

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

**Thursday, November 30, 2017
7:30 a.m.**

**Kahill's Restaurant
Delta Hotels by Marriott, 385 East 4th Street, South Sioux City, Nebraska**

Present:

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| Jon Winkel, <i>Chair</i> | Mayor | Sergeant Bluff, IA |
| Oscar Gomez, <i>Vice Chair</i> | Council Member | South Sioux City, NE |
| Lance Hedquist | City Administrator | South Sioux City, NE |
| Mark Monson | Planning/Zoning Commissioner | Sergeant Bluff, IA |
| Dan Moore | Council Member | Sioux City, IA |

Others present:

| | | |
|---------------------|-----------------------------|--------|
| Michelle Bostinelos | Executive Director | SIMPCO |
| Bill Cole | Finance Director | SIMPCO |
| Curt Miller | Facilities/Transit Director | SIMPCO |
| Sharon Burton | Executive Assistant | SIMPCO |

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 November 30, 2017 Executive/Finance Committee agenda.

Dan Moore moved to approve the agenda as presented, seconded by Oscar Gomez. Motion carried.

2. **APPROVAL OF MINUTES:** Chair Winkel asked if there were any additions or corrections to the October 12, 2017 regular meeting minutes

Mark Monson moved to approve the October 12, 2017 regular meeting minutes as presented, seconded by Oscar Gomez. Motion carried.

3. **FINANCE:**

a. October 31, 2017: Finance Director Bill Cole provided an overview of each fund balance and variances between FY 2017 and FY 2018. As of October 31, 2017 revenues of all divisions total \$2,526,599 with expenditures of \$2,055,787 for a balance of \$470,812. Discussion followed.

Facilities Director Curt Miller reported the application submitted to the Community Transportation Association of America (CTAA) for technical assistance in conducting a needs assessment for new facilities is currently on hold with USDA as a long-term project. He noted CTAA has indicated if USDA does not approve the long-term project, they would move forward as a short-term project. Discussion followed.

Lance Hedquist moved to recommend to the Board of Directors approval of the October 31, 2017 financials as presented, seconded by Mark Monson. No further discussion. Motion carried.

b. Health Insurance Renewals (Calendar Year 2018): Mr. Cole provided an overview of quotes presented by the third-party administrator, Innovative Business Consultants (IBC). He reported the current health care plan with Wellmark is considered a Grandfathered plan, which is a policy that was in place prior to the signing of the Affordable Care Act in 2010. Grandfathered plans were scheduled to expire in 2018, but have been allowed to continue under new guidelines. To renew the current Grandfathered health care plan with Wellmark, rates would increase 29.58%. Therefore, after careful review of all policies and quotes with IBC, staff is recommending the Wellmark Complete Blue 2800 plan. Coverage is similar to the current Wellmark plan but rates would only increase 7%. Discussion followed.

Dan Moore moved to approve the quote from Wellmark for the Complete Blue 2800 plan starting January 1, 2018, seconded by Mark Monson. No further discussion. Motion carried.

- 4. IMMIGRATION ASSISTANCE POLICY:** Executive Director Michelle Bostinelos reported at the October 12, 2017 Committee meeting, staff presented a request from an employee to assist with the Labor Certification and “green card” process. In the ensuing discussion, the general consensus of the Committee was not to participate in the process due to significant costs and concerns regarding continued employment. Staff was directed to develop an immigration assistance policy that addresses such concerns prior to discussion with the Board of Directors.

Ms. Bostinelos conferred with an attorney about the employee request, participation in the green card process and development of an immigration policy. Legal counsel advised that the pending employee request should be addressed prior to evaluating the necessity of developing a policy. Discussion followed.

The consensus of the Executive/Finance Committee was not to sponsor the Labor Certification and “green card” process and directed staff to meet with the employee to explain reasons for this decision. An immigration policy will not be developed until further evaluation.

- 5. CONTRACTS:** Executive Director Michelle Bostinelos presented the following contracts for approval.
- a. City of Blencoe to complete an Urban Revitalization Plan, \$1,200, December 2017 with an approximate timeline of six months

Ms. Bostinelos noted Jacob Heil, Regional Planner II, will be the lead on this project.

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 Marcus to provide General Administration for the Marcus Tax Increment Financing (TIF) Housing Program
- Start-up Fee \$2,000
 - General Administration \$9,500 (\$950/unit x 10)
 - Construction Management \$3,000 (\$300 x 10)
 - Repair/Rehab \$121,056.60 (Approximately \$12,105.66 per unit x 10)

Ms. Bostinelos noted Amanda Harper, Housing Specialist, will be the lead on this project.

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

6. **RESOLUTION 2017-2 PROCUREMENT POLICY:** Curt Miller reported that in order to apply for federal grants through the Iowa Department of Homeland Security and Emergency Management, SIMPCO must have an approved Procurement Policy.

Dan Moore moved to recommend to the Board of Directors approval of Resolution 2017-2 Procurement Policy, seconded by Oscar Gomez. Motion carried.

7. **RESOLUTION 2017-3 AMENDED BYLAWS:** Ms. Bostinelos provided an overview of the amended bylaws and resolution. She noted the primary amendment to the current bylaws is the merging of the Council of Officials and Board of Directors into one policy and governing body. Additional changes include the composition of the Board of Directors will now be all dues paying members in good standing, the addition of Treasurer to officer elections and establishment of the Executive/Finance Committee.

Ms. Bostinelos reported ballots were sent to all members and the required 60% affirmatives votes have been reached. The Board of Directors will be presented the Resolution at their meeting tonight for approval.

Mark Monson moved to recommend to the Board of Directors approval of Resolution 2017-3 as presented, seconded by Oscar Gomez. Motion carried.

8. **NOMINATION OF OFFICERS:**

- a. *Board of Directors (term January 2018 through December 2018)*
Current Chairperson: Jon Winkel
Current Vice-Chairperson: Oscar Gomez

Mark Monson moved to approve the nominations of Jon Winkel as Chair and Oscar Gomez as Vice-Chair for the term January 2018 through December 2018, seconded by Lance Hedquist. Motion carried.

9. **DIRECTOR REPORT:** Ms. Bostinelos reported the Tri-State Legislative Forum will be held on December 1 at WITCC in Sioux City. Legislators from Iowa, Nebraska and South Dakota have indicated they will be in attendance. Staff prepared a PowerPoint presentation and Antidote 71 developed a brochure of SIMPCO's 2018 legislative priorities. Discussion followed.

Ms. Bostinelos continues to visit with communities about their needs and goals. She recently visited with City of Merville officials and they have elected to renew their membership.

Nicole Peterson, Regional Planner II, is taking the lead on developing a project proposal and funding application through the U.S. Department of Commerce Economic Development Administration to complete a U.S. Highway 20 Economic Development Plan.

Ms. Bostinelos reported she is working on developing a SIMPCO "101" workshop so clerks and elected officials can learn about available services and local, state and federal grant programs. Members suggested developing a "quick start guide" for grant references.

Ms. Bostinelos noted several employee performance reviews will be conducted by the end of this calendar year.

10. **OTHER COMMENTS:** Ms. Bostinelos noted the next meeting is scheduled for Thursday, January 11, 2018 at the Kahill's, Restaurant, 385 E 4th Street, South Sioux City, Nebraska.

11. **ADJOURNMENT:** **Mark Monson moved to adjourn the meeting seconded by Dan Moore. Motion carried.** Chair Winkel adjourned the meeting at 8:44 a.m.