

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

Wednesday, July 8, 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 Copley, <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

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 July 8, 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 July 8, 2020 regular meeting agenda as presented, seconded by Lance Hedquist. Motion carried. [Unanimous]

2. **APPROVAL OF MINUTES:**

a. June 3, 2020: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Mark Monson moved to approve the June 3, 2020 regular meeting minutes as presented, seconded by Lance Hedquist. Motion carried. [Unanimous]

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

She also reported the current COVID-19 policies for staff and visitors will be maintained through the month of July. A telecommuting policy has been added to the current Administrative Policies and presented to staff.

Two regional planners have been hired and will begin work in July.

The strategic work products developed a year ago with Deb Burnight will be presented at the August meeting to review goals and accomplishments.

4. FINANCIAL UPDATE:

a. June 30, 2020 Financial Reports: Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,645,960 and expenditures \$1,572,591 for a balance of \$73,369 as of June 30, 2020. Discussion followed.

Dan Moore moved to recommend to the Board of Directors approval of the June 30, 2020 financial reports as presented, seconded by Lesa Cropley. No further discussion. Motion carried. [Unanimous]

5. CONTRACTS: Ms. Bostinelos provided an overview of the following contracts:

a. City of Dakota City, Administration of Community Development Block Grant Revolving Loan Fund Re-Use, \$6,000, July 2020 to June 2022

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

b. Iowa Department of Transportation, Urban Transportation Planning: FHWA PL \$142,228 Federal; FTA 5305d \$45,576 Federal, Total \$187,804, July 1, 2020 to June 30, 2021

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

c. Iowa Department of Transportation, Rural Transportation Planning: FHWA STBG \$46,800 Federal, FTA 5311 \$24,335 Federal, FHWA SPR \$24,335 State, Total \$95,470 July 1, 2020 to June 30, 2021

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

d. Nebraska Department of Transportation, Urban Transportation Planning: FHWA PL \$124,970 Federal, July 1, 2020 to June 30, 2021

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

e. Nebraska Department of Transportation, Urban Transportation Planning: FHWA FTA 5305d \$10,376 Federal; July 1, 2020 to June 30, 2021

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

- f. South Dakota Department of Transportation, Urban Transportation Planning: FHWA PL \$56,734 Federal, July 1, 2020 to June 30, 2021

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

6. SERVICE CONTRACT:

- a. Impact7G, Inc. to provide technical services for the following:
1. Lead Inspection/Risk Assessments
\$1,300 per Unit (Iowa), \$1,500 per unit (Nebraska)
 2. Short Term Radon Test and Written Tests Results (per unit)
\$300 (per test)
 3. Bid Specifications and Cost Estimates for items identified in LIRA
(per unit as needed), \$400 per unit
 4. Bid Tours (per day as needed), \$250.00
 5. Clearance testing and report within 5 working days (per unit)
 - i. \$900
 - ii. Failed Visual Assessment when attempting a clearance inspection, \$300 per failure, if requiring a 2nd day
 - iii. Re-Sample for a property that passed the visual assessment but failed the clearance standards for dust wipes, \$600 per failure

Ms. Bostinelos reported the technical services outlined will be utilized by the housing department. The contract has been reviewed by the attorney and is recommended for approval as presented.

Dan Moore moved to recommend to the Board of Directors approval as presented, seconded by Lesa Cropley. Motion carried. [Unanimous]

- 7. BUILD GRANT UPDATE:** Transit Director Curt Miller reported the grant has been approved by the U.S. Department of Transportation and Federal Transit Administration, which now allows funds to be expended and solicitation of Request for Qualifications (RFQ) for Design and Engineering Services. Mr. Miller along with Michelle Bostinelos, Bill Cole and SRTS Board member Gary Horton will serve as the committee to oversee the engineering and design of the new facility. He asked if anyone would be interested in serving on this committee. The Executive/Finance Committee designated Aaron Lincoln to serve on the selection committee.
- 8. OTHER COMMENTS:** The next meeting is scheduled for Wednesday, August 5, 2020 at 7:30 a.m. A decision on whether to hold the meeting in person or via Zoom will be made closer to the meeting date.
- 9. ADJOURNMENT:** Lance Hedquist moved to adjourn the meeting, seconded by Dan Moore. Motion carried. [Unanimous] Chair Winkel adjourned the meeting at 8:20 a.m.