

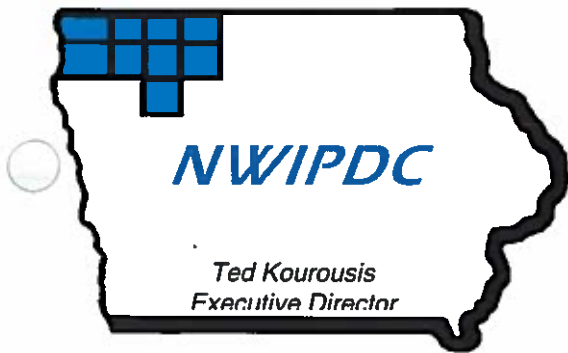
# SIGN UP SHEET

January 17, 2019

	NAME	COUNTY	Email
X	Dale Arends	BV County	arendsdale@yahoo.com
	Dave Derragon	BV County	derragon@stormlake.org
	Kelly Snyder	BV County	ksnyder@bvcountviowa.com
		Clay County	
	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	crrcleaning@gmail.com
	Jim Jenson	Emmet County	
✓	Penny Clayton	Emmet County	pclayton@cityofestherville.org
	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	jbsteen@tcaexpress.net
	Jim Zeutenhorst	O'Brien County	jimzeut@tcaexpress.net
	Marjean Westerman	O'Brien County	mwesterman@evertek.net
X	Glenn Anderson	Osceola County	sibleyadmin@hickorytech.net
X	Stephanie Neppl	Osceola County	sneppl@osceolacountyia.com
X	Mike Schulte	Osceola County	ssmobile@nethc.net
	Roger Faulstick	Palo Alto County	rfaulstick@mchsi.com
		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	

Keri Nantah

BV 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**

**January 17, 2019 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 December Minutes
  - III. Communications
  - IV. Treasurer's Report Through December
  - 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. Personnel Committee Report
    2. Miscellaneous
  - VIII. Set Next Meeting Date and Adjournment

**Personnel Committee Meeting at 9:00 AM**

## NWIPDC Committees

2018-2019

### EXECUTIVE

Dale Arends (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)  
(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

Kelly Snyder (B.V. County)  
Kristi Franker (Clay)  
W.C.Leupold (Dickinson Co)

James Jenson (Emmet)  
Jordan Kordahl (Lyon Cities)  
Jim Zeutenhorst (O'Brien)  
Stephanie Neppi  
(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  
December 20, 2018

The meeting was called to order by Chairman Steve Simons at 10:05 AM following a FastAct Regional Affiliation meeting. Present at the meeting were:

Buena Vista County:	Dale Arends and Dave Derragon
Clay County:	George Moriarty
Dickinson County:	W.C. Leupold and Clark Reekers
Emmet County:	Tim Schumacher and Penny Clayton
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	John Steensma and Marjean Westerman
Osceola County:	Mike Schulte and Glenn Anderson
Palo Alto County:	
Sioux County:	Al Bloemendaal

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

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

Communications. None.

The Treasurer's report for October reflected a cash balance of \$244,711.80. A motion was made by Schulte, seconded by Anderson to approve the report as printed. Motion carried.

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

#### Old Business

1. WIOA Report. Bonney gave the following report:

All realignment discussion remains on hold until the Department of Labor responds to the waiver requests that Iowa submitted. State Workforce Board Meeting on February 18, 2019. State indicates they would like the realignment committee to meet as soon as there is a response from DOL so that a recommendation can be brought to the February 18<sup>th</sup> meeting.

The new IowaWORKS data management system will go live May 6, 2019. Staff will attend a required week-long training for the new data management system. Spencer

office staff will go to Sioux City for training either the last week of January or the first week of March. Office will be open during this time frame.

Several new processes will be put in place with the new data management system including customer flow in the center. Customers will still do basic registration in the new system with limited self-service options such as resume development and job search. If a customer desires staff assistance, which a majority of customers prefer, they will be case managed by a staff member. Currently, the customer is served by various team members. Co-enrollment in multiple programs will occur as part of the new system, so there may be more than one case manager.

Discussion followed.

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

Hallgren informed the Board of a change to the Enhance Iowa Community Attraction and Tourism Grant (CAT grant) in which now 65% of the project funds must be raised and secured before making application. Also a reminder that CAT grant applications are accepted on a quarterly basis on the 15<sup>th</sup> of January, April, July and October.

Hallgren informed the Board about an upcoming grant opportunity through the IDNR for the Derelict Building Program. This grant is due February 21, 2019. This program is for communities smaller than 5,000 in population and can provide grant assistance for asbestos testing, asbestos removal, environmental assessments, or up to \$50,000 for building demolition or renovation.

Hallgren shared with the Board that in November all of the NWIPDC Planning staff attended training for Community Development Block Grant (CDBG) programs through IEDA. As part of this training, they spoke about the Career Link Employment Training Program which is a grant from IEDA to establish a ride-share program and transportation assistance for individuals to travel to job activities or job education opportunities. Cara Elbert also explained to the Board that NWIPDC is currently administering one of these Career Link grants in Buena Vista County for employees in Storm Lake traveling to Sac County to an employer for job opportunities.

Hallgren informed the Board about the CDBG Downtown Revitalization (DTR) Program. This particular CDBG funded grant program is intended to assist communities wishing to participate in a downtown revitalization or storefront improvement program. The DTR grant through IEDA will provide upwards of \$500,000 for communities over 1,000 in population (\$300,000 under 1,000) to rehabilitate and improve the facades and fronts of downtown buildings. The State has made a couple of changes this year that should make it easier for some communities to apply if they are interested.

Hallgren concluded the Planning Report with indicating to the Board that with January coming up soon and cities and counties beginning to look at budgets for the upcoming 2019 year, NWIPDC is here to assist our member governments with several planning, community development, and economic development projects such as zoning ordinances, subdivisions, comprehensive planning, strategic planning, zoning administration, nuisance abatement, employee manuals, city codes, personnel policies, housing or employer surveys, housing assessments, grant writing, etc. We are here to help. Please contact us if we can provide your city or county any assistance.

3. Contract Status Report. There were four contracts presented for informational purposes only.
4. IPAIT Resolution. Kourousis stated that the IPAIT Resolution was ready to be adopted. After a little discussion, a motion was made by Schumacher, seconded by Bloemendaal to adopt the resolution.

#### New Business

1. Miscellaneous. Kourousis wished everyone a Merry Christmas.

Schumacher stated that this was Dale Arend's last meeting and wanted to thank him for his years of service. Arends replied that he had talked to Kourousis and he may continue in the Non-Elected position for Buena Vista County.

With there being no more discussion, the next meeting was scheduled for January 17, 2019 at 9:30 AM. A motion to adjourn was made by Arends, seconded by Bloemendaal. Motion carried. The meeting adjourned at 10:37 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT  
CASH IN BANK  
12/31/18

CASH ON HAND 11/30/18	\$185,362.42
Receipts	74,502.07
Disbursements	99,678.57
 CASH ON HAND 12/31/18	 \$160,185.92

Reimbursements to NWIPDC

WIOA	34,583.48
EDA	5,191.63
SHIELD	9,781.53
HAZMAT	1,141.83
HOUSING TRUST FUND	3,049.47
SCHOOL TO WORK	298.96
 CASH BALANCE 12/31/18	 \$214,232.82

Check	Date Paid	Vendor	Description	Amount Paid
513	12/21/2018	Farmers Trust & Savings Bank	Payroll Taxes	\$7,444.71
514	12/21/2018	State of Iowa Treasurer	State Taxes	\$1,551.00
515	12/26/2018	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,543.68
516	12/26/2018	Iowa Public Employee Retirement	IPERS	\$9,814.17
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 Classes	\$947.20
26993	12/21/2018	North Star Mutual Insurance Co	NWRHTF General Liability	\$576.00
26994	12/21/2018	Spencer Office Supplies	Calculator- Val/Storage Boxes/Legal Pads	\$149.98
26995	12/31/2018	Advanced Systems, Inc	Copies	\$694.43
26996	12/31/2018	AFLAC	Insurance	\$575.92
26997	12/31/2018	Auditor of State	Auditor Filing Fees	\$175.00
26998	12/31/2018	Delta Dental of Iowa	Dental Insurance	\$948.50
26999	12/31/2018	Kansas City Life Insurance	Life Insurance	\$124.96
27000	12/31/2018	Kristin Larsen	Travel	\$56.43
27001	12/31/2018	VISA	Oil Change/ Travel	\$769.11
27002	12/31/2018	VSP Vision Care	Vision Insurance	\$215.79
27003	12/31/2018	Wellmark Blue Cross Blue Shield	Health Insurance	\$8,255.58
27004	1/4/2019	Clay County Auditor	Rent	\$3,799.68
27005	1/4/2019	Michael Raner	Travel/ Cell Phone	\$440.65
27006	1/4/2019	Petty Cash	Meetings/ Postage	\$45.92
27007	1/4/2019	Spencer Municipal Utilities	Internet	\$80.00
27008	1/4/2019	Staci Kleinhesselink	Travel	\$54.45
27009	1/4/2019	Steve Hallgren	Planner	\$13.29
27010	1/4/2019	Val Bonney	Travel	\$32.80



Check #	Date Paid	Vendor	Description	Amount
27011	1/18/2019	Advanced Systems- Lease	Copier Lease	\$489.50
27012	1/18/2019	Boji Information Systems	Dropbox/ Consulting	\$340.00
27013	1/18/2019	Casey's General Stores	Gas	\$105.81
27014	1/18/2019	CenturyLink	Phones	\$455.60
27015	1/18/2019	Clay County Auditor	Utilities	\$592.11
27016	1/18/2019	PIDC	Portfol Maintenance	\$1,097.25
27017	1/18/2019	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$144.30
27018	1/18/2019	Postmaster	Envelopes- 4 Boxes	\$1,143.60
27019	1/18/2019	Spencer Office Supplies	MICR Ink/ Folders	\$145.17

