

**Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**

**Board of Directors Meeting (#519)**  
**Thursday, June 11, 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	City of Sioux City, IA
Craig Anderson	Supervisor	Plymouth County, IA
Ken Beaulieu	Board Member	Dakota Dunes CID, SD
Tammy Bramley	Supervisor	Monona County, IA
Rachelle Karstens	President, Briar Cliff University	Sioux City, IA
Dick Kirchoff	Mayor	Le Mars, IA
Kelly Kreber	Mayor	Hinton, IA
Wane Miller	Supervisor	Cherokee County, IA
Mark Monson	Planning & Zoning Commission	Sergeant Bluff, IA
Cindy O'Neill	Planning & Zoning Commission	Sioux City, IA
Keith Radig	Supervisor	Woodbury County, IA
Craig Schmidt	Mayor	City of Cherokee, IA
Steve Warnstadt	Government Relations	WITCC, Sioux City, IA

**Non-voting/Guests/Staff Present:**

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 June 11, 2020 regular meeting agenda.

*Dan Moore moved to approve the June 11, 2020 regular meeting agenda as presented, seconded by Craig Anderson. Motion carried. [Unanimous]*

**2. APPROVAL OF MINUTES:**

**a. Board of Directors Minutes #518, May 7, 2020:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

*Ken Beaulieu moved to approve the regular meeting minutes of May 7, 2020 as presented, seconded by Mark Monson. Motion carried. [Unanimous]*

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

Ms. Bostinelos also reported on June 1 the first phase of reopening the office was started. All visitors must wear a mask and only five people are allowed in the conference room at one time. 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. Meetings will continue to be held via Zoom through June. Discussion followed.

The U.S. Economic Development Administration (EDA) has invited Economic Development Districts to apply for non-competitive funding as part of the CARES Act Recovery Assistance program. Staff has submitted an application requesting \$400,000. If awarded, funds will be used to develop a regional recovery & resiliency economic development plan, provide technical services to local governments and assist local economic development partners in recovery and resiliency efforts for businesses in the region. Discussion followed.

**4. FINANCIAL UPDATE:**

**a. May 31, 2020 Financial Reports:** Finance Director Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,531,528 and expenditures \$1,416,356 for a balance of \$115,172 as May 31, 2020.

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

*Kelly Kreber moved to accept the recommendation of the Executive/Finance Committee and approve the May 31, 2020 financial reports as presented, seconded by Mark Monson. Motion carried. [Unanimous]*

**b. 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.

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

*Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2021 Salary Schedule as presented, seconded by Mark Monson. Discussion followed. Motion carried with 11 ayes and 3 nays.*

**c. Create New Position and Salary Range – Entrepreneurial Community Navigator:**

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. 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. She referred to the job description and two-year budget provided in the meeting packet. Upon review of two-year grant budget, the Executive/Finance Committee did suggest lowering the salary to \$47,350 in Year 1 and \$48,771 in Year 2, and include a new line item in each year for unemployment allowance of \$8,133.

Staff is requesting approval to create this new position with a salary range equivalent to a Regional Planner II, \$47,500 to \$62,800. The Executive/Finance Committee recommends approval in creating the new position at the Planner II salary range. Discussion followed.

*Tammy Bramley moved to accept the recommendation of the Executive/Finance Committee and create the position of Entrepreneurial Community Navigator with the salary range of \$47,500 to \$62,800, seconded by Cindy O'Neill. No further discussion. Motion carried. [Unanimous]*

**d. 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 and noted the only premium that has a substantial increase is the Cyber coverage.

Staff is recommending continuing the existing coverage and renewing premiums as presented. The Executive/Finance Committee has reviewed and recommends approval as presented.

*Dan Moore moved to accept the recommendation of staff and the Executive/Finance Committee and continue with the existing coverage and renew premiums as presented, seconded by Rachelle Karstens. 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

*Ken Beaulieu moved to approve the contract as presented, seconded by Cindy O'Neill. 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

*Tammy Bramley moved to approve the contract as presented, seconded by Dan Moore. Motion carried. [Unanimous]*

6. **BUILD GRANT AWARD UPDATE:** Transit Director 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. **MEMBER RESPONSE TO COVID-19:** Members discussed how they are responding to the pandemic.
8. **OTHER COMMENTS:** The next meeting will be held on August 13, 2020 at 12:00 p.m. Whether this meeting will be held via Zoom will be determined closer to the meeting date.
9. **ADJOURNMENT:** *Dan Moore moved to adjourn the meeting, seconded by Mark Monson. Motion carried. [Unanimous]* Chair Winkel adjourned the meeting at 12:55 p.m.