
28440	6/7/2024	Jensen Home Inspection, LLC	Home Inspections	\$500.00
28441	6/7/2024	Michael Raner	Travel/ Cell Phone	\$373.17
28442	6/7/2024	Postmaster	Postage Box Rental- Yearly	\$302.00
28443	6/7/2024	Spencer Municipal Utilities	Internet	\$100.00
28444	6/7/2024	Spencer Office Supplies/ JCL Solutions	Legal Pads/ Insertable Tabs	\$25.54
28445	6/7/2024	Time Management Systems, Inc.	TimeKeeping	\$50.00

Check #	Date Paid	Vendor	Description	Amount Paid
962	6/14/2024	Farmers Trust & Savings Bank	Payroll Taxes	\$4,894.43
963	6/14/2024	State of Iowa Treasurer	State Taxes	\$827.11
964	6/14/2024	Iowa Workforce Development-UI	Unemployment Insurance	\$13.35
28446	6/25/2024	Advanced Network Professionals (ANP)	Domain Registration- Annual/ Server Maintenance	\$445.00
28447	6/25/2024	AFLAC	Insurance	\$556.64
28448	6/25/2024	Ana Rivera & B&K Plumbing	HRPP- Home Repairs	\$9,739.29
28449	6/25/2024	Ana Rivera & Kramer Seamless Gutters	HRPP- Home Repairs	\$1,580.70
28450	6/25/2024	Ana Rivera & ProRoof USA	HRPP- Home Repairs	\$7,773.09
28451	6/25/2024	Blackbaud Inc.	Software Maintenance- Annual	\$14,943.61
28452	6/25/2024	Delta Dental of Iowa	Dental Insurance	\$462.26
28453	6/25/2024	GFC Leasing	Copier Lease	\$1,054.50
28454	6/25/2024	IMT Insurance	Additional Insurance for 2023	\$1,405.00
28455	6/25/2024	Jennifer Wemark & L. Miller Plumbing	HRPP- Home Repairs	\$1,285.00
28456	6/25/2024	Kansas City Life Insurance	Life Insurance	\$68.12
28457	6/25/2024	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$163.53
28458	6/25/2024	VISA	Gas/Adobe Pro/Brakes- Van/ CPR/Innovative Credit	\$1,670.80
28459	6/25/2024	VSP Vison Care	Vision Insurance	\$112.58
28460	6/25/2024	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,944.03

CONTRACT LIST FOR POLICY COUNCIL

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