

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

Minutes
June 30, 2016

The Board of Directors met at the MAPA offices, 2222 Cuming Street, Omaha. Chairman Kohn called the meeting to order at 1:52 p.m.

A. ROLL CALL/INTRODUCTIONS

Members/Officers Present

Patrick Bloomingdale	MAPA Secretary/Treasurer, Douglas County
Clare Duda	Douglas County Commissioner
Doug Kindig	NE Small Cities/Counties Representative (Mayor, City of La Vista)
Ron Kohn	IA Small Cities/Counties Representative (Mills County Board of Supervisors)
Cassie Paben (Alt. rep Mayor Storthert)	Deputy Chief of Staff, City of Omaha
Tom Richards	Sarpy County Commissioner
Rita Sanders	Mayor, City of Bellevue

Members/Officers Absent

Ben Gray	Omaha City Council
Tom Hanafan	Pottawattamie County Board of Supervisors
Matt Walsh	Mayor, City of Council Bluffs

Guests

Mary Jane Truemper	Citizen
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MAPA Staff

Court Barber	Christina Brownell	Sue Cutsforth	Melissa Engel
Michael Felschow	Mike Helgersen	Trang Hoang	Chuck Karpf
Karna Loewenstein	Megan Walker	Greg Youell	

B. APPROVAL OF THE MINUTES of the May 26, 2016 meeting – (Action)

MOTION by Duda, SECOND by Paben to approve the minutes of the May 26, 2016 meeting of the Board of Directors.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

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

Mr. Patrick Bloomingdale reported that the Finance Committee met on June 22, 2016 and approved bills for May, reviewed April financial statements and approved contract payments. Items were forwarded to the Board of Directors for approval.

MOTION by Richards, SECOND by Sanders to approve the minutes of the June 22, 2016 Finance Committee meeting.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

D. AGENCY REPORTS

1. Monthly Report – (Info)

Mr. Greg Youell provided an update to the Board on MAPA activities for the month of May. The City of Gretna was designated as a Leadership Certified Community by the Nebraska Department of Economic Development, this will assist them as they prepare to do a Downtown Revitalization Project that MAPA will be assisting with. MAPA is currently working with the City of Ralston on this process as well. The City of Bellevue received an Economic Development Certification with the Nebraska DED as well. The “Little Steps. Big Impact” project is moving along and we have put out several alerts on high alert days. There are radio ads that will be out soon, and there are currently digital billboards throughout town that will list the air quality index. MAPA staff assisted Metro with public meetings for the Bus Rapid Transit. The meetings were very well attended. Mr. Youell, Mr. Felschow, Chairman Kohn and Mayor Sanders attended the 50th Annual NARC Conference in Salt Lake City. Mr. Youell mentioned that MAPA’s 50th Anniversary will be in 2017 and so the agency will be planning ways to celebrate the work of MAPA in a special way next year. NARC would like MAPA to host the Annual Conference in 2019. The Omaha Convention and Visitors Bureau has been working with MAPA and NARC to make this happen.

2. Heartland 2050 Report – (Info)

Ms. Karna Loewenstein provided an update to the Board on Heartland 2050 activities. Implementation work is coming to a close and the Implementation Committees will be acknowledged and retired at the upcoming Summit on August 2nd. The groups will be restructured and reorganized around work teams and champions as we go into the project work. Efforts and energy are currently being dedicated to the Summer Summit and we expect between 250 and 300 in attendance. The reception will be held at Kaneko. Staff is currently preparing a mid-year report for the PKF grant.

E. PUBLIC COMMENT –

None.

F. CONSENT AGENDA – (Action)

The Board considered Consent Agenda items listed below for approval.

1. Contract Final Payment – City of Omaha Public Works - \$13,272.35
2. Contract Amendment – EDA Amendment \$12,000.00 for fiscal years 2015 - 2017
3. Appointment of the FY 2017 Secretary / Treasurer –

The Board considered ratifying the Chairman's appointment of Patrick Bloomingdales as the Secretary Treasurer for FY 2017.

4. FY 2017 Legal Counsel –

The Board considered ratifying the Chairman's appointment of Paul Kratz as Legal Counsel for the FY 2017.

5. FY 2017 Depository - Despositary Resolution –

The Finance Committee recommended Nebraska Public Agency Investment Trust (NPAIT) and American National Bank as Depositories for FY 2017 and the Executive Director, Director of Finance and Operations and Treasurer as Depository for MAPA FY 2017.

MOTION by Richards, SECOND by Paben to approve all items listed on the Consent Agenda.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED

G. OLD BUSINESS

1. 2040 Long Range Transportation Plan (LRTP) Amendment – (Action)

Mr. Helgerson presented to the Board for approval the 2040 LRTP amendment. The total cost of two NDOR projects have increased project cost so the amounts were changed to reflect that.

MOTION by Paben, SECOND by Sanders to approve the 2040 LRTP Amendment.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. FY 2016 - 2019 Transportation Improvement Program (TIP) Amendment #12 – (Action)

Mr. Felschow presented FY 2017 TIP items listed below to the Board for approval. The amendment includes changes to 4 projects. The first two change is to a Council Bluffs project on their East Beltway project, to modify the project description and to reduce the total earmark funding programmed from the current year 2016 to 2017 for the ROW and construction phases. The 2nd project is the road diet on 24th St. from Leavenworth to L Street, the state had attempted to coordinate a bridge repair project with the City of Omaha's project but the timing will not work out so state funding will be removed from the 24th St project. The amendments reflect the increased project cost to the NDOR projects listed in the 2040 LRTP.

MOTION by Kindig, SECOND by Sanders to approve all the FY 2016 – 2019 Transportation Improvement Program (TIP) Amendment.

AYES: Duda, Kindig, Kohn, Richards, Sanders

NAYS: None.

ABSTAIN: Paben

MOTION CARRIED.

3. Final FY 2017 - 2020 Transportation Improvement Program (TIP) – (Action)

Mr. Felschow presented the Final FY 2017 - 2010 TIP to be released for a 30 Day public review period.

MOTION by Sanders, SECOND by Duda to approve the FY 2017 - 2020 TIP to go to a 30 Day Public Review period.

AYES: Duda, Kindig, Kohn, Richards, Sanders

NAYS: None.

ABSTAIN: Paben

MOTION CARRIED.

H. NEW BUSINESS

1. NEW CONTRACTS – (Action)

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

a. Department of Defense JLUS Implementation Agreement - \$140,000

MOTION by Sanders, SECOND by Richards to approve new contract with the Department of Defense for JLUS Implementation.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

b. City of Treynor Comprehensive Plan - \$18,000

MOTION by Kindig, SECOND by Sanders to approve new contract with the City of Treynor for a Comprehensive Plan.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. FY 2017 Salary Adjustment – (Action)

Mr. Youell requested approval from the Board for a 3% salary adjustment in FY 2017. The Finance Committee recommended for Board approval a salary adjustment for FY 2017 of 1% cost of living adjustment for all staff members effective July 1, 2016. In addition, a 2% merit pool is requested for FY 2017. Mr. Richards asked for clarification that the salary adjustment of 3% included the 1% for cost of living and 2% merit, not in addition to. Mr. Youell confirmed that the 3% increase was comprised of the 1% cost of living increase and 2% merit pool. There was discussion amongst the Board regarding the merit pool. Mr. Kindig expressed his concern over the agency not having a cap for merit increases. Ms. Engel explained to the Board that over 5% is typically with a promotion, each position has a salary range and stays within that range. Mr. Richards stated that the Finance Committee reviewed the promotions and advancements this past fiscal year.

MOTION by Sanders, SECOND by Duda to provide for a 1% Cost of Living increase effective July 1 and a 2% merit increase.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

3. FY 2017 MAPA Committees – (Action)

Mr. Felschow presented the FY 2017 MAPA Committee membership list to the Board for approval. Mr. Youell mentioned that there was one change to the list, Mayor Sanders should be listed as the EDD Chair with Supervisor Kohn as Vice Chair.

MOTION by Richards, SECOND by Sanders to approve the FY 2017 MAPA Committee list with the change listed above.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

4. Heartland 2050 Action Plan – (ACTION)

Ms. Loewenstein presented to the Board for approval the Heartland 2050 Action Plan to go to a 30 Day public review period. Ms. Loewenstein stated that the review period would start July 1 and end July 30.

MOTION by Sanders, SECOND by Duda to approve the Heartland 2050 Action plan to go to a 30 Day public review period.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED

5. Record Retention Policy – (ACTION)

Ms. Engel presented to the Board for approval and update to the Record Retention Policy. Ms. Engel did research and looked at the Federal Acquisition Regulation, the State of Nebraska Records Administration and the Texas Archives Commission to identify which updates should be made to the policy. The updates to the policy are to clarify current policy and expand to cover more documents.

MOTION by Richards, SECOND by Kindig to approve the Record Retention Policy.

AYES: Duda, Kindig, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

I. ADDITIONAL BUSINESS

None.

J. DISCUSSION

None.

K. ADJOURNMENT

Chairman Kohn adjourned the meeting at 2:37 p.m.