



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

217 West 5<sup>th</sup> Street • Box 1493  
Governmental Services Center • Spencer, Iowa 51301  
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[www.nwipdc.org](http://www.nwipdc.org)

## **AGENDA**

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

**February 16, 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: City of Estherville Trail Project Map Change
  - II. Close Public Hearing
  - III. Call Meeting to Order
  - IV. New Business
    1. Approval of 2017 TIP Amendment
  - V. Open Discussion
  - VI. Motion to Adjourn
  
2. NWIPDC Policy Council
  - I. Call Meeting to Order
  - II. Approve January Minutes
  - III. Communications
  - IV. Treasurer's Report Through January
  - 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. Appointment of Nominating Committee
    2. Appointment of Non-Elected Officials
      - A. O'Brien
      - B. Osceola
      - C. Palo Alto
    3. Audit Proposal
    4. New Employee Introduction
    5. 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)  
Joe Skow (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  
January 19, 2017

The meeting was called to order by Chairman Tim Schumacher at 9:25 AM following a FastAct 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 , Clark Reekers and Jason Peters
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Earll and Mike Schulte
Palo Alto County:	John Bird
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 November meeting were presented for approval. A motion was made by Earll, seconded by Arends to approve the minutes. Motion carried.

Communications. Kourousis stated that about a year ago we submitted our revised draft CEDS (Community Economic Development Strategy) plan. He was recently notified that there were a number of things that needed to be addressed. The main thing was that this document did not contain minutes or a resolution pertaining to the adoption of the document, reason being that it was a draft only. Kourousis responded telling them that it was a draft only and they have had it over a year. At this time, he hasn't gotten a response as to how to proceed.

Kourousis also reported the he received an email stating that according to our EDA-RLF semi-annual report, we had too much money in that account and needed to sequester \$25,834.61. Kourousis told the Board that if they know of anyone that has a project that may qualify, please send them our way. Bloomendaal asked what the interest rate was and Kourousis stated that it is 4% but he was going to check with other regions and see what their rate was and talk about lowering it to be more competitive.

The Treasurer's report for December reflected a cash balance of \$377,339.15. A motion was made by Schulte, seconded by Bird to approve the report as written. Motion carried.

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

## Old Business

### 1. WIA Report. Bonney gave the following report:

The IowaWORKS membership statistics for the months of October and November indicate that 177 individuals became new members in October and 313 individuals became new members in November. The average monthly new members in 2015 were 212. The total number of members receiving services in October was 631 and November was 812. This is evident of how busy the center has been.

We have been very busy with unemployment claims due to many facilities doing temporary layoffs during the holidays so we expect numbers to drastically increase due to temporary layoffs and seasonal employment. In addition, we are working with the Eaton Corporation employees who will be laid off as a result of the plant closure; there are approximately 120 individuals who will be laid off in 2017. These individuals are eligible for the Trade Adjustment Assistance (TAA) program due to the jobs going overseas. Our staff are case managing the TAA enrollments.

Staff has been busy enrolling dislocated workers in the two national emergency grants. To date we have 44 enrolled in the Job Driven national emergency grant and 37 enrolled in the Sector Partnership emergency grant. The grants have an emphasis for experiential learning such as on-the-job training, internship, and apprenticeship.

The Association of Iowa Workforce Partners will hold a legislative breakfast at the State Capitol on Tuesday, January 31<sup>st</sup> at 7:00 a.m. Typically we have great attendance by the legislators.

### 2. Planning Division Report. Hallgren stated that he didn't have much to report this month. He reported that there were no Water/Sewer applications written this year. Keizer submitted 3 Housing applications. There is one Community Facility project that will be submitted tomorrow.

Hallgren stated that the Planners are busy working on contracts and gearing up for another busy Zoning Administration and Nuisance Abatement season.

Hallgren also reported that there are four Hazard Mitigation Plans in the hopper that were supposed to be funded by December 31<sup>st</sup>, however that hasn't happened. The latest they've heard is that it will be late January or early February. They are Buena Vista County, Lyon County, Dickinson County and Clay County.

Clayton thanked Hallgren for his hard work and stated that after 2 years, the City of Estherville, finally approved their Comprehensive Plan/ Zoning Ordinance at Monday night's meeting.

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

## New Business

1. **Personnel Committee Report.** Simons reported that the Committee, of one, met prior to the Policy Council meeting to review an employee evaluation for Erin Pingel, Employment Training Specialist. The Committee recommends a merit step increase from New Hire to Step 1 for Pingel. A 6 month evaluation for Angela McCaulley, Planner, was also reviewed which doesn't include a merit step increase. Simons made a motion, seconded by Schulte to approve the step increase. Motion carried.

Kourousis also wanted to inform the Board that due to medical issues, Sherry Zinn will not be able to return to work. Her cancer is back and at this point they aren't treating it. Kristin Larsen that has been doing the SPNEG has been working half time on the Job Training side and half time learning Sherry's job. We have hired Deb Woodcock through Employment Connections to take over the NEG position and Larsen will transition full-time in the Housing department starting February 6<sup>th</sup>.

Also, Kourousis explained that we had checked on Sherry Zinn's life insurance and found that if the agency continues to pay her life insurance in the amount of \$9.81 a month, she will continue to have life insurance for up to 12 months. After some discussion, a motion was made by Schulte, seconded by Arends to continue her life insurance. Motion carried.

2. **NWIPDC Dues Discussion.** Kourousis handed out information for a request to increase the annual dues from 45 cents to 50 cents. He explained the spreadsheet and after some discussion, a motion was made by Bird, seconded by Penny to approve the increase for FY18. Motion carried.

Dues estimates were sent out in December so Huckfelt will send out a revision.

3. **Miscellaneous.** None

With there being no more discussion, the next meeting was scheduled for February 16, 2017 at 9:00 AM. Weber made a motion, seconded by Leupold to adjourn. Motion carried. Meeting adjourned at 10:03 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT  
CASH IN BANK  
1/31/17

CASH ON HAND 12/31/16	\$323,016.15
Receipts	102,730.57
Disbursements	110,873.00
 CASH ON HAND 1/31/17	 \$314,873.72

Reimbursements to NWIPDC

WIA	38,124.66
EDA	3,853.85
SHIELD	8,691.73
HOUSING TRUST FUND	1,937.84
HAZMAT	2,503.84
 CASH BALANCE 1/31/17	 \$369,985.64

Check #	Date Paid	Vendor	Description	Amount
368	2/3/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,870.56
369	2/3/2017	State of Iowa Treasurer	State Taxes	\$1,438.00
26219	2/3/2017	Advanced Systems, Inc	Copies	\$553.60
26220	2/3/2017	Allamakee County EMA	Homeland Security Expenses	\$333.12
26221	2/3/2017	American Society of Safety Engineers	SHIELD Membership Dues	\$170.00
26222	2/3/2017	Boji Information Systems	Computer- Angela/ Consulting	\$2,107.00
26223	2/3/2017	Boone Co EMA	Homeland Security Expenses	\$145.00
26224	2/3/2017	Calhoun County EMA	Homeland Security Expenses	\$225.00
26225	2/3/2017	Carrie Turnquist	RWDB Travel	\$38.80
26226	2/3/2017	Cass County EMA	Homeland Security Expenses	\$257.00
26227	2/3/2017	Cedar County EMA	Homeland Security Expenses	\$363.40
26228	2/3/2017	Cherokee County EMA	Homeland Security Expenses	\$371.12
26229	2/3/2017	Chickasaw County EMA	Homeland Security Expenses	\$481.00
26230	2/3/2017	City of Ottumwa	Homeland Security Expenses	\$675.00
26231	2/3/2017	Clay County Auditor	Rent	\$3,936.92
26232	2/3/2017	David Swanson	RWDB Travel	\$15.52
26233	2/3/2017	Delaware County EMA	Homeland Security Expenses	\$390.08
26234	2/3/2017	Des Moines County EMA	Homeland Security Expenses	\$2,240.80
26235	2/3/2017	Dickinson County EMA	Homeland Security Expenses	\$387.56
26236	2/3/2017	Doug Reed	Homeland Security Expenses	\$1,200.00
26237	2/3/2017	Dubuque County EMA	Homeland Security Expenses	\$1,909.42
26238	2/3/2017	Employment Connections	Contract Labor- Kristin/ Erica	\$4,487.25
26239	2/3/2017	Fayette County EMA	Homeland Security Expenses	\$290.60
26240	2/3/2017	Franklin County EMA	Homeland Security Expenses	\$1,828.48
26241	2/3/2017	Humboldt County EMA	Homeland Security Expenses	\$371.12
26242	2/3/2017	ITS, Inc	Homeland Security Expenses	\$4,875.00
26243	2/3/2017	Jackson County EMA	Homeland Security Expenses	\$371.12
26244	2/3/2017	Jasper County EMA	Homeland Security Expenses	\$290.00
26245	2/3/2017	Johnson County Iowa EMA	Homeland Security Expenses	\$2,078.52
26246	2/3/2017	Jones County EMA	Homeland Security Expenses	\$371.24
26247	2/3/2017	Kossuth County EMA	Homeland Security Expenses	\$369.00
26248	2/3/2017	Kristin Hanson	Travel	\$26.19
26249	2/3/2017	Lee Beem	RWDB Travel	\$24.25
26250	2/3/2017	Lyon County EMA	Homeland Security Expenses	\$290.60
26251	2/3/2017	Mahaska County EMA	Homeland Security Expenses	\$2,153.96
26252	2/3/2017	Michael Raner	Travel/ Cell Phone	\$395.64
26253	2/3/2017	Monona County EMA	Homeland Security Expenses	\$430.60

26254	2/3/2017	Montgomery County EMA	Homeland Security Expenses	\$515.98
26255	2/3/2017	O'Brien County EMA	Homeland Security Expenses	\$371.12
26256	2/3/2017	Palo Alto County EMA	Homeland Security Expenses	\$145.00
26257	2/3/2017	Petty Cash	Meetings	\$33.84
26258	2/3/2017	Pocahontas County EMA	Homeland Security Expenses	\$290.60
26259	2/3/2017	Polk County EMA	Homeland Security Expenses	\$3,145.08
26260	2/3/2017	Polk County Housing Trust Fund	NWIRHTF Contracted Services	\$750.00
26261	2/3/2017	Reva Arends	RWDB Travel	\$53.35
26262	2/3/2017	Ringgold County EMA	Homeland Security Expenses	\$484.18
26263	2/3/2017	Spencer Municipal Utilities	Internet	\$70.00
26264	2/3/2017	Spencer Office Supplies	Labels/ Date Stamp	\$65.98
26265	2/3/2017	Staci Kleinhesselink	Travel	\$88.27
26266	2/3/2017	Stephen O'Connor, EMC	Homeland Security Expenses	\$226.12
26267	2/3/2017	Story County EMA	Homeland Security Expenses	\$220.00
26268	2/3/2017	Tama County EMA	Homeland Security Expenses	\$440.00
26269	2/3/2017	Val Bonney	Travel	\$33.72
26270	2/3/2017	Vern Nelson	RWDB Travel	\$52.38
26271	2/3/2017	VISA	Innovative Credit/ W2 Processing	\$65.82
26272	2/3/2017	Wayne County EMA	Homeland Security Expenses	\$145.00
26273	2/3/2017	Wright County EMA	Homeland Security Expenses	\$484.18



Check #	Date	Vendor	Description	Amount
370	2/17/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,789.13
26274	2/17/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26275	2/17/2017	AFLAC	Insurance	\$555.38
26276	2/17/2017	Casey's General Stores	Gas	\$132.21
26277	2/17/2017	CenturyLink	Phones	\$365.10
26278	2/17/2017	Clay County Auditor	Utilities	\$557.72
26279	2/17/2017	Daily Reporter/NW Iowa Shopper	Minute Publication	\$12.53
26280	2/17/2017	Employment Connections	Contract Labor- Kristin & Erica	\$3,298.99
26281	2/17/2017	Holiday Inn Des Moines Downtown	Travel- Val	\$95.20
26282	2/17/2017	HyVee	WIOA Staff Training	\$536.57
26283	2/17/2017	InterviewStream, LLC	Software License	\$2,150.00
26284	2/17/2017	Iowa Central Community College	Intro to Computers	\$250.00
26285	2/17/2017	Iowa Illinois Safety Council	SHIELD Membership Dues	\$395.00
26286	2/17/2017	Iowa Workforce Development	WIOA Copier Lease/ Copies	\$664.72
26287	2/17/2017	Quality Inn & Suites	Travel- Erin	\$72.80
26288	2/17/2017	Spencer Office Supplies	Chair/File/Bookcase/Paper/Folders/Pens	\$719.19
26289	2/17/2017	The Blue Cell, LLC	Homeland Security Expenses	\$5,000.00
26290	2/17/2017	Xerox Corporation	Copier Lease	\$547.19

