

**Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**  
**Board of Directors Meeting (#501)**

**Thursday, August 10, 2017, 12:00 (Noon)**

**1122 Pierce Street, Sioux City, Iowa**

**Members Present:**

|                    |                              |                       |
|--------------------|------------------------------|-----------------------|
| Jon Winkel, Chair  | Mayor                        | Sergeant Bluff, IA    |
| Lesa Cropley       | Council Member               | North Sioux City, SD  |
| Jason Geary        | Planning/Zoning Commissioner | Sioux City, IA        |
| Don Kass           | Supervisor                   | Plymouth County, IA   |
| Dan Moore          | Council Member               | Sioux City, IA        |
| Mark Murphy        | Mayor                        | Cherokee, IA          |
| Matthew Ung        | Supervisor                   | Woodbury County, IA   |
| Steve Warnstadt    | Government Relations         | WITCC, Sioux City, IA |
| Chris Zellmer-Zant | Planning/Zoning Commissioner | Woodbury County, IA   |

**Guests/Staff Present:**

|                     |                             |        |
|---------------------|-----------------------------|--------|
| Michelle Bostinelos | Executive Director          | SIMPCO |
| Bill Cole           | Finance Director            | SIMPCO |
| Curt Miller         | Facilities/Transit Director | SIMPCO |
| Sharon Burton       | Executive Assistant         | SIMPCO |
| Nicole Peterson     | Regional Planner II         | SIMPCO |

Board of Directors Chair Jon Winkel called the meeting to order at 12:00 p.m. Members were led in the Pledge of Allegiance. A quorum was present.

- 1. APPROVAL OF THE AGENDA:** Chair Winkel reported the agenda has been amended to include an additional contract – Agenda Item #5.g. City of Mapleton. He asked if there were any other additions or deletions to the agenda.

***Dan Moore moved to approve the amended agenda as presented, seconded by Don Kass. Motion carried.***

- 2. APPROVAL OF MINUTES:**

**a. Board of Directors Minutes #500 of May 11, 2017:** Chair Winkel noted the minutes were included in the meeting packet and asked if there were any additions or deletions.

***Dan Moore moved to approve the minutes as presented, seconded by Chris Zellmer-Zant. Motion carried. Jason Geary abstained due to not being in attendance at the meeting.***

3. **FINANCIALS, JUNE 30, 2017:** Finance Director Bill Cole provided a comparison of FY 2016 and FY 2017 fund balances as of June 30, 2017. He reported revenues for all divisions total \$7,134,494 and expenditures \$5,848,244 for an excess of \$1,286,250. Mr. Cole noted since June 30 is the end of the fiscal year, there will be adjustments to balances as staff finishes the year-end close. The Executive/Finance Committee has reviewed the financials and recommends approval as presented.

Discussion followed on the year-end deficit in Community Services and improvements that have been put into practice to monitor project management. Chair Winkel noted the Executive/Finance Committee has requested staff put together a financial plan that addresses future deficits.

***Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve the June 30, 2017 financial reports as presented, seconded by Lesa Cropley. Motion carried.***

**a. FY 2018 Salary Schedule:** Mr. Cole presented the proposed FY 2018 Salary Schedule. The proposal is a 3% increase at the beginning and ending of each positions current range. All employee wages currently fall within the FY 2017 Salary Schedule. He noted the Executive/Finance Committee has reviewed the FY 2018 Salary Schedule and recommends approval as presented.

Mr. Cole reported the Executive/Finance Committee has given the Executive Director authority to approve employee pay increases if they are within the approved fiscal year salary schedule. If a proposed increase would exceed the approved salary range, the Executive Director would be required to present to the Executive/Finance Committee for approval.

***Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2018 Salary Schedule as presented, seconded by Chris Zellmer-Zant. Motion carried.***

4. **Vehicle Purchase, compact SUV from Stew Hansen Chrysler Dodge Jeep Ram, Urbandale, \$23,113 plus \$1.25 per mile delivery based on the current State of Iowa statewide vehicle procurement contract**

Curt Miller reported currently one vehicle is used by employees for business travel. This vehicle is approximately three years old with estimated mileage of 60,000. The approved budget for fiscal year 2018 included the purchase of a second vehicle which would extend the life of the current vehicle and reduce or eliminate the use of personal vehicles on company business. Vehicle replacement is anticipated to be one every three to four years.

Mr. Miller noted the vehicle recommended for purchase is part of the State of Iowa statewide vehicle procurement contract. Discussion followed.

The Executive/Finance Committee has reviewed the purchase and recommends approval as presented.

**Chris Zellmer-Zant moved to accept the recommendation of the Executive/Finance Committee and approve the purchase of the vehicle as shown, seconded by Jason Geary. No further discussion. Motion carried.**

**5. CONTRACTS:** Executive Director Michelle Bostinelos presented the following contracts for approval. She noted the Executive/Finance Committee has reviewed the contracts and recommends approval as presented.

- a. Iowa Department of Transportation, Urban Transportation Planning:  
FHWA PL \$242,178 Federal; FTA 5305d \$79,510 Federal; \$80,422 Local; \$402,110 Total, July 1, 2017 to June 30, 2018
- b. Nebraska Department of Roads, Urban Transportation Planning:  
FHWA PL \$81,974 Federal; \$20,494 Local; \$102,468 Total,  
July 1, 2017 to June 30, 2018
- c. Nebraska Department of Roads, Urban Transportation Planning;  
FHWA FTA 5305d \$9,160 Federal; \$2,290 Local; \$11,450 Total,  
July 1, 2017 to June 30, 2018
- d. South Dakota Department of Transportation, Urban Transportation Planning:  
FHWA PL \$53,142 Federal; \$9,592 Local; \$62,734 Total, July 1, 2017 to June 30, 2018
- e. Iowa Department of Transportation, Rural Transportation Planning:  
FHWA STP \$46,000 Federal, FHWA STP Carryover \$26,804 Federal,  
FTA 5311 \$23,785 Federal, SPR \$23,785 State, \$30,094 Local,  
Total \$150,468, July 1, 2017 to June 30, 2018

**Don Kass moved to accept the recommendation of the Executive/Finance Committee and approve contracts a. through e. as presented, seconded by Chris Zellmer-Zant. Motion carried.**

- f. U.S. Department of Commerce for \$70,000 Federal, \$70,000 local match for Economic Development Planning Assistance, Total \$140,000,  
July 1, 2017 to June 30, 2018

**Don Kass moved to accept the recommendation of the Executive/Finance Committee and approve contract f. as presented, seconded by Chris Zellmer-Zant. Motion carried.**

- g. City of Mapleton to complete a Comprehensive Plan update, Total \$8,000, September 2017 through August 2018

*Ms. Bostinelos noted Regional Planner Jacob Heil will be the lead planner on this project.*

**Chris Zellmer-Zant moved to accept the recommendation of the Executive/Finance Committee and approve contract g. as presented, seconded by Don Kass. Motion carried.**

- 6. **DRAFT AMENDED BYLAWS:** Executive Director Michelle Bostinelos reported in order to meet the current needs of the organization, staff with assistance from legal counsel are updating the existing bylaws. Items under discussion include merging the Council of Officials and Board of Directors, allowing city staff to serve as an alternate representative, approving any member community within a county to have representation, adding the treasurer position to officer elections, no longer limiting approval of the annual budget to May, and removing the article regarding membership withdrawal. She noted the Executive/Finance recommended continuing with elected officials serving as alternates to the Board. City staff, however, can serve on the Executive/Finance Committee.

Ms. Bostinelos noted this is a preliminary draft and formal revisions will be presented at a future meeting. Members were asked to review and return comments.

- 7. **DIRECTOR REPORT:** Ms. Bostinelos provided an overview of the report included in the meeting packet. She reported efforts to improve Community Services have been successful. Currently there are projects in every county. The City of Ida Grove has renewed their membership after an absence of several years and would like a Comprehensive Plan proposal.

Ms. Bostinelos reported the new website has been released with a fresh look and easier navigation. She provided an overview of the site along with a demonstration.

Ms. Bostinelos reported SIMPCO is hosting a community photo contest and the winner will be honored at the 2018 annual meeting.

- 8. **OTHER COMMENTS:** Ms. Bostinelos reported the next regular meeting of the Board of Directors is scheduled for Thursday, October 12, 2017. The meeting will be held at the SIMPCO office, 1122 Pierce Street at 12:00 p.m. with lunch provided.
- 9. **ADJOURN:** Chair Winkel adjourned the meeting at 1:00 p.m.