

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

Wednesday, June 3, 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
Keith Radig	Supervisor	Woodbury County, 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

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

Chair Winkel read the following statement from the June 3, 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

- 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 June 3, 2020 regular meeting agenda as presented, seconded by Lance Hedquist. Motion carried. [Unanimous]

- 2. APPROVAL OF MINUTES:**

a. May 6, 2020: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Lance Hedquist moved to approve the May 6, 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 is in first stage of reopening. Employees in a higher risk category are encouraged to continue working remotely as much as possible and all others may work 20 hours in the office and 20 hours remotely per week. All visitors must wear a mask and only five people are allowed in the conference room at one time. Discussion followed.

Ms. Bostinelos reported an application for CARES Act recovery assistance has been submitted to the U.S. Economic Development Administration. Grant funds of \$400,000 were requested and would be used to assist the region in responding to the COVID-19 pandemic. Discussion followed.

Ms. Bostinelos reported Gabriel Appiah has resigned his position as Regional Planner/GIS to pursue his doctorate degree. Discussion followed on the capacity of current planning staff, a potential workload increase and filling open positions. She noted Patty Anderson has agreed to continue working as a Regional Planner on a part-time basis.

4. **FINANCIAL UPDATE:** Finance Director Bill Cole noted the May 31, 2020 financial reports will be emailed to members.

a. FY 2021 Salary Schedule: Mr. Cole reviewed the proposed FY 2021 salary schedule that was included in the meeting packet. Staff is recommending a three percent increase for the upper end of each position's range and leaving the lower end at the same rate. He noted currently all employee salaries are within the existing ranges and the proposed increases would be effective July 1, 2020. Discussion followed.

Dan Moore moved to recommend to the Board of Directors approval of the FY 2021 salary schedule as presented, seconded by Jasper Kriens. No further discussion. Motion carried. [Unanimous]

b. Create New Position and Salary Range: Ms. Bostinelos reported the Iowa West Coast Initiative (IWCI) and the City of Sioux City have received grant funding from the Iowa Economic Development Authority (IEDA) to create an Entrepreneurial Community Navigator position. IWCI works with economic development organizations in Plymouth, Monona and Woodbury counties to increase entrepreneurial activity in northwest Iowa and support small business growth. SIMPCO serves on the IWCI Board and was approached about housing the Entrepreneurial Navigator position. She referred to the job description and two-year budget provided in the meeting packet. The employee would work remotely and future funding would be pursued to continue this position. The IEDA grant begins July 1, 2020 and ends June 30, 2022.

Staff is requesting approval to create this new position with a salary range equivalent to a Regional Planner II, \$47,500 to \$62,800. Members questioned whether this should be considered a contract position and if there would be unemployment expenses if not continued. Discussion followed.

Lance Hedquist moved to recommend to the Board of Directors approval to create the position of Entrepreneurial Community Navigator with the salary range of \$47,500 to \$62,800; subject to determination of potential expenses, seconded by Jasper Kriens. No further discussion. Motion carried. [Unanimous]

c. Commercial Insurance Renewal Proposal, July 1, 2020: Mr. Cole referred to IBC's commercial renewal proposal included in the meeting packet. He reviewed coverage and renewal costs with current carriers - AutoOwners Insurance Company for Businessowners - Property & General Liability, Business Auto and Umbrella; and with Travelers Insurance Company for Crime and Cyber Liability Coverage. He noted the only premium that has a substantial increase is the Cyber coverage with Travelers and this was due to multiple claims and payouts.

Staff is recommending continuing the existing coverage and renewing premiums with AutoOwners Insurance Company and Travelers Insurance Company.

Lance Hedquist moved to recommend to the Board of Directors staff's endorsement to continue with the existing coverage and renew premiums as presented, seconded by Dan Moore. Motion carried. [Unanimous]

5. CONTRACTS:

- a. City of Sioux City, administration of the Iowa Economic Development Authority (IEDA), Entrepreneurial Investment Awards Program, Total Cost \$5,200 per grant period, Year 1 - \$2,600/ Year 2 - \$2,600, July 1, 2020 - June 30, 2022

Ms. Bostinelos noted this contract will be presented to the City of Sioux City Council on Monday and the SIMPCO Board of Directors on June 11 for approval.

Dan Moore moved to recommend to the Board of Directors approval of contract a. subject to verifying and working out items and potential expenses discussed under agenda item 4.b., seconded by Lance Hedquist. Motion carried. [Unanimous]

- b. Region IV Local Emergency Planning Committee to complete an Extended Corridor Observation and Data Analysis, Total Cost not to exceed \$34,000, July 2020 through December 2020

Dan Moore moved to recommend to the Board of Directors approval of contract b. as presented, seconded by Aaron Lincoln. Motion carried. [Unanimous]

- 6. BUILD GRANT:** Curt Miller reported the grant has been approved by all agencies. Federal Transit Administration (FTA) in Kansas City is looking into combining the contract signing with a site visit.
- 7. OTHER COMMENTS:** The next meeting is scheduled for Wednesday, July 1, 2020. Members discussed conflicts with this date and elected to set the next meeting as tentative based on agenda items for Wednesday, July 8, 2020 at 7:30 a.m. via Zoom.
- 8. ADJOURNMENT:** Dan Moore moved to adjourn the meeting, seconded by Lesa Cropley. Motion carried. [Unanimous] Chair Winkel adjourned the meeting at 8:22 a.m.