

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

Wednesday, April 1, 2020, 7:30 a.m.

Members Present:

Jon Winkel, Chair	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	City Administrator	South Sioux City, NE
Jasper Kriens	Council Member	South Sioux City, NE
Aaron Lincoln	City Administrator	Sergeant Bluff, IA
Mark Monson	Planning & Zoning Commissioner	Sergeant Bluff, IA
Bob Padmore	City Manager	Sioux City, IA

Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Transit/Facilities Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

The members of the SIMPCO Executive/Finance Committee are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa. An in-person meeting is not possible due to the Covid-19 declared pandemic and subsequent order to maintain social distancing when and where possible. The meeting is being held by conference call originating from the SIMPCO office at 1122 Pierce Street, Sioux City, Iowa. It is open to the public via conference call only. Those on the call can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

Jon Winkel called the meeting to order at 7:30 a.m. A quorum was in attendance.

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

Dan Moore moved to approve the April 1, 2020 regular meeting agenda as presented, seconded by Mark Monson. Motion carried. [Unanimous]

2. **APPROVAL OF MINUTES:**
 - a. **March 4, 2020:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Dan Moore moved to approve the March 4, 2020 regular meeting minutes as presented, seconded by Jasper Kriens. Motion carried. [6 ayes] Lesa Cropley and Mark Monson were not in attendance and abstained.

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

a. COVID-19 Response Update: Ms. Bostinelos reported some employees are working at the office and others are choosing to work from home. There are less than ten people in the office at one time and all employees have been informed about social distancing.

The SIMPCO website has been updated with informational links to help communities stay informed as they respond to the Coronavirus Disease 2019 (COVID-19). Staff continues to reach out to members through electronic newsletters and updates.

Meetings have either been cancelled through April or will be held by conference call. At this time, it is unknown if meetings will resume in May. Discussion followed.

Siouxland Regional Transit System (SRTS) continues to offer public transit services, but at this time, the majority of rides are for medical purposes. The SRTS Board of Directors has elected to maintain full and part-time driver's pay through April 10 and will reevaluate and make additional decisions as needed. Discussion followed on the new relief bill proposed to aid transit systems with lost revenues and additional costs.

4. Postponement of Board of Directors Annual Meeting, Thursday, May 7, 2020:

Ms. Bostinelos discussed postponing the annual meeting until fall and have a regular conference call meeting on May 7 at Noon. She noted the deadline for submittal of the 2020-2024 Comprehensive Economic Development Strategy (CEDS) to the U.S. Economic Development Administration (EDA) is June 30, 2020, and the document requires approval by the Board of Directors prior to submittal. Possible dates for a fall annual meeting will be revisited at a later date.

5. FINANCE:

a. February 29, 2020 Financial Reports: Bill Cole handed out updated reports as of March 31, 2020. He provided an overview of financial activities and reported revenues for all SIMPCO Divisions total \$1,250,573 and expenditures \$1,102,108 for a balance of \$148,465 as of March 31, 2020. Quarterly billings will be submitted within the next two weeks and funds should be received in approximately 30 days. Operating cash flow continues to be positive with SIMPCO and SRTS.

Discussion followed on circumstances related to COVID-19, computer/server security, the Small Business Administration (SBA) paycheck protection program and unemployment benefits.

Lance Hedquist moved to recommend to the Board of Directors approval of the February 29, 2020 and March 31, 2020 financial reports as presented, seconded by Aaron Lincoln. No further discussion. Motion carried. [Unanimous]

6. CONTRACTS:

a. City of Correctionville, Community Development Block Grant (CDBG) Owner-Occupied Housing Rehabilitation Income Qualifications, Total Cost \$2,500, tentative timeline April 2020 to October 2020

Mark Monson moved to recommend to the Board of Directors approval of contract a. as presented, seconded by Lance Hedquist. Motion carried. [Unanimous]

7. **BUILD GRANT UPDATE:** Curt Miller reported the SRTS Board of Directors has approved the grant document and it will be sent to FTA in Kansas City. Once the grant is officially executed, Request For Qualifications (RFQ) can be solicited for architect and engineering. He asked members to let him know if they would like to be a part of the RFQ process. Aaron Lincoln asked to be included as part of the RFQ group.
8. **OTHER COMMENTS:** The next meeting will be held on Wednesday, May 6, 2020 by conference call at 7:30 a.m.
9. **ADJOURNMENT:** *Dan Moore moved to adjourn the meeting, seconded by Jasper Kriens. Motion carried. [Unanimous]* Chair Winkel adjourned the meeting at 8:15 a.m.