



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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AGENDA

Northwest Iowa Planning and Development Commission

March 16, 2017 9:00 AM

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

1. FAST Act Regional Planning Affiliation Meeting
 - I. Call Meeting to Order
 - II. Approval of February Minutes
 - III. New Business
 1. Draft FY18 Transportation Planning Work Program
 2. Discussion of STP and TAP Applications
 - IV. Open Discussion
 - V. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve February Minutes
 - III. Communications
 - IV. Treasurer's Report Through February
 - V. Approval of Bills Paid Since Last Meeting
 - VI. Old Business
 1. WIOA Report
 2. Planning Division Report
 3. Contract Status Report
 - VII. New Business
 1. Nominating Committee Report
 2. Adopt Depository Resolution
 3. Miscellaneous
 - VIII. Set Next Meeting Date and Adjournment

NWIPDC Committees

2016-2017

EXECUTIVE

Dennis Weber (B.V.)
George Moriarty (Clay Cities)
Clark Reekers (Dickinson)

Penny Clayton (Emmet Cities)
Merle Koedam (Lyon County)
Marjean Westerman (O'Brien)
Mike Schulte (Osceola Co)

John Bird (P.A. Cities)
Don Schreur (Sioux)
* Committee Changes

PERSONNEL

Jon Kruse (B.V.Cities)
Joe Skow (Clay County)
Gregg Owens (Dickinson
Cities)

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

Open (P.A County)
Duane Feekes (Sioux Cities)

EDA/CEDS

Dale Arends (B.V. County)
Kristi Gross (Clay)
W.C.Leupold (Dickinson Co)

James Jenson (Emmet)
Jordan Kordahl (Lyon Cities)
Jim Zeutenhorst (O'Brien)
Mike Earll (Osceola)

Open (Palo Alto)
Al Bloemendaal (Sioux County)

NWIPDC Officers 2016 – 2017

Chairman
Vice Chairman
Secretary/Treasurer

Tim Schumacher
Steve Simons
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
February 16, 2017

The meeting was called to order by Chairman Tim Schumacher at 9:06 AM following a FastAct Regional Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Dale Arends, Jim Patrick and Dennis Weber
Clay County:	
Dickinson County:	W.C. Leupold and Clark Reekers
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons, Jordan Kordahl and Merle Koedam
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Schulte
Palo Alto County:	
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Steve Hallgren, Val Bonney, Darren Bumgarner, Angela McCaulley, Kristin Larsen and Jackie Huckfelt, NWIPDC staff.

The minutes of the January meeting were presented for approval. A motion was made by Bloemendaal seconded by Koedam to approve the minutes. Motion carried.

Communications. Kourousis stated he received an email from Jodi Duncan from EDA stating that we will receive an additional \$4,000 next year from \$66,000 to \$70,000. The extra dollars will be nice but we have to match it 50/50.

Kourousis also reported the he received an email stating that according to our EDA-RLF semi-annual report, we had too much money in that account and needed to sequester \$25,834.61. Kourousis told the Board that if they know of anyone that has a project that may qualify, please send them our way. Bloomendaal asked what the interest rate was and Kourousis stated that it is 4% but he was going to check with other regions and see what their rate was and talk about lowering it to be more competitive, possibly 2%. Westerman asked what type of projects would qualify. Some discussion followed.

The Treasurer's report for January reflected a cash balance of \$369,985.64. A motion was made by Schulte, seconded by Clayton to approve the report as read. Motion carried.

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

Old Business

1. WIA Report. Bonney gave the following report:

The IowaWORKS membership statistics for the months of December and January indicate that 392 individuals became new members in December and 192 individuals became new members in January. The total number of members receiving services was 896 in December and 1074 in January. The center continues to be extremely busy with unemployment claims due to facilities doing temporary layoffs and seasonal unemployment.

The Region 3-4 Workforce plan is in the process of being modified as a result of the Dept. of Labor review of all Iowa workforce plans. Each region was asked to be more specific in the economic and workforce analysis. In addition, the workforce board is now required to review the Adult Education and Literacy plans for the region to ensure alignment with the local workforce plan. In our region, we expect to receive three plans due to having three community colleges in the region. A committee has been put together to do the alignment review process. A conference call will be held on Thursday, February 23rd to approve the changes to the local plan.

2. Planning Division Report. Hallgren stated that he didn't have much to report again this month, however wanted to report on a couple of grant opportunities.
 1. CDBG Water/Sewer – next round is due April 1 with another application accepted on July 1st. Projects must be ready to proceed before applying.
 2. CDBG Downtown Revitalization – this is a grant opportunity for communities who are looking to make improvements to the facades or store fronts of downtown businesses. There is up to \$500,000 available for qualifying communities. Please see NWIPDC Planning staff for additional information about this program. A question was asked by one of the board members if there is an example of a project in our region. Hallgren reported that NWIPDC Planning staff assisted the City of Emmetsburg with the rehabilitation and revitalization of 17 or 18 store fronts in their downtown.
 3. Hallgren indicated the Community Attraction and Tourism (CAT) grant through the Enhance Iowa Fund is being accepted until April 15th. This program is intended for tourism and community development related projects.
 4. Hallgren provided information about and indicated the Indra's Derilect Building Program is accepting applications until April 21st for projects. Hallgren indicated this grant program may be used in support of actual demolition, or for asbestos testing and asbestos removal if necessary in the building. Also, Hallgren indicated that the intent of this program is that the demolition debris needs to be recycled or reused and as little as possible refuse be landfilled. Penny Clayton from Estherville clarified also that this grant program through the IDNR is only eligible to small communities less than 5,000 in population.

Hallgren also informed the Board of the upcoming Spring 2017 Introduction to Planning & Zoning for Local Officials Workshop. This planning and zoning workshop is annually offered by Iowa State University Extension and provides a good training opportunity on the roles and responsibilities for Planning Commission and Board of Adjustment officials if your community has new members in these roles. However, Hallgren noted to the Board that there is not a Northwest Iowa location on the planned agenda as their usually is. The nearest locations to the NWIPDC region this year are workshops held in Fort Dodge on May 10th and Council Bluffs on May 16th. Hallgren stated he would contact ISU Extension to find out why there is no Northwest Iowa location offered this year.

3. Contract Status Report. Two contracts were presented for informational purposes only.

New Business

1. Appointment of Nominating Committee: Schumacher asked if anyone was interested in serving on the nominating committee. After some discussion, Anderson and Kordahl agreed to serve on the committee.
2. Appointment of Non-Elected Officials. Kourousis stated that the non-elected officials in O'Brien, Osceola and Palo Alto Counties are up for re-appointment to the Policy Council this year. Marjean Westerman agreed to continue as the O'Brien County representative. Mike Earll is the Osceola County representative and will continue. Palo Alto County doesn't have a representative at this time.
3. Audit Proposal. Kourousis explained that the contract for the NWIRHTF and NWIPDC audits were up for bid this year. The NWIRHTF audit bid came in from Winther-Stave and was up to \$6220. Kourousis contacted Williams and Company and asked if they would be interested in giving us a bid for both audits. The bid came in just over what we paid last year for the NWIPDDC audit, including the NWIRHTF audit. It was Ted's recommendation to combine the audits and extend our contract with Williams and Company for 3 more years. A motion was made by Anderson, seconded by Schulte to accept Kourousis's recommendation. Motion carried.
4. New Employee Introduction. Kourousis introduced Kristin Larsen and explained that she was initially hired for the SPNEG grant for WIOA. When Sherry got ill, he spoke with Larsen and asked if she would be interested in filling in. Kourousis stated that he has been impressed with her work and when we found out that Sherry was unable to return to work he hired Larsen full-time. He then asked Kristin to tell a little about herself. Larsen stated that she is a mother of 2 children and is attending BVU until the end of August. Larsen stated that she is very excited for the opportunity she has been given.

5. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for March 16, 2017 at 9:00 AM. Weber made a motion, seconded by Bloemendaal to adjourn. Motion carried. Meeting adjourned at 9:37 AM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jackie Huckfelt". The signature is written in a cursive style with a large, stylized "J" and "H".

Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
2/28/17

CASH ON HAND 1/31/17	\$314,873.72
Receipts	119,901.22
Disbursements	143,926.65
 CASH ON HAND 2/28/17	 \$290,848.29

Reimbursements to NWIPDC

WIA	41,262.45
EDA	4,304.84
SHIELD	9,773.29
HOUSING TRUST FUND	3,091.59
HAZMAT	34,350.94
SCHOOL TO WORK	34.69

CASH BALANCE 2/28/17	\$383,666.09
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Check #	Date	Vendor	Description	Amount
370	2/17/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,789.13
371	2/16/2017	State of Iowa Treasurer	State Taxes	\$1,410.00
372	2/16/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
373	2/28/2017	Iowa Public Employee Retirement	IPERS	\$8,914.65
374	3/3/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,992.47
375	3/3/2017	State of Iowa Treasurer	State Taxes	\$1,443.00
26274	2/17/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26275	2/17/2017	AFLAC	Insurance	\$555.38
26276	2/17/2017	Casey's General Stores	Gas	\$132.21
26277	2/17/2017	CenturyLink	Conference Calls- WIOA/NWIRHTF	\$365.10
26278	2/17/2017	Clay County Auditor	Utilities	\$557.72
26279	2/17/2017	Daily Reporter/NW Iowa Shopper	Minute Publication	\$12.53
26280	2/17/2017	Employment Connections	Contract Labor- Erica & Kristin	\$3,298.99
26281	2/17/2017	Holiday Inn Des Moines Downtown	Travel- Val	\$95.20
26282	2/17/2017	HyVee	WIOA Staff Training	\$536.57
26283	2/17/2017	InterviewStream, LLC	WIOA Software License	\$2,150.00
26284	2/17/2017	Iowa Central Community College	Intro to Computer Classes	\$250.00
26285	2/17/2017	Iowa Illinois Safety Council	SHIELD Membership Dues	\$395.00
26286	2/17/2017	Iowa Workforce Development	WIOA Copier Lease/ Copies	\$664.72
26287	2/17/2017	Quality Inn & Suites	Travel- Erin	\$72.80
26288	2/17/2017	Spencer Office Supplies	Paper/ Bookcase/ File/ Chair/ Table	\$719.19
26289	2/17/2017	The Blue Cell, LLC	Homeland Security Expenses	\$5,000.00
26290	2/17/2017	Xerox Corporation	Copier Lease	\$547.19
26291	2/28/2017	Advanced Systems, Inc	Copier Lease	\$553.60
26292	2/28/2017	AFLAC	Insurance	\$575.92
26293	2/28/2017	CenturyLink- LD	Phones	\$564.78
26294	2/28/2017	Delta Dental of Iowa	Dental Insurance	\$822.10
26295	2/28/2017	Employment Connections	Contract Labor - Erica & Deb	\$4,878.12
26296	2/28/2017	Kansas City Life Insurance	Life Insurance	\$118.28
26297	2/28/2017	Michael Raner	Travel/ Cell Phone	\$586.19
26298	2/28/2017	Tammie Galle	Travel	\$18.79
26299	2/28/2017	VSP Vision Care	Vision Insurance	\$210.51
26300	2/28/2017	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,512.02
26301	3/3/2017	Clay County Auditor	Rent	\$3,936.92
26302	3/3/2017	Jamey Robinson	Homeland Security Expenses	\$1,440.00
26303	3/3/2017	Kevin Kohlman-Holt	Homeland Security Expenses	\$2,040.00
26304	3/3/2017	Ottumwa Printing, Inc	Homeland Security Expenses	\$1,836.10

Check #	Date	Vendor	Description	Amount
376	3/17/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$8,019.98
377	3/17/2017	State of Iowa Treasurer	State Taxes	\$1,448.00
26309	3/17/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26310	3/17/2017	Boji Information Systems	Consulting	\$90.00
26311	3/17/2017	Casey's General Stores	Gas	\$153.44
26312	3/17/2017	CenturyLink	Phones	\$381.80
26313	3/17/2017	Clay County Auditor	Utilities	\$522.92
26314	3/17/2017	Disability Rights Iowa	Training- Erin	\$100.00
26315	3/17/2017	Employment Connections	Contract Labor- Erica Leshner & Deb Woodcock	\$4,502.88
26316	3/17/2017	Insurance Associates	Additional Workman's Comp	\$119.00
26317	3/17/2017	Iowa Workforce Development	WIOA Copier Lease	\$101.50
26318	3/17/2017	Jamey Robinson	Homeland Security Expenses	\$1,320.00
26319	3/17/2017	Kevin Kohlman-Holt	Homeland Security Expenses	\$1,700.00
26320	3/17/2017	Speed Printers	Business Cards- Steve/ Angela & Kristin	\$66.00
26321	3/17/2017	Spencer Office Supplies	Ink Cartridges/ Fax Ribbon/ Chair- Michael	\$417.80

26305	3/3/2017	Spencer Municipal Utilities	Utilities	\$70.00
26306	3/3/2017	United Parcel Service	Postage	\$13.78
26307	3/3/2017	VISA	Office 365 Subscription/ Coffee Pot	\$284.54
26308	3/3/2017	Xerox Corporation	Copier Lease	\$547.19