



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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AGENDA

Northwest Iowa Planning and Development Commission

February 18, 2016 9:00 AM

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

1. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve January Minutes
 - III. Communications
 - IV. Treasurer's Report Through January
 - 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. Appointment of Nominating Committee
 2. Appointment of Non-Elected Officials
 - A. Dickinson
 - B. Sioux
 - C. Emmet
 3. Miscellaneous
 - VIII. Set Next Meeting Date and Adjournment

NWIPDC Committees

2015-2016

EXECUTIVE

Denny 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)
Linda Swanson (Clay County)
Gregg Owens (Dickinson
Cities)

Tim Schumacher(Emmet Co)
Steve Simons (Lyon)

John Steensma (O'Brien)
Glenn Anderson(Osceola
Cities)

Edward Noonan (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

2015 – 2016

Chairman
Vice Chairman
Secretary/Treasurer

Tim Schumacher
Steve Simons
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
January 21, 2016

The meeting was called to order by Chairman Tim Schumacher at 9:02 AM Present at the meeting were:

Buena Vista County:	Dale Arends, Jim Patrick and Denny Weber
Clay County:	George Moriarty, Kristi Gross, Paul Daniels and Linda Swanson
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher and Jim Jenson
Lyon County:	Steve Simons, Jordan Kordahl and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte
Palo Alto County:	
Sioux County:	

Others attending were: Ted Kourousis, Executive Director, Steve Hallgren, Darren Bumgarner, Val Bonney, Cara Elbert and Jackie Huckfelt, NWIPDC staff.

FY 2015 Audit Discussion. Kourousis introduced Ebony Rahe, auditor for Williams & Company. Rahe presented the FY 2015 Audit. Rahe handed out a copy and discussed the representation letter. She stated that there was nothing material in there and that there were no disagreements between their staff and ours. Rahe thanked Kourousis, Huckfelt and the staff for their cooperation during the audit.

Rahe went through the audit and compared the differences between this year and last and explained why. There were no questions.

Rahe stated that the biggest change this year was the information concerning the pension plan. She attempted to explain (in layman's terms) the pension liability (IPERS) that is required to be in the audit this year. The financial statement amounts for FY2014 net pension liabilities, pension expense, deferred outflows of resources and deferred inflows of resources were not restated because the information was not available. In the past, pension expense was the amount of the employer contribution. Current reporting provides a more comprehensive measure of pension expense, which is more reflective of the amount employees earned during the year.

Rahe 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.

After some discussion, a motion was made by Moriarty and seconded by Jenson to approve the audit as presented. Motion carried.

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

Communications. In December Kourousis attended an Iowa Parks foundation board meeting with Kiley Miller of the Iowa Lakes Corridor Development Corporation. The purpose of the meeting was to solicit the IPF board for planning funding to assist a six county region in developing a Green Ribbon Parks plan that encompasses a new regional approach to parks, trails and outdoor recreation. Kourousis stated that late in December he had been notified via email that they had been successful in receiving the \$20,000 in planning funds. He wanted to

thank the counties involved for approving the local match funding and to announce that the project would be starting as soon as the contract was in place.

The Treasurer's report for December reflected a cash balance of \$395,629.97. A motion was made by Jenson, seconded by Schulte, to approve the report as printed. Motion carried.

The bills, paid since the last meeting, were presented for approval. With there being no questions, a motion was made by Patrick, seconded by Kordahl, to approve the bills as written. Motion carried.

Old Business

1. **WIA Report.** Bonney reported that the Job Driven National Emergency Apprenticeship Grant continues to progress. We have two individuals in an active apprenticeship at this time with three more that have interviewed with employers for potential placement. We have had several that have found full time employment without an apprenticeship.

The Regional Workforce Development Board and Chief Elected Officials will meet on Thursday, January 28th. The board will be updated on the status of the local workforce plan, the regional memorandum of understanding, the timeline for completion of both along with several program updates related to WIOA, Promise Jobs, IowaWorks and Skilled Iowa.

The Region will be participating in another National Emergency Grant referred to as the Sector Partnership National Emergency Grant. The State of Iowa received this grant for workers who were laid off as a result of the avian flu. The grant was originally received due to an estimate that thousands of individuals may lose their jobs due to the avian flu crisis in Iowa. Fortunately, that did not occur. The grant is in the process of being revised at this time. Due to this, many of the grant details are in the initial discussion stages. The State of Iowa has talked with our region about participating in the grant and has asked us to estimate what we might need for staff if we did participate. This position is still in the very early discussion stages.

The Disability Employment Initiative Grant continues in our region as we received Round 6 of the grant which extends to March 31, 2019. The focus of the grant is similar to the previous round with the addition of a career pathway focus for customers with disabilities. Staff will work with customers to determine an appropriate career goal and then work to ensure the individual receives the proper training to be able to enter employment and continue on a career path.

2. **Planning Division Report.** Hallgren reported that the grant writing season is coming to a close and stated that Bumgarner had done most of the grant writing this year. Bumgarner submitted 2 Water/Sewer applications for the Cities of Harris and Spencer and a Community Facility Grant for O'Brien County. Keizer and Zinn submitted 4 Housing applications in the amount of just over \$800,000. The grant awards won't be announced until May 2016.

Keizer also asked Hallgren to mention that the FY2016 Northwest Iowa Regional Housing Trust Fund (NWIRHTF) was once again awarded to our region in the amount of \$292,000 with matching funds just under \$55,000 to help with low to moderate income households.

In 2015, Bumgarner picked up 2 new cities (Rossie and Gillett Grove) for Nuisance Abatements. Last year, he issued 73 nuisance letters, several of which had to have a second letter sent. Of those, 12 were

found to be in non-compliance. To date, he has issued 7 orders for abatement and the cities have issued 4 municipal infractions.

In terms of Zoning Administration, Hallgren picked up 2 new cities (Orleans and Arnolds Park). Hallgren reviewed and made recommendations on 97 zoning permits and reviewed 17 variances. There was only one zoning complaint.

Some discussion followed concerning Communication Towers. Hallgren is researching this issue and will keep the Policy Council informed.

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

New Business

1. Personnel Committee Report. Simons reported that the Committee met prior to the Policy Council meeting to review 4 employee evaluations. The Committee recommends an increase for 3 employees, Sherry Zinn, Amber Nelson and Cara Elbert. This was the 6 month evaluation for Erin Pingel which doesn't include a merit step increase. A motion was made by Arends, seconded by Jenson to approve the increases. Motion carried.
2. Title VI Plan. Kourousis provided a copy of the draft Region 3 Title VI plan. He informed the board that this plan was being required by the IDOT due to the region's receipt of FTA funding. This plan will cover how the commission handles promotion of federal transit/transportation projects to low and moderate income and minority persons and develops a procedure for said groups to handle any complaints they may have concerning operation of the Region's transportation related programs.
3. Miscellaneous. None

With there being no more discussion, the next meeting was set for February 18, 2016 at 9:00 AM. Steensma made a motion, seconded by Patrick, to adjourn. Motion carried. Meeting adjourned at 10:08 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
1/31/16

CASH ON HAND 12/31/15	\$244,335.57
Receipts	113,111.34
Disbursements	108,759.50
 CASH ON HAND 1/31/16	 248,687.41

Reimbursements to NWIPDC

WIA	34,677.28
EDA	3,921.42
SHIELD	8,712.07
HOUSING TRUST FUND	7,622.66
SCHOOL TO WORK	2,579.02
HAZMAT	5,152.26
 CASH BALANCE 1/31/16	 \$311,352.12

Check #	Date	Vendor	Description	Amount
289	1/29/2016	Iowa Public Employee Retirement	IPERS	\$8,729.57
291	2/5/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,803.29
292	2/5/2016	State of Iowa Treasurer	State Taxes	\$1,400.00
25734	2/5/2016	ADLM EMA	Homeland Security Reimbursement	\$1,140.00
25735	2/5/2016	American Legion Hall	Rapid Response Meeting-Rembrandt	\$100.00
25736	2/5/2016	Benjamin VanDonge	RWDB Travel	\$59.78
25737	2/5/2016	Boji Information Systems	Microsoft Office 365 Licenses/ Consulti	\$984.00
25738	2/5/2016	Carrie Turnquist	RWDB Travel	\$39.20
25739	2/5/2016	Cedar County EMA	Homeland Security Reimbursement	\$160.00
25740	2/5/2016	CenturyLink- LD	Conference Calls- WIOA	\$455.79
25741	2/5/2016	Clay County Auditor	Rent	\$3,936.92
25742	2/5/2016	David Swanson	RWDB Travel	\$12.74
25743	2/5/2016	DGR Engineering	Professional Services	\$1,400.00
25744	2/5/2016	Frank DeMilia	RWDB Travel	\$39.20
25745	2/5/2016	Franklin County EMA	Homeland Security Reimbursement	\$946.00
25746	2/5/2016	Howard County EMA	Homeland Security Reimbursement	\$1,168.88
25747	2/5/2016	Iowa Workforce Development	WIOA Copier Lease	\$101.50
25748	2/5/2016	Janet Dykstra	RWDB Travel	\$53.90
25749	2/5/2016	JoAnne Duckworth	Homeland Security Reimbursement	\$1,450.88
25750	2/5/2016	Johnson County Iowa EMA	Homeland Security Reimbursement	\$1,747.08
25751	2/5/2016	Jonathon Hintz	Housing Inspections	\$2,400.00
25752	2/5/2016	Kristin Hanson	RWDB Travel	\$29.40
25753	2/5/2016	Lee Beem	RWDB Travel	\$24.50
25754	2/5/2016	Linn County Emergency Management Agency	Homeland Security Reimbursement	\$1,033.76
25755	2/5/2016	Michael Raner	Travel/ Cell Phone	\$460.60
25756	2/5/2016	Petty Cash	Postage/ Meetings/ Miscellaneous	\$47.77
25757	2/5/2016	PIDC	NWRHTF Annual Maintenance	\$825.00
25758	2/5/2016	Ranae Sipima	RWDB Travel	\$21.56
25759	2/5/2016	Reva Arends	RWDB Travel	\$53.90
25760	2/5/2016	Spencer Municipal Utilities	Internet	\$70.00
25761	2/5/2016	Spencer Trophy & Awards	Plaque- Lee Beem	\$54.35
25762	2/5/2016	Staci Kleinhesselink	Travel	\$85.26
25763	2/5/2016	Sue Golwitzer	RWDB Travel	\$47.04
25764	2/5/2016	Val Bonney	Travel	\$55.63
25765	2/5/2016	Williams & Company P.C.	Final Audit Payment	\$2,400.00
25766	2/5/2016	Xerox Corporation	Copier Lease	\$1,061.46

Check #	Date	Vendor	Description	Amount
293	2/29/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
294	2/19/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,812.16
295	2/19/2016	Iowa Public Employee Retirement	IPERS	\$8,835.93
296	2/19/2016	State of Iowa Treasurer	State Taxes	\$1,401.00
25767	2/19/2016	AFLAC	Insurance	\$555.38
25768	2/19/2016	Auditor of State	Audit Filing Fees	\$175.00
25769	2/19/2016	Casey's General Stores	Gas	\$110.96
25770	2/19/2016	CenturyLink	Phones	\$366.85
25771	2/19/2016	City of Urbandale	Homeland Security Reimb	\$320.00
25772	2/19/2016	Clay County Auditor	Utilities	\$591.70
25773	2/19/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
25774	2/19/2016	Kansas City Life Insurance	Life Insurance	\$120.46
25775	2/19/2016	Quality Inn & Suites	Travel- Val	\$123.20
25776	2/19/2016	Spencer Office Supplies	Binder/ Toner/ Envelopes	\$196.24
25777	2/19/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60
25778	2/19/2016	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,880.83

