

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)

Board of Directors Meeting (#515)

Thursday, December 12, 2019, 5:30 p.m.

Aggie's, 107 Sergeant Square Drive, Sergeant Bluff, Iowa

Voting Members Present:

Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Craig Anderson	Supervisor	Plymouth County, IA
Tammy Bramley	Supervisor	Monona County, IA
Dale Erickson	Mayor	Lawton, IA
Harlan Hansen	Mayor	Marcus, IA
Thomas Kimmel	Commissioner	Union County, SD
Connie Ludvigson	Mayor	Holstein, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Cindy O'Neill	Planning & Zoning Commission	Sioux City, IA
Keith Radig	Supervisor	Woodbury County, IA
Craig Schmidt	Mayor	Cherokee, IA

Non-voting/Staff Present:

Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Facilities/Transit Manager	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

In the absence of Chair Jon Winkel, Vice Chair Dan Moore called the meeting to order at 5:30 p.m. A quorum was present. Vice Chair Moore led members in the Pledge of Allegiance.

- 1. APPROVAL OF THE AGENDA:** Vice Chair Moore asked if there were any additions or corrections to the December 12, 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 #514, October 10, 2019: Vice Chair Moore asked if there were any additions or corrections to the regular meeting minutes.

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

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

Ms. Bostinelos noted a survey will be sent to members to assist in updating contact information of representatives on the Board of Directors. Also she is planning to hold

one-on-one workshops in each county for newly elected officials to learn about SIMPCO.

Ms. Bostinelos reported due to the recent resignations, the position of Regional Planning Director will be posted and filled as soon as possible. Once this position has been filled, candidates will be solicited for an open Regional Planner I position.

a. Missouri River Recovery Implementation Committee (MRRIC) Alternate: The position as alternate representative on MRRIC is open and Don 'Skip' Meisner, who serves as the primary representative, is recommending the appointment of Michelle Bostinelos. An application requesting her appointment to MRRIC as alternate must be submitted and approved by the U.S. Army Corps of Engineers. Discussion followed. The Executive/Finance Committee considered Ms. Bostinelos serving in this role and recommends approval to submit an application.

Harlan Hanson moved to accept the recommendation of the Executive/Finance Committee and proceed with the MRRIC application process, seconded by Cindy O'Neill. No further discussion. Motion carried.

4. FINANCE:

a. November 30, 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 \$790,060 and expenditures \$617,267 for a balance of \$172,793 as of November 30, 2019. He noted membership dues are now reported in the General Fund and allocated to funds as needed. The Executive/Finance Committee has reviewed the financial reports and recommends approval as presented.

Mark Monson moved to accept the recommendation of the Executive/Finance Committee and approve the November 30, 2019 financial reports as presented, seconded by Craig Anderson. Motion carried with all ayes.

b. Employee Health Insurance CY 2020 Renewal: Mr. Cole reported since there was a timing issue with the December Board of Directors meeting and deadline for binding calendar year 2020 coverages, renewal options were forwarded via email to Directors along with the recommendation of Staff and the Executive/Finance Committee. Questions or comments were asked to be returned prior to November 14, 2019. Responses received were positive and supported the recommendation to continue with the existing plan, Wellmark Complete Blue – 4000 Silver – PPO. Staff proceeded with binding the coverage and held an open enrollment period. Discussed followed.

Keith Radig moved to officially accept the recommendation of Staff and the Executive/Finance Committee and approve renewal of the existing plan for calendar Year 2020, Wellmark Complete Blue – 4000 Silver – PPO, seconded by Cindy O'Neill. No further discussion. Motion carried with all ayes.

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

a. Village of Hubbard, Nebraska; Update Zoning Code and Zoning Map; Total Zoning Code \$4,335; Total Zoning Map \$2,050; Total \$6,375

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

b. Iowa Association of Council of Governments (ICOG) Sub-Contract, Foreign Labor Inspection Program, October 1, 2019-October 1, 2020 with 4 Annual Extensions, Maximum Reimbursement by ICOG:

First Term Year - \$222.00 per inspection with mileage/travel time

Year 2 - \$327.00 per inspections with mileage/travel time

Year 3 - \$337.41 per inspection with mileage/travel time

Year 4 - \$348.12 per inspection with mileage/travel time

Year 5 - \$359.14 per inspection with mileage/travel time

Year 6 - \$370.52 per inspection with mileage/travel time

Ms. Bostinelos reported this is a continuation of a contract from last year with an approximate increase of \$100 per inspection.

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

6. **SERVICE CONTRACT:**

Travis Systems, Inc., OneRoof Software, License Fee \$8,700; Initial Maintenance Fee \$1,900; Installation and Training Fees \$4,200; Total \$14,800

Ms. Bostinelos reported housing staff has requested purchasing the OneRoof software to better manage all paperwork that is processed, starting from the initial client application through project completion. The Executive/Finance Committee has reviewed the service contract and recommends approval as presented.

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

7. **SET 2020 MEETING DATES:** Ms. Bostinelos reviewed the tentative schedule of meeting dates included in the meeting packet. Since the schedule did not include a specific date for the December meeting and holiday party, members elected to tentatively schedule the date of Thursday, December 10, 2020.

Keith Radig moved to approve the tentative meeting schedule as presented with the December 10, 2020 meeting and holiday party date included, seconded by Mark Monson. Motion carried with all ayes.

8. OFFICER ELECTIONS:

a. Chair

Current – Jon Winkel, Mayor, Sergeant Bluff, Iowa

b. Vice Chair

Current – Dan Moore, Council Member, Sioux City, Iowa

c. Secretary

Current – Lesa Cropley, Council Member, North Sioux City, South Dakota

d. Treasurer

Current – Lance Hedquist, City Administrator, South Sioux City, Nebraska

Vice Chair Moore opened the floor to officer nominations for the term of January 2020 to December 2020.

Mark Monson moved to retain all of the current officers as presented, seconded by Tammy Bramley. Motion carried with all ayes.

- 9. BUILD GRANT AWARD UPDATE:** Curt Miller reported the environmental study is finished and has been signed by the Federal Transit Administration (FTA) office in Kansas City. The grant application was submitted to FTA in Kansas City and they have forwarded it to FTA and the U.S. Department of Transportation offices in Washington D.C. for final approval. Once approved, it will be presented to the Siouxland Regional Transit System (SRTS) Board of Directors for endorsement. The project can begin once all signatures are in place and the tentative project completion date is 2023.
- 10. OTHER COMMENTS:** Ms. Bostinelos reported the next meeting will be held on Thursday, January 9, 2019 at the SIMPCO office, 1122 Pierce Street, Sioux City. The meeting will be held at 12:00 p.m. (Noon) with lunch served. King Reinsch Prosser & Company LLP will present the fiscal year 2019 audit.
- 11. ADJOURNMENT:** ***Craig Anderson moved to adjourn the meeting, seconded by Tammy Bramley. Motion carried with all ayes.*** Vice Chair Moore adjourned the meeting at 6:22 p.m.