

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Executive / Finance Committee
Thursday, April 21, 2016
7:30 a.m.
Kahill's Restaurant
Marina Inn Conference Center, 4th and B Streets, South Sioux City, Nebraska

PRESENT:

Mark Monson, Supervisor, Woodbury County, Iowa – Chair
Dan Moore, City Council, City of Sioux City, Iowa – Secretary
Jon Winkel, Mayor, City of Sergeant Bluff, Iowa
Lance Hedquist, City Administrator, City of South Sioux City, Nebraska

STAFF:

Michelle Bostinelos, Executive Director
Bill Cole, Finance Director
Curt Miller, Facilities/Transit Director
Sharon Burton, Executive Assistant

The Executive/Finance Committee met at 7:30 a.m. on Thursday, April 21, 2016 at Kahill's Restaurant located in the Marina Inn Conference Center, 4th and B Streets, South Sioux City, Nebraska.

Chair Mark Monson called the meeting to order at 7:30 a.m.

- 1. APPROVAL OF THE AGENDA:** Chair Monson asked if there were any corrections to the April 21, 2016 agenda.

Dan Moore moved to approve the April 21, 2016 agenda as presented, seconded by Lance Hedquist. Motion carried.

- 2. APPROVAL OF THE MINUTES:**

Chair Monson asked if there were any corrections to the minutes of the March 17, 2016 regular meeting.

Dan Moore moved to approve the minutes of the March 17, 2016 meeting as presented, seconded by Lance Hedquist. Motion carried.

- 3. FINANCIAL UPDATE, FEBRUARY 29, 2016:** Bill Cole provided a comparison of FY 2015 and FY 2016 fund balances as of February 28. Cash flow continues to improve as reports are being filed on time and funding received. He noted the Housing division does have approximately \$175,000 in outstanding revenue due from the Federal Home Loan Bank. This revenue should be received once all required documentation has been submitted. Siouxland Regional Transit System (SRTS) has finished February billings and are now preparing March invoices. Staff is currently working on the March financial close which will bring the financials for fiscal year 2016 completely up-to-date. Mr. Cole discussed indirect costs and allocations. He noted due to staff turn-over the Economic Development Administration and Keep Northeast Nebraska Beautiful programs may have unspent funds at the end of this fiscal year. Discussion followed

Dan Moore moved to accept the February 29, 2016 financial reports as presented, seconded by Lance Hedquist. No further discussion. Motion carried.

Lance Hedquist moved to authorize the Chairman or Vice Chairman to sign an agreement with entities that may have qualifying projects to use grant funds that will not be expended this fiscal year, Dan More seconded. No further discussion. Motion carried.

4. **FY 2017 DRAFT BUDGET:** Mr. Cole provided members with the draft budget for fiscal year 2017. He noted the budget includes a summary of projected revenues and expenditures for each division along with a detailed breakdown for each project. All employees were asked to be involved in the budget process and everyone was receptive. Individual meetings were held so they could look at historical data for their department and assist with fiscal year 2017 projections. Currently indirect costs and allocations are being finalized. The final copy will be presented in May for recommendation of approval to the Board of Directors. Once approved each employee will be given a copy of the budget and they will be able to review revenues and expenditures on the new Financial Edge accounting software. Discussion followed.
5. **STAFFING:** Michelle Bostinelos discussed hiring one or two additional planners. She explained more staff is needed to fulfill current work programs and communities are requesting services as a result of recent visits. Ms. Bostinelos noted one planner position has been posted but due to several openings in Iowa few applicants have been received to date. Discussion followed on broadening the search, office space becoming problematic and potential funding for new facilities.

Bill Cole agreed hiring one planner in the current budget year is needed and suggested seeing if hiring another is justified after the financials have been closed.

Lance Hedquist moved to proceed with hiring at least one planner at this time, seconded by Dan Moore. No further discussion. Motion carried.

6. **EXECUTIVE DIRECTOR CONTRACT:** Chair Monson reported the Board of Directors approved the appointment of Ms. Bostinelos as Executive Director at their March meeting with a contract to be executed by the Executive/Finance Committee in April. Members discussed the contract presented and suggested the following revisions - *combine vehicle allowance language under compensation, clarify accrual of annual leave and specify prior written approval of general business expenses should be made by the Chairman of the Board of Directors.*

Lance Hedquist moved to execute the contract with changes as discussed, seconded by Dan Moore. No further discussion. Motion carried.

7. **CONTRACTS:**
 - a. City of Galva to complete a Code of Ordinances for a total of \$3,000, April 2016 to April 2017
 - b. City of Marcus to complete a Code of Ordinances with Zoning Code Update for a total of \$4,500, April 2016 to April 2017
 - c. City of Moorhead to complete a Code of Ordinances for a total of \$3,300, July 2016 to July 2017
 - d. City of Ute to complete a Code of Ordinances for a total of \$4,604, July 2016 to July 2017

Lance Hedquist moved to recommend approval of contracts a. through d. to the Board of Directors as presented, seconded by Jon Winkel. Motion carried.

8. **DIRECTOR REPORT:** Ms. Bostinelos provided an overview of the report included in the meeting packet. She reported the City of Turin contacted staff about nuisance abatement services. Discussion followed on problems related to providing this service. Members decided staff could assist with a nuisance abatement ordinance or policy, but enforcement is a legal matter and outside our authority.
9. **BUILDING IMPROVEMENTS:** Curt Miller reported interior painting of all offices will start soon and new furniture has been ordered. A verbal estimate of \$55,000 was received for a new roof and the parking lot is estimated to cost \$50,000. He discussed having the Siouxland Planning and Transit Services, LLC borrow \$125,000 to \$150,000 for building repairs and allocate costs back to SIMPCO and SRTS. He noted funding resources will be looked at to relocate to either a new or larger facility.

- 10. OTHER COMMENTS:** Ms. Bostinelos reported the next meeting is scheduled for Thursday, May 12, 2016 at 7:30 a.m. Also, the Council of Officials and Board of Directors will hold their annual meeting at 5:30 p.m. on May 12 at The Cardinal Conference Center, 4401 Dakota Avenue, South Sioux City. A catered dinner and presentation of awards will follow the meeting.

Members discussed nominees for the Ron Rapp award.

Chair Monson discussed unveiling plans for a staff and Board of Directors retreat at the May 12 annual meeting.

- 11. ADJOURNMENT:** Chair Monson adjourned the meeting at 8:35 a.m.

