



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

January 19, 2017 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: Osceola County Bridge Project Additions, Sioux County Bridge Project Deletion, O'Brien County Bridge Project Addition, Osceola County Highway Project Description Change, City of Spencer Trail Projects Description Changes
 - 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 Regional Application Process
 - IV. Open Discussion
 - IV. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve November Minutes
 - III. Communications
 - IV. Treasurer's Report Through December
 - 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. Personnel Committee Report
 2. NWIPDC Dues Discussion
 3. Miscellaneous
 - VIII. Set Next Meeting Date and Adjournment

- **Note: Personnel Committee Meeting at 8:30 AM**

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)
Open (Clay County)
Gregg Owens (Dickinson
Cities)

Tim Schumacher (Emmet Co)
Steve Simons (Lyon)
John Steensma (O'Brien)
Glenn Anderson (Osceola
Cities)

Open (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
November 17, 2016

The meeting was called to order by Chairman Tim Schumacher at 9:10 AM following a short FastAct Regional Planning Affiliation meeting. 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
Lyon County:	Steve Simons
O'Brien County:	John Steensma
Osceola County:	Mike Earl and Mike Schulte
Palo Alto County:	
Sioux County:	Al Bloemendaal

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

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

Communications. None

The Treasurer's report for October reflected a cash balance of \$444,028.12. A motion was made by Schulte, seconded by Arends to approve the report as written. Motion carried.

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

Old Business

1. WIA Report. Bonney gave the following report:

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 services 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 Pingel 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 Larsen with the SP NEG is working closely with Erica Leshner 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 informed the Board that he and Angela McCaulley would be facilitating a community visioning/strategic planning session for the City of George this evening. This is a service the Planners at NWIPDC provide to our member communities. We will discuss the strengths, weaknesses and future community visions and goals for your community and prepare a small report of the conclusions/comments from the visioning meeting. We are looking forward to facilitating this meeting in George.

Hallgren stated the Zoning Administration and Nuisance Abatement permit reviews are starting to wind down for the season; however, there are still several last minute projects coming in for zoning approvals at the last minute to beat the winter weather. We look forward to continue providing zoning administration and nuisance abatement services to our member cities and counties next construction season.

Hallgren noted that NWIPDC received recent notifications from Iowa Homeland Security regarding notice of funds availability for hazard mitigation projects. Eligible projects are primarily related to tornado warning sirens, backup generators, and infrastructure projects to prevent future flooding or protect critical municipal infrastructure. These recent FEMA dollars for hazard mitigation projects are a result of the flooding that occurred in eastern Iowa this past summer.

Hallgren concluded by informing the Board he recently attended an IEDA Design Consultation workshop for those projects interested in applying for CDBG Community Facility projects this year. While at that meeting, Jeff Geerts, IEDA Project Manager, informed the audience that the

State of Iowa has selected a few projects to send to HUD to present to Congress as model or successful CDBG funded projects. Mr. Geerts noted two of the projects they are submitting to HUD for consideration are located in NW Iowa – 1) the Orange City Daycare Center project and expansion (funded with two CDBG grants), and 2) the Autumn's Center project (a behavioral and mental health facility for children) located in Spencer.

3. Contract Status Report. There were no contracts.

New Business

1. Miscellaneous. Kourousis asked what everyone was seeing for insurance increases. Discussion ensued.

With there being no more discussion, Kourousis stated that typically we don't have a December meeting. Therefore, the next meeting was scheduled for January 19, 2017 at 9:00 AM. Weber made a motion, seconded by Arends to adjourn. Motion carried. Kourousis wished everyone a Merry Christmas and a Happy New Year. Meeting adjourned at 9:40 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
12/31/16

CASH ON HAND 10/31/16	\$375,154.16
Receipts	158,512.57
Disbursements	210,650.58
CASH ON HAND 12/31/16	\$323,016.15

Reimbursements to NWIPDC

WIA	37,906.20
EDA	5,777.35
SHIELD	8,093.32
HOUSING TRUST FUND	1,830.35
HAZMAT	715.78
CASH BALANCE 12/31/16	\$377,339.15

Check #	Date Paid	Vendor	Description	Amount
352	11/23/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
353	11/25/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,767.99
354	11/25/2016	Iowa Public Employee Retirement	IPERS	\$8,967.27
355	11/25/2016	State of Iowa Treasurer	State Taxes	\$1,424.00
356	12/9/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$8,020.26
357	12/9/2016	State of Iowa Treasurer	State Taxes	\$1,466.00
358	12/21/2016	Farmers Trust & Savings (HSA)	HSA Deposits	\$3,016.34
359	12/23/2016	Farmers Trust & Savings Bank	Payroll Taxes	\$7,694.61
360	12/23/2016	Iowa Public Employee Retirement	IPERS	\$8,969.58
361	12/23/2016	State of Iowa Treasurer	State Taxes	\$1,415.00
362	1/6/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,904.58
26138	11/25/2016	Advanced Systems, Inc	Copies	\$553.60
26139	11/25/2016	AFLAC	Insurance	\$555.38
26140	11/25/2016	Cara Elbert	Travel	\$13.20
26141	11/25/2016	Clay County Auditor	Utilities	\$484.32
26142	11/25/2016	Delta Dental of Iowa	Dental Insurance	\$901.48
26143	11/25/2016	Emergency Preparedness Consulting, LLC	Hazmat Classes	\$13,000.00
26144	11/25/2016	Employment Connections	Contract Labor- Kristin & Erica	\$4,071.35
26145	11/25/2016	Erin Pingel	Travel	\$188.53
26146	11/25/2016	Federal Resources	Hazmat Classes	\$5,950.00
26147	11/25/2016	Iowa Workforce Development	WIOA Copier Lease	\$935.49
26148	11/25/2016	Kansas City Life Insurance	Life Insurance	\$118.81
26149	11/25/2016	Michael Raner	Travel/ Cell Phone	\$357.20
26150	11/25/2016	Staci Kleinhesselink	Travel	\$48.35
26151	11/25/2016	Superior Vision Services, Inc	Vision Insurance	\$208.60
26152	11/25/2016	VISA	CPR/ Innovative Credit	\$42.00
26153	11/25/2016	Wellmark Blue Cross Blue Shield	Health Insurance	\$6,213.46
26154	12/9/2016	Advanced Systems- Lease	Copier Lease	\$489.50
26155	12/9/2016	Boji Information Systems	Consulting	\$156.75
26156	12/9/2016	Cara Elbert	Planner	\$15.11
26157	12/9/2016	Casey's General Stores	Gas	\$310.26
26158	12/9/2016	CenturyLink	Phones	\$375.16
26159	12/9/2016	Clay County Auditor	Rent/ Utilities	\$4,381.71
26160	12/9/2016	Daily Reporter/NW Iowa Shopper	Minute Publication	\$28.18
26161	12/9/2016	Employment Connections	Contract Labor- Kristin & Erica	\$6,341.56
26162	12/9/2016	Erica Leshner	Travel	\$48.51
26163	12/9/2016	Iowa Central Community College	Intro to Computers	\$250.00

26164	12/9/2016	Jonathon Hintz	Inspection Fees	\$1,200.00
26165	12/9/2016	Kristin Larsen	Travel	\$86.24
26166	12/9/2016	Petty Cash	Postage/ Meetings	\$44.76
26167	12/9/2016	Quality Inn & Suites	Travel	\$145.60
26168	12/9/2016	Spencer Municipal Utilities	Internet	\$70.00
26169	12/9/2016	Spencer Office Supplies	Folders/ Ink Cartridges	\$54.97
26170	12/9/2016	Staci Kleinhesselink	Travel	\$79.38
26171	12/9/2016	Tammie Galles	Travel	\$10.49
26172	12/9/2016	United Parcel Service	Postage	\$12.96
26173	12/23/2016	AFLAC	Insurance	\$555.38
26174	12/23/2016	Boji Information Systems	Dropbox Annual Fee/ Consulting	\$226.00
26175	12/23/2016	Delta Dental of Iowa	Dental Insurance	\$901.48
26176	12/23/2016	Employment Connections	Contract Labor- Kristin & Erica	\$2,501.60
26177	12/23/2016	Iowa Lakes Community College	Computer Literacy Classes	\$236.80
26178	12/23/2016	Iowa Workforce Development	WIOA Copier Lease	\$101.50
26179	12/23/2016	Kansas City Life Insurance	Life Insurance	\$118.28
26180	12/23/2016	PDI	Membership- Ted	\$335.00
26181	12/23/2016	PIDC	Annual Maintenance	\$825.00
26182	12/23/2016	Quality Inn & Suites	Travel	\$72.80
26183	12/23/2016	RPS	Student Insurance	\$225.00
26184	12/23/2016	Spencer Office Supplies	Calendars/ Paper/ Ink Cartridges	\$648.37
26185	12/23/2016	United Parcel Service	Postage	\$10.76
26186	12/23/2016	VISA	Travel/ Car Repairs/ Innovative Credit	\$256.47
26187	12/23/2016	Xerox Corporation	Copier Lease	\$547.19
26188	1/6/2017	Advanced Systems, Inc	Copies	\$553.60
26189	1/6/2017	CenturyLink	Phones	\$373.21
26190	1/6/2017	Clay County Auditor	Rent/ Utilities	\$4,473.46
26191	1/6/2017	Employment Connections	Contract Labor- Kristin & Erica	\$6,457.26
26192	1/6/2017	Jackie Huckfelt	Flowers- Linda Swanson Funeral	\$53.50
26193	1/6/2017	Jonathon Hintz	Inspection Fees	\$900.00
26194	1/6/2017	Kristin Larsen	Travel	\$177.97
26195	1/6/2017	Michael Raner	Travel/ Cell Phone	\$481.71
26196	1/6/2017	North Star Mutual Insurance Co	NWIRHTF Liability Insurance	\$591.00
26197	1/6/2017	Secretary of State	Notary Renewal- Val	\$30.00
26198	1/6/2017	Spencer Municipal Utilities	Internet	\$70.00
26199	1/6/2017	Spencer Office Supplies	Classification Folders	\$199.96
26200	1/6/2017	Staci Kleinhesselink	Travel	\$50.96
26201	1/6/2017	Val Bonney	Travel	\$22.03

Check #	Date	Vendor	Description	Amount
363	1/18/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
364	1/20/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,948.63
365	1/20/2017	Iowa Public Employee Retirement	IPERS	\$9,120.42
367	1/17/2017	State of Iowa Treasurer	State Taxes	\$1,453.00
26202	1/20/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26203	1/20/2017	AFLAC	Insurance	\$616.62
26204	1/20/2017	Boji Information Systems	Consulting	\$144.00
26205	1/20/2017	Brenda McGraw	Homeland Security Reimbursement	\$1,600.00
26206	1/20/2017	Casey's General Stores	Gas	\$159.90
26207	1/20/2017	Cornell University ILR School	Registration for Online Class- Erin	\$1,450.00
26208	1/20/2017	Delta Dental of Iowa	Dental Insurance	\$901.48
26209	1/20/2017	Employment Connections	Contract Labor- Kristin Larsen & Erica Leshner	\$1,907.47
26210	1/20/2017	Iowa Workforce Development	WIOA Copier Lease	\$101.50
26211	1/20/2017	Iowa Workforce Development-UI	Unemployment Insurance	\$109.74
26212	1/20/2017	Kansas City Life Insurance	Life Insurance	\$118.28
26213	1/20/2017	Pitney Bowes, Inc	Postage Meter Lease	\$138.00
26214	1/20/2017	Robert Inouye	Homeland Security Reimbursement	\$800.00
26215	1/20/2017	Spencer Office Supplies	Paper/ Binders/ Ink Cartridges/ Planner	\$399.06
26216	1/20/2017	VSP Vison Care	Vision Insurance	\$210.51
26217	1/20/2017	Wellmark Blue Cross Blue Shield	Health Insurance X 2	\$15,024.04
26218	1/20/2017	Xerox Corporation	Copier Lease	\$547.19

