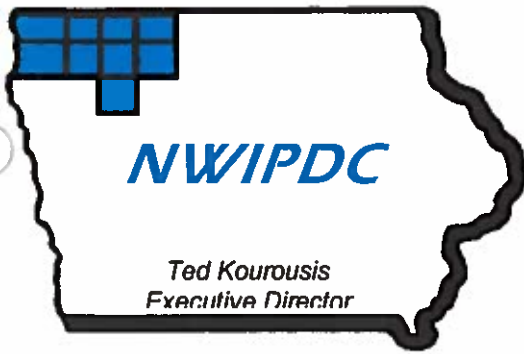


SIGN UP SHEET

December 20, 2018

	NAME	COUNTY	Email
✓	Dale Arends	BV County	arendsdale@yahoo.com
✓	Dave Derragon	BV County	derragon@stormlake.org
	Dennis Weber	BV County	theweb@alta-tec.net
✓	Joe Skow	Clay County	trooperj@smunet.net
	George Moriarty	Clay County	atlargemoriarty@spenceriowacity.com
	Kristi Franker	Clay County	kristi@farmerstrust.com
✓	W.C. Leupold	Dickinson County	wcleupold@mchsi.com
	Gregg Owens	Dickinson County	gregg.owens@cityofspirittlake.org
✓	Clark Reekers	Dickinson County	creekers@co.dickinson.ia.us
	Jim Jenson	Emmet County	cccleaning@gmail.com
✓	Penny Clayton	Emmet County	pclayton@cityofestherville.org
✓	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
✓	Merle Koedam	Lyon County	koedam@alliancecom.net
✓	Steve Simons	Lyon County	ssimons@co.lyon.ia.us
	Jordan Kordahl	Lyon County	city@rockrapids.com
✓	John Steensma	O'Brien County	jbsteen@tcaexpress.net
	Jim Zeutenhorst	O'Brien County	jimzeit@tcaexpress.net
✓	Marjean Westerman	O'Brien County	mwesterman@evertek.net
+	Glenn Anderson	Osceola County	sibleyadmin@hickorytech.net
	Mike Earll	Osceola County	mearll@osceolacoia.org
✓	Mike Schulte	Osceola County	ssmobile@nethc.net
	Roger Faulstick	Palo Alto County	rfaulstick@mchsi.com
		Palo Alto County	
		Palo Alto County	
✓	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 5th 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

AGENDA

Northwest Iowa Planning and Development Commission

December 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: Osceola County A48 Project and Dickinson County SWAP Projects
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of September Minutes
 - V. New Business
 1. Approve Osceola County Project Description Change
 2. Approve Dickinson County Projects
 - VI. Open Discussion
 - VII. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve November Minutes
 - III. Communications
 - IV. Treasurer's Report Through November
 - V. Approval of Bills Paid Since Last Meeting
 - VI. Old Business
 1. WIOA Report
 2. Planning Division Report
 3. Contract Status Report
 4. IPAIT Resolution
 - VII. New Business
 1. 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
November 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 Dave Derragon
Clay County:	George Moriarty and Kristi Franker
Dickinson County:	W.C. Leupold and Clark Reekers
Emmet County:	Tim Schumacher
Lyon County:	Steve Simons
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Schulte and Mike Earll
Palo Alto County:	
Sioux County:	

Others attending were: Ted Kourousis, Executive Director and Jackie Huckfelt, NWIPDC staff.

FY 2018 Audit Discussion. Kourousis introduced Ebony Rahe and Kristine Devereaux, auditors for Williams & Company. Rahe presented the FY 2018 Audit. Rahe handed out a copy and discussed the representation letter. She stated that there was nothing material in there and that there were no disagreements between their staff and ours. Rahe thanked Kourousis, Huckfelt and the staff for their cooperation during the audit.

Rahe discussed the findings and stated that they were minor things but they had to be disclosed in the audit. Rahe also went through the audit and compared the differences between this year and last and explained why. There were no questions.

Rahe told the Board that, in her opinion, the Management Discussion and Analysis written by Kourousis was the best and most informative part of the audit as far as explaining what went on with the agency throughout the year.

After some discussion, a motion was made by Schulte and seconded by Leupold to approve the audit as presented. Motion carried. Kourousis thanked Rahe for her presentation.

Simons stated that we would move the first item of New Business (IPAIT Discussion). Kourousis introduced Dan Zomermaand from IPAIT (Iowa Public Agency Investment Trust). IPAIT is sponsored by the Iowa League of Cities, Iowa State Association of Counties (ISAC) and the Iowa Association of Municipal Utilities. Zomermaand explained the program and answered questions. The daily liquidity rate today was 1.94%. If the Board chooses to transfer some money to this program, they would need to approve and sign a resolution. Much discussion ensued.

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

Communications. Kourousis reported that he received an email from EDA stating that we're in tier 2 of 3 concerning our EDA-RLF basically meaning that we don't have to do any follow up reporting.

The Treasurer's report for October reflected a cash balance of \$229,703.64. A motion was made by Schumacher, seconded by Schulte to approve the report as printed. Motion carried.

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

Old Business

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

All realignment discussion remains on hold. State Workforce Board Meeting will be on November 19, 2018. The report from the State Board Meeting may shed some light on realignment discussions.

The Region 3-4 Core Partners will roll out the region's integrated Business Services Team this month. The team will have representation from all the core partners including, three IowaWORKS staff, one Iowa Vocational Rehabilitation Staff, one adult education staff from each of the three community colleges, and one Iowa Department for the Blind staff.

Two staff members have recently attended a week-long training for the new data management system to be rolled out in March. The two staff members will serve as train-the-trainers for the region.

The monitoring of the registered apprenticeship process in the region was completed in October. No report has been received to date. However, we heard many positive comments during the monitoring related to our customer process and registered apprenticeship. We are working to expand registered apprenticeship opportunities in the region.

2. Planning Division Report. Hallgren was in Ankeny with all of the Planning staff but prepared the following report:

- Wednesday and Today (Nov. 14th & 15th) all five of the NWIPDC Planning staff are down in Ankeny at IEDA sponsored CDBG training workshop and the grant application workshop for 2019 CDBG grants.
- NWIPDC Planning staff are currently working with several communities on active water & sewer grant applications (accepted quarterly); and is also lining up potential Community Facility, Housing, and Downtown Revitalization Grants due in spring 2019 (probably April). This is a reminder to those city or county governments in our region, if your community is looking to potentially apply for a CDBG Community Facility, Housing, or Downtown Revitalization project in 2019 now is the time to begin the preparations for working on the application, securing professional services, and getting as much done in advance of submitting the grant as possible. We would be glad to come and speak to your city council or board of supervisors about more specifics regarding the process, timing, and items to be completed in anticipation of applying for a federal block grant project.

- NWIPDC Planning staff recently worked with the City of Milford to submit a 3rd and final phase for a large storm water, sewer and water main project.
- NWIPDC learned this week, we were selected by the City of Graettinger to assist their community in writing, submitting and administering a federal CDBG grant for a proposed well project. We look forward to working with the City of Graettinger on this great project.
- NWIPDC Planner Erin Pingel is working with the City of Lake Park to complete an environmental assessment and submit a CDBG grant application by the January 1 due date for a potential water system improvement project.
- NWIPDC Planner Darren Bumgarner is working with the City of Everly on making an application to submit a CDBG grant for the city's wastewater treatment collection system improvements project.
- Iowa Homeland Security Emergency Management has reviewed the Dickinson County Multi-Jurisdictional Plan and forwarded it to FEMA for review.
- Sioux, O'Brien and Osceola County Hazard Mitigation Planning Grant through Iowa Homeland Security is submitted. It may take upwards of a year to fund depending upon funding availability at FEMA. This new regional plan is the model that the state is moving towards. This new three county regional plan will serve as the plan updates for Sioux, O'Brien and Osceola County's plans that are due to expire in 2019 and 2020. NWIPDC Planner Cara Elbert is worked with the respective county emergency management coordinators to get this grant application submitted.
- NWIPDC Planner Cara Elbert is participating in the Iowa Living Roadways Community Visioning Process with the City of Royal and ISU Extension. The visioning process is participatory planning in which the local steering committee identifies and prioritizes transportation enhancement goals based on research conducted by Iowa State University and input gathered from the public. A professional landscape architect develops a conceptual design that illustrates these goals. A Trees Forever field coordinator works closely with the local steering committee and the professional landscape architect to guide the visioning process. The field coordinator is the "glue" that keeps the participants on track through the planning process and maintains contact with the committee after completion.
- NWIPDC Planner Darren Bumgarner is currently working with the following communities in updating City Code of Ordinances: Alton, Everly, Hospers, Marathon, Maurice, Lester, Linn Grove and Primghar. Under Iowa Code, a municipal Code of Ordinances needs to be updated and re-codified every five (5) years. If your city is in need of an update for its municipal Code of Ordinance, please contact Darren Bumgarner at NWIPDC.
- NWIPDC Planner Erin Pingel and Kourousis continue to meet individually with participating counties in regards to the Cabin Task Force Initiative as part of the Glacial Lakes and Prairie Escapes planning project.
NWIPDC staff continues to update the Glacial Lakes and Prairie Escapes website as needed and are in communication with counties about projects that would fit the grant awarded to the Glacial Lakes project.
- NWIPDC Planner Erin Pingel continues to work on the Spencer SRTS (Safe Routes to School) as the program administrator. The WOW (Walk on Wednesdays) involves coordinating volunteers/sending out reminders/marketing/facilitating walks.
- NWIPDC Planner Erin Pingel continues working with the HAPI (Historic Arnolds Park Inc.) Board as its chief grant writer for several foundation, state, county, local and other private sector grants.

NWIPDC Housing Projects

- Accepting final applications to begin first round of houses for Ruthven rehabilitation project
- Waiting for historical clearances to begin Round #1 of houses in Albert City rehabilitation project
- Beginning to start Round #2 of houses for Spencer rehabilitation project
- There is enough grant funding remaining to complete one final house in a round #4 for Everly rehabilitation project. Kristin is working with city staff to find an eligible final applicant

NW Iowa Housing Trust Fund

- Kristin is closing out FY16 grant award and is waiting on final projects to be completed.
- Making good progress on the FY17 funds and will be working on trying to distribute those dollars through next spring/summer.
- FY18 funding will become available once FY16 funds are all expended and closed out, allowing us to begin working with Housing Trust Fund clients in Clay County.
- FY19 application is submitted and being reviewed by IFA staff for consideration of funding.

3. Contract Status Report. There was one contract presented for informational purposes only.

New Business

1. IPAIT Discussion. This item was moved up. See above.
2. Miscellaneous. Simons wished everyone a Happy Thanksgiving.

With there being no more discussion, the next meeting was scheduled for December 20, 2018 at 9:30 AM. A motion to adjourn was made by Schulte, seconded by Steensma. Motion carried. The meeting adjourned at 10:28 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
11/30/18

CASH ON HAND 10/31/18	\$161,601.32
Receipts	123,674.26
Disbursements	99,913.16
 CASH ON HAND 11/30/18	 \$185,362.42

Reimbursements to NWIPDC

WIOA	33,930.80
EDA	5,908.86
SHIELD	9,264.12
HAZMAT	6,503.28
HOUSING TRUST FUND	2,868.20
SCHOOL TO WORK	874.12
 CASH BALANCE 11/30/18	 \$244,711.80

Check #	Date	Vendor	Description	Amount
507	11/23/2018	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,543.68
508	11/23/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,444.71
509	11/23/2018	Iowa Public Employee Retirement	IPERS	\$9,814.17
510	11/23/2018	State of Iowa Treasurer	State Taxes	\$1,551.00
511	12/7/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,444.73
512	12/7/2018	State of Iowa Treasurer	State Taxes	\$1,551.00
26962	11/23/2018	Advanced Systems- Lease	Copier Lease	\$489.50
26963	11/23/2018	AFLAC	Insurance	\$575.92
26964	11/23/2018	Delta Dental of Iowa	Dental Insurance	\$953.04
26965	11/23/2018	Erin Pingel	Travel	\$22.20
26966	11/23/2018	Federal Resources	Hazmat Classes	\$5,950.00
26967	11/23/2018	Iowa Workforce Development	DEI IT Support/ WIOA Copier Lease	\$2,201.86
26968	11/23/2018	Kansas City Life Insurance	Life Insurance	\$124.96
26969	11/23/2018	Spencer Office Supplies	Post-it Notes/ Envelopes/ Desk Calendars	\$113.40
26970	11/23/2018	Staci Kleinhesselink	Travel	\$332.01
26971	11/23/2018	Steve Hallgren	Travel	\$57.48
26972	11/23/2018	VISA	Travel/ Oil Change/ Innovative Credit	\$673.32
26973	11/23/2018	VSP Vision Care	Vision Insurance	\$215.79
26974	11/23/2018	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,255.58
26975	12/7/2018	Advanced Systems, Inc	Copies	\$694.43
26976	12/7/2018	Advanced Systems- Lease	Copier Lease	\$489.50
26977	12/7/2018	American Society of Safety Professionals	SHIELD Membership Dues	\$190.00
26978	12/7/2018	Boji Information Systems	Consulting	\$180.00
26979	12/7/2018	CenturyLink- LD	Conference Call- NWIRHTF	\$63.36
26980	12/7/2018	Clay County Auditor	Rent	\$3,799.68
26981	12/7/2018	Iowa Workforce Development	WIOA Copier Lease	\$101.50
26982	12/7/2018	Michael Raner	Travel/ Cell Phone	\$463.38
26983	12/7/2018	Spencer Municipal Utilities	Internet	\$80.00
26984	12/7/2018	Spencer Office Supplies	Day Planner Refills-Michael/ Fax Ribbon/ File Folders	\$92.91
26985	12/7/2018	Staci Kleinhesselink	Travel	\$61.67
26986	12/7/2018	Val Bonney	Travel	\$56.10
26987	12/7/2018	Williams & Company P.C.	Final Audit Payment	\$6,200.00

Check	Date	Vendor	Description	Total
26988	12/21/2018	Cara Elbert	Travel	\$12.80
26989	12/21/2018	Casey's General Stores	Gas	\$130.25
26990	12/21/2018	CenturyLink	Phones	\$431.40
26991	12/21/2018	Clay County Auditor	Utilities	\$575.92
26992	12/21/2018	Iowa Lakes Community College	Computer Literacy/ Word & Excel Classes	\$947.20
26993	12/21/2018	North Star Mutual Insurance Co	NWRHTF- Liability Insurance	\$576.00
26994	12/21/2018	Spencer Office Supplies	Binders/ Labels/ Storage Boxes/ Legal Pads	\$149.98

