

**Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Executive / Finance Committee**

Thursday, June 8, 2017, 7:30 a.m.

**Kahill's Restaurant/ Marina Inn Conference Center
4th and B Streets, South Sioux City, Nebraska**

PRESENT:

Jon Winkel, Mayor, City of Sergeant Bluff, Iowa – *Chair*
Dan Moore, Council Member, City of Sioux City, Iowa – *Secretary*
Matthew Ung, Supervisor, Woodbury County, Iowa
Aaron Lincoln, City Administrator, City of Sergeant Bluff, Iowa
Mark Monson, Planning and Zoning Commissioner, City of Sergeant Bluff, Iowa

STAFF:

Bill Cole, Finance Director
Curt Miller, Transit Director and Facilities Manager
Sharon Burton, Executive Assistant

The Executive/Finance Committee met at 7:30 a.m. on Thursday, June 8, 2017 at Kahill's Restaurant located in the Marina Inn Conference Center, 4th and B Streets, South Sioux City, Nebraska.

Chair Jon Winkel called the meeting to order at 7:30 a.m.

1. **APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the June 8, 2017 agenda.

Mark Monson moved to approve the June 8, 2017 agenda as presented, seconded by Dan Moore. Motion carried.

2. **APPROVAL OF MINUTES:** Chair Winkel asked if there were any additions or corrections to the May 11, 2017 minutes.

Aaron Lincoln moved to approve the May 11, 2017 minutes as presented, seconded by Dan Moore. Motion carried.

3. **FINANCIALS, APRIL 30, 2017:** Finance Director Bill Cole provided a comparison of FY 2016 and FY 2017 fund balances as of April 30, 2017. He reported revenues for all divisions total \$5,570,914 and expenditures \$4,767,265 for a balance of \$803,649 as of April 30. Mr. Cole provided members with a summary of current bank balances. Discussion followed.

Dan Moore moved to approve the April 30, 2017 financial reports as presented, seconded by Aaron Lincoln. No further discussion. Motion carried.

a. FY 2018 Salary Schedule: Mr. Cole presented the proposed FY 2018 Salary Schedule. The proposal is a 3% increase at the beginning and ending of each positions current range. All employee wages currently fall within the FY 2017 Salary Schedule.

Mark Monson moved to recommend approval of the FY 2018 Salary Schedule as presented, seconded by Dan Moore. Motion carried.

Mr. Cole discussed giving the Executive Director authorization to approve employee pay increases if they are within the approved fiscal year salary schedule. If a proposed increase would exceed the approved salary range, the Executive Director would be required to present to the Executive/Finance Committee for approval. Discussion followed.

Mark Monson moved to give the Executive Director authority to approve pay increases within the approved fiscal year salary schedule, seconded by Dan Moore. No further discussion. Motion carried.

4. FY 2018 INSURANCE RENEWALS:

- a. Vision Insurance
- b. Dental Insurance
- c. Life/Disability Insurance
- d. Cyber Protection Insurance Coverage
- e. Crime Protection Insurance Coverage
- f. Umbrella Liability Coverage
- g. Personal Property Package
- h. Commercial Auto

Mr. Cole reported on July 1, 2017 the insurance policies listed above will expire. Bids were solicited from third party administrators, AJ Gallagher and IBC. The bundle package for all policies offered by IBC was the low bid; therefore, staff is recommending accepting their proposal. Discussion followed.

It was the general consensus of the Committee to the accept staff's recommendation and proceed with the bundle package offered through IBC Inc.

5. CONTRACTS:

- a. Iowa Department of Transportation, Urban Transportation Planning; FHWA PL \$242,178 Federal; FTA 5305d \$79,510 Federal; Local \$80,422; Total \$402,110, July 1, 2017 to June 30, 2018
- b. Nebraska Department of Roads, Urban Transportation Planning; FHWA PL \$81,974 Federal; \$20,494 Local; \$102,468 Total, July 1, 2017 to June 30, 2018
- c. Nebraska Department of Roads, Urban Transportation Planning; FHWA FTA 5305d \$9,160 Federal; \$2,290 Local; \$11,450 Total, July 1, 2017 to June 30, 2018
- d. South Dakota Department of Transportation, Urban Transportation Planning FHWA PL \$53,142 Federal; \$9,592 Local; \$62,734 Total, July 1, 2017 to June 30, 2018

- e. Iowa Department of Transportation, Rural Transportation Planning; FHWA STP \$46,000 Federal, FHWA STP Carryover \$26,804, FTA 5311 \$23,785 Federal, SPR \$23,785 State, \$30,094 Local, \$150,468 Total, June 1, 2017 to June 30, 2018

Dan Moore moved to recommend to the Board of Directors approval of contracts a. through e. as presented, seconded by Aaron Lincoln. Motion carried.

- 6. **EMPLOYEE EVALUATIONS:** Mr. Cole reported evaluations have been conducted with the following employees and the recommended increases all are within the approved FY 2018 Salary Schedule. He noted all increases will be effective the first payroll of fiscal year 2018.
 - a. Gabriel Appiah
 - b. Bernice Beaulieu
 - c. Amanda Harper
 - d. Jacob Heil
 - e. Dawn Kimmel

No action was taken due to the approved motion under agenda item 3.a.

Mr. Cole noted the H-1B Visa submitted to the United States Citizenship and Immigration Services for Gabriel Appiah has been approved. The visa will allow Mr. Appiah to continue working in the United States for three years.

- 7. **DIRECTOR REPORT:** Mr. Cole provided an overview of the report included in the meeting packet. He noted SIMPCO will be partnering with the Siouxland Chamber of Commerce to organize and host Grow Siouxland Taskforce meetings. Discussion followed.
- 8. **BUILDING IMPROVEMENTS:** Facilities Manager Curt Miller reported recent improvements underway include painting the exterior of the building and replacement of a window broken on the front of the building due to vandalism.
- 9. **OTHER COMMENTS:** The next meeting is scheduled for Thursday, August 10, 2017 at 7:30 a.m. It will be held at Kahill's Restaurant/Marina Inn Conference Center, South Sioux City.
- 10. **ADJOURNMENT:** **Dan Moore moved to adjourn the meeting, seconded by Aaron Lincoln. Motion carried.** Chair Winkel adjourned the meeting at 8:11 a.m.