

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

**Thursday, February 22, 2018
7:30 a.m.**

**Kahill's Restaurant
Delta Hotels by Marriott, 385 East 4th Street, South Sioux City, Nebraska**

Present:

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Oscar Gomez, <i>Vice Chair</i>	Council Member	South Sioux City, NE
Dan Moore, <i>Secretary</i>	Council Member	Sioux City, IA
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Mark Monson	Planning/Zoning Commissioner	Sergeant Bluff, IA

Others present:

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	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 February 22, 2018 agenda.

Dan Moore moved to approve the agenda as presented, seconded by Lance Hedquist. Motion carried.

2. **APPROVAL OF MINUTES:** Chair Winkel asked if there were any additions or corrections to the January 11, 2018 regular meeting minutes

Lance Hedquist moved to approve the regular meeting minutes as presented, seconded by Mark Monson. Motion carried.

3. **FINANCE:**

a. December 31, 2017: Finance Director Bill Cole provided an overview of each fund balance as of December 31 and discussed variances between FY 2017 and FY 2018. At the end of December, revenues of all divisions total \$3,509,722 with expenditures of \$3,369,261 for a balance of \$140,461. Mr. Cole noted December is the end of the 2nd quarter and revenue from quarterly billings to governmental agencies will be reflected in the January report. Siouxland Regional Transit System's revenues are down slightly due to changes in Iowa Medicaid managed care and resolving issues with outstanding reimbursements. Discussion followed.

Lance Hedquist moved to recommend to the Board of Directors approval of the December 31, 2017 financials as presented, seconded by Dan Moore. No further discussion. Motion carried.

Mr. Cole reported completion of the audit for fiscal year 2017 has been delayed due to numerous issues with the financial software conversion. For example - the Balance Sheet accounts from June 30, 2016 should have rolled into fiscal year 2017 with no issues, but the entries did not come over successfully from one system to the other. Staff has spent the last several months going through transactions and King, Reinsch, Prosser (KRP) has also provided assistance. At this point KRP expects to finish the field work this week and have the audit ready for presentation at the March 22 Executive/Finance Committee meeting.

Mr. Cole discussed the five-year contract with Blackbaud for Financial Edge, the new financial software. He explained the first year was paid but the second was not paid due to unresolved implementation problems and the third year will be due this March. Discussion followed on staff hours spent due to conversion problems and additional costs with KRP.

Chair Winkel stated the Executive/Finance Committee is extremely dissatisfied with the financial software conversion as handled by Blackbaud. The Executive/Finance Committee strongly supports staff and all their efforts in getting the conversion to where it is today.

Chair Winkel moved that due to the duration and significant cost of the conversion, as the Executive/Finance Committee goes forward we will seek any and all remedies. Dan Moore seconded and the motion carried.

Members asked Mr. Cole to check on FDIC insured coverage limits.

4. CONTRACTS: Executive Director Michelle Bostinelos presented the following contracts for approval.

- a. City of Aurelia to complete a Comprehensive Plan update, Total \$5,000, January 2018 through July 2018

Ms. Bostinelos reported Nicole Peterson will lead this project.

- b. Village of Hubbard to complete a Comprehensive Plan update, Total \$5,000, March 2018 through July 2018

Ms. Bostinelos reported Dawn Kimmel will lead this project.

Mark Monson moved to recommend approval of contracts a. and b. as presented, seconded by Lance Hedquist. Motion carried.

5. DIRECTOR REPORT: Ms. Bostinelos provided an overview of the director report included in the meeting packet.

The U.S. Department of Commerce Economic Development Administration (EDA) has preapproved the technical assistance grant application to complete a U.S. Highway 20 Economic Development study. The official notice should be received in March. Several communities have pledged contributions toward the required local match.

The annual Board of Directors meeting will be held on Thursday, May 10 in Sergeant Bluff. Mark Lowe, Director of the Iowa Department of Transportation (IDOT), will be the guest speaker.

A membership workshop will be held on March 2 at WITCC in Sioux City. Staff will give presentations on planning activities and grant opportunities that are beneficial to communities.

The open Regional Planner II position has been advertised and interviews are underway.

Ms. Bostinelos provided members with a summary of monthly retainer costs from July 2017 through January 2018 with Antidote 71 for marketing activities that included branding, website and electronic newsletter redesign and the legislative brochure design. She also presented an estimate for 2018-2019 monthly retainer costs which would include organic social media, website updates, electronic newsletter updates and design of the annual report and brochures. She questioned whether it would be more cost effective to pay an hourly rate for projects as needed versus a monthly retainer fee. Discussion followed. Members suggested staff make this decision during the budget process for fiscal year 2019.

6. **OTHER COMMENTS:** The next meeting will be held on Thursday, March 22, 2018, 7:30 a.m., Kahill's Restaurant, South Sioux City.

The Executive Director evaluation will be on the next agenda. The performance evaluation form used in the past will be sent to members along with the goals established during Ms. Bostinelos' first year as Executive Director.

7. **ADJOURNMENT:** *Dan Moore moved to adjourn the meeting seconded by Mark Monson. Motion carried.* Chair Winkel adjourned the meeting at 8:39 a.m.