

**OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY  
BOARD OF DIRECTORS REGULAR MEETING**

Minutes  
May 31, 2018

The Board of Directors met at the MAPA offices, 2222 Cuming Street, Omaha. Chairperson Sanders called the meeting to order at 1:46 p.m.

**A. ROLL CALL/INTRODUCTIONS**

Members/Officers Present

Clare Duda	Douglas County Commissioner
Doug Kindig	NE Small Cities/Counties Representative (Mayor, City of La Vista)
Gary Mixan	Sarpy County Commissioner
Rita Sanders (Chair)	Mayor, City of Bellevue/Chair
Jean Stothert	Mayor, City of Omaha

Members/Officers Absent

Patrick Bloomingdale	MAPA Secretary/Treasurer, Douglas County
Tom Hanafan (Vice-Chair)	Pottawattamie County Board of Supervisors
Vinny Palermo	Omaha City Council
Carol Vinton	IA Small Cities/Counties Representative (Mills County Board of Supervisors)
Matt Walsh	Mayor, City of Council Bluffs

MAPA Staff

Court Barber	Christina Brownell	Sue Cutsforth	Don Gross	Melissa Engel
Mike Helgersen	Karna Loewenstein	Emily Sneller	Jeff Spiehs	Marie Wagner
Greg Youell				

Guest

Kevin Andersen – City of Omaha  
Vicki Quaites-Ferris – H2050 Equity Engagement Committee Chair

**B. APPROVAL OF THE MINUTES of the April 26, 2018 meeting – (Action)**

MOTION by Kindig, SECOND by Duda to approve the minutes of the April 26, 2018 meeting of the Board of Directors.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

**C. APPROVAL OF FINANCE COMMITTEE MINUTES AND REPORT – (Action)**

Ms. Melissa Engel reported that the Finance Committee met on May 23, 2018 and approved bills for April, reviewed March financial statements and approved contract payments. Items were forwarded to the Board of Directors for approval.

MOTION by Duda, SECOND by Stothert to approve the minutes of the May 23, 2018 Finance Committee meeting.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

Approved by \_\_\_\_\_  
Patrick Bloomingdale, Secretary/Treasurer

D. AGENCY REPORTS & PRESENTATIONS – (Info)

1. Agency Reports –

a. Executive Director's Report - Greg Youell, Executive Director

Mr. Youell provided an update to the Board on MAPA activities for the month of April. The Executive Director's report included updates on new staff members, Smart Cities planning, the MAPA Regional Planning Committee (Heartland 2050 Re-focus), ground-level ozone/Little Steps Big Impact project, and Federal update. Mr. Youell requested Board input on MAPA's role in securing allocation of Federal and State Transportation Funding through the State of Nebraska to our region. The Board recommends the Chamber to be the lead. MAPA could provide data to the Chamber in support of our region.

b. Equity Growth Profile Update – Ms. Vicki Quaites-Ferris, Equity & Engagement Committee Chair

Ms. Quaites-Ferris presented to the Board a summary of the updated Equity Profile for the Omaha-Council Bluffs Region. The initial profile was released in 2014 to give a snapshot of equity in our region. The H2050 Equity & Engagement Committee wanted an updated profile with more recent data. The summary included defining and 'Equitable Region', and how that impacts the region and economy. The indicators include demographics (who lives in the region and how is it changing), economic vitality (can all residents participate and contribute, readiness and skills gaps (are individuals ready for the workforce, connectedness, and economic benefit. Ms. Quaites-Ferris presented key findings from the profile and noted where progress is being made in our region as well as areas for growth and improvement. The roll-out of the Profile will be at a Summit held jointly with the United Way of the Midlands on June 6.

E. PUBLIC COMMENT –

None.

F. CONSENT AGENDA – (Action)

The Board considered Consent Agenda items listed below for approval.

1. Final Contract Payment – Lovgren – \$8,192.50

2. July Insurance Renewals –

The Board considered for approval the renewal of MAPA's Life / AD&D, Long Term Disability and Dental Plan.

a. Life / AD&D

b. Long Term Disability

c. Dental Plan

3. Travel – 2018 TRB Tools of the Trade Conference – Kansas City, MO –

The Board considered for approval travel to Kansas City, MO for staff members Mike Helgerson and Josh Corrigan to attend the 2018 TRB Tools of the Trade Conference on August 22-24, 2018.

MOTION by Duda, SECOND by Stothert to approve all items listed on the Consent Agenda.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

G. OLD BUSINESS

1. FY 2018 Transportation Improvement Program (TIP) Amendment #7 – (Action)

Mr. Barber presented to the Board for approval the FY 2018 TIP Amendment #7. Changes include the removal of two projects from the Eastern Nebraska Community Action Partnership FY 2017 & FY 2018 5310 Vehicle Purchases; increase in funding for the Crossroads of Western Iowa FY 2018 5310 Vehicle Purchase; local funding increase for the 2018 Bellevue Resurfacing Project, decrease in funding for the Omaha Housing Authority FY 2021 5310 Vehicle Purchase; removal of Western Douglas County Trail Phase 2 from the TIP; and a local funding increase for 156<sup>th</sup> Street Phase Two.

MOTION by Kindig, SECOND by Stothert to approve the FY 2018 TIP Amendment #7.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.  
ABSTAIN: None.  
MOTION CARRIED.

2. 2040 Long Range Transportation Plan (LRTP) Amendment #7 – (Action)

Mr. Barber presented to the Board for approval the 2040 Long Range Transportation Plan (LRTP) Amendment #7. The amendment reflects the change in local funding for the City of Omaha project - 156<sup>th</sup> Street Phase Two and the addition of Performance Measures to the LRTP.

MOTION by Duda, SECOND by Stothert to approve the 2040 LRTP Amendment #7.

AYES: Duda, Kindig, Mixan, Sanders, Stothert  
NAYS: None.  
ABSTAIN: None.  
MOTION CARRIED.

3. Additional FY18 Office Remodel Funds – (Action)

Mr. Youell presented to the Board for approval of additional FY18 office remodel funds. There is no change in total cost, request is to move \$22,873 from Phase 2 into Phase 1.

MOTION by Kindig, SECOND by Mixan to approve the Additional FY18 Office Remodel Funds.

AYES: Duda, Kindig, Mixan, Sanders, Stothert  
NAYS: None.  
ABSTAIN: None.  
MOTION CARRIED.

H. NEW BUSINESS

1. New Contracts – (Action)

Mr. Youell presented to the Board for approval the new contracts listed below.

a. Bellevue Bridge Study not to exceed \$150,000

Mr. Greg Youell made a request to table Agenda Item H.1.a – Bellevue Bridge Study.

MOTION by Kindig, SECOND by Mixan to table Item H.1.a – Bellevue Bridge Study.

AYES: Duda, Kindig, Mixan, Sanders, Stothert  
NAYS: None.  
ABSTAIN: None.  
MOTION CARRIED.

b. City of Blair BUILD Grant writing not to exceed \$10,000

Mr. Greg Youell presented to the Board for approval the City of Blair BUILD Grant Writing contract. Blair has requested assistance from MAPA to apply for a BUILD grant for the Blair South Bypass project.

MOTION by Stothert, SECOND by Duda to approve the new contract for the City of Blair BUILD Grant Writing not to exceed \$10,000.

AYES: Duda, Kindig, Mixan, Sanders, Stothert  
NAYS: None.  
ABSTAIN: None.  
MOTION CARRIED.

c. FY 2019 Federal Planning Pass through Grants

Mr. Greg Youell presented to the Board for approval the FY 2019 Federal Planning Pass through Grants listed below:

- i. Douglas County GIS - \$55,000 federal funds, \$23,571 local match, \$2,750 admin fee

- ii. Sarpy County GIS and Planning - \$57,000 federal funds, \$24,429 local match, \$2,850 admin fee
- iii. City of Omaha Planning - \$30,000 federal funds, \$12,857 local match, \$1,500 admin fee
- iv. City of Omaha Public Works - \$60,000 federal funds, \$25,714 local match, \$3,000 admin fee

MOTION by Kindig, SECOND by Mixan to approve the new contracts listed above.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. TRANSPORTATION IMPROVEMENT PLAN (TIP) FEE POLICY STATEMENT – (Action)

Mr. Youell presented to the Board for approval the TIP Fee Policy Statement. The Policy Statement must be included in MAPA's Interlocal Agreement, this change will require a 2/3 approval by the MAPA Council of Officials. As requested, language was added to authorize the Executive Director to approve the TIP fee to be paid over two years. Any other changes in TIP Fee length or amount must come to the Board of Directors for approval.

MOTION by Duda, SECOND by Stothert to approve the TIP Fee Policy Statement.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

3. Request from Bennington for a Reduction in TIP Fee –

Mr. Youell presented to the Board for approval a request to reduce Bennington's TIP Fee to \$10,000 for FY 19 to be paid over 2 years.

MOTION by Duda, SECOND by Kindig to approve the request from Bennington for a reduction of TIP Fee to \$10,000 for FY 19 to be paid over 2 years.

Discussion: Chairperson Sanders asked if by approving this exception would set a precedent. Mr. Youell stated that he has been communicating with other small communities that have projects coming and they fully intend to pay the full amount of the TIP Fee. Mr. Youell also stated that any future request would still have to come to the Board for approval.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

4. Draft FY 2019 – 2024 Transportation Improvement Program (TIP) – (Action)

Mr. Barber presented to the Board for approval the Draft FY 2019 – 2024 TIP to go to a 30-Day public comment period. Notable changes include the addition of the TIP Fee and Performance Measures.

MOTION by Duda, SECOND by Stothert to approve the Draft FY 2019 – 2024 TIP to go to a 30-Day public comment period.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

5. FY 2019 Budget – (ACTION)

Mr. Youell presented to the Board for approval the FY 2019 Budget items and FY 2019 Work Program.

- a. Funds Budget
- b. Line Item Budget
- c. Program Budget

d. FY 2019 Work Program / UPWP

MOTION by Duda, SECOND by Stothert to approve the FY 2019 Budget Items and FY 2019 Work Program.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

6. FY 2019 Office Remodel Request – (ACTION)

Mr. Greg Youell presented to the Board for approval the FY 2019 Office Remodel Request. This would approve \$24,150 for the Phase 2 remodel.

MOTION by Kindig, SECOND by Mixan to approve the FY 2019 Office Remodel Request.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

7. Election of Officers – (ACTION)

Chairperson Sanders announced to the Board that, as specified in the Interlocal Agreement, the FY 2019 Chair and Vice-Chair of the MAPA Board of Directors will be elected. Officers will take office July 1, 2018. Nominations were opened.

Kindig nominated Hanafan as Chair and Palermo as Vice Chair; Kindig later withdrew his nominations.

Duda motioned to nominate Sanders as Chair and Hanafan as Vice-Chair, seconded by Kindig.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED to nominate Sanders as Chair and Supervisor Hanafan as Vice-Chair effective July 1, 2018.

Nominations closed.

Duda motioned to accept nominations of Sanders as Chair and Hanafan as Vice-Chair, seconded by Stothert.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED to elect Sanders as Chair and Hanafan as Vice-Chair effective July 1, 2018.

8. General Liability Insurance Renewal – (ACTION)

Ms. Melissa Engel presented to the Board for approval the General Liability Insurance Renewal. Ms. Engel noted that there is a 7% premium increase (< \$300) in the Business Owner's Package. Potential additional risks were found in the lease agreement in regards to MAPA's responsibility for 'common areas'. MAPA would also like to add drone services in the future and is requesting approval for an additional \$2,500 to potentially incorporate drone services into the liability policy.

MOTION by Duda, SECOND by Stothert to approve the General Liability Insurance Renewal and an additional \$2,500 for drone services.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

9. Partnership with the Wellness Council of the Midlands (WELLCOM) – (ACTION)

Mr. Greg Youell presented to the Board for approval the partnership with WELLCOM. MAPA would like to exchange membership with WELLCOM to assist in reaching out to large employers during the air quality awareness campaigns.

MOTION by Kindig, SECOND by Mixan to approve the partnership with WELLCOM.

AYES: Duda, Kindig, Mixan, Sanders, Stothert

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

I. ADDITIONAL BUSINESS

None.

J. DISCUSSION

None.

K. ADJOURNMENT

MOTION by Duda to Adjourn. Chairperson Sanders adjourned the meeting at 2:58 p.m.