



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
712/ 262-7225- Planning & SHIELD Division • 712/ 262-7662- Job Training Division
Toll Free: 1-855-262-7225 • Fax: 712/ 262-7665
www.nwipdc.org

AGENDA

Northwest Iowa Planning and Development Commission

April 27, 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: Sioux County Bridge Project Amendment
- II. Close Public Hearing
- III. Call Meeting to Order
- IV. Approval of March Minutes
- V. New Business
 1. Approval of Sioux County Bridge Project
 2. Discussion of STP and TAP Programming
- VI. Open Discussion
- VII. Motion to Adjourn

2. NWIPDC Policy Council

- I. Call Meeting to Order
- II. Approve March Minutes
- III. Communications
- IV. Treasurer's Report Through March
- 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. EDA Revolving Loan Fund Application
 2. Plaque Presentation
 3. Miscellaneous
- VIII. Set Next Meeting Date and Adjournment

NWIPDC Committees

2016-2017

EXECUTIVE

Dennis Weber (B.V.)
George Moriarty (Clay Cities)
Clark Reekers (Dickinson)

Penny Clayton (Emmet Cities)
Merle Koedam (Lyon Co)
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)

Roger Faulstick (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 Co)

Open (Palo Alto)
Al Bloemendaal (Sioux Co)

NWIPDC Officers 2016 – 2017

Chairman
Vice Chairman
Secretary/Treasurer

Steve Simons
Glenn Anderson
Jackie Huckfelt

**Minutes of the NWIPDC Policy Council Meeting
March 16, 2017**

The meeting was called to order by Chairman Tim Schumacher at 9:08 AM following a FastAct Regional Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Jon Kruse and Dennis Weber
Clay County:	George Moriarty
Dickinson County:	W.C. Leupold and Clark Reekers
Emmet County:	Tim Schumacher
Lyon County:	Steve Simons
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Earll and Mike Schulte
Palo Alto County:	Roger Faulstick and John Bird
Sioux County:	Al Bloemendaal

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

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

Communications. None

The Treasurer's report for February reflected a cash balance of \$383,666.09. A motion was made by Moriarty, 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 Kruse, seconded by Leupold to approve the bills as written. Motion carried.

Old Business

1. WIA Report. Bonney was out of the office and didn't leave a report.
2. Planning Division Report. Hallgren was out of the office so the other Planners did the monthly report:

Bumgarner reported that the Nuisance Abatement and Zoning Administration programs are starting to pick up. The Milford CDBG project is ready to close out and the Clay County Season's Center project is almost completed. The Hull CDBG project is winding down and Granville should be opening bids next month.

Bumgarner also mentioned that everyone is watching Trump's proposed budget cuts which could affect USDA/ CDBG program, HUD, Transportation and EDA, just to name a few. Some discussion followed.

McCaulley gave an update on the Green Ribbon Initiative which she is working with 6 counties to help find ways to connect their park systems. They have been meeting on a monthly basis compiling projects and are in the process of connecting ones that make sense. The Highway 71 trail system has some interesting things going on in the Emmetsburg and Lost Island areas. The application is due the end of June.

Kourousis went on to explain that this is a regional approach sponsored by the Iowa Parks Foundation to connect regional parks systems with other systems to make Iowa a more attractive place to live because they are aware that we keep losing younger people to more glamorous places. The slogan that was chosen is, "Glacial Lakes & Prairie Escapes".

Keizer stated that she is happy to have Larsen on board and is anxious to get her trained. Keizer then reported that she is a little frustrated with the State as we just started the project in Everly and the State came back and said that they think the house is historically significant and want her to have it as a gut rehab project. She went on to explain that yes it has an 1860 build date but she doesn't see anything historical about it and doesn't feel the homeowner is the best person to care for that house. Keizer feels that it would be a waste of federal dollars but she can't get the State convinced so that is slowing down the Everly project. Some discussion followed.

Keizer also reported that the Estherville Housing project and the Lake Park Housing project are progressing and they will be closing both in the near future. The NWIRHTF is really picking up. They did a press release recently to hit some of the counties we weren't getting applications from. The phone has been ringing and applications going out.

3. Contract Status Report. There were no contracts.

New Business

1. Nominating Committee Report. Kourousis stated that it was the Committee's recommendation that Steve Simons be nominated as Chairman and Glenn Anderson as Vice-Chairman. A motion was made by Bloemendaal, seconded by Bird to accept these nominations. Motion carried.

2. **Adopt Depository Resolution.** Kourousis stated that it was time to adopt the Depository Resolution for another year. There were no changes in the plan from last year. We have always done all of our banking with Farmers Bank so that's the only Resolution needed. Kourousis introduced Resolution Number 2017-1. A motion was made by Bloemendaal and seconded by Moriarty to adopt the resolution. Motion carried. Depository Resolution for 2017 was adopted.
3. **Miscellaneous.** Kourousis stated that he eluded to this earlier with the Green Ribbons Initiative which is funded through the Iowa Parks Foundation. The goal is to put a plan together that would allow us to access some grant funds to improve our amenities to make our region more attractive and a better place to live but those funds are contingent on receiving funds through something that was passed about 7 years or so ago called IWIL. Jon Kruse from Storm Lake presented some very interesting information on the Iowa's Water & Land Legacy program. Kruse is on the committee that has been working on this project. He had several handouts he shared. Some of which were: The Outdoor Recreation Economy; The Trust Funds Formula and a list of who the coalition is powered by. The proposal is to raise the sales tax by 3/8 of a cent to fund this project. There were several questions and a lot of discussion.

With there being no more discussion, the next meeting was scheduled for April 27, 2017 at 9:00 AM. Schumacher adjourned the meeting at 9:59 AM

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
3/31/17

CASH ON HAND 2/28/17	\$290,848.29
Receipts	121,130.35
Disbursements	142,160.77

CASH ON HAND 3/31/17	\$269,817.87
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Reimbursements to NWIPDC

WIOA	51,077.03
EDA	6,157.12
SHIELD	12,190.11
HOUSING TRUST FUND	3,533.26
HAZMAT	5,223.95

CASH BALANCE 3/31/17	\$347,999.34
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Check #	Date	Vendor	Description	Amount
378	3/30/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
379	3/31/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$8,239.96
380	3/31/2017	Iowa Public Employee Retirement	IPERS	\$13,546.85
381	3/31/2017	State of Iowa Treasurer	State Taxes	\$1,499.00
382	4/14/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,744.78
383	4/14/2017	State of Iowa Treasurer	State Taxes	\$1,391.00
26322	3/31/2017	Advanced Systems, Inc	Copies	\$553.60
26323	3/31/2017	AFLAC	Insurance	\$575.92
26324	3/31/2017	Angela McCaulley	Travel	\$83.79
26325	3/31/2017	Benjamin VanDonge	RWDB Travel	\$58.20
26326	3/31/2017	CenturyLink- LD	Conference Call-RWDB	\$138.07
26327	3/31/2017	David Swanson	RWDB Travel	\$15.52
26328	3/31/2017	Delta Dental of Iowa	Dental Insurance	\$901.48
26329	3/31/2017	Employment Connections	Contract Labor- Erica & Deb	\$4,956.30
26330	3/31/2017	Erin Pingel	Travel	\$144.26
26331	3/31/2017	Janet Dykstra	RWDB Travel	\$53.35
26332	3/31/2017	Kansas City Life Insurance	Life Insurance	\$118.98
26333	3/31/2017	Kevin Kohlman-Holt	Homeland Security Expenses	\$340.00
26334	3/31/2017	Kristin Hanson	RWDB Travel	\$26.19
26335	3/31/2017	Lee Beem	RWDB Travel	\$24.25
26336	3/31/2017	Michael Raner	Travel/ Cell Phone	\$526.68
26337	3/31/2017	Petty Cash	Meetings/ Postage	\$45.69
26338	3/31/2017	Quality Inn & Suites	Travel- Tammie	\$145.60
26339	3/31/2017	Ranae Sipma	RWDB Travel	\$20.37
26340	3/31/2017	Spencer Municipal Utilities	Internet	\$70.00
26341	3/31/2017	Vern Nelson	RWDB Travel	\$52.38
26342	3/31/2017	VISA	Innovative Credit	\$15.00
26343	3/31/2017	VSP Vison Care	Vision Insurance x 2	\$390.75
26344	3/31/2017	Wellmark Blue Cross Blue Shield	Health Insurance	\$6,412.86
26345	4/14/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26346	4/14/2017	Boji Information Systems	Computer-Steve/ Monitor-Jackie/ Consulting	\$2,130.00
26347	4/14/2017	Casey's General Stores	Gas	\$234.99
26348	4/14/2017	CenturyLink	Phones	\$377.52
26349	4/14/2017	Clay County Auditor	Rent/ Utilities	\$4,426.40
26350	4/14/2017	Employment Connections	Contract Labor- Erica & Deb	\$4,362.17

26351	4/14/2017	Iowa Central Community College	Intro to Computers	\$250.00
26352	4/14/2017	Iowa Workforce Development	WIOA Copier Lease	\$170.72
26353	4/14/2017	Iowa Workforce Development-UI	Unemployment Insurance	\$636.73
26354	4/14/2017	Lisa Washington	RWDB Travel- AIWP Conference	\$489.83
26355	4/14/2017	Pitney Bowes, Inc	Postage Meter Lease	\$138.00
26356	4/14/2017	Postmaster	Envelopes	\$1,686.30
26357	4/14/2017	Spencer Office Supplies	Ink Cartridges/Tablets/Pens/Misc	\$183.23
26358	4/14/2017	Staci Kleinhesselink	Travel	\$72.66
26359	4/14/2017	Tammie Galles	Travel	\$70.01
26360	4/14/2017	Val Bonney	Travel	\$46.85
26361	4/14/2017	Xerox Corporation	Copier Lease	\$547.19

Check #	Date	Vendor	Description	Amount
384	4/25/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
385	4/30/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$8,038.36
386	4/28/2017	Iowa Public Employee Retirement	IPERS	\$8,938.41
387	4/30/2017	State of Iowa Treasurer	State Taxes	\$1,451.00
26362	4/28/2017	Advanced Systems, Inc	Copies	\$553.60
26363	4/28/2017	AFLAC	Insurance	\$575.92
26364	4/28/2017	Alex Murphy	Homeland Security Expenses	\$19.67
26365	4/28/2017	Delta Dental of Iowa	Dental Insurance	\$901.48
26366	4/28/2017	Employment Connections	Contract Labor- Erica Leshner & Deb Woodcock	\$5,003.20
26367	4/28/2017	Iowa Department of Public Safety	Homeland Security Expenses	\$89.23
26368	4/28/2017	Iowa Lakes Community College	Intro to Computers/ Word & Excel Classes	\$947.20
26369	4/28/2017	Kansas City Life Insurance	Life Insurance	\$121.62
26370	4/28/2017	Robert Inouye	Homeland Security Expenses	\$1,000.00
26371	4/28/2017	Spencer Office Supplies	Toner & Binder clips	\$115.23
26372	4/28/2017	Spencer Trophy & Awards	Plaque- Tim Schumacher	\$54.35
26373	4/28/2017	Tammie Gallies	Travel	\$9.41
26374	4/28/2017	VISA	Innovative Credit	\$75.00
26375	4/28/2017	VSP Vision Care	Vision Insurance	\$202.18
26376	4/28/2017	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,093.80

RESOLUTION NO. 2017-1

RESOLUTION TO DEPOSITORIES.

RESOLVED, that the Northwest Iowa Planning and Development Commission utilizes the services of Farmers Bank and Trust ("Depository") for the deposit of public funds belonging to the Northwest Iowa Planning and Development Commission, or coming into its possession. The maximum amount which may be thus deposited without further approval of this Policy Council and the Treasurer of State into each aforementioned Depository is \$1,000,000.00. The Northwest Iowa Planning and Development Commission's Federal Tax Number 42-1013973 will be used for the deposit of funds.

RESOLVED, that the following officers are hereby authorized and directed to execute and deliver signature authorization cards to Depository concurrently therewith, and to execute all drafts, checks with two signatures required and other documents, and correspondence regarding any accounts of the Northwest Iowa Planning and Development Commission:

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
<u>Ted N. Kourousis</u>	<u>Executive Director</u>	<u>Indefinite</u>
<u>Jackie R. Huckfelt</u>	<u>Finance Officer</u>	<u>Indefinite</u>
<u>George Moriarty</u>	<u>Policy Council Member</u>	<u>12-31-2017</u>

RESOLVED, that the named officers are hereby authorized and directed to take such action, and execute such documents and agreements as may be necessary to secure the repayment of the deposits of public funds authorized hereunder, including, but not limited to: Security Agreements, Bailment Agreements, Notices, and any documents or instruments supplemental or incidental thereto.

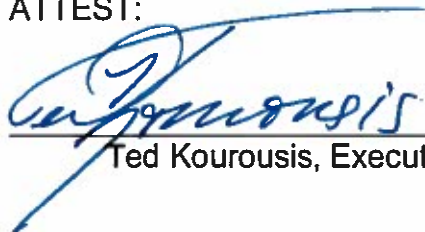
RESOLVED, that the Finance Officer forward a certified copy of this Resolution to Depositories, and any other parties which may request it for purposes of effectuating the deposit of public funds authorized hereunder or any security therefore.

PASSED, ADOPTED, AND APPROVED on this 16th day of March, 2017.



Tim Schumacher, Chair

ATTEST:



Ted Kourousis, Executive Director