

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

Minutes
October 27, 2016

The Board of Directors met at the MAPA offices, 2222 Cuming Street, Omaha. Chairwoman Sanders called the meeting to order at 1:30 p.m.

A. ROLL CALL/INTRODUCTIONS

Members/Officers

Present

Clare Duda	Douglas County Commissioner
Tom Hanafan	Pottawattamie County Board of Supervisors
Ron Kohn	IA Small Cities/Counties Representative (Mills County Board of Supervisors)
Tom Richards	Sarpy County Commissioner
Rita Sanders	Mayor, City of Bellevue
Cassie Paben (Alt. rep Mayor Stothert)	Deputy Chief of Staff, City of Omaha
Matt Walsh (arrived at 1:33 p.m.)	Mayor, City of Council Bluffs

Members/Officers Absent

Patrick Bloomingdale	MAPA Secretary/Treasurer, Douglas County
Ben Gray	Omaha City Council
Doug Kindig	NE Small Cities/Counties Representative (Mayor, City of La Vista)

MAPA Staff

Fabiola Alikpokou	Christina Brownell	Sue Cutsforth	Melissa Engel
Mike Helgerson	Karna Loewenstein	Megan Walker	Greg Youell

B. APPROVAL OF THE MINUTES of the September 29, 2016 meeting – (Action)

MOTION by Paben, SECOND by Hanafan to approve the minutes of the September 29, 2016 meeting of the Board of Directors.

AYES: Duda, Hanafan, 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 October 19, 2016 and approved bills for September, reviewed August financial statements and approved contract payments. Items were forwarded to the Board of Directors for approval.

MOTION by Kohn, SECOND by Hanafan to approve the minutes of the October 19, 2016 Finance Committee meeting.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

Approved by _____
Patrick Bloomingdale, Secretary/Treasurer

D. AGENCY REPORTS

1. Monthly Report – (Info)

Mr. Greg Youell provided an update to the Board on MAPA activities for the month of October. Mr. Youell informed the Board of Directors that MAPA has revised the Conflict of Interest form and requested that the Board review the document and report back with any comments. MAPA is currently interviewing for the Community Development Manager position. MAPA has submitted on behalf of the City of Gretna an application for phase one of a Downtown Revitalization Project. MAPA has submitted a proposal to the City of Council Bluffs to provide housing inspection services on single family rehabilitation assisted with Community Development Block Grant (CDBG) funds. The Housing Agencies of the metro area have expressed interest in MAPA serving as the convener for the new Assessment of Fair Housing (AFH), which replaces the Analysis of Impediments process under the new Affirmatively Furthering Fair Housing (AFFH) Rule. This new process includes significantly more robust public outreach and engagement requirements that would be a good fit with MAPA's staff expertise and projects. The Archdiocese of Omaha contracted with MAPA to update its parish and deanery maps as part of their overall Pastoral Planning and Vision project that was released recently. MAPA and the League of Nebraska Municipalities (LONM) will host an Elected and Appointed Official training session on December 13 at the UNO Weitz Community Engagement Center (CEC). The training will cover basic laws and concepts for local governments, including overview of authorities and the Open Meetings Act and will be led by Lynn Rex from LONM. MAPA will conduct a Strategic Planning "mini-retreat" with Board members and agency leaders on November 2nd at Veridian Credit Union in Council Bluffs. This meeting will help guide MAPA's direction and priorities for the next three to five years.

2. Heartland 2050 Report – (Info)

Ms. Karna Loewenstein provided an update to the Board on Heartland 2050 (H2050) activities. The Heartland 2050 Action Plan was approved at the Council of Officials Annual meeting in October and is posted on the website. MAPA has sent out a Request for Proposal (RFP) to update the Heartland 2050 website. The quarterly Executive Committee meeting was held in October. In the week of November 15th, H2050 will hold a series of Stakeholder Meetings in the outlying communities. There is a Long Range Transportation Plan that H2050 would like to extend to those counties and will be seeking feedback. H2050 will be visiting five counties in five days. Ms. Loewenstein and Mr. Youell recapped the H2050 trip to Salt Lake City.

E. PUBLIC COMMENT –

None.

F. CONSENT AGENDA –

The Board considered Consent Agenda items listed below for approval.

1. Contract Final Payments –

- a. Benesch - \$16,126.19
- b. Olsson Associates – Platteview Road - \$124.79

MOTION by Kohn, SECOND by Hanafan to approve all items listed on the Consent Agenda.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED

G. OLD BUSINESS

1. FY 2017 – 2020 Transportation Improvement Program (TIP) Amendment – (Action)

Ms. Megan Walker presented to the Board for approval the FY 2017 – 2020 TIP, amendments include changes to five projects. Changes include an increase in budget for Right of Way (ROW) acquisition for 156th Street Phase Two and TIF increase for a city project; NEPA increase for 36th Street Phase II; reprogramming of funds for projects that have been delayed and are being moved in 2017-2022 TIP.

MOTION by Hanafan, SECOND by Paben to approve the FY 2017 – 2020 TIP Amendment.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. 2040 Long Range Transportation Plan (LRTP) Amendment #4 – (Action)

Mr. Mike Helgeson presented to the Board for approval the 2040 LRTP Amendment #4. The 156th Street project has increased by about \$10 million so to maintain fiscal constraint to the TIP and LRTP the project cost had to be increased for 156th and funding for 120th Street had to be moved back.

MOTION by Hanafan, SECOND by Duda to approve the 2040 LRTP Amendment #4.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

3. Public Participation Plan (PPP) Update – (Action)

Ms. Megan Walker presented to the Board for approval an update to the PPP. The change is for the LRTP updating process and for the minor changes to projects. This will allow changes that do not substantially change the project to be approved more quickly and money can be allocated to the communities.

MOTION by Hanafan, SECOND by Kohn to approve the Public Participation Plan (PPP) Update.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

4. Personnel Policy and Salary Schedule – (Action)

Mr. Greg Youell presented to the Board for approval the Personnel Policy and Salary Schedule items listed below. MAPA looked heavily at the Nebraska State policies to develop these. Updates were made to the Salary Schedule as existing salary schedule did not accurately reflect the organization.

- a. Policy Update for the New Fair Labor Standards Act (FLSA) regulation
- b. Half day Holiday Leave for Christmas Eve
- c. Salary Schedule

MOTION by Richards, SECOND by Paben to approve the Personnel Policy, addition of half-day paid holiday on Christmas Eve and Salary Schedule items listed above.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

H. NEW BUSINESS

1. New Contracts – (Action)

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

- a. City of Omaha Grant for Heartland 2050 - \$20,000.00
- b. City of Council Bluffs Para-Transit – \$75,157.00
- c. Florence Home Para-Transit – \$43,972.00

MOTION by Kohn, SECOND by Richards to approve the new contracts listed above.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. Heartland 2050 (H2050) Mini-Grant Policy Guide and Project Selection Process – (Action)

Ms. Karna Loewenstein and Mr. Mike Helgersen presented to the Board for approval the H2050 Mini-Grant Policy Guide and Project Selection Process. H2050 has been working with Transportation Technical Advisory Committee (TTAC) to consider allocating funds for mini-grants for projects that aligned with H2050. The Policy Guide includes the project selection process. This document comes with a favorable recommendation from the Heartland 2050 Vision Committee and TTAC.

MOTION by Hanafan, SECOND by Paben to approve the H2050 Mini-Grant Policy Guide and Project Selection Process.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

I. ADDITIONAL BUSINESS

1. Paperless Board Meetings – (Info)

Mr. Greg Youell shared with the Board that he along with Ms. Christina Brownell recently attended an Iowa Western Board meeting and observed a paperless board meeting. Each member followed along with a laptop. Dr. Kinney, President of Iowa Western Community College, along with other board members spoke very highly of the transition to paperless board meetings. Ms. Brownell shared the benefits to going paperless, including reducing the amount of paper and improved efficiency in preparation for the meetings.

J. EXECUTIVE SESSION FOR PERSONNEL ISSUES – (Action)

Chairwoman Sanders called for a motion to go into Executive Session to discuss personnel issues.

MOTION by Duda, SECOND by Richards to go into Executive Session.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

The Board went into Executive Session at 2:40 p.m.

Members in the Executive Session included Board Members: Duda, Hanafan, Kohn, Pabel, Richards, Sanders, Walsh;
MAPA Staff: Greg Youell, Executive Director and Melissa Engel, Director of Finance and Operations.

MOTION by Hanafan, SECOND by Richards to exit Executive Session.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

The Board came out of closed session at 2:52 p.m.

K. ADJOURNMENT

Chairwoman Sanders adjourned the meeting at 2:53 p.m.