

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Board of Directors Meeting (#502)

Thursday, October 12, 2017, 12:00 (Noon)

1122 Pierce Street, Sioux City, Iowa

Members Present:

Jon Winkel, Chair	Mayor	Sergeant Bluff, IA
Ken Beaulieu	Supervisor	Dakota Dunes CID, SD
Tammy Bramley	Supervisor	Monona County, IA
Lesa Cropley	Council Member	North Sioux City, SD
Clark Goodchild	Council Member	Le Mars, IA
Tom Kimmel	Supervisor	Union County, SD
Joe Krage	Planning/Zoning Commissioner	Sioux City, IA
Dan Moore	Council Member	Sioux City, IA
Jeff Simonsen	Supervisor	Cherokee County, IA
Steve Warnstadt	Government Relations	WITCC, Sioux City, IA
Chris Zellmer-Zant	Planning/Zoning Commissioner	Woodbury County, IA

Guests/Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO
Ellen Dirks	Accountant II	SIMPCO
Gabriel Appiah	Regional Planner I/GIS	SIMPCO
Jacob Heil	Regional Planner II	SIMPCO
Nicole Peterson	Regional Planner II	SIMPCO

Board of Directors Chair Jon Winkel called the meeting to order at 12:00 p.m. Members were led in the Pledge of Allegiance. A quorum was present.

1. **APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the October 12, 2017 regular agenda. Chair Winkel reported the Executive/Finance Committee recommended removing Agenda Item 9 concerning a personnel issue.

Chris Zellmer-Zant moved to approve the agenda as amended, seconded by Lesa Cropley. Motion carried.

2. **APPROVAL OF MINUTES:**
 - a. **Board of Directors Minutes #501, August 10, 2017:** Chair Winkel asked if there were any additions or deletions to the August 10, 2017 regular meeting minutes.

Jeff Simonsen moved to approve the minutes as presented, seconded by Chris Zellmer-Zant. Clark Goodchild and Joe Krage abstained as they were not present for the August 10, 2017 meeting. Motion carried.

3. FINANCIALS

a. July/August/September 2017: Finance Director Bill Cole provided members with updated financials that included September 30, 2017. He provided an overview of each fund balance and discussed variances between FY 2017 and FY 2018. As of September 30 revenues of all divisions total \$1,752,073 with expenditures of \$1,498,522 for a balance of \$253,551. The Executive/Finance Committee has reviewed the financial reports and recommends approval as presented. Discussion followed.

Clark Goodchild moved to accept the recommendation of the Executive/Finance Committee and approve the July, August and September 2017 financial reports as presented, seconded by Dan Moore. No further discussion. Motion carried.

Chair Winkel reported the Executive/Finance Committee has recommended staff does not fill the open Regional Planner II position, but instead look into hiring a Senior Planner or Planning Director to assist with management of community projects and marketing. Discussion followed.

b. ADP Payroll and Timekeeping Software: Mr. Cole discussed the current payroll process and potential advances in efficiency and accuracy with the implementation of ADP payroll and timekeeping software.

Finance staff currently inputs timesheet data manually into the Blackbaud Financial Edge accounting software, which is time intensive. Blackbaud has partnered with ADP as an approved software provider that can integrate their timesheet software directly into the Blackbaud system. This would allow employees to enter time through their desktop computer, cellphones, laptops or tablets. ADP also has applications available for payroll administration and Human Resources management.

The quote received from ADP includes a one-time implementation fee of \$6,400 with payroll processing costs based on a charge per employee for each payroll processed and a charge per employee for month-end and year-end processing. Based on the current number of employees, the total estimated annual cost is \$15,727. All costs would be allocated back to SIMPCO, SRTS and SEDC based on each entity's number of employees.

Staff is recommending accepting the quote from ADP for implementation of their payroll and timekeeping software. The goal would be to start processing payroll through ADP as of January 1, 2018 so there would be a complete year of data for tax and payroll reporting. The ADP service contract does not require an upfront fee. Payment for implementation is due after the first payroll is processed and the service can be cancelled at any time. Discussion followed.

The Executive/Finance Committee approved the recommendation to accept the quote received from ADP for payroll and timekeeping software, payroll administration and Human Resources.

Jeff Simonsen moved to accept the recommendation of the Executive/Finance Committee and approve the implementation of ADP payroll and timekeeping software, administration of payroll reporting and Human Resources management, seconded by Chris Zellmer-Zant. No further discussion. Motion carried.

c. Community Services/Economic Development Financial Plan: Ms. Bostinelos reported the Community Services division ended fiscal year 2017 with a deficit balance of \$82,348. This shortfall was a result of rebuilding the division which included increasing staff, expanding community outreach and finishing outstanding projects. To address future shortfalls the Executive/Finance Committee requested staff develop an action plan.

Ms. Bostinelos provided an overview of the financial plan included in the meeting packet. She discussed each action that will be implemented to avoid future deficits and ensure financial improvements. Mr. Cole provided an example of individual Excel project reports that have been created for planners to track project costs. Each project file shows total revenues and expenditures and includes a summary of hours charged by each employee. A meeting was held with planners and they are receptive to using this tool. The Finance Department will update each project file following payroll. Discussion followed. The Executive/Finance Committee has reviewed the plan and it was their consensus to recommend approval.

Dan Moore moved to approve the Community Services/Economic Development Financial Plan as presented, seconded by Lesa Cropley. No further discussion. Motion carried.

d. Partnership Program: Ms. Bostinelos discussed initiating a Partnership Program as an opportunity for private, non-government businesses and organizations to invest in local services provided as the region's Council of Governments. She presented as an example the Region XII Council of Governments Partnership Program. Their program brings in approximately \$10,000 additional revenue annually. Discussion followed. **She noted the Executive/Finance Committee has asked staff to prepare a draft program showing membership levels and associated costs for review and approval at a future meeting.**

The Board of Directors concurred with the Executive/Finance Committee and staff will present a detailed program at a future meeting.

4. **CONTRACTS:** Executive Director Michelle Bostinelos presented the following contracts for approval. She noted the Executive/Finance Committee has reviewed all of the contracts shown and recommends approval.
- a. City of Blencoe to complete a Code of Ordinances update, Total \$4,000, September 2017 through January 2018
 - b. City of Ida Grove to complete a Comprehensive Plan, Total \$10,000, September 2017 through July 2018
 - c. City of Quimby to complete a Comprehensive Plan, Total \$5,000, October 2017 through March 2018
 - d. City of Soldier to complete a Comprehensive Plan, Total \$5,000, September 2017 through July 2018
 - e. City of Marcus to complete an Urban Revitalization Plan Update, Total \$1,200, September 2017 through December 2017

- f. Nebraska Department of Economic Development, Economic Development District Act Grant Funds, Total **\$67,745.24**
July 1, 2017 through June 30, 2018 \$33,872.62
July 1, 2018 through June 30, 2019 \$33,872.62
- g. Western Iowa Community Improvement Regional Housing Trust Fund (WICIRHTF) to administer the State Housing Trust Fund \$293,810 (State \$233,810, Local \$60,000) beginning January 1, 2018 to December 31, 2019

Chris Zellmer-Zant moved to accept the recommendation of the Finance/Executive Committee and approve contracts a. through g. as presented, seconded by Jeff Simonsen. Motion carried.

- 5. LEGISLATIVE FORUM PROPOSAL:** Ms. Bostinelos reported SIMPCO's Regional Policy and Legislative Committee are interested in hosting a legislative forum on December 1, 2018 at Western Iowa Tech Community College in Sioux City. Regional legislative representatives from Iowa, Nebraska and South Dakota would be invited to learn about SIMPCO's legislative priorities which include: infrastructure, economic development, workforce development, housing and quality of life. Following staff presentations on these priorities, legislators would be asked to provide feedback or remarks. Invitations would be extended to SIMPCO's membership and the general public; however, it would not be an open forum at which legislators are asked to address comments. Discussion followed.

The Executive/Finance Committee has reviewed the legislative forum proposal and recommends approval.

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve the legislative forum proposal as presented, seconded by Jeff Simonsen. No further discussion. Motion carried.

- 6. DRAFT AMENDED BYLAWS:** Ms. Bostinelos reported a preliminary draft of the amended bylaws was presented for review and comments at the August 10, 2017 meeting. All recommended revisions have been made to the draft that was included in the meeting packet. The foremost amendment to the current bylaws is the merging of the Council of Officials and Board of Directors into one policy and governing body.

Following the meeting today, staff will send ballots to all members. Approval will be pending an affirmative vote by sixty percent of the current Council of Officials and Board of Directors membership.

- 7. DIRECTOR REPORT:** Ms. Bostinelos provided an overview of her report included in the meeting packet. She reported staff has been assisting South Sioux City with a request to the Nebraska Department of Transportation for reclassification of Veteran's Drive. Staff successfully prepared and submitted Missouri River Historical Development (MRHD) Special Grants for the cities of Oto, Lawton and Kingsley. Staff is facilitating planning committee meetings to coordinate updates to the county-wide multi-jurisdictional Hazard Mitigation Plans which includes transitioning to a regional format.

Ms. Bostinelos noted SIMPCO is facilitating a meeting on October 23 in Merville with Woodbury County mayors to discuss issues and concerns relating to the loss of Siouxland Paramedics emergency medical services at the end of this year.

8. **OTHER COMMENTS:** Ms. Bostinelos reported the next meeting will be held at 5:30 p.m. on Thursday, December 14, 2017 at El Fredo Pizza, 523 W 19th Street, Sioux City, Iowa. Following the meeting there will be a social hour/holiday gathering and catered dinner.
9. **ADJOURNMENT:** *Dan Moore moved to adjourn the meeting, seconded by Chris Zellmer-Zant. Motion carried.* Chair Winkel adjourned the meeting at 1:10 p.m.