

# SIGN UP SHEET

## August 15, 2019

	NAME	COUNTY	Email
	Dale Arends	BV County	arendsdale@yahoo.com
X	Dave Derragon	BV County	derragon@stormlake.org
X	Kelly Snyder	BV County	ksnyder@bvcountyiowa.com
X	Art Hamrick	Clay County	ahamrick@co.clay.ia.us
X	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@cityofspiritlake.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	jbsteen@tcaexpress.net
	Jim Zeutenhorst	O'Brien County	jimzeit@tcaexpress.net
X	Marjean Westerman	O'Brien County	mwesterman@evertek.net
X	Glenn Anderson	Osceola County	sibleyadmin@hickorytech.net
	Stephanie Neppl	Osceola County	sneppl@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	

Jim Collins

City of Hull

Jim C@CityofHull



## ***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**

**August 15, 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 June Minutes
  - III. Communications
  - IV. Treasurer's Report Through July
  - 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. Miscellaneous
  - VIII. Set Next Meeting Date and Adjournment

## NWIPDC Committees

2019-2020

### 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)  
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 Neppl (Osceola Co)

Open (Palo Alto)  
Al Bloemendaal (Sioux Co)

### NWIPDC Officers

2019 – 2020

Chairman  
Vice Chairman  
Secretary/Treasurer

Glenn Anderson  
Kelly Snyder  
Jackie Huckfelt

Minutes of the NWIPDC Policy Council Meeting  
June 27, 2019

The meeting was called to order by Chairman Glenn Anderson at 9:51 AM following a short FastAct Planning Affiliation meeting. Present at the meeting were:

Buena Vista County:	Kelly Snyder, Dale Arends, Keri Navratil and Dave Derragon
Clay County:	George Moriarty and Art Hamrick
Dickinson County:	W.C. Leupold
Emmet County:	Tim Schumacher
Lyon County:	Steve Simons and Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte, Stephanie Nepl and Glenn Anderson
Palo Alto County:	
Sioux County:	Al Bloemendaal

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

Anderson asked to have everyone introduce themselves again.

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

Communications. Kourousis stated that he received an email stating that EDA was approved for another 3 years in the amount of \$70,000 a year.

The Treasurer's report for May reflected a cash balance of \$166,408.88. A motion was made by Schulte, seconded by Koedam to approve the report as printed. Motion carried.

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

#### Old Business

1. WIOA Report. Bonney was out of the office at summer worksites but prepared the following report:

The State Workforce Development Board considered the seven appeals filed regarding realignment at the May 30, 2019 meeting. Four of our CEOs attended. All appeals were denied by the State Workforce Board. Subsequently, the CEOs from roughly 11 regions intend to appeal this decision to the Department of Labor. That appeal needs to be submitted to the Department of Labor within 30 days of official notice of the denial by the state board. Since CEOs were in attendance at this meeting, it is assumed that the appeals must be received by June 30<sup>th</sup>.

The summer youth employment program called the Supervised Career Preparation Program (SCPP) began on June 3rd. Roughly Seventy Five youth are participating in the program

this year. 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.

The new data management system called IowaWORKS went live on June 3<sup>rd</sup>. Staff is learning the new system. The new system is a major change from what we had been using. As part of the new data management system, a new office process is in place as well. Staff are learning and adjusting to the new process. There have been some conversion issues with data that was converted from our old system. Issues are being worked through on a daily basis by state staff and the GEO program developers.

The Director of Iowa Workforce Development, Beth Townsend, the Deputy Director, Ryan West and the Chief Operating Officer, Cathy Ross, visited the Spencer office on June 12<sup>th</sup>. This is part of an office tour they are doing statewide. They were in our office for roughly an hour on June 12<sup>th</sup> and presented information on Future Ready Iowa, the new communication department at IWD, the expansion of the IWD Offender/Dept. of Corrections partnership, the new data management system and realignment.

2. Planning Division Report. Kourousis asked each Planner to give a short synopsis of what they had been working on.

Larsen reported that she has been really busy with housing projects. Everly was just successfully closed out recently. Larsen just had a contractor open house in Ruthven so the first round can be started. The Albert City and Spencer projects are about half done and the status hearing was done on June 17<sup>th</sup> in Spencer. Larsen also reported that she had submitted 3 Housing CDBG applications for the cities of Newell, Armstrong and another one for Ruthven. We hope to hear if they were funded by the middle of July. Larsen just held the Annual meeting for the NWIRHTF. They are going to delve into some new avenues ie. Rental rehabilitation, possibly mobile home rehabilitation and also some emergency funds.

Pingel reported that she had been working on the Glacial Lakes and Prairie Escapes project, partnering with the Iowa Parks Foundation and Mid-American Energy. There is a meeting coming up to discuss next steps for project proposals. Pingel has also been working on the O'Brien County Comp Plan. Also, a Dickinson County Endowment Fund application which will be signed and submitted today. Pingel also reported that we were notified this week that Graettinger was awarded a Water/ Sewer CDBG which she will be working on.

Ted expanded on the glacial lakes discussion and mentioned some of the specific projects that were occurring in the six county region. He stated that the Mid-American grant funding was only eligible within the three counties that comprised that utility's service delivery area. This service delivery area consists of O'Brien, Buena Vista and Palo Alto Counties, which is only half of the entire region that additionally includes Emmet, Dickinson, and Clay Counties.

Elbert reported that the Lyon County Hazard Mitigation plan was approved a few days ago. Clay County and Dickinson County Hazard Mitigation plans are almost finished. Elbert also stated that she has been working on a CDBG application for a water project in Lake Park. That application is due on Monday, July 1<sup>st</sup>. Elbert also submitted a Housing grant

for the City of Hawarden and a Community Facility grant for NW Unlimited to do some expansion on their campus. There is a 3 county regional plan for Hazard Mitigation that was submitted in May for the counties of Sioux, Osceola and O'Brien for their consideration. We should hear on that one in the fall.

3. Contract Status Report. There were 2 contracts to report for informational purposes only.

#### New Business

1. Discussion and Approval of FY 2020 Budget. Kourousis stated that the budget was down 6.73% this year. The Training Division is primarily down because of having no Rapid Response money. Bonney has applied for more Rapid Response money but at the time of the budget preparation, there was no word from the State. On the Planning Division side, Kourousis stated that we have several large contracts that came to an end this year, like Wind Energy and some Hazard Mitigation plans. There are some potential grants we're waiting on but didn't have that information available at budget time. They should be announced in the next month or two.

With that said, Simons reported that the Personnel Committee met prior to the Policy Council meeting and it is their recommendation to approve a COLA of 3% with Erin Pingel going part-time. A motion was made by Moriarty, seconded by Schulte to approve the FY 2020 budget. Motion carried.

Kourousis stated that Pingel had resigned last month and had taken another job. He advertised the position and only got 5 applications, none of which would work. In the meantime, Pingel contacted him asking if he thought part-time would work. He talked to her and they've decided to give it a try.

2. Van Purchase. Kourousis stated that he would like to trade in the current agency Dodge Grand Caravan for a new model through a local dealer. He said that he was able to utilize the state bid price and the local dealer was willing to honor that, which allows for the funding to be spent locally rather than at a larger dealer outside the area. The agency would trade off the current 2013 vehicle and the difference in price for the new vehicle would be \$19,105. Motion to trade the existing 2013 Dodge Grand Caravan and Purchase a new similar vehicle for \$19,105 was made by Hamrick, seconded by Snyder. The motion carried.

3. Miscellaneous. None.

With there being no more discussion, the next meeting was scheduled for August 15, 2019 at 9:30 AM. A motion to adjourn was made by Bloemendaal, seconded by Steensma. Motion carried. The meeting adjourned at 10:21 AM.

Respectfully submitted,



Jackie Huckfelt, Secretary

TREASURER'S REPORT  
CASH IN BANK  
7/31/19

CASH ON HAND 5/31/19	\$116,748.41
Receipts	211,806.14
Disbursements	187,025.75
CASH ON HAND 7/31/19	\$141,528.80

Reimbursements to NWIPDC

WIOA	75,471.47
EDA	6,095.34
SHIELD	24,862.96
HAZMAT	3,284.90
SCHOOL TO WORK	1,774.08
HOUSING TRUST FUND	17,361.13
CASH BALANCE 7/31/19	\$270,378.68

Check	Date Paid	Vendor	Description	Amount	Paid
556	7/5/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,492.58	
557	7/5/2019	State of Iowa Treasurer	State Taxes	\$1,363.00	
558	7/11/2019	Iowa Workforce Development-UI	Unemployment Insurance	\$136.98	
559	7/18/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,753.27	
560	7/26/2019	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,000.98	
561	7/19/2019	Iowa Public Employee Retirement	IPERS	\$8,853.62	
562	7/19/2019	State of Iowa Treasurer	State Taxes	\$1,425.00	
563	8/2/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,655.80	
564	8/2/2019	State of Iowa Treasurer	State Taxes	\$1,402.00	
27176	7/5/2019	Advanced Systems, Inc	Copies	\$730.97	
27177	7/5/2019	Advanced Systems- Lease	Copier Lease	\$489.50	
27178	7/5/2019	Blackbaud	Software Maintenance 7/1/19-6/30/20	\$10,823.63	
27179	7/5/2019	Clay County Auditor	Rent	\$3,799.68	
27180	7/5/2019	Michael Raner	Travel/ Cell Phone	\$545.95	
27181	7/5/2019	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$144.30	
27182	7/5/2019	Spencer Municipal Utilities	Internet	\$80.00	
27183	7/5/2019	Spencer Office Supplies	Laminating Pouches/Paper/ Postage Meter Ink	\$630.18	
27184	7/5/2019	Staci Kleinhesselink	Travel	\$46.64	
27185	7/12/2019	Boji Information Systems	Consulting/ Web Hosting	\$505.00	
27186	7/12/2019	CenturyLink	Phones	\$437.74	
27187	7/12/2019	Clay County Auditor	Utilities	\$588.20	
27188	7/12/2019	John Conyn	HM Awareness- BV Co/ HM Materials- Clay Co	\$1,800.00	
27189	7/12/2019	Strategic Insights, Inc	Plan-It Software License Renewal	\$587.50	
27190	7/12/2019	United Parcel Service	Postage	\$16.52	
27191	7/26/2019	Advanced Systems, Inc	Copies	\$694.43	
27192	7/26/2019	AFLAC	Insurance	\$1,126.34	
27193	7/26/2019	CenturyLink- LD	Conference Call- NWRHTF & LEPC	\$103.61	
27194	7/26/2019	Delta Dental of Iowa	Dental Insurance	\$800.56	
27195	7/26/2019	ESRJ, Inc	ArcView Maintenance	\$400.00	
27196	7/26/2019	Iowa Workforce Development	WIOA Copier Lease	\$173.75	
27197	7/26/2019	Kansas City Life Insurance	Life Insurance	\$104.88	
27198	7/26/2019	Kristin Larsen	Travel	\$59.89	
27199	7/26/2019	Spencer Office Supplies	Card Stock/ Mileage Books	\$173.81	
27200	7/26/2019	VISA	Gas/ Innovative Credit/ Flywheel /CPR	\$1,332.50	
27201	7/26/2019	VSP Vision Care	Vision Insurance	\$193.85	



27202	7/26/2019	Wellmark Blue Cross Blue Shield	Health Insurance	520.43
27203	8/2/2019	Cara Elbert	Travel	\$11.00
27204	8/2/2019	Clay County Auditor	Rent	\$3,799.68
27205	8/2/2019	Michael Raner	Travel/ Cell Phone	\$514.68
27206	8/2/2019	Spencer Municipal Utilities	Internet	\$80.00
27207	8/2/2019	Spencer Office Supplies	Classification Folders- NWIRHTF	\$59.98
27208	8/2/2019	Val Bonney	Travel	\$19.47

Check	Date Paid	Vendor	Description	Amount
565	8/16/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,718.36
566	8/16/2019	State of Iowa Treasurer	State Taxes	\$1,416.00
27209	8/16/2019	Advanced Systems- Lease	Copier Lease	\$489.50
27210	8/16/2019	Boji Information Systems	Consulting	\$60.00
27211	8/16/2019	CenturyLink	Phones	\$451.43
27212	8/16/2019	Clay County Auditor	Utilities	\$641.07
27213	8/16/2019	Erin Pingel	Travel	\$12.43
27214	8/16/2019	Iowa Workforce Development	WIOA Copier Lease	\$203.00
27215	8/16/2019	Kirkwood Community College	Registration- Michael	\$659.00
27216	8/16/2019	Spencer Office Supplies	Heavy paper/ Binders/ Storage Boxes	\$193.06
27217	8/16/2019	Staci Kleinhesselink	Travel	\$151.58
27218	8/16/2019	Williams & Company P.C.	Initial Audit Charges	\$3,100.00

