



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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Governmental Services Center • Spencer, Iowa 51301
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AGENDA

Northwest Iowa Planning and Development Commission

March 17, 2016 9:00 AM

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

1. MAP 21 Regional Planning Affiliation Meeting
2. Open Public Hearing on 2016-2019 TIP Amendment
3. Close Public Hearing
 - I. Call Meeting to Order
 - II. Approval of Minutes
 - III. New Business
 1. Adoption of 2016-2019 TIP Amendment for RTA Vehicle Purchase & US Hwy 71
 2. Discussion of STP 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. Discussion of Planning Position
 4. 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
February 18, 2016

The meeting was called to order by Chairman Tim Schumacher at 9:00 AM Present at the meeting were:

Buena Vista County:	Dale Arends, Jon Kruse and Dennis Weber
Clay County:	George Moriarty and Linda Swanson
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte and Mike Earll
Palo Alto County:	Ed Noonan and John Bird
Sioux County:	Al Bloemendaal

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

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

Communications. None

The Treasurer's report for January reflected a cash balance of \$311,352.12. A motion was made by Kruse, seconded by Clayton, 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 Clayton, seconded by Arends, to approve the bills as written. Motion carried.

Old Business

1. WIA Report. Bonney reported that the Regional Core Partners which includes WIOA Adult, Dislocated Worker and Youth, Adult Education and Literacy, Vocational Rehabilitation, and Wagner Peyser which is Iowa Workforce Development, are in the process of finalizing the Region 3-4 Local Workforce Plan. The plan will be completed by March 10th and will go through a state review process and will also be published for 30 day comment. The Region 3-4 Workforce Development Board and Chief Elected Officials will meet on Thursday, March 24th to adopt this local plan which will become final on April 10th

The Request for Proposals for the WIOA Adult, Dislocated Worker and Youth Program should be available any day. It will likely have a due date to respond to the RFP by early April. The agency will be responding to both the Adult/DW and the Youth proposals in the hopes of continuing as the WIOA Service Provider for all three programs.

The Region will likely be participating in the 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. When the effect of the avian flu was not realized the grant was opened to all dislocated workers from any industry. We have not had any formal notice that our region was selected as a sub-contract for this grant although we did submit documentation as to what our needs would be. We have asked for one FTE to work the grant along with some administration time.

2. Planning Division Report. Bumgarner gave the following report in Hallgren's absence:

- Cara recently submitted Buena Vista and Clay County Hazard Mitigation Planning Grant applications. Dickinson County will be submitting a Hazard Mitigation Planning Grant this spring.
- The funded water, sewer and community facilities CDBG projects are in different stages:
- Spencer Season's project is now under construction.
- Hull's additional water supply project with RVRWD is currently under CDBG environmental comment period. Project is to be bid let this April.
- Granville's sewer project is currently in the final design phase and is to be bid let this spring.
- Albert City's sewer treatment project is in the final design phase and we are hoping the project is bid let later this spring.
- Ruthven's collection and treatment system project is in the final design phase. Not known at this time when it will be bid let since they are looking at pursuing USDA funding.
- Milford H-Avenue storm water and sewer project was almost completed last fall, but since the project came in under budget, they have added an additional 1 block to the project, so the City can spend the additional CDBG funds.
- Sioux Rapids water project. Engineers are completing final design and project will be bid let later this year.
- Orange City Daycare project is completed.

- Rock Rapids Daycare project is well underway.
- Future funded CDBG project will have an Environmental Assessment, P & S approved and funding secured at time of submitting CDBG applications. Projects will move forward in a timelier manner.

Kourousis wanted to inform the Board that we had a client come in last week that had been exposed to tuberculosis. She had been here for quite a while before she disclosed this information. Maintenance came over and disinfected the room and areas that she had been. Some phone calls were made and we will be meeting with the Public Health nurse in the near future. It caused quite a stir in the office.

3. Contract Status Report. There was 1 contract presented for informational purposes only.

New Business

1. Appointment of Nominating Committee. Schumacher asked if anyone was interested in serving on the nomination committee. After some discussion, Koedam, Leupold, Bird and Bloemendaal agreed to serve on the committee.
2. Appointment of Non-Elected Officials. Kourousis stated that the non-elected officials in Dickinson, Emmet and Sioux Counties are up for re-appointment to the Policy Council this year. Clark Reekers is the Dickinson County representative but doesn't attend so Kourousis wondered if he needs to be replaced. Jenson is the Emmet County representative and they will make sure he plans to continue. The Sioux County representative is Don Schreur and he hasn't attended in years. Bloemendaal will try to find a replacement.
3. Miscellaneous. None

With there being no more discussion, the next meeting was set for March 17, 2016 at 9:00 AM. Schulte made a motion, seconded by Steensma, to adjourn. Motion carried. Meeting adjourned at 9:35 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
2/29/16

CASH ON HAND 1/31/16	\$248,687.41
Receipts	68,955.04
Disbursements	103,956.01
 CASH ON HAND 2/29/16	 213,686.44

Reimbursements to NWIPDC

WIA	36,735.27
EDA	3,557.29
SHIELD	8,642.95
HOUSING TRUST FUND	4,216.89
SCHOOL TO WORK	1,615.03
HAZMAT	7,968.32
 CASH BALANCE 2/29/16	 \$276,422.19

Check	Date	Vendor	Description	Amount
297	3/4/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,803.29
298	3/4/2016	State of Iowa Treasurer	State Taxes	\$1,400.00
25779	3/4/2016	Amber Nelson	Travel	\$137.20
25780	3/4/2016	Carrie Turnquist	RWDB Travel	\$39.20
25781	3/4/2016	CenturyLink- LD	Conference Calls- WIOA/ Homeland Secur	\$283.91
25782	3/4/2016	Clay County Auditor	Rent	\$3,936.92
25783	3/4/2016	DGR Engineering	Professional Services- Paulina	\$2,100.00
25784	3/4/2016	Erin Pingel	Travel	\$172.48
25785	3/4/2016	Greg VerSteeg	RWDB Travel	\$55.86
25786	3/4/2016	Iowa Central Community College	Intro to Computer Classes	\$400.00
25787	3/4/2016	Iowa Workforce Development	WIOA Copier Lease	\$606.74
25788	3/4/2016	Janet Dykstra	RWDB Travel	\$53.90
25789	3/4/2016	Jonathon Hintz	Inspection Fees	\$300.00
25790	3/4/2016	Kristin Hanson	RWDB Travel	\$27.44
25791	3/4/2016	Lisa Washington	RWDB Travel	\$24.01
25792	3/4/2016	Michael Raner	Travel/ Cell Phone	\$503.81
25793	3/4/2016	Reva Arends	RWDB Travel	\$53.90
25794	3/4/2016	Spencer Municipal Utilities	Internet	\$70.00
25795	3/4/2016	Spencer Office Supplies	Folders/ Toner/ Binders	\$141.06
25796	3/4/2016	Staci Kleinhesselink	Travel	\$65.17
25797	3/4/2016	Val Bonney	Travel	\$38.52
25798	3/4/2016	VISA	W2's/ Office 365 Licenses/Innovative Credi	\$273.90
25799	3/4/2016	Xerox Corporation	Copier Lease	\$1,117.91

Check #	Date	Vendor	Description	Amount
299	3/18/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
300	3/18/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,838.85
301	3/18/2016	Iowa Public Employee Retirement	IPERS	\$8,849.42
302	3/18/2016	State of Iowa Treasurer	State Taxes	\$1,406.00
25800	3/18/2016	AFLAC	Insurance	\$555.38
25801	3/18/2016	Amber Nelson	Travel	\$25.97
25802	3/18/2016	Casey's General Stores	Gas	\$68.28
25803	3/18/2016	CenturyLink	Phones	\$372.99
25804	3/18/2016	Clay County Auditor	Utilities	\$597.43
25805	3/18/2016	Daily Reporter/NW Iowa Shopper	Publish January Minutes	\$12.90
25806	3/18/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
25807	3/18/2016	Dr Mark Grey, Consultant	WIOA Inservice Training	\$180.00
25808	3/18/2016	Kansas City Life Insurance	Life Insurance	\$120.46
25809	3/18/2016	Servpro of Spencer & Iowa Great Lakes	Steam Clean Chairs	\$51.48
25810	3/18/2016	Spencer Office Supplies	Fax Cartridge/Printer Cartridges/ Binders	\$97.46
25811	3/18/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60
25812	3/18/2016	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,880.83