



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

June 29, 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: FY18 TPWP
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of April Minutes
 - V. New Business
 1. Approval of FY18 TPWP
 2. Draft FY 2018 – 2021 TIP
 3. Adoption of Long Range Plan
 - VI. Open Discussion
 - VII. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve May Minutes
 - III. Communications
 - IV. Treasurer's Report Through May
 - 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. Discussion and Approval of FY 2018 Budget
 2. Miscellaneous
 - VIII. Set Next Meeting Date and Adjournment

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

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 Earll (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
May 25, 2017**

The meeting was called to order by Chairman Steve Simons at 9:00 AM. Present at the meeting were:

Buena Vista County:	Dale Arends, Jon Kruse and Keri Navratil
Clay County:	George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher
Lyon County:	Steve Simons
O'Brien County:	John Steensma and Glenn Anderson
Osceola County:	Mike Earll and Mike Schulte
Palo Alto County:	
Sioux County:	

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

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

Communications. Jon Kruse stated that Jim Patrick has retired and introduced Keri Navratil as the new Buena Vista County alternate.

The Treasurer's report for April reflected a cash balance of \$329,286.20. A motion was made by Schulte, seconded by Schumacher to approve the report as presented. Motion carried.

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

Old Business

1. WIOA Report. Bonney was unable to attend but prepared the following report.

The Regional Workforce Development Board and Chief Elected officials will meet today at 9:30 a.m. or following this meeting in Room B/C. Several topics of importance are on the agenda so attendance is appreciated.

WIOA Title I draft budgets have been received for the next fiscal year beginning July 1, 2017. The draft budgets indicate a slight increase in Youth and Dislocated Worker funds with the Adult funds remaining near the same as last year.

The two National Emergency Grants end on June 30th so the close out process will begin soon. Between the two National Emergency Grants we have roughly 20 individuals that will continue with services in the regular Dislocated Worker program until they reach employment. To date, we have had roughly 60 individuals obtain employment and have exited the two grants due to employment.

2. Planning Division Report.

Hallgren reported that Bumgarner and McCaulley have been out doing Tree Trimming Enforcement in one of our member cities, which is one of our new services. It is similar to the Nuisance Abatement and Zoning Administration programs that we have been doing.

Hallgren also stated that we recently contracted with the City of Spencer to do the administration for a SRTS (Safe Routes to School) project. It promotes walking, healthy lifestyles working with the kids, the schools, the police department finding alternative safe walking routes to schools from neighborhoods. Some discussion followed.

The NWIRHTF received the new income limits for 2017. Larsen has been working diligently on a new campaign. You may see her out and about in the cities and counties with posters and informational brochures explaining the program. She is stopping at city halls, places of business and libraries, etc. Dickinson County and Sioux County have a lot of money available. If you know of anyone needing help rehabbing their homes, please send them our way.

Hallgren also mentioned that they are wrapping up a lot of current projects. So if you are looking to do something in your city or county, like a city code, comprehensive plan, zoning ordinance, etc. please contact us.

Deadline for REAP Applications is 8/15; CAT Applications is 7/15; RISE 9/1; State Trails is 7/1; CDBG is 7/1 and 10/1. If interested in any of these, Hallgren urged everyone to give us a call.

3. EDA Revolving Loan Application. Kourousis stated that at the last meeting, a loan for \$30,000 was approved for McCreary's Catering. They had asked for \$50,000, however because of the number of jobs they planned to create we were only able to loan \$30,000. Kourousis met with the McCreary's and Kelly McCarty and their situation has recently changed. They were contacted by the Dream Center and now will be preparing food there also and creating approximately 8 new jobs instead of the 4 previously reported. They presented new financials which showed a better bottom line and were again asking for \$50,000. After some discussion, a motion was made by Anderson, seconded by Kruse to approve the loan in the amount of \$50,000. Motion carried.
4. Contract Status Report. Two contracts were presented for informational purposes.

New Business

1. **Green Ribbons Discussion.** Kourousis discussed the status of the Green Ribbons Committee work to date. He stated that the Committee had recently held the project prioritization meeting and Commission staff was working to complete the draft regional plan that is due at the end of June to the Iowa Parks Foundation. The goal is to develop a regional approach to linking natural amenities that will accent the 6-county region and increase outdoor activities. Once the draft plan is complete, the Commission will be presenting the regional plan to the Iowa Parks Foundation.
2. **Miscellaneous.** None

With there being no more discussion, Kourousis stated that he had spoken with Hugh from Rides and they plan to have their meeting on the last Thursday of the month. Not hearing any opposition, the next meeting was scheduled for June 29, 2017 at 9:00 AM. A motion was made by Schulte, seconded by Schumacher. Motion carried. The meeting adjourned at 9:25 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

June 1, 2017

Mr. Ted Kourousis
Executive Director
Northwest Iowa Planning & Development
217 W. 5th Street
Spencer, Iowa 51301

Dear Ted,

This letter is to serve as my official notice that I am retiring from my position as Planner with the Northwest Iowa Planning and Development Commission. My last day will be Friday, July 14th.

Thank you for the opportunity to use my skills and experience as a housing professional over the last eighteen years. I feel blessed to have worked with many great people and consider everyone to be my friends. I will miss you all.

Please keep in touch.

Sincerely,



Carol Keizer

TREASURER'S REPORT
CASH IN BANK
5/31/17

CASH ON HAND 4/30/17	\$270,409.92
Receipts	128,300.37
Disbursements	114,797.79
 CASH ON HAND 5/31/17	 \$283,912.50

Reimbursements to NWIPDC

WIOA	39,777.01
EDA	3,550.07
SHIELD	8,965.12
HOUSING TRUST FUND	4,844.72
HAZMAT	16,633.81
 CASH BALANCE 5/31/17	 \$357,683.23

Check #	Date	Vendor	Description	Amount
390	5/31/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
392	5/31/2017	Iowa Public Employee Retirement	IPERS	\$9,068.38
394	6/9/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$8,010.80
395	6/9/2017	State of Iowa Treasurer	State Taxes	\$1,446.00
396	6/22/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
397	6/23/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$8,010.84
398	6/23/2017	Iowa Public Employee Retirement	IPERS	\$9,059.09
399	6/23/2017	State of Iowa Treasurer	State Taxes	\$1,446.00
26408	6/2/2017	Carrie Turnquist	RWDB Travel	\$38.80
26409	6/2/2017	Employment Connections	Contract Labor- Erica Leshler & Deb Woodcock	\$4,455.98
26410	6/2/2017	Greg VerSteeg	RWDB Travel	\$55.77
26411	6/2/2017	Iowa Lakes Community College	Computer Literacy Classes	\$236.80
26412	6/2/2017	Kristin Hanson	RWDB Travel	\$29.10
26413	6/2/2017	Lee Beem	RWDB Travel	\$24.25
26414	6/2/2017	Lisa Washington	RWDB Travel	\$24.25
26415	6/2/2017	McCreary's Catering	EDA-RLF Loan	\$50,000.00
26416	6/2/2017	Reva Arends	RWDB Travel	\$53.35
26417	6/2/2017	Spencer Municipal Utilities	Internet	\$70.00
26418	6/2/2017	Sue Golwitzer	RWDB Travel	\$58.20
26419	6/9/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26420	6/9/2017	Casey's General Stores	Gas	\$295.25
26421	6/9/2017	CenturyLink	Phones	\$404.79
26422	6/9/2017	Clay County Auditor	Rent & Utilities	\$4,423.22
26423	6/9/2017	Comfort Inn & Suites- Des Moines	Travel- Val	\$145.60
26424	6/9/2017	Daily Reporter/NW Iowa Shopper	Minute Publication	\$12.01
26425	6/9/2017	Employment Connections	Contract Labor- Erica Leshler & Deb Woodcock	\$1,594.77
26426	6/9/2017	Iowa Workforce Development	WIOA Copier Lease	\$101.50
26427	6/9/2017	Kristin Larsen	Travel	\$47.06
26428	6/9/2017	Michael Raner	Travel/ Cell Phone	\$673.07
26429	6/9/2017	Ottumwa Printing, Inc	Homeland Security Expenses	\$477.56
26430	6/9/2017	Spencer Office Supplies	Envelopes/ Storage Boxes	\$34.11
26431	6/9/2017	Staci Kleinhesselink	Travel	\$346.77
26432	6/9/2017	Val Bonney	Travel	\$66.79
26433	6/23/2017	Advanced Systems, Inc	Copies	\$553.60
26434	6/23/2017	AFLAC	Insurance	\$575.92

26435	6/23/2017	Delta Dental of Iowa	Dental Insurance	\$901.48
26436	6/23/2017	Employment Connections	Contract Labor- Erica Leshner & Deb Woodcock	\$3,955.66
26437	6/23/2017	Iowa Central Community College	Customer Service Short Course	\$1,500.00
26438	6/23/2017	Kansas City Life Insurance	Life Insurance	\$118.63
26439	6/23/2017	Kristin Larsen	HTF Meeting	\$32.90
26440	6/23/2017	Spencer Office Supplies	Folders/ Ink Cartridges/ Post-it Notes, etc	\$120.24
26441	6/23/2017	United States Postal Service	Postage Box Rental	\$142.00
26442	6/23/2017	VISA	Travel/CPR/ Car Repairs & Innovative Credit	\$1,175.91
26443	6/23/2017	VSP Vision Care	Vision Insurance	\$202.18
26444	6/23/2017	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,093.80
26445	6/23/2017	Xerox Corporation	Copier Lease	\$547.19

Policy Council - Job Training Division Report

June 2017

The Regional Workforce Development Board and Chief Elected officials met Wednesday, June 28th and voted to authorize Iowa Workforce Development to designate or certify a one-stop operator. Federal WIOA requires a competitive selection of the one-stop operator. A local workforce board can authorize another entity to perform the designation or certification. In order to streamline the process, the local board voted to authorize IWD to perform the function.

WIOA Title I final budgets have been received for the next fiscal year beginning July 1, 2017. The final budgets indicate a slight increase in Youth and Dislocated Worker funds with the Adult funds remaining near the same as last year.

The two National Emergency Grants end on June 30th so the close out process has begun. Between the two National Emergency Grants we have roughly 10 individuals that will continue with services in the regular Dislocated Worker program until they reach employment. To date, we have had roughly 60 individuals obtain employment and have exited the two grants due to employment. Both temporary staff, Erica Lesher and Deb Woodcock, working under the national emergency grants, will be done effective Friday, June 30th.

The Summer Supervised Career Preparation Program is in operation. There are roughly 70 youth participating. Youth are involved in a six week work experience. Youth are paid by the employers and will earn high school and possibly college credit for having completed the work experience program.

Rapid Response Employee meetings for the employees of Polaris Industries will begin in July. Roughly 150 individuals will be laid off in July. It is expected that an additional 50 individuals will be laid off between August and November.

