



# ***NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION***

217 West 5<sup>th</sup> Street • Box 1493  
Governmental Services Center • Spencer, Iowa 51301  
712/ 262-7225- Planning & SHIELD Division • 712/ 262-7662- Job Training Division  
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[www.nwipdc.org](http://www.nwipdc.org)

## **AGENDA**

### **Northwest Iowa Planning and Development Commission**

**November 17, 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: RTA Vehicle Purchase
  - II. Close Public Hearing
  - III. Call Meeting to Order
  - II. Approval of Minutes
  - III. New Business
    1. Approval of 2017 TIP Amendment
    2. Discussion of TAP Funding and Regional Application Process
  - IV. Open Discussion
  - IV. Motion to Adjourn
  
2. NWIPDC Policy Council
  - I. Call Meeting to Order
  - II. Approve October Minutes
  - III. Communications
  - IV. Treasurer's Report Through October
  - 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. Miscellaneous
  - VIII. Set Next Meeting Date and Adjournment

## NWIPDC Committees

2015-2016

### 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)  
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 Earl (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  
October 20, 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, Jim Patrick and Dennis Weber
Clay County:	George Moriarty and Linda Swanson
Dickinson County:	W.C. Leupold and Clark Reekers
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Merle Koedam and Steve Simons
O'Brien County:	John Steensma
Osceola County:	Mike Earll, Glenn Anderson and Mike Schulte
Palo Alto County:	John Bird
Sioux County:	Al Bloemendaal

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

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

Communications. None

The Treasurer's report for September reflected a cash balance of \$489,363.07. A motion was made by Bird, seconded by Bloemendaal, to approve the report as read. Motion carried.

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

#### Old Business

1. WIA Report. Bonney was on vacation so Kourousis asked Staci Kleinhesselink, Employment Training Specialist, to give a short report. Kleinhesselink reported the following:

Staff has been busy with Eaton layoffs. These Dislocated Workers are all eligible for Trade Act benefits due to their jobs going out of the country. The Trade Act is administered through Des Moines but case management is provided out of the local office. These Dislocated Workers are eligible for classroom training benefits, wage subsidies, transportation reimbursement, relocation expenses and health care tax

credits. Staff is assisting Eaton Dislocated Worker's with the required paperwork and follow-up to access these benefits.

Staff have also been working hard to increase collaboration and co-enrollment across partner programs to avoid overlap of service and best meet the needs of participants in these programs. We are working to co-enroll customers from Promise Jobs, Vocational Rehabilitation, AEL, RES and GAP/PACE programs at the colleges. We continue to work on improving our referral process with partner agencies.

Erin continues to attend webinars, online training and conference calls to receive training in the DEI program. She is working on Ticket to Work enrollments and Integrated Resource Team meetings. She continues to increase numbers in the program and is working closely with other areas in learning the Disability Resource Coordinator position as she transitions from the Apprenticeship Grant. She will be working toward getting certified as a Benefits Planner in the upcoming months to be able to do Benefits Planning with those receiving Disability benefits.

Kristin with the SP NEG is working closely with Erica from the JD NEG to reach out to businesses in the region to get Experiential Learning opportunities lined up including On-the-Job Training and Apprenticeship opportunities. Those being served by the grant must meet Dislocated Worker criteria so that makes it a bit tougher as unemployment rates are very low. The grants are working with the hardest to serve populations. Kristin has 15 enrollments and Erica has 20 enrollments and they work together closely to serve these displaced workers. Erica is also planning an Apprenticeship Open House that will take place in Sheldon at NCC on November 16th to educate employers in the area on Apprenticeship opportunities.

2. Planning Division Report. Hallgren was out of the office so Kourousis asked the other planners to give a report:

Kourousis stated that we're coming up on the annual cycle of surface transportation projects and the TAP program. We should have approximately \$3.3 million available for FFY 2021. When Congress adopted the new Fast Act they changed some of the language for the Transportation Alternative Program (TAP), formerly the Enhancement Program and as such the Federal Highway department has determined the way the State of Iowa was allocating the funding regionally was not being done in accordance to the legislation. Therefore, they have asked the State to suspend the regional allocation of funds for TAP this year and work out a new formula for re-disbursement of those but aren't sure how they are going to do it. Formally, they have done it on population but it sounds like they are going to do it on geographic distribution.

Kourousis then stated that we won't be having an official allocation of TAP funds this year, however, in going through our current transportation improvement program, there is about \$450,000 of funding that we have allocated to previous projects that have had no movement for 6 to 7 years. Kourousis has been in contact

with those groups and thinks that we will take those funds and put it back in and have an application cycle for that money this year. If we don't use it we will lose it as they are FY17 and FY18 funds and Kourousis doesn't want to see that happen. He will bring it back to the Board next month for approval.

Bumgarner reported that NWIPDC has contracted with the City of Alton to provide Tree Trimming Ordinance administration and enforcement services for the community. Bumgarner and Elbert spent three days recently measuring trees around the city and will be sending letters, on behalf of the city, to those that are affected.

Keizer reported that they are currently working on CDBG Housing Rehab projects in Estherville, Everly and Lake Park. They are writing grant applications for the cities of Spencer, Albert City and Newell. Also, she stated that she just finished writing the grant application for the Housing Trust Fund. Every year the State Housing Trust Fund has approximately 6 million dollars that they disperse to 24 certified Housing Trust funds. This year we are applying for \$280,380 for FY17. Keizer stated that we have been getting funds since 2010 in the amount of approximately \$2.3 million dollars. Of that amount there has been \$1.8 million in loans and grants awarded to about 250 homeowners and 9 agencies within the 7 counties that participate in the Housing Trust Fund.

Elbert reported on the Hazard Mitigation plans and stated that Buena Vista County is the only county that has been awarded to date. The plans must be done before the expiration date of their current plan. The plans need to be updated every five years. Clay County, Dickinson County and Lyon County will be in the next round and will hopefully be funded before the end of the year so we will start the planning process after the first of the year. Emmet and Palo Alto Emergency Management wrote their own so once they are approved we will be doing those also on behalf of those counties. Next year we will target O'Brien County, Osceola County and Sioux County as they were done a little later in the process so their 5 years isn't up yet.

3. Contract Status Report. Three contracts were presented for informational purposes only. Discussion ensued.

## New Business

1. Title VI Assurance Adoption. Kourousis stated that about every 5 years, the State Department of Transportation comes out with their Office of Program Planning Personnel and a Title VI person and goes through our transportation documentation. The Long Range Transportation Plan, Transportation Improvement Plan (TIP), Planning Work Program, our process that we go through to allocate funding, etc. They asked how many boards we have, who is on these

boards, etc. Kourousis stated that for the most part, our Transportation plans are in good compliance. They liked how we allocate the funding. They would like to see, however, more women and minorities on the Boards. After some discussion, a motion was made by Bird, seconded by Koedam to adopt the Title VI documentation. Motion carried.

2. **Miscellaneous.** Schumacher stated that McCaulley hadn't reported on what she had been working on so asked her to give an update. McCaulley stated that she has mainly been working on Housing Needs Assessments. She explained that there is a tax incentive program through Iowa Workforce Development for developers and builders to receive different incentives and credits for building housing, both single family and multi-family in communities in Iowa. The first step in the process and where we come in is to compile statistics from realtors and census data to determine that they meet the State's criteria. We then turn that information over to the communities and they can apply for the program on their own. McCaulley has completed Orange City's Assessment and is currently working on Sheldon, which should be done by the end of October.

With there being no more discussion, the next meeting was scheduled for November 17, 2016 at 9:00 AM. Arends made a motion, seconded by Bird to adjourn. Motion carried. Meeting adjourned at 9:33 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT  
CASH IN BANK  
10/31/16

CASH ON HAND 9/30/16	\$318,856.10
Receipts	181,038.73
Disbursements	124,740.67
CASH ON HAND 10/31/16	\$375,154.16

Reimbursements to NWIPDC

WIA	47,158.98
EDA	6,790.46
SHIELD	10,350.72
HOUSING TRUST FUND	4,401.64
SCHOOL TO WORK	153.97
HAZMAT	18.19
CASH BALANCE 10/31/16	\$444,028.12

Check #	Date	Vendor	Description	Amount
346	10/24/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
347	10/28/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,900.99
348	10/28/2016	Iowa Public Employee Retirement	IPERS	\$9,062.40
349	10/28/2016	State of Iowa Treasurer	State Taxes	\$1,445.00
350	11/11/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,937.72
351	11/11/2016	State of Iowa Treasurer	State Taxes	\$1,451.00
26114	10/28/2016	Advanced Systems, Inc	Copier Lease/ Copies	\$1,193.39
26115	10/28/2016	AFLAC	Insurance	\$555.38
26116	10/28/2016	Delta Dental of Iowa	Dental Insurance	\$821.68
26117	10/28/2016	Employment Connections	Contract Labor- Kristin Larsen/ Erica Lesher	\$2,485.97
26118	10/28/2016	Iowa Central Community College	Intro to Computers Classes	\$250.00
26119	10/28/2016	Kansas City Life Insurance	Life Insurance	\$120.81
26120	10/28/2016	Michael Raner	Travel/ Cell Phone	\$350.00
26121	10/28/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60
26122	10/28/2016	Tammie Galles	Travel	\$9.94
26123	10/28/2016	VISA	Car Repairs/ Innovative Credit	\$163.97
26124	10/28/2016	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,863.50
26125	11/11/2016	Advanced Systems- Lease	Copier Lease	\$489.50
26126	11/11/2016	Cara Elbert	Travel	\$33.29
26127	11/11/2016	Casey's General Stores	Gas	\$273.57
26128	11/11/2016	CenturyLink	Phones	\$377.88
26129	11/11/2016	Clay County Auditor	Rent	\$3,936.92
26130	11/11/2016	Employment Connections	Contract Labor- Kristin Larsen/ Erica Lesher	\$4,721.77
26131	11/11/2016	Jonathon Hintz	Inspection Fees- Rock Rapids	\$2,400.00
26132	11/11/2016	Kristin Larsen	Travel	\$88.69
26133	11/11/2016	Northern Safety Co, Inc	SHIELD Supplies	\$67.54
26134	11/11/2016	Spencer Municipal Utilities	Internet	\$70.00
26135	11/11/2016	Spencer Office Supplies	Binders/ Report Covers/ Ink Cartridges	\$166.30
26136	11/11/2016	Staci Kleinhesselink	Travel	\$58.98
26137	11/11/2016	Xerox Corporation	Copier Lease	\$547.19