

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

Wednesday, October 2, 2019, 7:30 a.m.
Kahill's Restaurant, 385 East 4th Street, South Sioux City, Nebraska

Members Present:

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

Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Transit/Facilities 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 October 2, 2019, regular meeting agenda.

Mark Monson moved to approve the October 2, 2019, regular meeting agenda as presented, seconded by Lesa Cropley. Motion carried with all ayes.

2. **APPROVAL OF MINUTES**

a. September 4, 2019: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Lance Hedquist moved to approve the September 4, 2019 regular meeting minutes as presented, seconded by Dan Moore. Motion carried with all ayes.

3. **DIRECTOR REPORT:** Executive Director Michelle Bostinelos provided an overview of the report included in the meeting packet.

4. **FINANCE:**

a. August 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 \$453,091 and expenditures \$218,521 for a balance of \$234,570 as of August 31, 2019. Discussion followed.

Lance Hedquist moved to recommend to the Board of Directors approval of the August 31, 2019 financial reports as presented, seconded by Dan Moore. No further discussion. Motion carried with all ayes.

5. ACCOUNTING PROCEDURAL CHANGE:

a. Classifying of Membership Dues: Bill Cole reported in conjunction with the fiscal year 2019 audit, King Reinsch Prosser (KRP) looked at the classification of membership dues. In the past, during the budget process the allocation of dues to each fund was estimated based on prior year activities. KRP has suggested since membership dues are considered a function of the General Fund, all dues should be reported in the General Fund then transferred from the General Fund to various funds, as necessary. This would allow funds to be utilized where needed. Discussion followed.

Mr. Cole also provided an overview of the five-year history of membership dues included in the meeting packet. He noted there has been an increase in paying members each year since fiscal year 2017. Discussion followed.

Lesa Cropley moved to classify membership dues per audit request, seconded by Lance Hedquist. No further discussion. Motion carried with all ayes.

b. Handling of Fund Balances Shortfall / Excess: Mr. Cole referred to the summary of ending fund balances for fiscal years 2016 through 2019 that was included in the meeting packet. He noted the current practice has been to roll balances forward each fiscal year so there was a record of each fund's progress. However, there has been discussion in the past of covering negative balances in project funds with transfers from the General Fund. Both options have been discussed with KRP and they do not have an opinion, but would like to have a formal decision made by the Committee. Discussion followed. Staff recommends leaving as a continual rolling balance in order to review history.

Lance Hedquist moved to maintain showing continual rolling fund balances, seconded by Mark Monson. No further discussion. Motion carried.

6. CONTRACTS: Ms. Bostinelos presented the following contracts for recommendation of approval.

a. City of Soldier, Iowa; Iowa Economic Development Authority (IEDA), Community Development Block Grant (CDBG) #19-HSG-020 Owner-Occupied Housing Rehabilitation Administration and Technical Services \$56,000 and Housing Rehabilitation \$175,000;
Total \$231,000

b. Western Iowa Community Improvement Regional Housing Trust Fund (WICIRHTF) to administer the State Housing Trust Fund agreement #19-LHTF-25 \$301,373 (State \$241,098, Local \$60,275) beginning January 1, 2020 to December 31, 2020.

Dan Moore moved to recommend to the Board of Directors approval of contracts a. and b. as presented, seconded by Lance Hedquist. Motion carried with all ayes.

7. 2020 CENSUS PARTNER/COMPLETE COUNT COMMITTEES: Ms. Bostinelos reported SIMPCO has been asked to be a 2020 Census partner and take part in the Complete Count Committee program. She noted a staff person would be assigned to market information, set-up meetings and assist smaller communities in educating and

motivating residents to participate in the 2020 Census. Discussion followed. Members suggested putting together a newsletter article about why the Census is important with examples of benefits.

Mark Monson moved to recommend to the Board of Directors SIMPCO becoming a Complete Count Committee partner with a staff member assigned as liaison, seconded by Lesa Cropley. No further discussion. Motion carried with all ayes.

8. **FAIR HOUSING RESOLUTION:** Ms. Bostinelos reviewed the resolution included in the meeting packet. She reported the administration of the current housing programs require Board of Directors approval of the resolution. Discussion followed.

Members asked staff to confirm that all specific language has been included in the resolution and to verify that Fair Housing procedures outlined in the last paragraph can and will be followed.

Lance Hedquist moved to recommend to the Board of Directors approval of the Fair Housing Resolution as presented based on verification that all specific language has been included and Fair Housing procedures outlined in last paragraph will be followed, seconded by Dan Moore. Members suggested changing the signature line to Board of Directors Chair. No further discussion. Motion carried with all ayes.

9. **BUILD COMMITTEE AND GRANT UPDATE:** Transit Director Curt Miller updated members on progress being made toward execution of the grant. Five acres out of the total acreage shared with Iowa DOT has been selected as the SRTS building site. Staff has completed and submitted to the Federal Transit Administration (FTA) the following required documents: Disadvantaged Business Enterprise (DBE) Program, Equal Employment Opportunity (EEO) Policy and FTA Title VI Program. The SRTS Board of Directors will also review and approve the DBE and EEO plans. Discussion followed.
10. **OTHER COMMENTS:** Ms. Bostinelos reported the next meeting is scheduled for 7:30 a.m. on Wednesday, November 6, 2019 at Kahill's, 385 East 4th Street, South Sioux City, Nebraska.
11. **ADJOURNMENT:** Lance Hedquist moved to adjourn the meeting, seconded by Mark Monson. Motion carried with all ayes. Chair Winkel adjourned the meeting at 8:41 a.m.