

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Board of Directors Meeting (#524)
Thursday, April 22, 2021, 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 Crolepy, <i>Secretary</i>	Council Member	North Sioux City, SD
Craig Anderson	Supervisor	Plymouth County, IA
Ken Beaulieu	Board Member	Dakota Dunes CID, SD
Jim Gunsolley	Council Member	South Sioux City, NE
Dick Kirchoff	Mayor	Le Mars, IA
Kelly Kreber	Mayor	Hinton, IA
Bryan Petersen	Supervisor	Cherokee County, IA
Vince Phillips	Supervisor	Monona County, IA
Keith Radig	Supervisor	Woodbury County, IA
Craig Schmidt	Mayor	Cherokee, IA

Non-voting Members/Staff/Guests Present:

Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Michelle Bostinelos	Executive Director	SIMPCO
Erin Berzina	Regional Planning Director	SIMPCO
Victoria Halloran	Regional Planner	SIMPCO
Bill Cole	Finance Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO
Corinne Erickson		Sioux City, IA

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. The meeting is being held by conference/video call originating from the SIMPCO office at 1122 Pierce Street, Sioux City, Iowa. Due to the COVID19 pandemic, it is open to the public in-person AND through video/conference call. Those in person or 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 April 22, 2021 regular meeting agenda.

Craig Anderson moved to approve the April 22, 2021 regular meeting agenda as presented, seconded by Dan Moore. Motion carried. [Unanimous]

2. **APPROVAL OF MINUTES:**

- a. **Board of Directors Regular Meeting #523, January 14, 2021:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Bryan Petersen moved to approve the regular meeting minutes of January 14, 2021 as presented, seconded by Ken Beaulieu. Motion carried. [Unanimous]

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

4. **FINANCIAL UPDATE:**

- a. **December 31, 2020, January 31, February 28, March 31, 2021 Financial Reports:**

Finance Director Bill Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,750,712 and expenditures \$1,486,914 for a balance \$263,798 as of March 31, 2021.

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

Craig Schmidt moved to accept the recommendation of the Executive/Finance Committee and approve the financial reports as presented, seconded by Dan Moore. Motion carried. [Unanimous]

- b. **FY 2022 Budget:** Mr. Cole provided a detailed overview of the proposed budget for fiscal year 2022 (July 1, 2021-June 30, 2022).

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

Lesa Cropley moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2022 budget as presented, seconded by Vince Phillips. Motion carried. [Unanimous]

- c. **FY 2022 Cost Allocation Plan:** Mr. Cole provided an overview of the Cost Allocation Plan and equation used to determine the indirect cost rate. He reported the proposed indirect cost rate for fiscal year 2022 is 55.19%.

The Executive/Finance Committee has reviewed the FY 2022 Cost Allocation Plan and recommends approval as presented.

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve the FY 2022 Cost Allocation Plan as presented, seconded by Ken Beaulieu. Motion carried. [Unanimous]

5. **SIMPCO CODE OF CONDUCT:** Ms. Bostinelos provided an overview of the Code of Conduct presented for approval.

Dick Kirchoff moved to approve the SIMPCO Code of Conduct as presented, seconded by Craig Schmidt. Motion carried. [Unanimous]

6. **COMMUNITY SERVICES CONTRACTS:** Ms. Bostinelos reviewed the contracts presented for approval and reported the Executive/Finance Committee does recommend approval as presented.

- a. City of Remsen, to administer Iowa Community Development Block Grant (CDBG) Contract #02-WS-044 for water/sewer repairs, \$15,300, February 24, 2021 –expiration of the City’s contract with the Iowa Economic Development Authority

- b. City of Merville to administer Tax Increment Financing (TIF) Housing Program - Start-up Fee \$1,500; Ongoing Administrative Fee \$1,000 per unit; Construction Management Services \$500 per unit; January 2021 until completion of program requirements
- c. City of Dakota City, Zoning Map Update, Total \$1,680, June 2021 - October/November 2021
- d. City of Ute, for administration of Iowa Community Development Block Grant (CDBG) Agreement #02-WS-008 for water system improvements, Total not to exceed \$25,000, April 5, 2021 – expiration of the City's contract with the Iowa Economic Development Authority
- e. City of South Sioux City, for housing management of Nebraska Community Development Block Grant (CDBG) Agreement #20HO35034 OOR 1 Owner Occupied Rehabilitation, Total \$50,000, April 2021 – expiration of the City's contract with Nebraska Department of Economic Development
- f. City of South Sioux City, for administration of Nebraska Community Development Block Grant (CDBG) Agreement #20HO35034 OOR 2 Owner Occupied Rehabilitation, Total up to and not to exceed \$12,000, April 2021 – expiration of the City's contract with Nebraska Department of Economic Development

Dan Moore moved to accept the recommendation of the Executive/Finance Committee and approve contracts a. through f. as presented, seconded by Craig Anderson. Motion carried. [Unanimous]

7. PROFESSIONAL SERVICES CONTRACTS: Ms. Bostinelos reviewed the contracts presented for approval and reported the Executive/Finance Committee does recommend approval as presented.

- a. Axcel Innovation LLC, for professional services to complete Phase 1 of the Innovation Center Feasibility Study, U.S. Economic Development Administration (EDA) CARES Act funding \$30,350, March 2021 – June 2022
- b. JEO Consulting Group Inc., to complete a Dakota City Pine Street Traffic Study, Metropolitan Planning Organization (MPO) funding \$43,750, April 23, 2021 – week of July 26, 2021
- c. Place Dynamics LLC, to complete the Local Tourism Marketing Study, U.S. Economic Development Administration (EDA) CARES Act funds of \$13,800, May 7, 2021 – May 15, 2022
- d. Burns & McDonnell, to complete a Hamilton Corridor Traffic Study, Metropolitan Planning Organization (MPO) funding \$187,500, April 23, 2021 – December 15, 2021
- e. RDG Planning and Design, to complete a Sioux City Bike Lane Study, Metropolitan Planning Organization (MPO) funding of \$31,250, April 23, 2021 – December 31, 2021

Ken Beaulieu moved to accept the recommendation of the Executive/Finance Committee and approve contracts a. through e. as presented, seconded by Dick Kirchoff. Motion carried. [Unanimous]

8. **BUILD GRANT UPDATE:** Ms. Bostinelos reported meetings are continuing with Neumann Monson Architects to complete the schematic design. The final blueprint for the offices and initial design for the bus maintenance and storage portion are nearing completion. The goal is to have 30% of the design completed by the end of April.
9. **OTHER COMMENTS:** The next meeting is tentatively scheduled for Thursday, June 10, 2021.
10. **ADJOURNMENT:** *Ken Beaulieu moved to adjourn the meeting, seconded by Bryan Petersen. Motion carried. [Unanimous]* Chair Winkel adjourned the meeting at 12:50 p.m.