

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

**Wednesday, May 6, 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 Croyley, <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

Vice Chair Dan Moore called the meeting to order at 7:30 a.m. A quorum was in attendance.

Vice Chair Moore read the following statement from the May 6, 2020 meeting agenda.

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

Chair Jon Winkel joined the meeting.

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

*Lance Hedquist moved to approve the May 6, 2020 regular meeting agenda as presented, seconded by Jasper Kriens. Motion carried. [Unanimous]*

- 2. APPROVAL OF MINUTES:**

**a. April 1, 2020:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

*Lance Hedquist moved to approve the April 1, 2020 regular meeting minutes as presented, seconded by Lesa Croyley. Motion carried. [Unanimous]*

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 the office remains closed. Employees are working from home and only coming into the office when necessary. Travel to member communities is banned until after May 15. Meetings continue to be held by conference call, however, options for online meetings such as Zoom or Microsoft Teams are being looked into.

The U.S. Economic Development Administration (EDA) has indicated Partnership Planning grantees will be invited to apply for non-competitive funding as part of the CARES Act Recovery Assistance program. The supplement award would be for assistance in response to economic injury as a result of the coronavirus pandemic. Funding may be 100 percent with no local match requirement. Discussion followed.

4. **2020-2024 Comprehensive Economic Development Strategy (CEDs):** Ms. Bostinelos reported a draft of the 2020-2024 CEDs was presented at the April meeting. She noted this plan is linked to U.S. EDA funds and requires Board approval. The deadline for submittal to EDA is June 30, 2020.

Ms. Bostinelos provided an overview of the 2020-2024 CEDs and discussed outlined goals. EDA requires the plan to be renewed every five years; however, they are working towards having states on the same approval schedule. For SIMPCO to be on track with Iowa's schedule, the plan will need to be renewed again in two years.

*Mark Monson moved to accept the 2020-2024 Comprehensive Economic Development Strategy and present to the Board of Directors for approval, seconded by Lance Hedquist. Members discussed including a notation at the end of the acknowledgement page stating there may be certain revisions due to the coronavirus pandemic and timing of approval.*

*Mark Monson moved to amend the previous motion to include the notation as discussed, seconded by Lance Hedquist. No further discussion. Motion carried. [Unanimous]*

5. **Set Date for Annual Meeting and/or Awards Banquet:** Ms. Bostinelos discussed not having an annual meeting of the Board of Directors this year. She suggested holding the regular meeting as scheduled on August 13 at Noon and hosting an awards only banquet in September. Angela Martinez, Regional Director with U.S. EDA, was scheduled to speak at the annual meeting in May and has indicated she could reschedule for September 10. Discussion followed.

*Lance Hedquist moved to recommend to the Board of Directors tentatively scheduling an awards banquet only on September 10, seconded by Aaron Lincoln. No further discussion. Motion carried. [Unanimous]*

6. **FINANCE:**

- a. **April 30, 2020 Financial Reports:** Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,388,547 and expenditures \$1,212,190 for a balance of \$176,357 as April 30, 2020.

Mr. Cole reported the Siouxland Regional Transit System will be receiving CARES Act transit funds from the Federal Transit Administration for emergency relief operating assistance. Discussion followed.

*Lance Hedquist moved to recommend to the Board of Directors approval of the April 30, 2020 financial reports as presented, seconded by Jasper Kriens. No further discussion. Motion carried. [Unanimous]*

**7. SERVICE CONTRACT, Metropolitan Planning Organization (MPO):**

- a. Downtown Sioux City Study, SRF and RDG Planning and Design, Total Cost \$189,851, July 1, 2020 – June 30, 2021

Ms. Bostinelos reported MPO carryover funds will be used to complete the Downtown Sioux City Study. She noted SIMPCO staff will provide assistance with data collection as part of short-range planning in the FY 2021 Transportation Planning Work Program. Discussion followed.

*Mark Monson moved to recommend to the Board of Directors approval of contract a. as presented, seconded by Lance Hedquist. No further discussion. Motion carried. [Unanimous]*

**8. CONTRACTS:** No contracts were presented.

**9. ASSOCIATE MEMBERSHIP:**

- a. **Briar Cliff University Application, Total \$2,000, July 1, 2020 – June 30, 2021:**

*Ms. Bostinelos reviewed the Associate Program membership application submitted by Briar Cliff University included in the meeting packet. She noted associate members have non-voting representation on the Board of Directors. Western Iowa Tech Community College and the Sioux City Community School District are currently associate members.*

*Lance Hedquist moved to recommend approval of the Briar Cliff University Associate Membership application to the Board of Directors, seconded by Lesa Cropley. Dan Moore abstained. Motion carried with seven ayes.*

**10. BUILD GRANT:** Curt Miller reported the grant and all required planning documents have been uploaded to the Federal Transit Administration (FTA) website for review. He noted the FTA Director is looking into visiting the building site and would like to hold an event at that time for the contract signing.

**11. OTHER COMMENTS:** The next meeting will be held on Wednesday, June 3, 2020 by conference call at 7:30 a.m. Ms. Bostinelos noted the July meeting may need to be rescheduled or cancelled.

**12. ADJOURNMENT:** *Mark Monson moved to adjourn the meeting, seconded by Jasper Kriens. Motion carried. [Unanimous]* Chair Winkel adjourned the meeting at 8:23 a.m.