

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

**Thursday, October 11, 2018**  
**7:30 a.m.**

**Kahill's Restaurant, 385 East 4<sup>th</sup> Street, South Sioux City, Nebraska**

**Present:**

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

**Staff Present:**

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Facilities/Transit Manager	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 October 11, 2018 agenda.

***Dan Moore moved to approve the agenda as presented, seconded by Mark Monson. Motion carried.***

- 2. APPROVAL OF MINUTES:**

**a. September 13, 2018:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

***Lance Hedquist moved to approve the regular meeting minutes as presented, seconded by Dan Moore. Motion carried.***

*Due to a scheduling issue, Chair Winkel requested moving the Executive/Finance Committee monthly meeting date from the second Thursday to the first Wednesday. Discussion followed. Staff will verify this change is acceptable for all members and confirm by email. The Board of Directors meeting will continue to be held at noon on the second Thursday of the month.*

- 3. DIRECTOR REPORT:** Executive Director Michelle Bostinelos noted the Director Report included in the meeting packet provides a summary of organizational activities as of October 2018. She asked members to review and contact her if there are any questions.

**a. SIMPCO Tri-State Legislative Forum:** Ms. Bostinelos reported the forum will be held on Friday, December 7, 2018, from 10:00 a.m. to 12:00 p.m. at Western Iowa Tech Community College in Sioux City. This year's focus is housing with presentations from the Omaha Municipal Land Bank (Nebraska Land Banks), Iowa Association of Council of Governments (Iowa Rural Housing Initiative), City of North Sioux City (South Dakota Governor's Housing Program) and SIMPCO (Regional Housing Trust Fund).

**b. SIMPCO Services Survey Response:** Ms. Bostinelos provided an overview of the results from the 2018 services survey sent to members, stakeholders and committee members. A total of 26 responses were received and results showed the overall level of service as satisfactory. She noted responses indicated a high percentage was not aware of the Associate Membership program for non-profit organizations and consulting services was believed to be the primary function of SIMPCO. She discussed working to change the perception of the organization from consulting to regional networking and collaboration. She plans to continue conducting the survey on an annual basis.

**4. FINANCE:**

**a. September 30, 2018 Financial Reports:** Finance Director Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$267,979 and expenditures \$218,875 for a balance of \$49,104 as of September 30, 2018.

Membership continued to increase in fiscal year 2019. A total of \$173,302.78 has been received to date, leaving a remaining balance of \$11,823.27 that will either be collected or written-off.

The remaining balance has been paid on the promissory note Siouxland Planning and Transit Services, L.L.C. had with Security National Bank for building improvements that included a new roof and parking lot repaving. The new computer server has been installed and costs were divided between SIMPCO and Siouxland Regional Transit System (SRTS).

As expected due to HUD freezing Northeast Nebraska Joint Housing Agency's Family Self-Sufficiency (FSS) grant, no funds for FSS Coordinator position were received in August and September. Discussion followed on this shortfall of approximately \$4,000 per month and possible collection.

***Chair Winkel exited the meeting at 8:08 a.m. Secretary Lesa Cropley assumed Chair duties.***

***Jose Gonzales moved to recommend to the Board of Directors approval of the September 30, 2018, financial reports as presented, seconded by Mark Monson. No further discussion. Motion carried.***

**b. Employee Health Insurance CY 2019 Renewal:** Mr. Cole provided a summary of quotes solicited by the third party administrator, Innovative Business Consultants (IBC), for health insurance renewal. He noted the current coverage with Wellmark (Complete Blue 2800 Silver Plan) is no longer available. After careful consideration of all options and lengthy discussions with IBC, staff is recommending the Wellmark (Complete Blue 4000 Silver Plan). This policy is comparable to the current coverage and the net increase would be 1.9%.

***Lance Hedquist moved to recommend to the Board of Directors approval of the Wellmark (Complete Blue 4000 Silver Plan), seconded by Mark Monson. Motion carried.***

**5. CONTRACTS:** M. Bostinelos presented the following contracts for recommendation to the Board of Directors for approval.

- a. Iowa Association of Council of Governments (ICOG) Sub-Contract, Foreign Labor Inspection Program, October 1, 2018–October 1, 2019 with 5 Annual Extensions, Maximum Reimbursement by ICOG:

First Term Year - \$222.00 per inspection with mileage/travel time  
Year 2 - \$228.66 per inspection with mileage/travel time  
Year 3 - \$235.51 per inspection with mileage/travel time  
Year 4 - \$242.57 per inspection with mileage/travel time  
Year 5 - \$249.86 per inspection with mileage/travel time  
Year 6 - \$257.35 per inspection with mileage/travel time

**Mark Monson moved to recommend to the Board of Directors approval of contract a. as presented, seconded by Lance Hedquist. Motion carried.**

- b. Western Iowa Community Improvement Regional Housing Trust Fund to administer Iowa Finance Authority, State Housing Trust Fund Grant Agreement #18-LHTF-19 for Owner-Occupied Housing Rehabilitation, Total \$324,147 (\$259,317 Local Housing Trust Fund (LHTF) Program; \$64,830 Local Match), January 1, 2018 with estimated completion of December 31, 2019

**Mark Monson moved to recommend to the Board of Directors approval of contract b. as presented, seconded by Lesa Copley. Motion carried.**

**6. SERVICE CONTRACT:**

- a. **Thompson Innovation, New Camera Security System, Total Cost \$13,595:** Curt Miller reported there have been issues with the current system as it is outdated and parts are no longer available. He reviewed the quote of \$13,595 received from Thompson Innovation for a new Avigilon camera system. This system would have ports that could run up to 16 cameras along with the ability for remote monitoring from a cell phone. The life expectancy is 5 to 10 years and it could be transferred to another facility. Costs would be shared with SRTS and the fixed asset would be depreciated over 5 years. Discussion followed.

**Lance Hedquist moved to recommend to the Board of Directors authorization to accept the quote for the Avigilon camera system from Thompson Innovation as presented, seconded by Mark Monson. No further discussion. Motion carried.**

**7. NORTHEAST NEBRASKA JOINT HOUSING AGENCY PROGRAM ADMINISTRATION:**

- a. **SIMPCO Administration Letter:** Ms. Bostinelos presented the letter to the Northeast Nebraska Joint Housing Agency (NNJHA) Board of Directors terminating administration of the Housing Choice Voucher and Family Self-Sufficiency programs. She noted the letter is sixty-day notice to the NNJHA Board stating administrative duties will conclude on December 10, 2018. The Board of Directors will vote on approval of the letter at their noon meeting today. Discussion followed.

**8. OTHER COMMENTS:** There were no other comments.

**9. ADJOURNMENT:** **Mark Monson moved to adjourn the meeting seconded by Lance Hedquist. Motion carried.** Secretary Copley adjourned the meeting at 8:25 a.m.