



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
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AGENDA

Northwest Iowa Planning and Development Commission

August 18, 2016 9:00 AM

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

1. FAST Act Regional Planning Affiliation Meeting
 - I. Open Public Hearing: Final 2017-2020 TIP, City of Spencer Trail Project Amendment
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - II. Approval of Minutes
 - III. New Business
 1. Adoption of Final 2017-2020 TIP
 2. Approval of Spencer Trail Project Amendment
 - IV. Open Discussion
 - V. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve June Minutes
 - III. Communications
 - IV. Treasurer's Report Through July
 - V. Approval of Bills Paid Since Last Meeting
 - VI. Old Business
 1. WIA Report
 2. Planning Division Report
 3. Contract Status Report
 - VII. New Business
 1. Introduction of Angela McCaulley
 2. Miscellaneous
 - VIII. Set Next Meeting Date and Adjournment

NWIPDC Committees

2015-2016

EXECUTIVE

Open (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
June 30, 2016**

The meeting was called to order by Chairman Tim Schumacher at 9:40 AM following a Map-21 Regional Planning Affiliation meeting. Present at the meeting were:

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

Others attending were: Ted Kourousis, Executive Director, Steve Hallgren and Jackie Huckfelt, NWIPDC staff.

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

Communications. Kourousis reported that Amber Nelson, Employment Training Specialist has accepted a job with DHS (Department of Human Services). Her resignation will be accepted later in the meeting.

The Treasurer's report for May reflected a cash balance of \$284,120.09. A motion was made by Schulte, seconded by Clayton, to approve the report as printed. Motion carried.

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

Old Business

1. WIA Report. Bonney was out of the office doing Summer Youth visits but prepared the following report: Huckfelt included it with the agenda packet.

Several of the training division staff attended the WIOA Joint Partner Conference, entitled One Door Many Paths. Roughly 500 people were in attendance at the Prairie Meadows Conference Center in Altoona. This is the first joint partner conference held in Iowa. For our 10 state Department of Labor region, Iowa was the first to hold a joint partner conference around WIOA.

NWIPDC has contracted with Employment Connections to hire Kristen Larsen as temporary staff. Kristin will work with the Sector Partnership National Emergency Grant. The grant is being administered by Iowa Workforce Development. This grant will serve dislocated workers with an emphasis on work-based learning such as On-the-Job training, apprenticeship, Internship, etc. Some classroom training will be provided as well. The grant will run through June 30, 2017 with the possibility of a one year extension.

Erin Pingel who currently works with the Job Driven National Emergency Grant will transition to the Disability Resource Coordinator (DRC) Position when Amber Nelson, the current DRC leaves her position on July 13th. Erin is excited to begin her new duties as the DRC for the Disability Employment Initiative.

NWIPDC is currently working with Employment Connections to hire a temporary staff person to work with the Job Driven National Emergency Grant.

2. Planning Division Report. Hallgren gave the following report:

Hallgren indicated that Housing Planner Carol Keizer is currently attending a training workshop in Des Moines on Affirmative Fair Housing policies and practices.

On July 20th, Carol Keizer and Sherry Zinn will be attending a workshop in Des Moines on Radon testing as pertaining to CDBG Housing Rehabilitation grant funded projects. Radon testing requirements will likely begin with the 2017 funded projects.

In August, nearly all of the Planning Department staff will be attending a workshop at the State Historical building in Des Moines for a SHPO (State Historic Preservation Office) training on new changes to the historical review process for federally funded projects. Hallgren stated that it is his understanding that IEDA (Iowa Economic Development Authority) will be moving all of the SHPO reviews internally at IEDA to be completed by staff, instead of SHPO staff completing these reviews.

Hallgren reported Darren Bumgarner and Carol Keizer attended the CDBG Recipient workshop in Des Moines for 2016 funded CDBG grant projects. At this workshop, they were discussing changes in federal procurement policies. Hallgren explained one of the new changes in procurement for federally funded projects is that engineers/architects that complete preliminary design for a project will not be allowed to bid on the procurement for final design & construction administration, unless all design phases of the project are bid competitively up front at the beginning of a project (including preliminary design work). Also, Hallgren explained that cities who utilize a consultant, engineer or architect help them prepare and submit request for proposals or qualifications, such consultant or other professional service provider will not be able to bid on such services themselves. Hallgren then went on to explain that if a city decides to utilize the administrative services of NWIPDC, they will not have to go

through the procurement process since NWIPDC staff are already considered an extension of the city and county governments in our region by Iowa Code.

Lastly, Hallgren stated that in the contract section of today's agenda you will notice a contract for the preparation of a zoning ordinance in Paullina. This will be Paullina's first zoning ordinance, as the community has not had zoning before. NWIPDC staff also assisted the City of Doon with the creation of a brand new zoning ordinance for their community earlier this year, of which is their first zoning ordinance also.

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

New Business

1. **Amber Nelson Resignation.** A copy of Amber Nelson's resignation was included with the packet. Kourousis stated that Amber will be leaving on July 13th to start her new job at DHS. Amber was a great asset to the Disability program and will be greatly missed. A motion was made by Bird and seconded by Leupold to accept her resignation. Motion carried.
2. **Discussion and Approval of FY2017 Budget.** Kourousis briefly went over the budget. The Personnel Committee met prior to the Policy Council meeting to review the budget. Anderson reported that there was some discussion on the cost of living adjustment that was figured in to the budget. Some discussion ensued. Anderson stated that it was the Committee's recommendation that the budget be approved. A motion was then made by Bloemendaal, seconded by Clayton to approve the budget as presented with a 3% cost of living increase. Motion carried.
3. **Miscellaneous.** None

With there being no more discussion, Kourousis stated that typically we skip a month in the summer so asked if there was any opposition to not having a July meeting. Hearing none, the next meeting was set for August 18, 2016 at 9:00 AM. Moriarty made a motion, seconded by Webber to adjourn. Motion carried. Meeting adjourned at 10:12 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
7/31/16

CASH ON HAND 5/31/16	\$219,932.33
Receipts	257,461.27
Disbursements	203,343.25
CASH ON HAND 7/31/16	274,050.35

Reimbursements to NWIPDC

WIA	28,743.95
EDA	2,406.15
SHIELD	5,989.13
HOUSING TRUST FUND	4,830.70
SCHOOL TO WORK	482.89
HAZMAT	10.58
CASH BALANCE 7/31/16	\$316,513.75

Check #	Date	Vendor	Description	Total
323	7/8/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,874.47
324	7/8/2016	State of Iowa Treasurer	State Taxes	\$1,412.00
325	7/15/2016	State of Iowa Treasurer	State Taxes	\$19.00
326	7/22/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
327	7/22/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$8,113.67
328	7/22/2016	Iowa Public Employee Retirement	IPERS	\$9,011.22
329	7/22/2016	State of Iowa Treasurer	State Taxes	\$1,458.00
330	8/5/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,456.97
331	8/5/2016	State of Iowa Treasurer	State Taxes	\$1,365.00
25938	7/15/2016	Boji Information Systems	Web Hosting/ Consulting	\$277.00
25939	7/15/2016	Cara Elbert	Travel	\$87.80
25940	7/15/2016	Carol Keizer	Travel	\$93.25
25941	7/15/2016	Casey's General Stores	Gas	\$350.01
25942	7/15/2016	CenturyLink	Phones	\$379.70
25943	7/15/2016	CenturyLink- LD	Conference Call	\$80.99
25944	7/15/2016	Clay County Auditor	Utilities	\$515.08
25945	7/15/2016	Daily Reporter/NW Iowa Shopper	Minute Publication	\$12.90
25946	7/15/2016	Dickinson County GIS	GIS Information	\$78.32
25947	7/15/2016	Employment Connections	Contract Labor- Kristin	\$1,254.40
25948	7/15/2016	Iowa Central Community College	Intro to Computers	\$400.00
25949	7/15/2016	Iowa Lakes SBDC	Contract Labor- Kelly	\$4,000.00
25950	7/15/2016	Iowa Workforce Development	WIOA Copier Lease	\$141.50
25951	7/15/2016	Iowa Workforce Development-UI	Unemployment Insurance	\$1,154.17
25952	7/15/2016	Jonathon Hintz	Inspection Fees	\$1,500.00
25953	7/15/2016	Michael Raner	Travel/ Cell Phone	\$574.71
25954	7/15/2016	Petty Cash	Postage/ Meetings	\$50.80
25955	7/15/2016	Spencer Municipal Utilities	Internet	\$70.00
25956	7/15/2016	Spencer Office Supplies	File Folders/ Ink Cartridges	\$40.48
25957	7/15/2016	Staci Kleinhesselink	Travel	\$68.60
25958	7/15/2016	Steve Hallgren	Travel	\$49.00
25959	7/15/2016	Strategic Insights, Inc	Plan-It - License Renewals	\$925.00
25960	7/15/2016	Tammie Galles	Travel	\$15.85
25961	7/15/2016	Val Bonney	Travel	\$47.06
25962	7/15/2016	Xerox Corporation	Copier Lease	\$1,064.73
25963	7/22/2016	Advanced Systems, Inc	Copies	\$553.60
25964	7/22/2016	Advanced Systems- Lease	Copier Lease	\$523.77
25965	7/22/2016	AFLAC	Insurance	\$555.38
25966	7/22/2016	Blackbaud	Software Maintenance	\$9,378.68
25967	7/22/2016	Clay County Auditor	Rent	\$3,936.92
25968	7/22/2016	Converged Technologies, LLC	WIOA- Remote Programming	\$65.00
25969	7/22/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
25970	7/22/2016	Employment Connections	Contract Labor- Kristin	\$689.92
25971	7/22/2016	Erin Pingel	Travel	\$357.69

25972	7/22/2016	Kansas City Life Insurance	Life Insurance		\$120.46
25973	7/22/2016	Spencer Office Supplies	Classification Folders/ Fax Ribbon/ Ink Cartridges		\$220.03
25974	7/22/2016	Superior Vision Services, Inc	Vision Insurance		\$208.60
25975	7/22/2016	VISA	Travel/ CPR/ Innovative Credit		\$771.60
25976	7/22/2016	Wellmark Blue Cross Blue Shield	Health Insurance		\$7,880.83
25977	8/5/2016	Advanced Systems, Inc	Copies		\$553.60
25978	8/5/2016	Boji Information Systems	Monitors/ Consulting		\$602.00
25979	8/5/2016	Clay County Auditor	Rent		\$3,936.92
25980	8/5/2016	Daily Reporter/NW Iowa Shopper	Minute Publication		\$14.09
25981	8/5/2016	Employment Connections	Contract Labor- Kristin & Erica		\$5,017.60
25982	8/5/2016	Global Vision	Safety Glasses		\$52.56
25983	8/5/2016	Iowa Central Community College	Intro to Computers		\$200.00
25984	8/5/2016	Michael Raner	Travel/ Cell Phone		\$337.60
25985	8/5/2016	Pitney Bowes, Inc	Postage Meter Lease		\$138.00
25986	8/5/2016	Spencer Municipal Utilities	Internet		\$70.00
25987	8/5/2016	Spencer Office Supplies	Business Cards x 4./ Supplies		\$789.02
25988	8/5/2016	Staci Kleinhesselink	Travel		\$21.56

Check #	Date	Vendor	Description	Amount
332	8/17/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
333	8/19/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,956.06
334	8/19/2016	Iowa Public Employee Retirement	IPERS	\$8,776.17
335	8/19/2016	State of Iowa Treasurer	State Taxes	\$1,455.00
25989	8/19/2016	Advanced Systems- Lease	Copier Lease	\$455.23
25990	8/19/2016	AFLAC	Insurance	\$555.38
25991	8/19/2016	Boji Information Systems	Email Services- Annual	\$288.00
25992	8/19/2016	Casey's General Stores	Gas	\$193.41
25993	8/19/2016	CenturyLink	Phones	\$384.72
25994	8/19/2016	Clay County Auditor	Utilities	\$582.96
25995	8/19/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
25996	8/19/2016	Employment Connections	Contract Labor- Kristin/ Erica	\$2,508.80
25997	8/19/2016	Jonathon Hintz	Inspection Fees	\$2,700.00
25998	8/19/2016	Kansas City Life Insurance	Life Insurance	\$120.46
25999	8/19/2016	Quality Inn & Suites	Travel- Val	\$72.80
26000	8/19/2016	Spencer Office Supplies	Folders/ Ink Cartridges	\$121.03
26001	8/19/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60
26002	8/19/2016	Val Bonney	Travel	\$218.04
26003	8/19/2016	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,880.83
26004	8/19/2016	Williams & Company P.C.	Initial Audit Charges	\$1,700.00
26005	8/19/2016	Winther, Stave & Co, LLP	NWIRHTF Audit	\$5,968.85

