

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

Wednesday, April 3, 2019

7:30 a.m.

Kahill's Restaurant, 385 East 4th Street, South Sioux City, Nebraska

Members Present:

Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Lesa Cropley, <i>Secretary</i>	Council Member	North Sioux City, SD
Aaron Lincoln	City Administrator	Sergeant Bluff, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Keith Radig	Supervisor	Woodbury County, IA

Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

In the absence of Chair Jon Winkel, Vice Chair Dan Moore called the meeting to order at 7:30 a.m. A quorum was present.

1. **APPROVAL OF THE AGENDA:** Vice Chair Moore asked if there were any additions or corrections to the April 3, 2019 agenda.

Mark Monson moved to approve the agenda as presented, seconded by Aaron Lincoln. Motion carried.

2. **APPROVAL OF MINUTES**

a. March 6, 2019: Vice Chair Moore asked if there were any additions or corrections to the regular meeting minutes.

Lesa Cropley moved to approve the regular meeting minutes as presented, seconded by Keith Radig. Motion carried.

3. **DIRECTOR REPORT:** Executive Director Michelle Bostinelos provided an overview of the report included with the meeting packet. In response to the recent flooding and questions from communities about possible funding programs, a *Disaster Assistance* page has been added to SIMPCO's website under *Member Resources*.

a. Proposed Strategic Planning and Visioning Session: Bostinelos reported Deb Burnight with Facilitated Resources was contacted about facilitating a planning and visioning session with the Board of Directors. She noted the last session was conducted by Burnight in 2016 and all work products or goals identified in the final strategic plan have been touched on. Bostinelos reported the focus of this new session was discussed with Burnight and the suggested emphasis was *"How we will over the next three years successfully transition to our new facility while sustaining our high quality services to*

our members.” She noted this would also include consideration of recently discussed succession planning.

Bostinelos reported the visioning session has tentatively been set for August 8, 2019 from 9:00 a.m. to 12:00 p.m. at Western Iowa Tech Community College in Sioux City with a Board meeting following. Discussion followed on whether combining a three-hour session with a one-hour Board meeting would be feasible, simplifying the session by creating an agenda of what steps are needed for the building transition and succession planning and possibly holding a pre-meeting with the Board for their direction on the session.

Mark Monson moved to recommend to the Board of Directors engaging with Deb Burnight of Facilitated Resources to facilitate a strategic planning and visioning session for the SIMPCO Board of Directors, seconded by Aaron Lincoln. No further discussion. Motion carried.

b. May Executive/Finance Committee Meeting: Bostinelos discussed rescheduling or cancelling the May 1, 2019 Executive/Finance Committee meeting due to a conflict with the Siouxland/Washington Conference May 1 and 2.

Aaron Lincoln moved to cancel the May 1, 2019 meeting due to a conflict with the Siouxland/Washington Conference, seconded by Mark Monson. Motion carried.

4. FINANCE:

a. March 31, 2019 Financial Reports: Finance Director Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,158,639 and expenditures \$1,019,549 for a balance of \$139,090 as of March 31, 2019.

Mark Monson moved to recommend to the Board of Directors approval of the March 31, 2019, financial reports as presented, seconded by Aaron Lincoln. Motion carried.

5. URBAN TRANSPORTATION PLANNING FUND BALANCES: As discussed at the March 6, 2019 meeting, correspondence was received from the Iowa Department of Transportation (IDOT) concerning an increase over the last three years in the carryover of urban transportation planning funds. The State has emphasized the carryover balance needs to be expended or funds will be reallocated to other areas.

Bostinelos reported staff did solicit and compiled potential projects from the Metropolitan Planning Organization (MPO). She reviewed the listing included in the meeting packet and noted it will be presented to the MPO Transportation Technical Committee and Policy Board at the end of April for project selection and programming into the Transportation Improvement Program (TIP). She noted although outside consulting services are requested on some projects, staff time is still needed to provide assistance with items such as data collection.

Discussion followed on expending transportation funds, potential growth within the housing division and Economic Development Administration funding. Bostinelos requested authorization to hire an additional Regional Planner to assist in transportation, economic development and conceivably housing.

Mark Monson moved for the authorization of management to start the process of hiring an additional Regional Planner, seconded by Lesa Cropley. No further discussion. Motion carried with 4 ayes (Cropley, Lincoln, Moore and Monson) and 1 nay (Radig).

6. CONTRACT

a. Federal Home Loan Bank, Owner-Occupied Housing Rehabilitation, Total \$550,000, March 2019 – March 2021

Bostinelos reported Housing Specialist Amanda Harper will administer the contract presented.

Mark Monson moved to recommend to the Board of Directors approval of the contract with Federal Home Loan Bank as presented, seconded by Keith Radig. Motion carried.

7. FY 2019 ANNUAL BOARD OF DIRECTORS MEETING DATE AND LOCATION: Bostinelos reported the annual Board of Directors meeting will be held on Thursday, June 20, 2019, 5:30 p.m. at the Marcus Community Center, 319 N. Main Street, Marcus, Iowa. A golf outing is being planned to precede the meeting and a catered dinner and awards will follow the meeting.

8. BUILD COMMITTEE AND GRANT UPDATE: Bostinelos reported the project will move forward once the site-selection has been confirmed and this is contingent on the Iowa Legislature approving the Iowa Department of Transportation's plan for land purchase and building a consolidated facility. She noted the Federal contract has to be finalized and signed by September of 2020. Any costs incurred prior to the contract signing will not be reimbursed. Bostinelos and Curt Miller are planning to meet the Federal Transit Administration (FTA) in Kearney, Nebraska to tour their recently built transit facility.

9. OTHER COMMENTS: The next meeting will be held on Wednesday, June 5, 2019, 7:30 a.m., Kahill's, South Sioux City.

Due to the July 4th holiday, members favored cancelling the July 3 meeting and scheduling the next meeting for July 10.

10. ADJOURNMENT: Mark Monson moved to adjourn the meeting, seconded by Keith Radig. Motion carried. Vice Chair Dan Moore adjourned the meeting at 8:36 a.m.