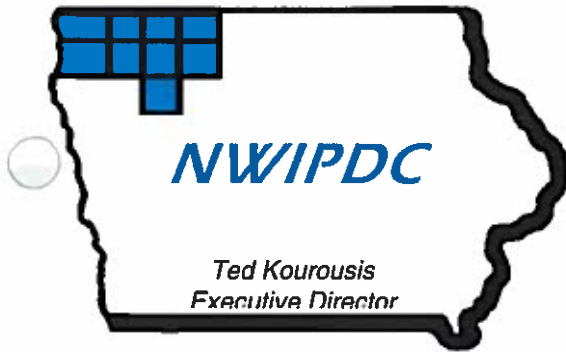


SIGN UP SHEET

February 21, 2019

	NAME	COUNTY	Email
✓	Dale Arends	BV County	arendsdale@yahoo.com
	Dave Derragon	BV County	derragon@stormlake.org
X	Kelly Snyder	BV County	ksnyder@bvcountyiowa.com
✓	Art Hamrick	Clay County	ahamrick@co.clayia.us
✓	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
✓	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	ibsteen@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
✓	Stephanie Neppl	Osceola County	snepl@osceolacountyia.com
✓	Mike Schulte	Osceola County	ssmobile@nethtc.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

February 21, 2019 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: Dickinson County Trail Projects
 - II. Close Public Hearing
 - III. Call Meeting to Order
 - IV. Approval of December Minutes
 - V. New Business
 1. Approve: Dickinson County Trail Projects Changes
 - VI. Open Discussion
 - VII. Motion to Adjourn

2. NWIPDC Policy Council
 - I. Call Meeting to Order
 - II. Approve January Minutes
 - III. Communications
 - IV. Treasurer's Report Through January
 - 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. Appointment of Nominating Committee
 2. Appointment of Non-Elected Official
 - A. Clay
 - B. Lyon
 - C. Buena Vista
 3. 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)

Open (P.A. Cities)
Don Schreur (Sioux)

* Committee Changes

PERSONNEL

Keri Navratil (B.V.Cities)
Art Hamrick (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
January 17, 2019

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:	George Moriarty
Dickinson County:	W.C. Leupold and Clark Reekers
Emmet County:	Penny Clayton
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte, Glenn Anderson and Stephanie Neppl
Palo Alto County:	
Sioux County:	Al Bloemendaal

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

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

Communications. Kourousis stated that Mike Earll from Osceola County retired. His replacement is Stephanie Neppl.

Steve received an email from Jack Hoogeveen interested in an internship for the summer. Hallgren asked if he would be interested in a non-paid position as there isn't money in the budget. He accepted and will work 2 to 3 days a week.

The Treasurer's report for December reflected a cash balance of \$214,232.82. A motion was made by Schulte, seconded by Clayton to approve the report as printed. Motion carried.

The bills, paid since the last meeting, were presented for approval. Clayton asked about the Portfol bill. Huckfelt explained that it was our software for the EDA-RLF loans and also the NWIRHTF loans. A motion was made by Arends, seconded by Koedam to approve the bills as written. Motion carried.

Old Business

1. WIOA Report. Bonney gave the following report:

All realignment discussions remain on hold until the Department of Labor responds to the waiver requests that Iowa submitted. State Workforce Board Meeting is 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 18th 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 February. The 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. Co-enrollment in multiple programs will occur as part of the new system, so there may be more than one case manager.

RWDB-CEOs meet on January 24, 2019 and hear reports on realignment, core partner efforts, one-stop center programs, disability access committee and regional sector board.

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

Hallgren informed the Board that he had received a phone call from a member city inquiring about the IDNR Derelict Building Grant program. He called and spoke with the IDNR Program Manager for this grant and discovered new information pertaining to city's ability to apply for both lead abatement and demolition activities in the same grant.

Hallgren indicated to the Board that as another follow up from information shared at the December Board meeting, that Planner Cara Elbert has been contacted by and is currently working with local officials and an industry in Dickinson County that is interested in pursuing the CDBG funded Career Link Transportation grant program. Cara has also been in communication with IEDA officials about this project, and it sounds like there is the potential for a good application if the industry is willing to participate and work with the regional transit provider (RIDES) on a ride-share agreement.

Hallgren shared with the Board of an upcoming staff training event in early February. He stated that he and Housing Planner Kristin Larsen would be attending the ICOG Staff Retreat in Grinnell, Iowa.

Hallgren indicated that given the time of the year and with the Iowa Legislature reconvening for a new session, he thought he would share with the Board the legislative agenda for the ICOG organization, of which NWIPDC is a member of and is the State association for all Councils of Governments. The ICOG 2019 legislative agenda is summarized in the following points:

- Workforce Housing – support and create a program that trains prison inmates in construction skills and results in construction of new single family housing.
- Increase COG Assistance from the State of Iowa
- Create and Fund Regional Economic Development Grant program to support rural economic vitality

- Increase funding for the State Housing Trust Fund – With an increase in the number of housing trust funds but no correlating increase in funding, this results in less funding for each housing trust fund
- Support Watershed Management Authorities – WMA’s help communities improve water quality and reduce flooding risks

Hallgren provided information to the Board members to remember that with local governments going through city and county budgets this time of year, that is any of our member entities need assistance in Planning, Housing, Economic Development, Grant Writing or other community development projects to please remember that NWIPDC staff is here to help with your community or county planning needs. Also, please remember that NWIPDC has been doing more non-traditional community development related planning projects over the past couple of years in an effort to assist our member entities with their individual or specific needs. In recent years, we have been doing more zoning administration and nuisance abatement administration contracts with member cities and counties. We have also completed special wind energy permit reviews for large wind energy projects, have done conditional use or variance reviews for specific projects, and even other project such as administering and enforcing a city’s tree trimming ordinance.

Hallgren concluded the Planning Report with indicating that NWIPDC Planning staff is working to create a survey to be sent electronically to all member city and county governments inquiring as to the level of services requested in the region, and what types of services provided by NWIPDC are of interest to our member entities. Stay tuned for upcoming information and links to the NWIPDC Planning survey.

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

New Business

1. Personnel Committee Report. The Personnel Committee met prior to the meeting to discuss the evaluations for Kristin Larsen, Erin Pingel and Bridget Richards. It was the Committee’s recommendation to move all three up one step on the merit step scale. A motion was made by Anderson, seconded by Schulte to approve. Motion carried.
2. Miscellaneous. Pingel gave a short update on Glacial Lakes & Prairie Escapes. Pingel and Kourousis have a meeting on January 30th and will meet with Mid American Energy on February on February 15th.

With there being no more discussion, the next meeting was scheduled for February 21, 2019 at 9:30 AM. A motion to adjourn was made by Moriarty, seconded by Clayton. Motion carried. The meeting adjourned at 10:10 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
1/31/19

CASH ON HAND 12/31/18	\$160,185.92
Receipts	103,449.66
Disbursements	94,321.51
 CASH ON HAND 1/31/19	 \$169,314.07

Reimbursements to NWIPDC

WIOA	34,583.48
EDA	5,992.09
SHIELD	8,826.57
HAZMAT	155.18
HOUSING TRUST FUND	2,506.01
SCHOOL TO WORK	17.48
 CASH BALANCE 1/31/19	 \$221,394.88

Check#	Date	Vendor	Description	Amount
521	1/24/2019	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,536.48
522	1/25/2019	Iowa Public Employee Retirement	IPERS	\$9,814.16
523	2/1/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$7,468.22
524	2/1/2019	State of Iowa Treasurer	State Taxes	\$1,562.00
525	2/15/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$7,468.21
526	2/15/2019	State of Iowa Treasurer	State Taxes	\$1,562.00
27020	1/25/2019	Advanced Systems, Inc	Copies	\$694.43
27021	1/25/2019	AFLAC	Insurance	\$575.92
27022	1/25/2019	Benjamin VanDonge	RWDB Travel	\$64.66
27023	1/25/2019	Carrie Turnquist	RWDB Travel	\$42.40
27024	1/25/2019	Delta Dental of Iowa	Dental Insurance	\$825.70
27025	1/25/2019	Diane Twait Nelsen	RWDB Travel	\$47.70
27026	1/25/2019	Janet Dykstra	RWDB Travel	\$58.30
27027	1/25/2019	Kansas City Life Insurance	Life Insurance	\$124.96
27028	1/25/2019	Kristin Hanson	RWDB Travel	\$28.62
27029	1/25/2019	Lee Beem	RWDB Travel	\$26.50
27030	1/25/2019	Polk County Housing Trust Fund	NWRHTF Contracted Services	\$696.00
27031	1/25/2019	Spencer Office Supplies	Writing Pads/ Pens	\$23.78
27032	1/25/2019	VISA	Innovative Credit/ W2 Processing/ Travel	\$238.06
27033	1/25/2019	VSP Vision Care	Vision Insurance	\$215.79
27034	1/25/2019	Wellmark Blue Cross Blue Shield	Health Insurance	\$9,321.08
27035	2/1/2019	Cara Elbert	Travel	\$31.27
27036	2/1/2019	Clay County Auditor	Rent	\$3,799.68
27037	2/1/2019	Petty Cash	Meetings/ Postage	\$40.40
27038	2/1/2019	Spencer Municipal Utilities	Internet	\$80.00
27039	2/1/2019	Spencer Office Supplies	File folders/ Envelopes	\$60.48
27040	2/1/2019	Val Bonney	Travel	\$56.02
27041	2/15/2019	Advanced Systems- Lease	Copier Lease	\$489.50
27042	2/15/2019	Boji Information Systems	Consulting	\$90.00
27043	2/15/2019	Casey's General Stores	Gas	\$166.92
27044	2/15/2019	CenturyLink	Phones	\$424.70
27045	2/15/2019	Clay County Auditor	Utilities	\$647.34
27046	2/15/2019	Iowa Workforce Development	WIOA Copier Lease/ Copies	\$798.69
27047	2/15/2019	Michael Raner	Travel/ Cell Phone	\$513.78
27048	2/15/2019	Staci Kleinhesselink	Travel	\$92.22

27049	2/15/2019	Tammie Galles	Total	\$62.25
27050	2/15/2019	Val Bonney	Travel	\$87.03

Check #	Date	Vendor	Description	Amount Paid
527	2/20/2019	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,536.48
528	2/20/2019	Iowa Public Employee Retirement	IPERS	\$9,916.47
27051	2/22/2019	AFLAC	Insurance	\$575.92
27052	2/22/2019	Delta Dental of Iowa	Dental Insurance	\$887.10
27053	2/22/2019	F8 Creative	Domain Name Registration	\$30.00
27054	2/22/2019	Kansas City Life Insurance	Life Insurance	\$124.96
27055	2/22/2019	Kristin Larsen	Travel	\$15.39
27056	2/22/2019	Staci Kleinhesselink	Travel	\$220.99
27057	2/22/2019	Steve Hallgren	Travel- Steve/ Kristin	\$280.00
27058	2/22/2019	VISA	Travel/ Office 365 / ADA Tables- DEI/ Camera-NWIRHTF	\$4,776.75
27059	2/22/2019	VSP Vision Care	Vision Insurance	\$215.79
27060	2/22/2019	Wellmark Blue Cross Blue Shield	Health Insurance	\$10,275.43



CLAY COUNTY BOARD of SUPERVISORS

Clay County Administration Building
300 West 4th Street, Suite 4, Spencer, IA 51301

Phone: 712/262-1569
Fax: 712/262-5793

January 24, 2019

Northwest Iowa Planning & Development
Ted Kourousis
217 West 5th Street, PO Box 1493
Spencer, Iowa 51301

Dear Northwest Iowa Planning & Development,

The Clay County Board of Supervisors is pleased to announce the appointment of Art Hamrick as Clay County Board of Supervisor's Representative(s) to the Northwest Iowa Planning & Development for 2019.

Sincerely,

Randy Swanson
Chairperson, Clay County Board of Supervisors

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2655 410th Street
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Serving the Citizens of Clay County