

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Board of Directors Meeting (#518)
Thursday, May 7, 2020, 12:00 p.m. (Noon)
SIMPCO, 1122 Pierce Street, Sioux City, Iowa

Voting 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
Craig Anderson	Supervisor	Plymouth County, IA
Tammy Bramley	Supervisor	Monona County, IA
Ken Beaulieu	Board Member	Dakota Dunes CID, SD
Dick Kirchoff	Mayor	Le Mars, IA
Kelly Kreber	Mayor	Hinton, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Cindy O'Neill	Planning & Zoning Commission	Sioux City, IA
Keith Radig	Supervisor	Woodbury County, IA

Non-voting/Guests/Staff Present:

Rachelle Karstens	President, Briar Cliff University	Sioux City, IA
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Michelle Bostinelos	Executive Director	SIMPCO
Erin Berzina	Regional Planning Director	SIMPCO
Bill Cole	Finance Director	SIMPCO
Curt Miller	Facilities/Transit Manager	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

The members of the SIMPCO Board of Directors 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 called the meeting to order at 12:00 p.m. A quorum was present.

1. **APPROVAL OF THE AGENDA:** Chair Winkel asked if there were any additions or corrections to the May 7, 2020 regular meeting agenda.

Craig Anderson moved to approve the May 7, 2020 regular meeting agenda as presented, seconded by Cindy O'Neill. Motion carried. [Unanimous]

2. **APPROVAL OF MINUTES:**

a. Board of Directors Minutes #517, March 12, 2020: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes of March 12, 2020.

Kelly Kreber moved to approve the regular meeting minutes of March 12, 2020 as presented, seconded by Ken Beaulieu. Motion carried. [Unanimous]

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

Ms. Bostinelos reported the office is currently closed to the public. Employees are working from home and only coming into the office when necessary. Staff is not traveling to member communities and meetings continue to be held by conference call.

4. **2020-2024 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs):** Regional Planning Director Erin Berzina provided an overview of the draft 2020-2024 CEDs. She reported this plan is linked to U.S. Economic Development Administration (EDA) funds and requires approval by the Board of Directors. The deadline for submittal to EDA is June 30, 2020.

At the request of the Executive/Finance Committee a notation has been added at the end of the acknowledgment page stating there may be certain revisions due to the coronavirus pandemic and timing of approval. The Executive/Finance Committee did approve accepting the 2020-2024 CEDs with the aforementioned notation. Discussion followed.

Tammy Bramley moved to accept the recommendation of the Executive/Finance Committee and approve the 2020-2024 Comprehensive Economic Development Strategy as presented, seconded by Mark Monson. No further discussion. Motion carried. [Unanimous]

5. **SET DATE FOR ANNUAL MEETING AND/OR AWARDS BANQUET:** Since the annual Board of Directors meeting was cancelled due to current meeting restrictions, staff is suggesting not to hold an annual meeting this year and instead host an awards banquet only this fall. Angela Martinez, Regional Director with U.S. EDA, was scheduled to speak at the annual meeting and has indicated she could reschedule for September 10, 2020. Discussion followed.

The Executive/Finance Committee has discussed the annual meeting and recommends tentatively scheduling an awards banquet for September 10, 2020.

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and tentatively schedule an awards banquet for September 10, 2020, seconded by Dick Kirchoff. No further discussion. Motion carried. [Unanimous]

6. **FINANCE:**
a. March 31, 2020 / 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.

The Executive/Finance Committee has reviewed the financial reports and recommends approval as presented.

Cindy O'Neill moved to accept the recommendation of the Executive/Finance Committee and approve the March 31 and April 30, 2020 financial reports as presented, seconded by Dan Moore. Motion carried. [Unanimous]

7. SERVICE CONTRACT:

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

Ms. Bostinelos reported transportation planning carryover funds from the Metropolitan Planning Organization (MPO) will be used to complete the Downtown Sioux City Study.

The Executive/Finance Committee has reviewed and recommends approval as presented.

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve the contract as presented, seconded by Ken Beaulieu. Motion carried. [Unanimous]

8. CONTRACT:

- 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

The Executive/Finance Committee has reviewed and recommends approval as presented.

Mark Monson moved to approve the contract as presented, seconded by Cindy O'Neill. Motion carried. [Unanimous]

- 9. ASSOCIATE MEMBERSHIP:** Ms. Bostinelos reviewed the Associate Program membership application submitted by Briar Cliff University included in the meeting packet. She introduced Rachelle Karstens, President of Briar Cliff University. Ms. Karstens talked about how the associate membership would provide the University an opportunity to collaborate and coordinate with representatives to identify better ways to serve the region.

The Executive/Finance Committee has reviewed the application and recommends approval.

Kelly Kreber moved to accept the recommendation of the Executive/Finance Committee and approve the Briar Cliff Associate Membership application as presented, seconded by Cindy O'Neill. Dan Moore abstained. Motion carried with 10 ayes.

- 10. BUILD GRANT AWARD UPDATE:** Curt Miller reported the grant has been submitted to the Federal Transit Administration (FTA) in Washington D.C., and once all comments have been addressed, they will forward to the U.S. Department of Transportation for review and approval. Project construction is anticipated to begin in the fall of 2022 with completion in the spring of 2023.

- 11. MEMBER RESPONSE TO COVID-19:** Members discussed how they are responding to the pandemic.

- 12. OTHER COMMENTS:** The next meeting will be held on June 11, 202014 by conference call at 12:00 p.m.

- 13. ADJOURNMENT:** *Dan Moore moved to adjourn the meeting, seconded by Ken Beaulieu. Motion carried with all ayes.* Chair Winkel adjourned the meeting at 12:52 p.m.