

**Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**  
**Executive / Finance Committee**  
**Thursday, September 14, 2017**  
**7:30 a.m.**  
**Kahill's Restaurant**  
**Marina Inn Conference Center, 4<sup>th</sup> and B Streets, South Sioux City, Nebraska**

**PRESENT:**

Jon Winkel, Mayor, City of Sergeant Bluff, Iowa - *Chair*  
Oscar Gomez, Council Member, City of South Sioux City, Nebraska  
Lance Hedquist, City Administrator, City of South Sioux City, Nebraska  
Aaron Lincoln, City Administrator, City of Sergeant Bluff, Iowa  
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, September 14, 2017 at Kahill's Restaurant located in the Marina Inn Conference Center, 4<sup>th</sup> 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 asked if there were any additions or corrections to the September 14, 2017 agenda.

**Oscar Gomez moved to approve the agenda as presented, seconded by Mark Monson. Motion carried.**

2. **APPROVAL OF MINUTES:** Chair Winkel asked if there were any additions or corrections to the August 10, 2017 minutes.

**Lance Hedquist moved to approve the minutes as presented, seconded by Mark Monson. Motion carried.**

3. **FINANCIAL REPORT:**

**a. Accounts Receivable:** Finance Director Bill Cole provided an Accounts Receivable report showing membership dues billed and collected for fiscal years 2017 and 2018.

In FY 2017, total billed for membership dues was \$161,596 with a total of \$156,070 collected. Staff is requesting write-offs for the City of Merville (\$1,787), City of Onawa (\$2,948), City of Soldier (\$459) and City of Turin (\$332) for a total of \$5,526 in fiscal year 2017.

In the past communities who had not renewed their membership in a fiscal year were not billed the following fiscal year. All current and past members were sent invoices for

FY 2018 membership dues. A total of \$189,697.25 was billed and a total of \$160,978.75 has been received to date. Three communities have indicated they will not be joining, City of Alcester, South Dakota (\$1,016.65), City of Beresford, South Dakota (\$2,054.50) and City of Larrabee, Iowa (\$408.40). Staff is requesting to write-off \$3,479.55 at this time.

Woodbury County has agreed to pay half of the membership cost for each community within the County again this fiscal year. Executive Director Michelle Bostinelos and Woodbury County Economic Development Director David Gleiser are contacting Woodbury County communities that have not yet joined. Ms. Bostinelos noted she will be talking with the Onawa City Council about rejoining, membership inquiries have been received from the cities of Anthon and Merrill and the Cherokee City Council has approved paying the full cost of their 2018 dues. Discussion followed.

***Lance Hedquist moved to approve write-offs totaling \$5,526 in membership dues for fiscal year 2017 and to date a total of \$3,479.55 for fiscal year 2018, seconded by Mark Monson. No further discussion. Motion carried.***

***b. 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 put together 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.

- 4. REGIONAL PLANNER POSITION:** Chair Winkel reported the Regional Planner position has been included on the agenda for open discussion.

Ms. Bostinelos explained a Regional Planner II position has been open since Kevin Randle left in June. The position was advertised as a general Regional Planner at the end of June and applications were received with qualifications ranging from college intern to senior planner or planning director levels. She noted applicants included some currently employed in the Siouxland area or originally from the area and seeking to relocate. Four applicants were interviewed. Ms. Bostinelos reported options under consideration for the open position include not filling the position and redistributing work to current staff, hiring at a Planner I or II level or offering the position as a Senior Planner or Division Director level based on qualified applications received. Discussion followed on the year-end deficit in Community Services, hiring levels and succession planning.

***Lance Hedquist moved to postpone filling the open Regional Planner position, seconded by Aaron Lincoln. Additional discussion followed on the level of planner that should be hired and succession planning. Motion carried.***

5. **CONTRACTS:** Ms. Bostinelos provided an overview of the contracts presented for recommendation of 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**

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

6. **AGREEMENT:**
- a. **Auto-Owners Insurance, Business-Owners Policy for Property and General Liability, Total \$1,919.77, September 5, 2017 to September 5, 2018**

Mr. Cole reported the building liability insurance policy expired at the end of August. Proposals were discussed at the August 10 meeting and staff placed the policy with IBC Insurance LLC with coverage through Auto-Owners Insurance. He noted the Siouxland Planning and Transit Services LLC is the owner of the building and the policy provides coverage of \$600,060.

**Mark Monson moved to accept the agreement with Auto-Owners Insurance as presented, seconded by Aaron Lincoln. Motion carried.**

7. **DIRECTOR REPORT:** Ms. Bostinelos provided an overview of the report included in the meeting packet. She reported community projects are currently underway in each of the five counties.

Ms. Bostinelos discussed projects and upcoming deadlines of the Metropolitan Planning Organization (MPO) and Siouxland Regional Transportation Planning Association (SRTPA) transportation divisions. She noted the application process for the Iowa DOT Transportation Alternatives Program (TAP) program is on hold until the Federal Highway Administration approves a method to distribute funds statewide. Also discussed was the federal-aid swap program and how this will change management of the Transportation Improvement Program (TIP).

Ms. Bostinelos discussed issues communities are facing with Siouxland Paramedics no longer proving 911 services. Chair Winkel reported he has been contacted by Mayors and would like for SIMPCO to coordinate a meeting to discuss concerns.

Chair Winkel also discussed having SIMPCO coordinate meetings with the metro city administrators and mayors for an open discussion on water/sewer issues.

Ms. Bostinelos discussed the housing programs currently administered by SIMPCO. She noted the Nebraska Legislature has created the Rural Workforce Housing Investment Fund through Legislative Bill 518. This funding will provide grants to support new construction or rehabilitation of rental or owner-occupied housing in rural Nebraska communities and funding should be available once the rules for distribution of funds have been finalized. Siouxland Economic Development Corporation has expressed interest in SIMPCO submitting a funding application to the U.S. Department of Commerce Economic Development Administration to complete a region-wide housing study.

Transit Manager Curt Miller reported distribution of federal transit funds was delayed for several months due to pending agreements with transit labor unions. Notification was recently received indicating Siouxland Regional Transit System will now receive funding as a non-union transit system.

8. **OTHER COMMENTS:** Ms. Bostinelos reported the next meeting is scheduled for 7:30 a.m. on Thursday, October 12, 2017 at Kahill's Restaurant/Marina Inn, South Sioux City.
9. **ADJOURNMENT:** *Mark Monson moved to adjourn the meeting, seconded by Aaron Lincoln, Motion carried.* Chair Winkel adjourned the meeting at 8:38 a.m.