

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

Wednesday, December 4, 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 Croyley, <i>Secretary</i>	Council Member	North Sioux City, SD
Aaron Lincoln	City Administrator	Sergeant Bluff, IA
Lance Hedquist	City Administrator	South Sioux City, NE
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Keith Radig	Board of Supervisors	Woodbury County, IA

Staff Present:

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 December 4, 2019, regular meeting agenda.

Mark Monson moved to approve the December 4, 2019 regular meeting agenda as presented, seconded by Lance Hedquist. Motion carried with all ayes.

2. **APPROVAL OF MINUTES:**

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

Dan Moore moved to approve the November 6, 2019 regular meeting minutes as presented, seconded by Lance Hedquist. Motion carried with all ayes.

3. **DIRECTOR REPORT:** In the absence of Executive Director Michelle Bostinelos, Finance Director Bill Cole provided an overview of the Director Report included in the meeting packet. He reminded members the Tri-State Legislative forum will be held on Friday, December 6, 2019 from 9:30 a.m. until approximately 12:00 p.m. at WITCC in Sioux City.

Mr. Cole reported Jacob Heil, Regional Planning Director, has submitted his resignation. Staff will look at filling this position as soon as possible.

a. Housing Services Survey Preliminary Results: Mr. Cole reported members were sent a survey to determine if there are additional housing services needed from SIMPCO. The survey ends on December 20 and to date there have been twenty respondents from sixteen communities. He provided a written report showing survey questions and the respective number of responses. Discussion followed. He noted a full report will be provided once the survey has concluded and final results are tallied.

b. 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.

Mark Monson moved to recommend to the Board of Directors submittal of an application to the U.S. Corps of Engineers for the appointment of Michelle Bostinelos as the alternate representative on MRRIC, seconded by Lance Hedquist. No further discussion. Motion carried with all ayes.

4. FINANCE:

a. November 30, 2019 Financial Reports: 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.

Mark Monson moved to recommend to the Board of Directors approval of the November 30, 2019 financial reports as presented, seconded by a Dan Moore. Motion carried with all ayes.

5. FY 2019 INDEPENDENT AUDIT: Bill Cole reported unmodified opinions were issued on the financial statements and there were no material weaknesses in internal control over financial reporting.

The major federal award program selected for compliance was the *Formula Grants for Rural Areas and Tribal Transit Program*. There were no material weaknesses in internal control, no audit findings disclosed and an unmodified opinion was issued on the major federal program.

Dan Moore moved to approve the FY 2019 Independent Audit as presented with special notice of the good job done by Finance staff, seconded by Mark Monson. Motion carried with all ayes.

6. SET 2020 MEETING DATES: Bill Cole reviewed the tentative schedule of meeting dates for the Executive/Finance Committee and Board of Directors included in the meeting packet. Members recommended setting Thursday, May 7, 2020 as the annual meeting date with the venue at the newly constructed Holiday Inn in North Sioux City. This date will be included on the Board of Directors 2020 calendar for approval.

Since the first Wednesday in January conflicts with the New Year's Day Holiday, members set the meeting for Wednesday, January 8, 2020. Members asked staff to cancel the meeting if they determine a meeting is not needed at that time.

Aaron Lincoln moved to approve the Executive/Finance Committee 2020 meeting schedule as presented with inclusion of Wednesday January 8, 2020 are abovementioned, seconded by Dan Moore. No further discussion. Motion carried with all ayes.

7. 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

Bill Cole reported housing staff requested the purchase of OneRoof software for better management and more efficient processing of paperwork. Discussion followed.

Dan Moore moved to recommend to the Board of Directors approval of the service contract with OneRoof as presented, seconded by Aaron Lincoln. No further discussion. Motion carried with all ayes.

8. **CONTRACT:** Iowa Association of Councils 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

Bill Cole reported this is a continuation of a contract from last year with an approximate increase of \$100 per inspection. Discussion followed.

Mark Monson moved to recommend to the Board of Directors approval of the contract as presented, seconded by Lance Hedquist. No further discussion. Motion carried with all ayes.

9. **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

Mark Monson moved to nominate the current officers as listed to continue serving for the term of January 1, 2020 to December 31, 2020, Keith Radig seconded. Motion carried with all ayes.

10. **BUILD COMMITTEE AND GRANT UPDATE:** Curt Miller reported the grant has been submitted to the Federal Transit Administration (FTA) in Washington D.C., and upon approval, they will forward it to the U.S. Department of Transportation for final approval. Once approved at the Federal level, Request for Proposals can be solicited for preliminary architecture and engineering. Project construction is anticipated to begin in the fall of 2022 with completion in the spring of 2023.
11. **OTHER COMMENTS:** There we no other comments.
12. **ADJOURNMENT:** **Mark Monson moved to adjourn the meeting, seconded by Dan Moore. Motion carried.** Chair Winkel adjourned the meeting at 8:18 a.m.