

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Executive / Finance Committee
Thursday, August 10, 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*
Oscar Gomez, Council Member, City of South Sioux City, Nebraska
Lance Hedquist, City Administrator, City of South Sioux City, Nebraska
Mark Monson, Planning and Zoning, City of Sergeant Bluff, Iowa
Matthew Ung, Supervisor, Woodbury County, Iowa

STAFF:

Michelle Bostinelos, Executive Director
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, August 10, 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. A quorum was present.

- 1. APPROVAL OF THE AGENDA:** Chair Winkel reported the tentative agenda has been amended to include an additional contract, 4.b. City of Mapleton. He asked if there were other additions or any corrections to the August 10, 2017 amended agenda.

Dan Moore moved to approve the August 10, 2017 agenda as amended, seconded by Lance Hedquist. Motion carried.

- 2. APPROVAL OF MINUTES:** Chair Winkel asked if there were any additions or corrections to the June 8, 2017 minutes.

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

- 3. FINANCIALS, JUNE 30, 2017:** Finance Director Bill Cole provided a comparison of FY 2016 and FY 2017 fund balances as of June 30, 2017. He reported revenues for all divisions total \$7,134,494 and expenditures \$5,848,244 for an excess of \$1,286,250. He noted since June 30 is the end of the fiscal year, there will be modifications to the reports presented as staff finishes the year-end close.

Mr. Cole provided an overview of each division's year-end balance. He noted Community Services ended the fiscal year with an unfunded balance of \$82,348. Also, a deficit of \$24,793 is showing in the Housing Division which can be attributed to timing in the

receipt of 2016 revenues. Siouxland Regional Transit System is ending the fiscal year with a profit of \$1,485,541.

Discussion followed on the year-end deficit in Community Services. Funding sources for this division include the Economic Development Administration (EDA) grant and service contracts with communities. Several improvements have been put into place this past fiscal year including tracking of actual project costs which will help with project management and contract proposals. Staffing was increased to clean-up past projects, improve community outreach and provide a higher quality of services. Members asked staff to put together a financial plan that addresses how future deficits will be handled.

Mr. Cole reported the current building liability insurance policy expires at the end of August. Bids were solicited from the current carrier A.J. Gallagher and IBC Insurance LLC. The proposal received from IBC was approximately \$200 less per year. Since Siouxland Planning and Transit Services LLC is the owner of the building and no employees are associated with the LLC, they suggested removing the employment practices liability for an additional saving of approximately \$500. In addition to the current property and general liability coverage of two million, IBC offered an optional Umbrella Policy with one million in coverage for an added cost of approximately \$600 per year. Discussion followed. Members requested including the agreement as an action item on the next meeting agenda.

Mr. Cole reported in June the annual membership dues statements were sent to current and past members along with a letter summarizing programs and available services. He provided a listing of outstanding dues to date. Discussion followed on follow-up contact with members that have not rejoined and the adjustment made for the City of Cherokee in 2009. For fiscal year 2018 the City of Cherokee has been billed the full cost of membership based on 2010 Census data, \$4,978. The City Administrator has indicated they will proceed with processing one-half of the payment at this time and the remaining balance will be discussed at their Council meeting on September 12. Ms. Bostinelos is planning to attend this Council meeting. Members recommended not accepting partial payment from the City until further discussion with the Council

4. CONTRACTS: Executive Director Michelle Bostinelos provided an overview of the contracts presented for recommendation of approval.

- a. U.S. Department of Commerce for \$70,000 Federal, \$70,000 local match, for Economic Development Planning Assistance, Total \$140,000, July 1, 2017 to June 30, 2018

Mark Monson moved to recommend to the Board of Directors approval of contract a. as presented, seconded by Lance Hedquist. Motion carried.

- b. City of Mapleton to complete a Comprehensive Plan update, Total \$8,000, September 2017 through August 2018

Lance Hedquist moved to recommend to the Board of Directors approval of contract b. as presented, seconded by Dan Moore. Motion carried.

5. DRAFT AMENDED BYLAWS: Executive Director Michelle Bostinelos reported in order to meet the current needs of the organization, staff and legal counsel have been working on updating the existing bylaws. Items under discussion include merging the Council of

Officials and Board of Directors, allowing city staff to serve as an alternate representative, approving any member community within a county to have representation, adding the treasurer position to officer elections, no longer limiting approval of the annual budget to May, and removing the article regarding membership withdrawal.

Ms. Bostinelos noted this is a preliminary draft and formal revisions will be presented at a future meeting. Members were asked to review and return comments.

6. **DIRECTOR REPORT:** Ms. Bostinelos provided an overview of the report included in the meeting packet. She reported efforts to improve Community Services have been successful. Currently there are projects in every county. The City of Ida Grove has renewed their membership after an absence of several years and would like a Comprehensive Plan proposal.

Staff has received positive feedback on the e-newsletter and grant blast. The new website has been released with a fresh look and easier navigation.

The Comprehensive Economic Development Strategy Committee (CEDs) hosted Steve Castaner from the U.S. Economic Development Administration at their June meeting. Mr. Castaner discussed EDA programs that could benefit the Siouxland region in economic development.

A community photo contest has been initiated and the winner will be honored at the 2018 annual meeting.

Facilities Manager Curt Miller reported the grant application to the Community Transportation Association of American (CTAA) for planning and technical assistance in the development of a new transit facility is still awaiting USDA approval. Senator Grassley's office has been contacted in regard to the status of federal funding. However, in order to pursue Federal transit funding, proposals may need to be solicited for assistance with the study.

7. **OTHER COMMENTS:** Ms. Bostinelos reported the next meeting is scheduled for 7:30 a.m. on Thursday, September 14, 2017 at Kahill's Restaurant/Marina Inn, South Sioux City.
8. **ADJOURNMENT:** *Lance Hedquist moved to adjourn the meeting, seconded by Dan Moore, Motion carried.* Chair Winkel adjourned the meeting at 8:32 a.m.