

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

Wednesday, November 6, 2019, 7:30 a.m.
Kahill's Restaurant, 385 East 4th Street, South Sioux City, Nebraska

Members Present:

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Lesa Cropley, <i>Secretary</i>	Council Member	North Sioux City, SD
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Aaron Lincoln	City Administrator	Sergeant Bluff, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA

Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Transit/Facilities 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 6, 2019, regular meeting agenda.

Mark Monson moved to approve the November 6, 2019 regular meeting agenda as presented, seconded by Lance Hedquist. Motion carried with all ayes.

2. **APPROVAL OF MINUTES:**
 - a. **October 2, 2019:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Lance Hedquist moved to approve the October 2, 2019 regular meeting minutes as presented, seconded by Aaron Lincoln. Motion carried with all ayes.

3. **DIRECTOR REPORT:** Executive Director Michelle Bostinelos provided an overview of the report included in the meeting packet. She noted the Tri-State Legislative forum will be held on Friday, December 6, 2019 from 9:30 a.m. until approximately 12:00 p.m. at Western Iowa Tech Community College in Sioux City. Topics include childcare and workforce retention, broadband and transportation resiliency.

Ms. Bostinelos reported the Board of Directors did approve the recommendation for staff to create a Housing Rehabilitation Technician position. While filling this position is not yet justified, there have been inquiries from communities about housing services that are not currently provided, such as rental inspections. Staff is looking into surveying communities to determine what services are needed and to see if they would be willing to pay a fee. Discussion followed.

Housing staff is interested in purchasing the housing management software, OneRoof. This computer software is designed to manage all paperwork, starting from the initial client application through project completion. The software cost is estimated at \$8,700 with an additional \$1,200 per day for training. Training typically is three to four days. There would be an annual maintenance expense of \$1,900. Discussion followed. Members requested staff bring back a formal quote for review and approval.

4. FINANCE:

a. September 30/October 31, 2019 Financial Reports: Finance Director Bill Cole provided an overview of the September and October financial reports included in the meeting packet. As of October 31, 2019, revenues for all SIMPCO Divisions totaled \$715,406 and expenditures \$470,356 for a balance of \$245,050. He noted as approved at the October 2, 2019 meeting, membership dues are now reported in the General Fund and allocated to funds as needed. Discussion followed.

Dan Moore moved to recommend to the Board of Directors approval of the September 30 and October 31, 2019 financial reports as presented, seconded by Mark Monson. No further discussion. Motion carried with all ayes.

Dan Moore exited the meeting at 8:08 a.m.

b. FY 2020 Accounts Receivable Write-offs: Mr. Cole referred to the listing of proposed write-offs for membership dues included in the meeting packet. All of the communities have been contacted and since there have been no responses to date; staff is recommending the write-offs as presented. If subsequently some of the outstanding dues are collected, revenue will be recognized at that point. Discussion followed.

Lance Hedquist moved to approve the FY 2020 Accounts Receivable write-offs as recommended by staff, seconded by Lesa Copley. No further discussion. Motion carried.

c. Employee Health Insurance CY 2020 Renewal: Mr. Cole referred to the summary of renewal options included in the meeting packet. Staff has reviewed each of policy quotes provided by the Third-party administrator, Innovative Business Consultants (IBC), and is recommending to continue with the existing plan, Wellmark Complete Blue – 4000 Silver – PPO. Coverage provided under this plan best matches existing benefits, and SIMPCO's share of the premium would only increase by \$8,400 or 8.89%. He noted most Wellmark plans saw a 10% to 15% increase for 2020. Discussion followed.

Mark Monson moved to recommend to the Board of Directors approval of staff's recommendation to remain with the current policy for calendar year 2020, Wellmark Complete Blue – 400 Silver – PPO, seconded by Aaron Lincoln. No further discussion. Motion carried.

Mr. Cole noted the next Board of Directors meeting is scheduled for December 12, 2019 which is too late to make a final decision and have a 30-day open enrollment period. He suggested forwarding the summary of renewal options to the Board of Directors to see if they have questions or concerns prior to binding the coverages. If there are issues that cannot be addressed by email or phone, a special Board meeting would

need to be scheduled. Discussion followed. The general consensus of the Committee was to have staff proceed with forwarding information to the Board of Directors and if no questions or concerns are received prior to November 14, 2019 proceed with binding coverage and setting the open enrollment period.

5. **CONTRACT:** Ms. Bostinelos presented the following contract for recommendation of approval.

a. Village of Hubbard, Nebraska; Update Zoning Code and Zoning Map; Total Zoning Code \$4,335; Total Zoning Map \$2,040; Total \$6,375

Lesa Cropley moved to recommend to the Board of Directors approval of contracts a. as presented, seconded by Lance Hedquist. Motion carried with all ayes.

6. **BUILD COMMITTEE AND GRANT UPDATE:** Transit Director Curt Miller provided an overview on progress being made toward writing and initiating the grant and the estimated timeline for construction and project completion. Discussion followed.

7. **OTHER COMMENTS:** The next meeting is scheduled for Wednesday, December 4, 2019, 7:30 a.m., Kahill's Restaurant, South Sioux City. Officer nominations will be on the meeting agenda. A suggestion was made to survey members to see if anyone would be interested in serving as an officer or nominating someone.

8. **ADJOURNMENT:** ***Mark Monson moved to adjourn the meeting, seconded by Lance Hedquist. Motion carried with all ayes.*** Chair Winkel adjourned the meeting at 8:24 a.m.