



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

217 West 5<sup>th</sup> 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](http://www.nwipdc.org)

## **AGENDA**

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

**January 18, 2018 9:30 AM**

**Governmental Services Building Conference Room, 217 W 5th Street, Spencer, IA**

#### **1. FAST Act Regional Planning Affiliation Meeting**

- I. Open Public Hearing: TIP Amendment: Spencer/ Clay County Trail Project
- II. Close Public Hearing
- III. Call Meeting to Order
- IV. Approval of December Minutes
- V. New Business
  1. Approve Spencer/ Clay County Trail Project
- VI. Open Discussion
- VII. Motion to Adjourn

#### **2. NWIPDC Policy Council**

- I. Call Meeting to Order
- II. Approve December 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. Introduction of New Planner/ Employment Training Specialist
  2. 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  
December 21, 2017

The meeting was called to order by Chairman Steve Simons at 9:45 AM following a FASTAct Regional Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Dale Arends
Clay County:	Joe Skow
Dickinson County:	W.C. Leupold, Gregg Owens and Clark Reekers
Emmet County:	Penny Clayton
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	
Osceola County:	Mike Schulte, Mike Earll and Glenn Anderson
Palo Alto County:	
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Steve Hallgren, Val Bonney, Darren Bumgarner, Kristin Larsen and Jackie Huckfelt, NWIPDC staff. Dakin Schultz from the Department of Transportation was also in attendance.

Due to the fact that there wasn't a quorum at the November meeting, a motion was made by Schulte, seconded by Bloemendaal to ratify the actions of that meeting. Motion carried.

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

Communications. Kourousis stated that he received an email from the regional EDA office in Denver reporting that our EDA representative will now be located in Sioux Falls, South Dakota instead of somewhere in the middle of Missouri. The representative, Alex Smith, will be coming on January 10<sup>th</sup> to meet him and discuss our region and the potential for development of EDA grant projects. Kourousis stated that this is good news due to the fact that we've had trouble coming up with EDA funds in our area.

The Treasurer's report for November reflected a cash balance of \$365,153.59. A motion was made by Clayton, seconded by Schulte to approve the report as presented. Motion carried.

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

## Old Business

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

DOL monitored the State of Iowa a few months ago. During their visit and following there has been a great deal of conversation concerning the current configuration of 15 areas across the state. As a result of that discussion, Iowa will be doing a review of the current structure.

The State Workforce Development Board has formed a study committee. The members of the study committee were appointed by the workforce development board at its meeting on November 20<sup>th</sup>.

Myron went on to say that the study will determine the best and most efficient way to deliver the services to Iowa, which may result in a restructure or realignment and perhaps a different number of local areas and local area boards in the State of Iowa.

Based on DOL indicating that Iowa needs to change two primary issues, this study is taking place. The two primary issues are Title I staff serving as board support the use of federal funds for one-stop operator. DOL indicates Iowa does not have enough money to meet the requirements of WIOA with the current 15 regions.

The State has indicated they would like the committee to complete the work before the end of February.

At the meeting on December 6<sup>th</sup>, basically three region structures were presented to the committee. In the three scenarios, maps were presented having four regions, three regions and two regions. They did indicate that the only map Iowa could readily afford is the two region scenario. They go on to say that no current one-stop offices would close with any scenario based on the DOL monitoring. They did indicate that future budgets could drive whether offices would close or not. It would be much easier to close offices with only two certified one-stops in the State.

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

Hallgren stated that Zoning Administration and Nuisance Abatement services have slowed down for the year. They will most likely pick up in the Spring. Planners have been busy with Grant applications and Planning projects. Water and Sewer applications will be going in next week, one for the City of Armstrong. A CDBG just got funded for the City of Spencer in the amount of \$600,000. There are also a couple Community Facility projects on the line for April.

Hallgren stated that Larsen will be writing 4 or 5 housing applications this year, which will be the most submitted in a several years.

Some discussion followed concerning the workshop that Hallgren attended last month concerning the Community Catalyst Building program.

3. Contract Status Report. There were no contracts.

#### New Business

1. Miscellaneous. Kourousis asked Elbert to talk about the Long-Range Transportation plan thru 2045, which she did. Elbert stated that this has been about a year long process. Elbert also stated that the Plan is out on the website if anyone is interested. A motion was made by Clayton, seconded by Schulte to adopt the Plan. Motion carried.

Kourousis wished everyone a Merry Christmas and a Happy New Year.

With there being no more discussion, the next meeting was scheduled for January 18, 2018 at 9:30 AM. A motion to adjourn was made by Bloemendaal, seconded by Earll. Motion carried. The meeting adjourned at 10:09 AM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jackie Huckfelt". The signature is written in a cursive, flowing style.

Jackie Huckfelt, Secretary

TREASURER'S REPORT  
CASH IN BANK  
12/31/17

CASH ON HAND 11/30/17	\$302,281.14
Receipts	90,548.00
Disbursements	85,553.40
 CASH ON HAND 12/31/17	 \$307,275.74

Reimbursements to NWIPDC

WIOA	28,903.11
EDA	6,227.15
SHIELD	8,793.25
HOUSING TRUST FUND	2,463.55
HAZMAT	117.94
SCHOOL TO WORK	1,624.80
 CASH BALANCE 12/31/17	 \$355,405.54

Check #	Date	Vendor	Description	Amount
439	1/5/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,456.83
440	1/5/2018	State of Iowa Treasurer	State Taxes	\$1,384.00
26635	1/5/2018	Advanced Systems, Inc	Copies	\$633.06
26636	1/5/2018	CenturyLink- LD	Conference Calls	\$494.26
26637	1/5/2018	Clay County Auditor	Rent	\$3,799.68
26638	1/5/2018	InterviewStream, LLC	Software License (WIOA)	\$2,150.00
26639	1/5/2018	Iowa Lakes Community College	Computer Literacy Class	\$236.80
26640	1/5/2018	Michael Raner	Travel/ Cell Phone	\$475.86
26641	1/5/2018	Spencer Municipal Utilities	Internet	\$70.00
26642	1/5/2018	Spencer Office Supplies	Paper/ Pens/ Tablets	\$488.30
26643	1/5/2018	Staci Kleinhesselink	Travel	\$43.65
26644	1/5/2018	United Parcel Service	Postage	\$14.12

Check #	Date	Vendor	Description	Amount
441	1/19/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,883.21
442	1/19/2018	Iowa Public Employee Retirement	IPERS	\$8,894.15
443	1/19/2018	State of Iowa Treasurer	State Taxes	\$1,461.00
26645	1/19/2018	Advanced Systems- Lease	Copier Lease	\$489.50
26646	1/19/2018	AFLAC	Insurance	\$575.92
26647	1/19/2018	Casey's General Stores	Gas	\$98.79
26648	1/19/2018	CenturyLink	Phones	\$395.63
26649	1/19/2018	Clay County Auditor	Utilities	\$534.79
26650	1/19/2018	Petty Cash	Meetings/ Postage	\$51.22
26651	1/19/2018	Pitney Bowes, Inc	Postage Meter Lease	\$144.30



Policy Council Meeting January 18, 2018  
Training Division Report

The State Realignment Committee continues to meet to discuss the current configuration of 15 workforce regions in Iowa. The most recent meeting was January 4<sup>th</sup>. At the January 4<sup>th</sup> meeting there was a great deal of discussion and requests for additional information. In addition, several members asked about establishing more regions than the scenarios presented in December. The members asked to see maps related to six, seven and eight regions. It was determined that having a conclusion by late February is not feasible and it was pushed back to likely early Spring. The next meeting is scheduled for February 9<sup>th</sup> in Des Moines. The state continues to indicate that there is no planned closure of any of the centers across Iowa. They do indicate that future budgets could drive whether offices would close or not.

Staff are busy serving customers. This is the season where many employers do temporary layoffs and as a result the office has been busy. We have been seeing some permanent layoffs, although most have been under the federal WARN requirement of 30 people or more. We will do a worker information meeting on January 24<sup>th</sup> for Colorfx in Boyden. Colorfx is closing and will result in the loss of 40 positions.

