

# SIGN UP SHEET

April 19, 2018

	NAME	COUNTY	Email
X	Dale Arends	BV County	arendsdale@yahoo.com
	Keri Navratil	BV County	navratil@stormlake.org
	Dennis Weber	BV County	theweb@alta-tec.net
	Rhonda Ringgenberg	BV County (alternate)	ring1@iw.net
X	Joe Skow	Clay County	trooperj@smunet.net
X	George Moriarty	Clay County	atlargemoriarty@spenceriowacity.com
X	Kristi Gross	Clay County	Kristi@SarmaxTrust.com
	W.C. Leupold	Dickinson County	wcleupold@mchsi.com
	Gregg Owens	Dickinson County	gregg.owens@cityofspiritlake.org
T	Clark Reekers	Dickinson County	creekers@co.dickinson.ia.us
	Jim Jenson	Emmet County	
	Penny Clayton	Emmet County	pclayton@cityofestherville.org
X	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
X	Merle Koedam	Lyon County	koedam@alliancecom.net
	Steve Simons	Lyon County	ssimons@co.lyon.ia.us
	Jordan Kordahl	Lyon County	city@rockrapids.com
X	John Steensma	O'Brien County	jbssteen@tcaexpress.net
	Jim Zeutenhorst	O'Brien County	jimzeit@tcaexpress.net
	Marjean Westerman	O'Brien County	mwesterman@evertek.net
X	Glenn Anderson	Osceola County	sibleyadmin@hickorytech.net
X	Mike Earll	Osceola County	mearll@osceolacoia.org
X	Mike Schulte	Osceola County	ssmobile@nethc.net
	Roger Faulstick	Palo Alto County	rfaulstick@mchsi.com
	Travis Cooke	Palo Alto County	
		Palo Alto County	
X	Al Bloemendaal	Sioux County	abloem@mtcnet.net
	Duane Feekes	Sioux County	cityadmin@orangecityiowa.com
	Don Schreur	Sioux County	



# ***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**

**April 19, 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 March Minutes
  - III. Communications
  - IV. Treasurer's Report Through March
  - 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. NWIPDC Facebook Page
    2. Miscellaneous
  - VIII. Set Next Meeting Date and Adjournment

## NWIPDC Committees

**2018-2019**

### 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)

Travis Cooke (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 2018 – 2019

Chairman  
Vice Chairman  
Secretary/Treasurer

Steve Simons  
Glenn Anderson  
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting  
March 22, 2018

The meeting was called to order by Chairman Steve Simons at 9:05 AM following a short 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 Clark Reekers
Emmet County:	Penny Clayton and Tim Schumacher
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	
Palo Alto County:	
Sioux County:	

Others attending were: Ted Kourousis, Executive Director, Cara Elbert, Darren Bumgarner, Erin Pingel, Kristin Larsen, Michael Raner and Jackie Huckfelt, NWIPDC staff.

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

Communications. None

The Treasurer's report for February reflected a cash balance of \$319,964.52. A motion was made by Schumacher, seconded by Moriarty to approve the report as read. Motion carried.

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

Old Business

1. WIOA Report. Bonney was unavailable to attend the meeting but prepared the following report:

The Region 3-4 RWDB and CEOS will meet on March 22<sup>nd</sup>. 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 2<sup>nd</sup> nomination is from

Kevin Robinson, 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](mailto:shelly.evans@iwd.iowa.gov).

2. Planning Division Report. Kourousis reported that he and Pingel would be going to Des Moines in the morning to present the Glacial Lakes and Prairie Escapes Master Plan to the Iowa Parks Foundation for approval.

Hallgren was on vacation so Bumgarner handed out some information and then went through the following: He also handed out a brochure for a Planning & Zoning Workshop.

- NWIPDC is working on creating a Facebook page. Another means to connect and disseminate information with member cities and counties.
- ISU is holding a Planning & Zoning Workshop for Local officials at the Arrowwood in Okoboji on March 27. This is a good opportunity for planning & zoning, board of adjustment, appointed and local elected officials to get some training on land use planning and zoning.
- Zoning administration is starting to pick up with Steve indicating he is getting more requests in.
- Nuisance abatement will be starting up toward the end of April.
- Kristin & Erin will be attending a CDBG training workshop for housing in West Des Moines on April 18-20.
- Sibley was awarded \$250,000 in CAT grant for Aquatic Center Project.
- Sioux County received a \$600,000 CAT grant for a new Nature Center.
- Armstrong was awarded \$300,000 to assist in making improvements to its water treatment system.
- Community Facility application will be submitted by April 20 for Rock Valley Daycare project.

- Four housing applications (Armstrong, Hawarden, Newell and Ruthven) will be submitted by May 4.
  - It appears Milford will be submitting CDBG application by July 1 for a sanitary sewer and storm water improvements project.
  - Everly is looking at a CDBG application for wastewater treatment improvements project by Oct. 1.
  - Currently staff is working with Lake Park and Ashton for potential CDBG projects.
3. Contract Status Report. There were 3 contracts presented for informational purposes only.

#### New Business

1. Adopt Depository Resolution. Kourousis stated that it was time to adopt the Depository Resolution for another year. There were no changes in the plan from last year. We have always done all of our banking with Farmers Bank so that's the only Resolution needed. Kourousis introduced Resolution Number 2018-1. A motion was made by Arends and seconded by Schumacher to adopt the resolution. Motion carried. Depository Resolution for 2018 was adopted.
2. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for April 19, 2018 at 9:30 AM. A motion to adjourn was made by Steensma, seconded by Clayton. Motion carried. The meeting adjourned at 9:25 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT  
CASH IN BANK  
3/31/18

CASH ON HAND 2/28/18	\$266,345.36
Receipts	96,318.93
Disbursements	125,415.91
 CASH ON HAND 3/31/18	 \$237,248.38

Reimbursements to NWIPDC

WIOA	45,057.44
EDA	8,706.97
SHIELD	12,672.68
HOUSING TRUST FUND	2,598.31
HAZMAT	948.07
SCHOOL TO WORK	1,191.54
 CASH BALANCE 3/31/18	 \$308,423.39

Check	Date Paid	Vendor	Description	Amount
453	3/30/2018	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,573.18
454	3/16/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$14,614.11
455	3/30/2018	Iowa Public Employee Retirement	IPERS	\$13,436.65
456	3/16/2018	State of Iowa Treasurer	State Taxes	\$1,498.00
457	3/30/2018	State of Iowa Treasurer	State Taxes	\$1,557.00
458	4/13/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,203.89
460	4/13/2018	State of Iowa Treasurer	State Taxes	\$1,498.00
26714	3/30/2018	Advanced Systems, Inc	Copies	\$620.03
26715	3/30/2018	Advanced Systems- Lease	Copier Lease	\$489.50
26716	3/30/2018	AFLAC	Insurance	\$575.92
26717	3/30/2018	Cara Elbert	Travel	\$17.82
26718	3/30/2018	Carrie Turnquist	RWDB Travel	\$39.60
26719	3/30/2018	Delta Dental of Iowa	Dental Insurance	\$953.04
26720	3/30/2018	Greg VerSteeg	RWDB Travel	\$61.38
26721	3/30/2018	Iowa Association of Regional Councils	Registrations	\$240.00
26722	3/30/2018	Iowa Illinois Safety Council	Membership Dues	\$395.00
26723	3/30/2018	Iowa Workforce Development	WIOA Copier Lease	\$101.50
26724	3/30/2018	Kansas City Life Insurance	Life Insurance	\$124.96
26725	3/30/2018	Kristin Hanson	RWDB Travel	\$26.73
26726	3/30/2018	Lee Beem	RWDB Travel	\$25.74
26727	3/30/2018	Petty Cash	Board /RWDB Meetings/ Postage	\$55.13
26728	3/30/2018	Professional Rescue Innovation	HM OPS Refresher	\$600.00
26729	3/30/2018	Ranae Sipma	RWDB Travel	\$21.78
26730	3/30/2018	Reva Arends	RWDB Travel	\$54.45
26731	3/30/2018	Spencer Office Supplies	Planner/Post-it Flags/File Folders	\$160.51
26732	3/30/2018	Sue Golwitzer	RWDB Travel	\$56.43
26733	3/30/2018	Val Bonney	Travel	\$78.68
26734	3/30/2018	VISA	Battery/Travel	\$1,062.41
26735	3/30/2018	VSP Vision Care	Vision Insurance	\$215.79
26736	3/30/2018	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,255.58
26737	4/13/2018	Advanced Systems- Lease	Copier Lease	\$489.50
26738	4/13/2018	Boji Information Systems	Consulting	\$450.00
26739	4/13/2018	Casey's General Stores	Gas	\$342.23
26740	4/13/2018	CenturyLink	Phones	\$394.56
26741	4/13/2018	Clay County Auditor	Rent/ Utilities	\$4,370.13



26742	4/13/2018	Michael Raner	Travel	Cell Phone	\$728.95
26743	4/13/2018	Northwest Iowa Community College	Hazmat Classes		\$3,695.00
26744	4/13/2018	Pitney Bowes, Inc	Postage Meter Lease		\$144.30
26745	4/13/2018	Spencer Municipal Utilities	Internet		\$70.00
26746	4/13/2018	Spencer Office Supplies	Pens/ Pencils		\$22.28
26747	4/13/2018	Staci Kleinhesselink	Travel		\$27.23

