



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

October 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: Emmet County Bridge Project Amendments
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of August Minutes
 - V. New Business
 1. Emmet County Bridge Project Amendments
 - VI. Open Discussion
 - VII. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve August Minutes
 - III. Communications
 - IV. Treasurer's Report Through September
 - 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. Staff Resignation
 2. New Staff Interviews
 3. Health Insurance Discussion
 4. 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 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
August 17, 2017

The meeting was called to order by Chairman Steve Simons at 9:05 AM following a FASTAct Regional Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Dale Arends
Clay County:	George Moriarty
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 and Mike Schulte
Palo Alto County:	
Sioux County:	Al Bloemendaal

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

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

Communications. None

The Treasurer's report for July reflected a cash balance of \$382,748.13. A motion was made by Schulte, seconded by Koedam to approve the report as presented. Schumacher questioned the fact that the amount in the minutes differed from the beginning balance on the Treasurer's report. Huckfelt stated that she would check in to it after the meeting. Motion then carried.

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

Old Business

1. WIOA Report. Bonney gave the following report:

The summer youth employment program called the Supervised Career Preparation Program (SCPP) has ended. Approximately 70 youth participated. Youth are eligible to earn high school and possibly college credit for this six week work experience program.

Rapid Response Employee meetings for the employees of Polaris Industries were held in July. There were approximately 150 individuals laid off in July. Only 18 attended our rapid response employee meetings. Many have found new employment and did not feel they needed additional assistance. It is expected that an additional 50 individuals will be laid off between August and November.

Under WIOA, local workforce development boards (LWDB) are required to have policies and procedures in place for accessing One-Stop Centers and their one-stop delivery system. LWDB's are required to complete certification of centers at least every three years. Iowa has begun the certification process. Linda Gray and I are in the process of completing the initial assessment of the one-stop physical center here in Spencer. From there, an assessment of the one-stop system as a whole, will be completed.

2. Planning Division Report. Hallgren gave the following report:

1. Hallgren reported to the Board that staff along with Ted provided assistance in preparing and submitting three (3) IDNR REAP grants for cities within our region. There were two trails projects and one campground/camping cabins project.
2. Hallgren informed the Board that Ted and Angela would be presenting the Green Ribbons Plan for recreational projects within a 6 county region of NW Iowa. This Plan will be presented to the Green Ribbons group in Des Moines next Monday.
3. Hallgren reported to the Board that a majority of the staff will be attending another CDBG training opportunity in Ankeny on September 6th and 7th. One day will focus on environmental training and the following day is the CDBG application workshop for upcoming applications this fall and winter.
4. Hallgren reported to the Board there might be a possibility of some changes coming to the CDBG application cycle and/or process. Staff will likely learn more about this after attending the training in September.
5. Hallgren reported to the Board that Kristin has been working with local officials on transitioning Clay County into the Northwest Iowa Regional Housing Trust Fund. The NWIRHTF will officially take over administration of the Clay County Housing Trust Fund activities beginning FY 18. This brings the total participating counties in the trust fund to seven (7) counties in NW Iowa. Hallgren also mentioned that we still need to spend money in Dickinson and Sioux Counties. Bloemendaal asked about how much was left in Sioux County. Larsen stated that it was about \$70,000.

3. Contract Status Report. None

New Business

1. IPF Presentation. Kourousis stated that he and McCaulley would be presenting the Green Ribbons Plan for recreational projects within a 6 county region of NW Iowa to the Iowa Parks Foundation in Des Moines next Monday. The plan was due the end of June. They will be one of three regions presenting their plan. The title of the plan is "Glacial Lakes and Prairie Escapes".
2. Miscellaneous. Clayton asked if we still had water trail bags. Kourousis stated that Eric Anderson from Emmet County picked them up last month.

Simons wanted to remind everyone about the NW IA Development Partner meeting coming up on September 20th. Please RSVP if you plan to attend.

With there being no more discussion, Kourousis stated that he didn't feel a September meeting was needed so the next meeting was scheduled for October 19, 2017 at 9:00 AM. A motion was made by Bloemendaal, seconded by Earll. Motion carried. The meeting adjourned at 9:35 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
9/30/17

CASH ON HAND 7/31/17	\$347,470.81
Receipts	193,078.10
Disbursements	244,620.95
CASH ON HAND 9/30/17	\$295,927.96

Reimbursements to NWIPDC

WIOA	49,153.75
EDA	9,600.84
SHIELD	13,586.53
HOUSING TRUST FUND	7,817.60
HAZMAT	727.27
SCHOOL TO WORK	1,892.44
CASH BALANCE 9/30/17	\$378,706.39

Check #	Date	Vendor	Description	Amount
408	8/18/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,803.10
409	8/18/2017	State of Iowa Treasurer	State Taxes	\$1,451.00
410	8/28/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
411	8/18/2017	Iowa Public Employee Retirement	IPERS	\$8,977.14
412	9/1/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,803.03
413	9/1/2017	State of Iowa Treasurer	State Taxes	\$1,451.00
414	9/15/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,803.10
415	9/15/2017	State of Iowa Treasurer	State Taxes	\$1,451.00
416	9/29/2017	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,470.46
417	9/29/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$8,181.37
418	9/29/2017	Iowa Public Employee Retirement	IPERS	\$13,465.65
419	9/29/2017	State of Iowa Treasurer	State Taxes	\$1,534.00
420	10/13/2017	Farmers Trust & Savings Bank	Payroll Taxes	\$7,481.59
421	10/5/2017	Iowa Workforce Development-UI	Unemployment Taxes	\$4.28
422	10/13/2017	State of Iowa Treasurer	State Taxes	\$1,388.00
26497	8/29/2017	Advanced Systems, Inc	Copies	\$553.60
26498	8/29/2017	AFLAC	Insurance	\$575.92
26499	8/29/2017	CenturyLink- LD	Conference Call- Cara	\$9.73
26500	8/29/2017	Delta Dental of Iowa	Dental Insurance	\$901.48
26501	8/29/2017	Kansas City Life Insurance	Life Insurance	\$118.63
26502	8/29/2017	Spencer Office Supplies	Ink Cartridges/Color Stock/ Legal Paper	\$192.90
26503	8/29/2017	Val Bonney	Travel	\$23.04
26504	8/29/2017	VISA	Car Repairs/ CPR Classes/ Travel	\$1,056.12
26505	8/29/2017	VSP Vision Care	Vision Insurance	\$202.18
26506	8/29/2017	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,093.80
26507	8/29/2017	Williams & Company P.C.	Initial Audit Charges	\$2,200.00
26508	9/1/2017	Boji Information Systems	Consulting/ Memory for GIS	\$196.00
26509	9/1/2017	Clay County Auditor	Rent	\$3,799.68
26510	9/1/2017	Insurance Associates	Student Insurance	\$66.00
26511	9/1/2017	Michael Raner	Travel/ Cell Phone	\$532.89
26512	9/1/2017	Spencer Municipal Utilities	Internet	\$70.00
26513	9/1/2017	Spencer Office Supplies	Hanging Folders/ Ink Cartridge	\$100.93
26514	9/1/2017	United States Liability Insurance Co	D & O Liability/ Specified Professions E & O	\$4,412.00
26515	9/15/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26516	9/15/2017	Cara Elbert	Travel	\$176.54
26517	9/15/2017	Casey's General Stores	Gas	\$249.88
26518	9/15/2017	CenturyLink	Phones	\$395.62

26519	9/15/2017	Clay County Auditor	Utilities	\$598.40
26520	9/15/2017	Daily Reporter/NW Iowa Shopper	Minute Publication	\$37.32
26521	9/15/2017	Iowa Lakes Community College	Computer Literacy Classes	\$473.60
26522	9/15/2017	Kristin Larsen	Travel	\$63.61
26523	9/15/2017	Northwest Iowa Community College	Hazmat OPS Refresher	\$725.00
26524	9/15/2017	Petty Cash	Postage/ Miscellaneous	\$50.44
26525	9/15/2017	Spencer Office Supplies	Binders/ Pens	\$265.55
26526	9/15/2017	Staci Kleinhesselink	Travel	\$115.92
26527	9/15/2017	Steve Hallgren	Travel	\$552.07
26528	9/15/2017	Xerox Corporation	Copier Lease	\$547.19
26529	9/29/2017	Advanced Systems, Inc	Copies	\$620.03
26530	9/29/2017	AFLAC	Insurance	\$575.92
26531	9/29/2017	CenturyLink- LD	Conference Call- Cara	\$19.20
26532	9/29/2017	Comfort Inn & Suites- Des Moines	Travel- Erin	\$145.60
26533	9/29/2017	Delta Dental of Iowa	Dental Insurance	\$901.48
26534	9/29/2017	ESRI, Inc	ArcView Maintenance	\$400.00
26535	9/29/2017	Kansas City Life Insurance	Life Insurance	\$119.32
26536	9/29/2017	Michael Raner	Travel/ Cell Phone	\$570.96
26537	9/29/2017	Spencer Office Supplies	2 Pocket Folders	\$36.67
26538	9/29/2017	VISA	CPR/Drop Box/Travel/Car Maintenance	\$1,157.75
26539	9/29/2017	VSP Vision Care	Vision Insurance	\$202.18
26540	9/29/2017	Wellmark Blue Cross Blue Shield	Health Insurance	\$7,093.80
26541	9/29/2017	Williams & Company P.C.	Audit Charges	\$15,800.00
26542	10/13/2017	Advanced Systems- Lease	Copier Lease	\$489.50
26543	10/13/2017	Association of Iowa Workforce Partners	AIWP Membership Dues	\$1,500.00
26544	10/13/2017	Boji Information Systems	Consulting	\$90.00
26545	10/13/2017	Carrie Turnquist	RWDB Travel	\$38.80
26546	10/13/2017	Casey's General Stores	Gas	\$287.81
26547	10/13/2017	CenturyLink	Phones	\$387.78
26548	10/13/2017	Clay County Auditor	Rent/ Utilities	\$4,394.02
26549	10/13/2017	Daily Reporter/NW Iowa Shopper	Planner Ad	\$197.04
26550	10/13/2017	Darren Bumgarner	Travel	\$14.07
26551	10/13/2017	Erin Pingel	Travel	\$20.06
26552	10/13/2017	Federal Resources	Hazmat Class	\$5,950.00
26553	10/13/2017	Insight Learning Foundation-MN	Website Subscription	\$150.00
26554	10/13/2017	Insurance Associates	Insurance Package	\$8,425.00
26555	10/13/2017	Iowa Workforce Development-UI	Unemployment Taxes	\$72.96
26556	10/13/2017	Janet Dykstra	RWDB Travel	\$53.35
26557	10/13/2017	Kristin Hanson	RWDB Travel	\$29.10

26558	10/13/2017	Lee Beem	RWD	avel	\$24.25
26559	10/13/2017	Pitney Bowes, Inc	Postage Meter Lease		\$144.30
26560	10/13/2017	Reva Arends	RWDB Travel		\$53.35
26561	10/13/2017	Spencer Municipal Utilities	Internet		\$70.00
26562	10/13/2017	Spencer Office Supplies	Calendars/ Staples for Copier/Colored Paper		\$294.07
26563	10/13/2017	Staci Kleinhesselink	Travel		\$277.14
26564	10/13/2017	Strategic Insights, Inc	Plan-it License Renewals		\$587.50
26565	10/13/2017	Val Bonney	Travel		\$58.95

