

SIGN UP SHEET

January 16, 2020

	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
X	Kristi Franker	Clay County	kristi@farmerstrust.com
X	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
X	Tim Schumacher	Emmet County	tschumacher87@yahoo.com
X	Merle Koedam	Lyon County	koedam@alliancecom.net
X	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	jimzeit@tcaexpress.net
X	Marjean Westerman	O'Brien County	mwesterman@evertek.net
X	Glenn Anderson	Osceola County	siblevadmin@hickorytech.net
X	Stephanie Neppl	Osceola County	snepl@osceolacountyia.com
X	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	

Keri Warrahl

BV county



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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AGENDA

Northwest Iowa Planning and Development Commission

January 16, 2020 9:30 AM*

Governmental Services Building Conference Room, 217 W 5th Street, Spencer, IA

1. FAST Act Regional Planning Affiliation Meeting

- I. Call Meeting to Order
- II. Approval of June Minutes
- III. New Business
 1. City of Spencer Trail Project Request
- IV. Open Discussion
- V. Motion to Adjourn

2. NWIPDC Policy Council

- I. Call Meeting to Order
- II. Approve November 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. Resignations of Tammie Galles and Bridget Richards
 2. Personnel Committee Report
 3. Miscellaneous

VIII. Set Next Meeting Date and Adjournment

• Personnel Committee Meeting at 9:00 AM

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 Neppi (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
November 21, 2019

The meeting was called to order by Vice-Chairman Kelly Snyder at 9:30 AM. Present at the meeting were:

Buena Vista County:	Dale Arends and Dave Derragon
Clay County:	Art Hamrick
Dickinson County:	W.C. Leupold and Clark Reekers
Emmet County:	Tim Schumacher
Lyon County:	Merle Koedam
O'Brien County:	John Steensma
Osceola County:	Mike Schulte
Palo Alto County:	Roger Faulstick
Sioux County:	Al Bloemendaal

Others attending were: Ted Kourousis, Executive Director, Darren Bumgarner, Kristin Larsen, Cara Elbert, Val Bonney and Jackie Huckfelt, NWIPDC staff and Jim Collins, City of Hull.

Snyder asked for introductions therefore, everyone introduced themselves and told where they were from.

Minutes of the October 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 October reflected a cash balance of \$200,271.58. A motion was made by Schulte, seconded by Hamrick to approve the report as written. Motion carried.

The bills, paid since the last meeting, were presented for approval. Leupold asked what we were paying HMCFS for. Kourousis and Elbert explained that it was a flow through for LEPC. Schumacher asked if we would ever see a report with their findings. Elbert stated that she has an electronic report for anyone interested. A motion was made by Schumacher, seconded by Koedam to approve the bills as written. Motion carried.

Old Business

1. WIOA Report. Bonney gave the following report.

There has been no response from the Department of Labor on the federal appeal of the Iowa realignment process. IWD state staff has indicated that DOL is on hold with a response at this time. As a reminder, it has been indicated that regardless of how many regions there are in Iowa, the state must move forward with system transformation to become WIOA compliant. The Region 3-4 Chief

Elected Officials continue to attend meetings regarding system transformation. The CEOs that are on the NWIPDC policy council and the workforce board shared information from the meetings. An overview of the training provided at the CEO meetings was presented to current service providers earlier this month. There were a couple things that stood out from that session. IWD indicates they are hearing from CEOs that the current configuration of six regions would not be sustainable going forward. IWD will be holding a consultation meeting for CEOs on November 20th. When asked if a recommendation could come out of that meeting, IWD staff indicated that it is IWD's responsibility to decide if a recommendation would go to the State Board. No updated time line has been drafted at this point. IWD received the results of the second DOL monitoring of Iowa. IWD indicates it is clear from that monitoring that Iowa needs to move forward with system transformation regardless of the number of regions. IWD stated that it is yet to be determined if the aggressive timeline dates are achievable, but it is good to have a goal. The FY20 Title I funds, which begin July 1, 2020, will go to the new fiscal agents. Several questions were asked related to entities serving in multiple roles under this model. The response indicates that Fiscal agent and board staff can only serve in one role. The one-stop operator can be a role for an individual entity or a consortium of core partners. Maher and Maher indicated that one-stop operator and service provider are the only overlapping roles, and if an entity served in both roles, the one-stop operator would need to be a consortium. IWD indicated there would be an overlap period when current local workforce boards are in place and the new larger region workforce boards are established.

We continue to update conversion issues related to the new data management system. PY18 final performance was received. Some adjustments were made to that performance, but not all adjustments that were submitted were reflected. We have asked for a list of individuals that were included in performance so we can review if the information was accurate.

Discussion followed.

2. Planning Division Report. Kourousis asked the Planners to give an update on their projects:

Bumgarner stated that the CDBG for the City of Rembrandt Sanitary Sewer System Improvements was recently funded.

Bumgarner reported that Zoning Administration and Nuisance Abatements are slowing down for the winter.

Bumgarner also stated that the early round of Community Facility projects are due by January 17th.

Elbert is waiting on the signed contract to begin work on the Regional Hazard Mitigation Plan that was just awarded to Sioux/ O'Brien and Lyon Counties.

The Armstrong and Village Northwest projects will go out for bid in December and she is assuming construction will begin in early Spring.

Elbert also reported that she has submitted the grant for the second phase of the Career Link CDBG. It will provide employment transportation from Storm Lake to VT Industries in Holstein.

Elbert reported that she is working on an application for the City of Graettinger to get on the State's intended use plan. They got awarded a CDBG for a water project and now want to apply for SRF funding to get new water meters in conjunction with this project.

Larsen stated that she has been really busy in housing. There is one house left in Spencer to complete and then that CDBG grant will be ready to close.

Larsen is in the process of taking pictures in Albert City/ Newell and Ruthven and doing the initial inspections. Larsen doesn't think, however that they will probably start on any of the houses before the snow flies but they will be ready to go in the Spring.

Larsen stated that she is working on closing out the current Housing Trust Fund grant and opening up the next one.

Two weeks ago, five homeowner contracts were signed for the Spencer Sub-standard housing project and we are in the process of starting round 2.

Kourousis stated that the applications for FastAct will be going out next month. They will be due in late March.

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

New Business

1. Discussion of Addition to Board Membership. Kourousis stated that every few years the IDOT reviews the agency's policies in regards to board membership, governance policies and makeup of the committees that help to allocate the funding in accordance with the FAST Act. After the latest review, the IDOT had recommended that the commission add the RTA as an ex-officio member to its board in a similar manner as the commission holds on the RTA's board. This position would be a non-voting member. Some discussion followed and a motion was made by Schumacher, seconded by Arends. The motion carried.
2. Miscellaneous. None

Kourousis stated that we typically don't have a December meeting so with there being no more discussion, the next meeting was scheduled for January 16, 2020 at 9:30 AM. A motion to adjourn was made by Bloemendaal, seconded by Steensma. Motion carried. The meeting adjourned at 10:15 AM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Jackie Huckfelt". The signature is written in a cursive, flowing style.

Jackie Huckfelt, Secretary

TREASURER'S REPORT
CASH IN BANK
12/31/19

CASH ON HAND 10/31/19	\$105,258.32
Receipts	212,414.45
Disbursements	175,066.13
CASH ON HAND 12/31/19	\$142,606.64

Reimbursements to NWIPDC

WIOA	31,071.03
EDA	4,536.13
SHIELD	10,246.60
HAZMAT	50.80
SCHOOL TO WORK	912.21
NWIRHTF	1,237.42
CASH BALANCE 12/31/19	\$190,660.83

Check #	Date Paid	Vendor	Description	Amount Paid
590	12/6/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,764.67
591	12/6/2019	State of Iowa Treasurer	State Taxes	\$1,408.00
592	12/19/2019	Farmers Trust & Savings (HSA)	HSA Deposits	\$2,000.98
593	12/20/2019	Farmers Trust & Savings Bank	Payroll Taxes	\$6,692.02
594	12/20/2019	Iowa Public Employee Retirement	IPERS	\$8,904.66
595	12/20/2019	State of Iowa Treasurer	State Taxes	\$1,392.00
596	1/3/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$6,659.20
597	1/3/2020	State of Iowa Treasurer	State Taxes	\$1,238.00
27311	12/6/2019	Advanced Systems, Inc	Copies	\$694.43
27312	12/6/2019	Advanced Systems- Lease	Copier Lease	\$489.50
27313	12/6/2019	Boji Information Systems	Consulting	\$180.00
27314	12/6/2019	Clay County Auditor	Rent	\$3,799.68
27315	12/6/2019	Erin Pingel	Planner	\$55.00
27316	12/6/2019	Michael Raner	Travel/ Cell Phone	\$492.31
27317	12/6/2019	Petty Cash	Postage/ Meetings	\$48.60
27318	12/6/2019	Portfol Software	Annual Maintenance	\$1,097.25
27319	12/6/2019	Spencer Municipal Utilities	Internet	\$80.00
27320	12/6/2019	Spencer Office Supplies	Hanging Folders	\$36.16
27321	12/6/2019	Staci Kleinhesselink	Travel	\$45.05
27322	12/6/2019	Val Bonney	Travel	\$41.76
27323	12/20/2019	AFLAC	Insurance	\$550.42
27324	12/20/2019	American Society of Safety Professionals	Membership Dues/ SHIELD	\$200.00
27325	12/20/2019	Boji Information Systems	Dropbox/ Consulting	\$301.00
27326	12/20/2019	CenturyLink	Phones	\$451.05
27327	12/20/2019	Clay County Auditor	Utilities	\$544.91
27328	12/20/2019	Converged Technologies, LLC	Extension switch	\$112.50
27329	12/20/2019	Delta Dental of Iowa	Dental Insurance	\$696.84
27330	12/20/2019	Kansas City Life Insurance	Life Insurance	\$112.58
27331	12/20/2019	National Safety Council	Membership Dues/ SHIELD	\$425.00
27332	12/20/2019	North Star Mutual Insurance Co	General Liability- NWIRHTF	\$577.00
27333	12/20/2019	Polk County Housing Trust Fund	Contracted Services	\$600.00
27334	12/20/2019	Sanford	Drug & Alcohol Class	\$312.40
27335	12/31/2019	VSP Vision Care	Vision Insurance	\$193.85
27336	12/31/2019	Wellmark Blue Cross Blue Shield	Health Insurance	\$9,678.89
27337	1/3/2020	CenturyLink- LD	Conference Call- NWIRHTF	\$32.90

27338	1/3/2020	Clay County Auditor	Rent	\$3,799.68
27339	1/3/2020	F8 Creative	Domain Name Registration	\$30.00
27340	1/3/2020	Michael Raner	Travel/ Cell Phone	\$308.60
27341	1/3/2020	Spencer Municipal Utilities	Utilities	\$80.00
27342	1/3/2020	Spencer Office Supplies	Folders/ Hi-Liters/ Stamp Pad	\$96.32
27343	1/3/2020	Val Bonney	Travel	\$39.42
27344	1/3/2020	VISA	Gas/ Travel/ Innovative Credit	\$296.46

Check #	Date Paid	Vendor	Description	Amount
598	1/17/2020	Farmers Trust & Savings Bank	Payroll Taxes	\$6,576.82
599	1/17/2020	State of Iowa Treasurer	State Taxes	\$1,222.00
27345	1/17/2020	Auditor of State	Audit Filing Fees	\$175.00
27346	1/17/2020	Boji Information Systems	Adapters/ Consulting	\$151.25
27347	1/17/2020	CenturyLink	Phones	\$445.31
27348	1/17/2020	Clay County Auditor	Utilities	\$563.91
27349	1/17/2020	GFC Leasing	Copier Lease	\$912.50
27350	1/17/2020	Iowa Workforce Development	Computers (5)/ WIOA Copier Lease/ Shredding	\$6,135.42
27351	1/17/2020	Jonathon Hintz	House Inspections- Spencer	\$1,000.00
27352	1/17/2020	Pitney Bowes Global Financial Services, Inc	Postage Meter Lease	\$144.30
27353	1/17/2020	Polk County Housing Trust Fund	NWRHTF Contracted Services	\$150.00
27354	1/17/2020	Spencer Office Supplies	Binders/ Tabs/ Tape/ Date Stamp	\$105.84
27355	1/17/2020	Staci Kleinhesselink	Travel	\$58.30
27356	1/17/2020	Winter Walking	SHIELD Grips	\$184.70

