



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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AGENDA

Northwest Iowa Planning and Development Commission

February 15, 2018 9:30 AM

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

1. 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. Dickinson
 - B. Emmet
 - C. Sioux
 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

Keri Navratil (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
January 18, 2018

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 and Keri Navratil
Clay County:	Joe Skow and George Moriarty
Dickinson County:	W.C. Leupold and Gregg Owens
Emmet County:	Penny Clayton and Tim Schumacher
Lyon County:	Steve Simons, Jordan Kordahl and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte, Mike Earll and Glenn Anderson
Palo Alto County:	Roger Faulstick
Sioux County:	

Others attending were: Ted Kourousis, Executive Director, Steve Hallgren, Cara Elbert, Darren Bumgarner, Kristin Larsen and Erin Pingel, NWIPDC staff. Dakin Schultz from the Department of Transportation was also in attendance.

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

Communications. None

The Treasurer's report for December reflected a cash balance of \$355,405.54. A motion was made by Schulte, seconded by Koedam to approve the report as presented. Motion carried.

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

Old Business

1. WIOA Report. Bonney prepared the following report as she was not able to attend:

The State Realignment Committee continues to meet to discuss the current configuration of 15 workforce regions in Iowa. The most recent meeting was January 4th. At the January 4th 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 9th 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 24th for Colorfx in Boyden. Colorfx is closing and will result in the loss of 40 positions.

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

Hallgren stated that the Northwest Iowa Regional Housing Trust Fund (NWIRHTF) was awarded a grant for 2018 in the amount of \$345,062. He stated Kristin is keeping busy with housing trust fund applicants. Hallgren also noted that 2018 will be the first year that the regional trust fund welcomes in Clay County to the program. We look forward to working with Clay County and assisting qualifying low to moderate income households in the county with minor rehabilitation and repair jobs.

Hallgren indicated that the staff recently worked to complete a CDBG water/sewer grant for the City of Armstrong for \$300,000 to assist with the completion of a water treatment plant project. Hallgren also stated that he just recently completed an Enhance Iowa CAT grant application for the City of Sibley in the amount of \$250,000 for a new aquatic center project. We hope both grant applications are reviewed favorably at the state level and receive funding.

Hallgren went on to provide an overview of upcoming grant application deadlines:

- Community Catalyst Grant program (IEDA) has a pre-application due date of January 29th with the full application due March 1st.
- Iowa DOT RISE (Local Competition) grants are due February 1st and September 1st
- FEMA Assistance to Firefighters grants are due February 2nd
- LAWCON (Land and Water Conservation) grants through the IDNR are due March 15th
- CDBG Water/Sewer grants (next round) are due March 31st
- CDBG Housing Fund and Community Facility grants are due in April 2018

Hallgren provided an update on the Raccoon River Watershed Project that Cara is administering. The project covers the entire watershed beginning in Buena Vista County (in NWIPDC region) and stretches down to Dallas County in central Iowa. The project recently hired a consultant to complete the environmental assessment for the project. Also, the board will soon be soliciting proposals for the hiring of a consultant to create the watershed plan. During the planning process, this plan will identify infrastructure projects within the affected watershed area that will help to alleviate flooding and flood related damage to property and structures within the watershed area.

Lastly, Hallgren provided information to the Board about a pilot program in another region of the state. The pilot program is working with the Iowa Prison Industries (IPI) involving the prison industries building affordable housing to help fill the gap of rural housing needs across the state. The program is modeled after South Dakota's "Governor's House" program in which two and three bedroom stick-built houses are built within the prison by inmates and then trucked to the homes permanent site. The proposed pilot site is near the Newton correctional facility in central Iowa. The hope is that the houses can be built for around \$40,000-\$50,000 and with the lot, site improvements, and utilities, the houses can be sold for around \$100,000 to \$120,000 to customers. This model has worked well in South Dakota and it is hoped it can be replicated in Iowa.

3. Contract Status Report. There were 4 contracts presented for informational purposes only.

New Business

1. Introduction of New Planner/ Employment Training Specialist. Kourousis introduced Erin Pingel as the new Planner. Pingel previously worked in the WIOA Training Division. The Employment Training Specialist was in Des Moines for training and will be introduced at a later date.
2. Miscellaneous. The Personnel Committee met prior to the meeting to discuss the evaluation for Kristin Larsen. It was the Committee's recommendation to move Larsen from Hire-In to Step 1 on the merit step scale. A motion was made by Anderson, seconded by Owens to approve. Motion carried.

With there being no more discussion, the next meeting was scheduled for February 15, 2018 at 9:30 AM. The March meeting will be March 22, 2018 due to Rides moving their meeting. A motion to adjourn was made by Koedam, seconded by Steensma. Motion carried. The meeting adjourned at 10:01 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

Minutes taken by Cara Elbert in Huckfelt's absence.

Check #	Date	Vendor	Description	Amount
444	1/24/2018	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,484.68
445	2/2/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,356.62
446	2/2/2018	State of Iowa Treasurer	State Taxes	\$1,525.00
26652	1/26/2018	Advanced Systems, Inc	Copies	\$620.03
26653	1/26/2018	Bridget Richards	Travel	\$55.48
26654	1/26/2018	Carrie Turnquist	RWDB Travel	\$39.60
26655	1/26/2018	Comfort Inn & Suites- Des Moines	Travel- Bridget	\$145.60
26656	1/26/2018	Delta Dental of Iowa	Dental Insurance	\$953.04
26657	1/26/2018	Greg VerSteeg	RWDB Travel	\$57.42
26658	1/26/2018	Iowa Workforce Development	WIOA Copier Lease	\$101.50
26659	1/26/2018	Janet Dykstra	RWDB Travel	\$54.45
26660	1/26/2018	Kansas City Life Insurance	Life Insurance	\$124.96
26661	1/26/2018	Kristin Hanson	RWDB Travel	\$26.73
26662	1/26/2018	Lee Beem	RWDB Travel	\$24.75
26663	1/26/2018	Ranae Sipma	RWDB Travel	\$20.79
26664	1/26/2018	Reva Arends	RWDB Travel	\$54.45
26665	1/26/2018	Spencer Office Supplies	Storage Boxes/ Binders/ Chairs-Darren/ Tammie	\$951.21
26666	1/26/2018	United Parcel Service	Postage	\$58.99
26667	1/26/2018	Vern Nelson	RWDB Travel	\$53.46
26668	1/26/2018	VISA	Kwik Surveys/ Innovative Credit/W2 Processing	\$230.28
26669	1/26/2018	VSP Vision Care	Vision Insurance	\$215.79
26670	1/26/2018	Wellmark Blue Cross Blue Shield	Insurance	\$8,790.99
26671	1/26/2018	Xerox Corporation	Copier Lease	\$547.19
26672	2/2/2018	Boji Information Systems	Consulting/ Webex Remote Access (Yearly)	\$1,010.00
26673	2/2/2018	Cara Elbert	Travel	\$8.43
26674	2/2/2018	CenturyLink- LD	Conference Calls- Board Meetings (NWIPDC/NWRHTF)	\$98.07
26675	2/2/2018	Clay County Auditor	Rent	\$3,799.68
26676	2/2/2018	Iowa Central Community College	Intro to Computers	\$250.00
26677	2/2/2018	Michael Raner	Travel/ Cell Phone	\$669.35
26678	2/2/2018	Petty Cash	Meetings/ Postage	\$33.97
26679	2/2/2018	Spencer Municipal Utilities	Internet	\$70.00
26680	2/2/2018	Spencer Office Supplies	Premium Paper/ Printer Ink	\$151.93
26681	2/2/2018	United Parcel Service	Postage	\$15.03