

**Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)**

Board of Directors Meeting (#514)

**Thursday, October 10, 2019, 12:00 p.m. (Noon)
SIMPCO, 1122 Pierce Street, Sioux City, Iowa**

Voting Members Present:

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Craig Anderson	Supervisor	Plymouth County, IA
Ken Beaulieu	Supervisor	Dakota Dunes CID, SD
Tammy Bramley	Supervisor	Monona County, IA
Dale Erickson	Mayor	Lawton, IA
Kelly Kreber	Mayor	Hinton, IA
Harlan Hansen	Mayor	Marcus, IA
Thomas Kimmel	Supervisor	Union County, SD
Connie Ludvigson	Mayor	Holstein, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Wane Miller	Supervisor	Cherokee County, IA
Keith Radig	Supervisor	Woodbury County, IA
Craig Schmidt	Mayor	Cherokee, IA
Steve Warnstadt	Government Affairs Coordinator	WITCC, Sioux City, IA

Staff / Guests 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 12:00 p.m. A quorum was present. Chair Winkel led members in the Pledge of Allegiance and introductions.

- 1. APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the October 10, 2019 regular meeting agenda.

Keith Radig moved to approve the regular meeting agenda as presented, seconded by Mark Monson. Motion carried with all ayes.

- 2. APPROVAL OF MINUTES:**

a. Board of Directors Minutes #513, August 8, 2019: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Ken Beaulieu moved to approve the regular meeting minutes of August 8, 2019 as presented, seconded by Mark Monson. Motion carried. Craig Anderson abstained from voting because he did not attend the meeting.

3. **DIRECTOR REPORT:** Executive Director Michelle Bostinelos highlighted projects currently underway and staff activities from the Director Report included in the meeting packet.

Staff is planning the Tri-State Legislative Forum that will be held on Friday, December 6 at Western Iowa Tech Community College (WITCC) in Sioux City from 9:30 a.m. until approximately 12:00 p.m. (Noon). Tentative topics include land banks, broadband, childcare for working parents, and flooding.

The Comprehensive Economic Development Strategy (CEDS) prepared under the U.S. Economic Development Administration grant will be presented to the Board of Directors in June 2020 for approval.

Two new Regional Planners have been hired and started employment in August and September.

4. **SIMPCO STRATEGIC WORK ELEMENTS 2019:** Ms. Bostinelos reviewed the strategic work elements developed at the Board of Directors visioning session held on August 8, 2019. A 3-year strategic framework was built around three E's – Director *Engagement*, Internal *Environment* and Delivery of *Excellence*. Action steps include staff training on engaging directors and members; a positive internal environment which relates to the new facility; and delivery of excellence by innovative member services and diversified funding sources. Discussion followed.

Ms. Bostinelos noted the Executive/Finance Committee has reviewed the 2019 strategic work elements and recommends approval as presented.

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve the Strategic Work Elements for 2019 as presented, seconded by Craig Anderson. No further discussion. Motion carried with all ayes.

5. **FINANCE:**

a. July 31 / 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. He reported the Executive/Finance Committee has reviewed the financial reports and recommends approval as presented.

Keith Radig moved to accept the recommendation of the Executive/Finance Committee and approve the July 31 / August 31, 2019 financial reports as presented, seconded by Mark Monson. Motion carried with all ayes.

- b. Create New Position and Salary Range:** Bill Cole reported a turning point has been reached in the housing department due to sizeable growth and limited staff. He provided an overview of current housing programs and funding levels along with an analysis of potential expansion in the next five years. He noted continued growth in this department may justify hiring additional staff. He referred to the sample job description and salary range included in the meeting packet for a Housing Rehabilitation Technician. Discussion followed. Based on the analysis presented, staff

is requesting the authority to create a Housing Rehabilitation Technician position with a salary range of \$48,000 to \$60,000.

Mr. Cole reported the Executive/Finance Committee has reviewed the current and potential housing programs and approved a recommendation to create a Housing Rehabilitation Technician position with a salary range of \$48,000 to \$60,000.

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and authorize staff to create a Housing Rehabilitation Technician position with an annual salary range of \$48,000 to \$60,000, seconded by Tammy Bramley. No further discussion. Motion carried with all ayes.

6. **CONTRACTS:** Michelle Bostinelos presented the following contracts for approval. She reported the Executive/Finance Committee has reviewed each and recommends 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.

Tammy Bramley moved to accept the recommendation of the Executive/Finance Committee and approve contract a. as presented, seconded by Ken Beaulieu. Motion carried with all ayes.

- 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.

Keith Radig moved to accept the recommendation of the Executive/Finance Committee and approve contract b. as presented, seconded by Craig Anderson. Motion carried with all ayes.

7. **2020 CENSUS PARTNER/COMPLETE COUNT COMMITTEES:** Ms. Bostinelos reported SIMPCO has been approached about becoming a 2020 Census partner and assisting with the Complete Count Committee program. A staff person would be assigned as a liaison to assist smaller communities with marketing, meeting set-up and also educating and motivating residents to participate in the 2020 Census. Discussion followed.

Ms. Bostinelos reported the Executive/Finance Committee has reviewed this request and approved SIMPCO becoming a Complete Count Committee partner and assigning a staff member as a liaison.

Tammy Bramley moved to accept the recommendation of the Executive/Finance Committee and approve SIMPCO becoming a Complete Count Committee partner with a staff member assigned as a liaison, seconded by Keith Radig. No further discussion. Motion carried with all ayes.

8. **FAIR HOUSING RESOLUTION:** Ms. Bostinelos provided an overview of the resolution included in the meeting packet. Administration of the current housing programs requires Board of Directors approval of the resolution presented.

The Executive/Finance recommended approval of the resolution provided staff confirm all specific language has been included and verify all Fair Housing procedures outlined would be followed. Chair Winkel asked if these items had been confirmed with housing staff and it was affirmative.

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve the Fair Housing Resolution as presented, seconded by Keith Radig. A roll call vote was conducted with all ayes. Motion carried.

9. **BUILD GRANT AWARD UPDATE:** Transit Director Curt Miller updated members on progress being made toward execution of the grant. He provided a PowerPoint presentation showing the location of the five acres that have been selected as the SRTS building site. Progress currently underway includes working with the designated Iowa DOT project manager on design of the buildings and finalization of the grant for review and approval by the Federal Transit Administration (FTA). Discussion followed.
10. **OTHER COMMENTS:** Ms. Bostinelos reported the next meeting will be held on Thursday, December 12, 2019 at Aggie's, 107 Sergeant Square Drive in Sergeant Bluff. The Board of Directors will meet from 5:30 p.m. – 6:30 p.m. with a holiday gathering and catered dinner following. She noted the agenda will include annual election of officers.
11. **ADJOURNMENT:** **Ken Beaulieu moved to adjourn the meeting, seconded by Keith Radig. Motion carried with all ayes.** Chair Winkel adjourned the meeting at 1:15 p.m.