



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

May 19, 2016 9:00 AM

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

1. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve April Minutes
 - III. Communications
 - IV. Treasurer's Report Through April
 - 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. SPNEG Position Update
 2. Iowa Job Honors Award
 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
April 21, 2016

The meeting was called to order by Chairman Tim Schumacher at 9:01 AM. Present at the meeting were:

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

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

Schumacher asked Huckfelt to do a verbal roll call of members present.

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

Communications. None

The Treasurer's report for March reflected a cash balance of \$279,245.08. A motion was made by Jenson, seconded by Bird, to approve the report as printed. Motion carried.

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

Old Business

1. WIA Report. Bonney was on the road with the Department of Education so prepared the following report:

The Region 3-4 Local Workforce Plan was submitted in draft form to the State for review. The State has returned comments. The suggested revisions will be completed by the core partners. The Regional Workforce Board will meet by conference call on April 27th to adopt the local plan with suggested changes so the plan can be submitted as final. The date for final submission has been extended to May 13th.

NWIPDC responded to the Request for Proposals for the WIOA Adult/Dislocated Worker and Youth Programs. The selection team will be meeting April 15th to review and score proposals. NWIPDC was the only entity to submit a proposal in Region 3-4. The official Service Provider selection will occur in May.

The summer youth employment program called the Supervised Career Preparation Program (SCPP) will begin on June 6th. Typically 100 youth are served each year. For this year's program, 163 youth have applied. Youth are eligible to earn high school and possibly college credit for participating in this six week work experience.

Kourousis added that he and Bonney completed the RFP for Adult/Dislocated Worker and Youth and submitted it on April 8th. The announcement won't be made until the first part of May but our agency was the only one to submit a proposal. To our knowledge, the proposal was for a period of 3 years.

2. Planning Division Report. Kourousis reported that there was a very contentious meeting held on April 1st with the Technical Committee. This group is comprised of County Engineers, City Public Works Directors and City Administrators that meet annually to award the regional funding for the surface transportation program. Kourousis handed out a spreadsheet with the results of that meeting. There was a little more than 4 million dollars to program with a little carry-over but there was over 13 million dollars in requests. Kourousis stated that he feels that they need to make some changes. Much discussion ensued.

Hallgren then reported that the CAT program will be having a 7/15 application period. It appears that they are back to quarterly applications. At this time, there is 4.5 million dollars available. With the April applications they received 9.2 million dollars in requests. Swanson asked what type of projects they funded. Hallgren explained.

Hallgren also reported that he has been working with O'Brien County on their 2 wind energy projects. Projects are going well. They will be starting construction of the towers on the north side of Highway 18 this year. Hallgren stated that he was recently contacted by Ayrshire and has been working with Palo Alto County Zoning for the possibility of getting something going in that area too.

CDBG awards are supposed to be announced in mid May for the applications that were submitted in January. Hallgren also wanted to remind everyone that this is the time of year to start thinking about any projects for FY2017 or FY2018 you may want to apply for. With all the pre-planning things that need to be done, it's not too soon.

Hallgren also reported that the Zoning Administration and Nuisance Abatement programs are picking up. Tis the season.

Recently, we've been contacted to do some Housing Assessment work. Hallgren just wanted to mention that we are being brought in at the tail end of these projects and it's nearly impossible to do a full blown project in 30 days or less and do it well.

Just a reminder, REAP applications are due on August 15th.

Kourousis asked Keizer if she had anything on the Housing Trust Fund. Keizer reported that we have received the FY2016 allocation but can't start spending it until the FY2014 funds are spent. The State Historical Society of Iowa is also holding us up so that is really frustrating. It is also very difficult to get the money spent in Sioux County. Otherwise, everything is going well. Some discussion followed.

Kourousis stated that we are in the process of updating our long range plan for MAP-21, soon to be called the FAST ACT. Elbert will be coming around and meeting with each county in the near future.

3. Contract Status Report. Two contracts were presented for informational purposes only. Simons asked what a DBE plan was. Kourousis explained that it was a Disadvantaged Business Enterprises Plan for the City of Spencer. The City of Spencer operates a landfill in Palo Alto County and through their airport board. Kourousis isn't sure how the connection was made but the Federal Government is requiring the city to have a DBE plan so we are going to help them accomplish that. We'll be learning right along with them.

New Business

1. Miscellaneous. Patrick asked for some help researching some information. He stated that they are questioning the new Federal regulations pertaining to the Federal procurement process. They are hearing and concerned that if they use an engineer to do the pre-grant that engineer would be ineligible to submit an RFP for that project because they have insider information and it would be a conflict of interest. They are trying to get information from IEDA with no success. Kourousis stated that they would find out what they can. Discussion followed.

With there being no more discussion, the next meeting was set for May 19, 2016 at 9:00 AM. Noonan made a motion, seconded by Bloemendaal to adjourn. Motion carried. Meeting adjourned at 9:40 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
4/30/16

CASH ON HAND 3/31/16	\$225,733.51
Receipts	86,303.19
Disbursements	132,810.46
 CASH ON HAND 4/30/16	 179,226.24

Reimbursements to NWIPDC

WIA	52,735.20
EDA	6,097.81
SHIELD	11,256.23
HOUSING TRUST FUND	6,558.84
SCHOOL TO WORK	83.30
HAZMAT	1,975.00
 CASH BALANCE 4/30/16	 \$257,932.62

Check #	Date	Vendor	Description	Amount
307	4/20/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
308	4/29/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$8,133.26
309	4/30/2016	Iowa Public Employee Retirement	IPERS	\$13,283.15
310	4/29/2016	State of Iowa Treasurer	State Taxes	\$1,471.00
311	5/13/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,829.96
312	5/13/2016	State of Iowa Treasurer	State Taxes	\$1,405.00
25840	4/29/2016	AFLAC	Insurance	\$555.38
25841	4/29/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
25842	4/29/2016	DGR Engineering	Professional Services	\$3,500.00
25843	4/29/2016	Emagine, LLC	Updates to Website	\$37.50
25844	4/29/2016	Iowa Workforce Development	WIOA Copier Lease	\$101.50
25845	4/29/2016	Kansas City Life Insurance	Life Insurance	\$120.46
25846	4/29/2016	Kristin Hanson	RWDB Travel	\$26.46
25847	4/29/2016	Petty Cash	Miscellaneous/ Postage	\$37.45
25848	4/29/2016	Quality Inn & Suites	Travel- Val/ Amber/ Staci	\$246.40
25849	4/29/2016	Speed Printers	Business Cards- Michael	\$42.00
25850	4/29/2016	Spencer Office Supplies	Folders/Printer Cartridges	\$213.45
25851	4/29/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60
25852	4/29/2016	VISA	Conference Registration/ Car Repairs/ Innovative Credit	\$248.52
25853	4/29/2016	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,880.83
25854	5/13/2016	Amber Nelson	Travel	\$36.26
25855	5/13/2016	Boji Information Systems	Consulting	\$120.00
25856	5/13/2016	Carol Keizer	Travel	\$32.50
25857	5/13/2016	Casey's General Stores	Gas	\$192.61
25858	5/13/2016	CenturyLink	Phones	\$385.99
25859	5/13/2016	CenturyLink- LD	WIOA Conference Call	\$550.46
25860	5/13/2016	Clay County Auditor	Rent/ Utilities	\$4,382.78
25861	5/13/2016	Daily Reporter/NW Iowa Shopper	WIOA Public Notice/ Minute Publication	\$42.84
25862	5/13/2016	Dale Arends	RWDB Travel	\$47.04
25863	5/13/2016	Erin Pingel	Travel	\$419.98
25864	5/13/2016	Iowa Lakes Community College	Computer Literacy/ Word & Excel Classes	\$2,365.60
25865	5/13/2016	Janet Dykstra	RWDB Travel	\$53.90
25866	5/13/2016	Jonathon Hintz	Rock Rapids FEMA Inspection Fees	\$300.00
25867	5/13/2016	Michael Raner	Travel/ Cell Phone	\$601.60
25868	5/13/2016	Quality Inn & Suites	Travel- Val	\$61.60
25869	5/13/2016	Spencer Municipal Utilities	Internet	\$70.00
25870	5/13/2016	Spencer Office Supplies	Folders/ Printer Ink/ Colored Paper/ Clasp Envelopes	\$123.00
25871	5/13/2016	Staci Kleinhesselink	Travel	\$88.20
25872	5/13/2016	Steve Hallgren	Travel	\$50.96
25873	5/13/2016	Val Bonney	Travel	\$25.49
25874	5/13/2016	Xerox Corporation	Copier Lease	\$881.50

