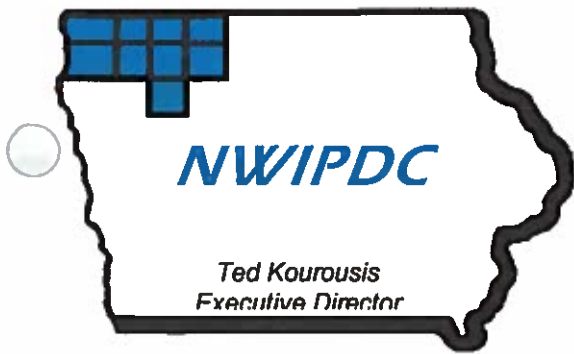


# SIGN UP SHEET

September 20, 2018

	NAME	COUNTY	Email
✓	Dale Arends	BV County	<a href="mailto:arendsdale@yahoo.com">arendsdale@yahoo.com</a>
-	Keri Navratil <i>Dave Denney</i>	BV County	<del><a href="mailto:derragan@stormlake.org">derragan@stormlake.org</a></del> <a href="mailto:navratil@stormlake.org">navratil@stormlake.org</a>
	Dennis Weber	BV County	<a href="mailto:theweb@alta-tec.net">theweb@alta-tec.net</a>
	Rhonda Ringgenberg	BV County (alternate)	<a href="mailto:ring1@iw.net">ring1@iw.net</a>
✓	Joe Skow	Clay County	<a href="mailto:trooperj@smunet.net">trooperj@smunet.net</a>
	George Moriarty	Clay County	<a href="mailto:atlargemoriarty@spenceriowacity.com">atlargemoriarty@spenceriowacity.com</a>
	Kristi Franker	Clay County	<a href="mailto:kristi@farmerstrust.com">kristi@farmerstrust.com</a>
✓	W.C. Leupold	Dickinson County	<a href="mailto:wcleupold@mchsi.com">wcleupold@mchsi.com</a>
	Gregg Owens	Dickinson County	<a href="mailto:gregg.owens@cityofspiritlake.org">gregg.owens@cityofspiritlake.org</a>
✓	Clark Reekers	Dickinson County	<a href="mailto:creekers@co.dickinson.ia.us">creekers@co.dickinson.ia.us</a>
	Jim Jenson	Emmet County	
	Penny Clayton	Emmet County	<a href="mailto:pclayton@cityofestherville.org">pclayton@cityofestherville.org</a>
✓	Tim Schumacher	Emmet County	<a href="mailto:tschumacher87@yahoo.com">tschumacher87@yahoo.com</a>
i	Merle Koedam	Lyon County	<a href="mailto:koedam@alliancecom.net">koedam@alliancecom.net</a>
✓	Steve Simons	Lyon County	<a href="mailto:ssimons@co.lyon.ia.us">ssimons@co.lyon.ia.us</a>
	Jordan Kordahl	Lyon County	<a href="mailto:city@rockrapids.com">city@rockrapids.com</a>
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	Jim Zeutenhorst	O'Brien County	<a href="mailto:jimzeut@tcaexpress.net">jimzeut@tcaexpress.net</a>
	Marjean Westerman	O'Brien County	<a href="mailto:mwesterman@evertek.net">mwesterman@evertek.net</a>
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✓	Mike Schulte	Osceola County	<a href="mailto:ssmobile@nethtc.net">ssmobile@nethtc.net</a>
✓	Roger Faulstick	Palo Alto County	<a href="mailto:rfaulstick@mchsi.com">rfaulstick@mchsi.com</a>
		Palo Alto County	
		Palo Alto County	
✓	Al Bloemendaal	Sioux County	<a href="mailto:abloem@mtcnet.net">abloem@mtcnet.net</a>
	Duane Feekes	Sioux County	<a href="mailto:cityadmin@orangecityiowa.com">cityadmin@orangecityiowa.com</a>
	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**

**September 20, 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: Regional Transit Authority Budget Change, City of Dickens Bridge Project, and Clay County Trails Project Description Change
  - II. Close Public Hearing
  - III. Call Meeting to Order
  - IV. Approval of June Minutes
  - V. New Business
    1. Approve Regional Transit Authority Budget Change
    2. Approve City of Dickens Bridge Project
    3. Approve Clay County Trails Project Description Change
  - VI. Open Discussion
  - VII. Motion to Adjourn

2. NWIPDC Policy Council
  - I. Call Meeting to Order
  - II. Approve June Minutes
  - III. Communications
  - IV. Treasurer's Report Through August
  - 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. IPAIT Discussion
    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)

Open (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 Franker (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  
June 28, 2018

The meeting was called to order by Chairman Steve Simons at 9:43 AM after a short FastAct Regional Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Dale Arends
Clay County:	George Moriarty
Dickinson County:	W.C. Leupold
Emmet County:	Penny Clayton
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	
Osceola County:	Mike Schulte and Glenn Anderson
Palo Alto County:	Roger Faulstick
Sioux County:	Al Bloemendaal

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

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

Communications. None.

The Treasurer's report for May reflected a cash balance of \$280,149.64. A motion was made by Clayton, seconded by Arends to approve the report as written. Motion carried.

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

#### Old Business

1. WIOA Report. Bonney was out of the office doing the Summer route but provided the following report:

The State Realignment Committee met on June 8<sup>th</sup>. A committee of community colleges presented two alternative structures. The realignment committee voted to go with the community college proposed structure to utilize a four region scenario. The boundaries for the four regions

are not yet defined. The State Workforce Board will meet on June 28<sup>th</sup> and consider this recommendation. An appeal of this structure is possible.

The summer youth employment program called the Supervised Career Preparation Program (SCPP) began on June 4th. Roughly Ninety youth are participating. Youth are eligible to earn high school and possibly college credit for participating in this six week work experience. The employers pay the wages for the youth work experience.

WIOA Title I final budgets have been received for the next fiscal year beginning July 1, 2018. The final budgets indicated a slight increase in Dislocated Worker funds with the Youth and Adult funds having a slight decrease. All total the region remains relatively consistent with last year's funds.

## 2. Planning Division Report.

Hallgren was out of the office:

Bumgarner reported that Buena Vista County's Multi-Jurisdictional Plan was recently approved by FEMA. Cara put a lot of effort into assisting the County complete the plan and to get it approved.

We are currently working on Clay, Dickinson and Lyon County's Hazard Mitigation Plans.

Bumgarner also reported that Nuisance abatement has started, but has been slowed by rains and flooding.

The Planners recently went to Ankeny for an Environmental workshop. Pingel and Larsen stayed to attend a CDBG conference/training also.

Larsen is almost finished with the houses in Estherville and Everly. Work has begun in Spencer and Albert City.

The NWIRHTF (Northwest Iowa Regional Housing Trust Fund) annual meeting was held and the new income limits handed out.

Governor Reynolds will be here next month to kick off the Glacial Lakes and Prairie Escapes Region.

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

## New Business

1. Discussion and Approval of FY 2019 Budget. Kourousis briefly went over the budget. The Personnel Committee met prior to the Policy Council meeting to review the budget. Anderson stated that the Personnel Committee voted to approve a 3% COLA, Bloemendaal seconded. Motion carried. After a little discussion, a motion was then made by Clayton, seconded by Schulte to approve the budget as presented with a 3% cost of living increase. Motion carried.
2. Miscellaneous. None

With there being no more discussion, the next meeting was scheduled for August 16, 2018 at 9:30 AM. A motion to adjourn was made by Bloemendaal, seconded by Koedam. Motion carried. The meeting adjourned at 10:07 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT  
CASH IN BANK  
8/31/18

CASH ON HAND 5/31/18	\$229,102.56
Receipts	327,812.72
Disbursements	343,972.05
 CASH ON HAND 5/31/18	 \$212,943.23

Reimbursements to NWIPDC

WIOA	44,071.27
EDA	7,510.17
SHIELD	13,144.59
HAZMAT	43.06
HOUSING TRUST FUND	4,267.74
SCHOOL TO WORK	1,497.07
 CASH BALANCE 8/31/18	 \$283,477.13

Check	Date	Vendor	Description	Amount
478	7/6/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,177.41
479	7/6/2018	State of Iowa Treasurer	State Taxes	\$1,488.00
480	7/18/2018	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,543.68
481	7/20/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,444.72
482	7/20/2018	Iowa Public Employee Retirement	IPERS	\$9,663.76
483	7/20/2018	State of Iowa Treasurer	State Taxes	\$1,551.00
484	8/3/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,444.71
485	8/3/2018	State of Iowa Treasurer	State Taxes	\$1,551.00
486	8/17/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,444.72
487	8/17/2018	State of Iowa Treasurer	State Taxes	\$1,551.00
488	8/23/2018	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,543.68
489	8/31/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,816.28
490	8/23/2018	Iowa Public Employee Retirement	IPERS	\$14,721.26
491	8/31/2018	State of Iowa Treasurer	State Taxes	\$1,645.00
492	9/14/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,444.72
493	9/14/2018	State of Iowa Treasurer	State Taxes	\$1,551.00
26830	7/11/2018	Advanced Systems- Lease	Copier Lease	\$489.50
26831	7/11/2018	Blackbaud	Software Maintenance (7/1/17 thru 6/30/18)	\$10,320.48
26832	7/11/2018	Boji Information Systems	Web Hosting / Consulting	\$385.00
26833	7/11/2018	Casey's General Stores	Gas	\$459.61
26834	7/11/2018	CenturyLink	Phones	\$423.18
26835	7/11/2018	Clay County Auditor	Rent/ Utilities	\$4,405.66
26836	7/11/2018	Daily Reporter/NW Iowa Shopper	NWIRHTF Annual Meeting Notice	\$14.39
26837	7/11/2018	F8 Creative	Additional Domain Names	\$66.00
26838	7/11/2018	Iowa Information Publications	NWIRHTF Annual Meeting Notice	\$13.09
26839	7/11/2018	New Century Press, Inc	NWIRHTF Annual Meeting Notice	\$13.94
26840	7/11/2018	Northern Safety Co, Inc	SHIELD Supplies	\$34.38
26841	7/11/2018	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$144.30
26842	7/11/2018	Spencer Municipal Utilities	Internet	\$70.00
26843	7/11/2018	Spencer Office Supplies	Fax Ribbon/ Pens	\$40.83
26844	7/11/2018	United Parcel Service	Postage Meter Lease	\$30.42
26845	7/24/2018	Advanced Systems, Inc	Copies	\$620.03
26846	7/24/2018	AFLAC	Insurance	\$575.92
26847	7/24/2018	Bridget Richards	Fingerprinting	\$26.50



26848	7/24/2018	CenturyLink- LD		ference Call	\$29.46
26849	7/24/2018	Delta Dental of Iowa		Dental Insurance	\$953.04
26850	7/24/2018	ESRI, Inc		ArcView Maintenance	\$400.00
26851	7/24/2018	Gazette- Tribune		NWIRHTF Annual Meeting Notice	\$14.40
26852	7/24/2018	Iowa Workforce Development		WIOA Copier Lease	\$101.50
26853	7/24/2018	Kansas City Life Insurance		Life Insurance	\$124.96
26854	7/24/2018	Pilot Tribune		NWIRHTF Annual Meeting Notice	\$28.66
26855	7/24/2018	Pluim Publishing Co		NWIRHTF Annual Meeting Notice	\$19.38
26856	7/24/2018	Spencer Office Supplies		Pens/ Pencils/ Paper Clips	\$44.82
26857	7/24/2018	Strategic Insights, Inc		Plan-It Software License Renewals	\$587.50
26858	7/24/2018	VISA		Oil change/ Travel/ CPR/ Innovative Credit	\$1,092.93
26859	7/24/2018	VSP Vision Care		Vision Insurance	\$215.79
26860	7/24/2018	Wellmark Blue Cross Blue Shield		Health Insurance	\$8,255.58
26861	8/3/2018	Boji Information Systems		Consulting	\$120.00
26862	8/3/2018	Clay County Auditor		Rent/ Utilities	\$3,799.68
26863	8/3/2018	Spencer Municipal Utilities		Internet	\$70.00
26864	8/3/2018	Spencer Office Supplies		Envelopes/ Binder Clips/Colored Paper	\$124.20
26865	8/3/2018	SS Collision & Cycle Works		Deductible for Hail Damage on Car	\$250.00
26866	8/3/2018	Staci Kleinhesselink		Travel	\$99.00
26867	8/3/2018	Val Bonney		Travel	\$38.77
26868	8/17/2018	Advanced Systems- Lease		Copier Lease	\$489.50
26869	8/17/2018	Casey's General Stores		Gas	\$311.78
26870	8/17/2018	CenturyLink		Phones	\$434.67
26871	8/17/2018	Clay County Auditor		Utilities	\$715.67
26872	8/17/2018	F8 Creative		Consulting	\$8,979.59
26873	8/17/2018	Iowa Association of Regional Councils		FY19 Annual Membership Dues	\$4,150.00
26874	8/17/2018	Iowa Workforce Development		WIOA Copier Lease/ Copies	\$581.33
26875	8/17/2018	Michael Raner		Travel/ Cell Phone	\$510.51
26876	8/17/2018	Spencer Office Supplies		Pens/ Paper/ Pen Refills	\$41.29
26877	8/17/2018	Val Bonney		Travel	\$48.12
26878	8/31/2018	Advanced Systems, Inc		Copies	\$620.03
26879	8/31/2018	AFLAC		Insurance	\$575.92
26880	8/31/2018	Delta Dental of Iowa		Dental Insurance	\$953.04
26881	8/31/2018	Kansas City Life Insurance		Life Insurance	\$124.96
26882	8/31/2018	Kirkwood Community College		SHIELD Training Registration	\$659.00
26883	8/31/2018	Petty Cash		Meetings/ Postage/ Batteries	\$51.99
26884	8/31/2018	Spencer Office Supplies		MICR Toner/ Hanging Folders	\$136.56

26885	8/31/2018	Steve Hallgren	Insurance Deductible	\$500.00
26886	8/31/2018	United States Liability Insurance Co	Specified Professions E & O	\$1,437.00
26887	8/31/2018	VISA	Travel/ Oil Change/ CPR	\$418.28
26888	8/31/2018	VSP Vison Care	Vision Insurance	\$215.79
26889	8/31/2018	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,255.58
26890	9/14/2018	Advanced Systems- Lease	Copier Lease	\$489.50
26891	9/14/2018	Boji Information Systems	External Hard Drive/ Consulting	\$215.00
26892	9/14/2018	Casey's General Stores	Gas	\$202.18
26893	9/14/2018	CenturyLink	Phone	\$437.18
26894	9/14/2018	Clay County Auditor	Rent/ Utilitis	\$4,482.48
26895	9/14/2018	Michael Raner	Travel/ Cell Phone	\$619.80
26896	9/14/2018	Spencer Municipal Utilities	Internet	\$70.00
26897	9/14/2018	Spencer Office Supplies	Post-it Easel Pads/ Binders	\$227.93
26898	9/14/2018	Staci Kleinhesselink	Travel	\$86.63
26899	9/14/2018	United Parcel Service	Postage	\$15.18
26900	9/14/2018	United States Liability Insurance Co	D & O Liability	\$2,975.00

