

NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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AGENDA

Northwest Iowa Planning and Development Commission

March 22, 2018 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: TIP Amendment: Clay County Bridge Project
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of January Minutes
 - V. New Business
 1. Approve Clay County Bridge Project
 - VI. Open Discussion
 - VII. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve February Minutes
 - III. Communications
 - IV. Treasurer's Report Through February
 - 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. Adopt Depository Resolution
 2. Miscellaneous

VIII. Set Next Meeting Date and Adjournment

NWIPDC Committees

2017-2018

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

2017 – 2018

Chairman
Vice Chairman
Secretary/Treasurer

Steve Simons
Glenn Anderson
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting
February 15, 2018

The meeting was called to order by Chairman Steve Simons at 9:30 AM. Present at the meeting were:

Buena Vista County:	Dale Arends and Keri Navratil
Clay County:	
Dickinson County:	W.C. Leupold
Emmet County:	Penny Clayton and Tim Schumacher
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte, Mike Earll and Glenn Anderson
Palo Alto County:	
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Val Bonney, Steve Hallgren, Cara Elbert, Darren Bumgarner, and Jackie Huckfelt, NWIPDC staff. Michael Meyers, Dickinson County, was also in attendance.

The minutes of the January meeting were presented for approval. A motion was made by Anderson, seconded by Arends to approve the minutes. Motion carried.

Communications. Kourousis stated that he received an invitation from Jean Reimers to apply for the yearly EDA grant about 10 days ago so he has been working on that application.

The Treasurer's report for January reflected a cash balance of \$325,326.35. A motion was made by Schumacher, 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 Clayton, seconded by Earll to approve the bills as written. Motion carried.

Old Business

1. WIOA Report. Bonney gave the following report:

The State Realignment Committee continues to meet to discuss the current configuration of 15 workforce regions in Iowa. The most recent meeting was February 9th. At the February 9th meeting additional information was presented in response to the prior meeting requests from the alignment committee. The alignment committee was presented with several maps ranging from 2

regions to 8 regions, along with a financial worksheet. The financial worksheet once again indicated that the only scenario feasible based on funding was the 2 region scenario. The alignment committee discussed the need to present this information to the local boards and the Chief Elected Officials for their feedback. Initially the board was moving in the direction of presenting only the two region maps to the local boards for comment. After discussion, it was determined that all maps would be presented to local boards for comment. The next meeting is scheduled for early March in Des Moines. The state continues to indicate that there is no planned closure of any of the centers across Iowa.

Bonney also reported that the worker information meeting for Colorfx in Boyden was held on January 24th. Colorfx is closing and will result in the loss of 40 positions.

Some discussion followed.

2. Planning Division Report.

Kourousis discussed the upcoming STP and TAP cycles with the Board. He explained that applications had been sent out the cities and counties for surface transportation projects and that this was going to be the first year of the swap of federal funds for state funding when it came to surface transportation projects. He said that the region receives about 3.6 million annually for programming of its highway improvement projects, and that over the years the region had developed a working review process that did a great job of allocating the funding. However, due to recent changes in engineering staffs, this process has come under question, with some of the newer engineers wanting to sub-allocate funding instead of doing a project review. Kourousis explained that he really didn't want to see that happen as it would virtually eliminate any entity that did not receive federal funding in the past from being eligible, plus he felt that it was a short-sided effort. He explained his thoughts by providing the board with the amount of funding each county and small urban city would receive and explained that it would take virtually 3-5 years for any county to "bank" enough funding to complete a project.

Discussion then switched to the transportation alternatives program. Kourousis stated that the state had finally gotten the seal of approval from the FHWA on their allocation of federal funding for TAP and that applications were being accepted this year for new funding. He provided that the region had approximately \$544,000 to program for FFY 2019.

- Hallgren informed the Board that Kristin and Erin were both attending the statewide ICOG staff retreat conference in West Des Moines. Hallgren stated that it will be a good networking and learning experience for Kristin and Erin since they are the two newest staff members we have on board currently.
- Hallgren provided the Board with a brief update on the status of current countywide multijurisdictional Hazard Mitigation Plans we have under contract and are working on. Hallgren stated that Cara is currently wrapping up the planning meetings and process of completing the Clay County Hazard Mitigation Plan update. Darren is working on and is beginning the planning meetings in Dickinson County for their plan update. Lastly, Erin is the Planner that will be working on the Lyon County Hazard Mitigation Plan update. All three of these plans are due to Iowa Homeland Security for approval by fall of 2018.

- Lastly, Hallgren informed the Board that in an effort to be a better conduit of information between the local, state and federal agencies we work with and our local member governments, that NWIPDC will be creating a Facebook page for the agency. It is hoped in the social media world we live in that NWIPDC will be able to utilize a Facebook page to connect to our member governments and provide information on a quicker basis for meetings, agendas, notices for grants, information on services provided, and general information of interest to our members within the NWIPDC region. Staff will be working on creating and kickstarting the Facebook page within the next month, and hopefully by the next Board meeting all our Board members will be the first to “Like” our FB site.

3. Contract Status Report. There were 2 contracts presented for informational purposes only.

New Business

1. Appointment of Nominating Committee. Kourousis asked if anyone was interested in serving on the Nominating Committee. After little discussion, Schulte made a motion, seconded by Schumacher to leave the Chairman and Vice- Chairman as is for another year. Motion carried.
2. Appointment of Non-Elected Officials. Kourousis stated that the non-elected officials in Dickinson, Sioux and Emmet Counties, are due for re-appointment to the Policy Council this year. Clark Reekers is the Dickinson County representative and will continue. Bloemendaal stated that he will work on finding someone to fill the position in Sioux County. Emmet County’s representative is currently Jim Jenson but he hasn’t attended for quite some time so we need to try and fill that position. Kourousis stated, therefore two of the three positions are in need of someone new.
3. Miscellaneous.

With there being no more discussion, the next meeting was scheduled for March 22, 2018 at 9:00 AM due to the RWDB meeting scheduled that day at 9:30 AM. A motion to adjourn was made by Bloemendaal, seconded by Meyers. Motion carried. The meeting adjourned at 10:09 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
2/28/18

CASH ON HAND 1/31/18	\$275,736.85
Receipts	88,842.15
Disbursements	98,233.64
 CASH ON HAND 2/28/18	 \$266,345.36

Reimbursements to NWIPDC

WIOA	35,007.94
EDA	5,678.24
SHIELD	9,018.98
HOUSING TRUST FUND	1,715.47
HAZMAT	505.25
SCHOOL TO WORK	1,693.28
 CASH BALANCE 2/28/18	 \$319,964.52

Check #	Date	Vendor	Description	Amount
447	2/16/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,309.32
448	2/16/2018	State of Iowa Treasurer	State Taxes	\$1,515.00
449	2/23/2018	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,484.68
450	2/23/2018	Iowa Public Employee Retirement	IPERS	\$9,212.76
451	3/2/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,211.93
452	3/2/2018	State of Iowa Treasurer	State Taxes	\$1,500.00
26682	2/16/2018	Advanced Systems- Lease	Copier Lease	\$489.50
26683	2/16/2018	Boji Information Systems	Consulting	\$150.00
26684	2/16/2018	Casey's General Stores	Gas	\$126.68
26685	2/16/2018	CenturyLink	Phones	\$382.72
26686	2/16/2018	Clay County Auditor	Utilities	\$598.25
26687	2/16/2018	Iowa Workforce Development	WIOA Copier Lease/ Copies	\$662.69
26688	2/16/2018	PIDC	Annual Maintenance	\$1,097.25
26689	2/16/2018	Speed Printers	Business Cards- Bridget	\$53.00
26690	2/16/2018	Spencer Office Supplies	Ink Cartridges	\$143.97
26691	2/16/2018	Staci Kleinhesselink	Travel	\$53.46
26692	2/16/2018	Tammie Gales	Travel	\$29.72
26693	2/27/2018	Advanced Systems, Inc	Copies	\$620.03
26694	2/27/2018	AFLAC	Insurance	\$575.92
26695	2/27/2018	Association of Iowa Workforce Partners	Conference Registrations	\$600.00
26696	2/27/2018	CenturyLink- LD	Conference Call	\$38.21
26697	2/27/2018	Delta Dental of Iowa	Dental Insurance	\$953.04
26698	2/27/2018	F8 Creative	Consulting	\$4,489.79
26699	2/27/2018	Kansas City Life Insurance	Life Insurance	\$124.96
26700	2/27/2018	Spencer Office Supplies	Plotter Ink/ Pens	\$74.48
26701	2/27/2018	VISA	Office 365 Licenses/ Oil Change	\$293.07
26702	2/27/2018	VSP Vision Care	Vision Insurance	\$215.79
26703	2/27/2018	Wellmark Blue Cross Blue Shield	Insurance	\$8,658.63
26704	3/9/2018	Boji Information Systems	Consulting	\$515.00
26705	3/9/2018	Casey's General Stores	Gas	\$152.60
26706	3/9/2018	CenturyLink	Phones	\$393.56
26707	3/9/2018	Clay County Auditor	Rent/ Utilities	\$4,409.68
26708	3/9/2018	Erin Pingel	Travel	\$34.48
26709	3/9/2018	Kristin Larsen	Travel	\$107.65
26710	3/9/2018	Michael Raner	Travel/ Cell Phone	\$606.44
26711	3/9/2018	Spencer Municipal Utilities	Internet	\$70.00
26712	3/9/2018	Spencer Office Supplies	Yellow Pads/ Sticky Notes	\$85.11

Policy Council March 22, 2018
Training Division Report

The Region 3-4 RWDB and CEOS will meet on March 22nd. The CEOs will review nominations to replace George Kruger the City Elected Representative. One nomination is from Steve Bomgaars. Steve is most interested in serving on the workforce board. He meets all requirements for the position, currently serving on the Spencer City Council. The 2nd nomination is from Kevin Robinson. Kevin is the current Spencer Mayor. The CEOs will also review a nomination to replace Lisa Washington as the Adult Education and Literacy Representative on the board. Janet Leifeld is Lisa's replacement at ILCC and is most interested in serving on the board. The CEOs can indicate a preference for appointment when submitting nominations to the Governor.

The State Realignment Committee continues to meet to discuss the current configuration of 15 workforce regions in Iowa. The most recent meeting was February 9th. The alignment committee discussed the need to present this information to the local boards and the Chief Elected Officials for their feedback.

Each of the board members received an email with a number of attachments including the 2 to 8 region maps as well as the financial information around those configurations. The Alignment Review Committee is asking for written comments. Comments can be individually by members or collectively by boards. Comments need to be received on or before May 4, 2018 by email to shelly.evans@iwd.iowa.gov.

RESOLUTION NO. 2018-1

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>12-31-2019</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 22nd day of March, 2018.



Steve Simons, Chair

ATTEST:



Ted Kourousis, Executive Director