

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

**Wednesday, March 4, 2020, 7:30 a.m.**  
**Kahill's Restaurant, 385 East 4<sup>th</sup> Street, South Sioux City, Nebraska**

**Members Present:**

Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Lance Hedquist	City Administrator	South Sioux City, NE
Jasper Kriens	Council Member	South Sioux City, NE
Bob Padmore	City Manager	Sioux City, IA
Keith Radig	Board of Supervisors	Woodbury County, IA

**Staff Present:**

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Transit/Facilities 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 March 4, 2020 regular meeting agenda.

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

- 2. APPROVAL OF MINUTES:**
  - a. December 4, 2019:** Vice Chair Moore asked if there were any additions or corrections to the regular meeting minutes.

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

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

Ms. Bostinelos reported a six-month contract has been signed with Patty Anderson to provide community planning services. Erin Berzina has accepted the Regional Planning Director position and the open Regional Planner I position will be posted.

The Regional Hazard Mitigation Plan has been submitted to Iowa Homeland Security for review and comments. Once all comments have been addressed, it will be forwarded to the Federal Emergency Management Agency (FEMA) for final approval.

The first SIMPCO 101 will be held in Plymouth County at the Le Mars City Hall on February 27, 2020 from 4:00 p.m. to 6:00 p.m. Six additional meetings will be held in counties during the next three months.

The annual Board of Directors meeting will be held Thursday, May 7, 2020 at the Holiday Inn Express & Suites in Dakota Dunes. The guest speaker will be Angela Martinez, Regional Director Denver Regional Office U.S. Economic Development Administration.

4. **DRAFT 2020-2024 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs):**  
Ms. Bostinelos reported the U.S. Economic Development Administration (EDA) requires Economic Development Districts to update their region's CEDs every five years. She provided an overview of the draft plan and discussed revisions suggested by the CEDs Committee.

The final document will be presented to the Board of Directors for approval at their annual meeting on May 7, 2020. Prior to presentation for approval, a public comment period will be held and all comments addressed. The deadline to submit the final approved document to the U.S. EDA is June 30, 2020.

5. **FINANCE:**  
**a. December 31, 2019 / January 31, 2020 Financial Reports:** Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,105,261 and expenditures \$919,900 for a balance of \$185,361 as of January 31, 2020. Discussion followed.

**Keith Radig moved to recommend to the Board of Directors approval of the financial reports as presented, seconded by Lance Hedquist. No further discussion. Motion carried with all ayes.**

**b. Proposed FY 2021 Budget:** Mr. Cole presented the budget for fiscal year 2021, July 1, 2020 through June 30, 2021. The total projected budget for FY 2021 is \$5,874,549 in revenues and \$5,819,362 in expenditures. Annual employee increases are budgeted at 3% and membership dues will remain at the same level. He noted membership dues will not be reevaluated until after the 2020 census numbers have been released. Discussion followed.

**Keith Radig moved to recommend to the Board of Directors approval of the proposed FY 2021 budget as presented, seconded by Lance Hedquist. No further discussion. Motion carried.**

**c. Proposed FY 2021 Cost Allocation Plan:** Mr. Cole explained the purpose of the cost allocation plan is to summarize the methods and procedures that will be used in allocation of indirect costs to projects. The proposed indirect cost rate for FY 2021 is 49.75% of direct salaries, wages and benefits. The approved rate in FY 2020 was 54.90% and in FY 2019 it was 59.91%. He reported no indirect cost is being carried forward from FY 2019. Discussion followed. Upon approval by the Board of Directors, the FY 2021 Cost Allocation Plan will be forwarded to the federal and state funding sources for confirmation.

**Keith Radig moved to recommend to the Board of Directors approval of the proposed FY 2021 Cost Allocation Plan as presented, seconded by Lance Hedquist. No further discussion. Motion carried with all ayes.**

**d. Banking Resolution:** Mr. Cole reported the bank is requesting an update and reapproval of the current Corporate Authorization Resolution. He noted the last resolution was approved approximately five years ago. Members reviewed the banking resolution presented. Discussion followed.

**Bob Padmore moved to recommend to the Board of Directors approval of the banking resolution as presented, seconded by Lance Hedquist. No further discussion. Motion carried with all ayes.**

**6 RESOLUTION SIOUXLAND REGIONAL TRANSPORTATION PLANNING ASSOCIATION (SRTPA) SURFACE TRANSPORTATION BLOCK GRANT (STBG) PLANNING APPLICATION:**

Ms. Bostinelos reported this resolution approves the submittal of a Surface Transportation Block Grant application to the Siouxland Regional Transportation Planning Association (SRTPA) in the amount of \$58,500 for fiscal year 2024. Funding will be used to develop and complete planning activities required by the IDOT for the Rural Planning Affiliation (RPA) area and provide planning assistance to SRTPA members.

**Keith Radig moved to recommend to the Board of Directors approval of the resolution as presented, seconded by Lance Hedquist. Motion carried with all ayes.**

**7. CONTRACTS:**

a. Western Iowa Community Improvement Regional Housing Trust Fund (WICIRHTF) to administer the State Housing Trust agreement #20-LHTF-13 \$274,234 (State \$219,234 Local \$55,000) beginning January 1, 2020 to December 31, 2021.

**Keith Radig moved to recommend to the Board of Directors approval of contract a. as presented, seconded by Lance Hedquist. Motion carried with all ayes.**

b. Iowa Department of Public Health, Physical Activity Access Project, \$40,000, June 15, 2019 to September 30, 2020

Ms. Bostinelos noted this contract was initially from June 15, 2019 to September 30, 2019, but it has been extended to September 30, 2020. Staff is working in partnership with the Siouxland District Health Department on an analysis of physical activity for low-income senior citizens in Sioux City.

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

**8. BUILD GRANT UPDATE:** Curt Miller reported the grant application has been approved at the Federal level and a contract will be presented to the Siouxland Regional Transit System Board of Directors on April 2, 2020. Project construction is anticipated to begin in the fall of 2022 with completion in the spring of 2023.

**9. OTHER COMMENTS:** The next meeting will be held on Wednesday, April 1, 2020, 7:30 a.m. at Kahill's, South Sioux City.

**10. ADJOURNMENT:** **Keith Radig moved to adjourn the meeting seconded by Lance Hedquist. Motion carried.** Vice Chair Moore adjourned the meeting at 8:43 a.m.