

Minutes
Siouxland Interstate Metropolitan Planning Council (SIMPCO)
Executive/Finance Committee
Wednesday, October 13, 2021, 7:30 a.m.

Members Present:

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Gary Bogenrief	Council Member	North Sioux City, SD
Jasper Kriens	Council Member	South Sioux City, NE
Aaron Lincoln	City Administrator	Sergeant Bluff, IA
Mark Monson	Planning & Zoning Commissioner	Sergeant Bluff, IA

Staff Present:

Michelle Bostinelos	Executive Director	SIMPCO
Erin Berzina	Regional Planning Director	SIMPCO
Joshua Bush	Senior Accountant	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 present. The following statement was noted from the October 13, 2021 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. 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.

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

Lance Hedquist moved to approve the October 13, 2021 regular meeting agenda, seconded by Gary Bogenrief. Motion carried. [Unanimous]

2. **APPROVAL OF MINUTES:**

a. August 11, 2021: Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

Jasper Kriens moved to approve the August 11, 2021 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.

a. U.S. Economic Development Administration Build Back Better Challenge Grant Application / SIMPCO Board of Directors Letter of Support: Ms. Bostinelos reported the letter of support requested from the Board of Directors endorses the Siouxland Build Back Better Challenge application to the U.S. Department of Commerce. This application will be submitted by SIMPCO and supports projects to encourage growth, increase wages and meeting workforce demands in the Siouxland region.

Lance Hedquist moved to recommend to the Board of Directors endorsement of the Siouxland Build Back Better Challenge funding application and authorization of the Chair to sign a letter of support, seconded by Jasper Kriens. Motion Carried. [Unanimous]

b. Annual Ron Rapp Award: Ms. Bostinelos reported the annual awards banquet and holiday party will be held December 9, 2021. As part of the awards, the Committee nominates the recipient for the annual Ron Rapp award. Members asked staff to send an email that includes award criteria, past award winners and a nomination deadline.

4. FINANCIAL UPDATE: Finance Director Bill Cole introduced Senior Accountant Joshua Bush. Mr. Bush began employment on August 9, 2021.

a. September 30, 2021 Financial Reports: Mr. Cole provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$683,597 and expenditures \$487,712 for a balance \$195,885 as of September 30, 2021.

Aaron Lincoln moved to recommend to the Board of Directors approval of the September 30, 2021 financial reports as presented, seconded by Lance Hedquist. Motion carried. [Unanimous]

King, Reinsch, Prosser (KRP) has completed the FY 2021 audit fieldwork with no issues. They are hoping to have a draft ready for presentation at the November 10, 2021, meeting.

b. Accounting Policy: Mr. Cole reported SIMPCO's current accounting policy requires collection of revenue within sixty days of the fiscal year end. Due to special circumstances such as software and personnel changes at agencies and issues related to the pandemic, a significant amount of revenue has been recognized for fiscal year 2021, but not yet collected. After discussions with KRP and research on governmental regulations, Staff recommends adjusting the current policy from sixty days to ninety days retroactive to fiscal year 2021 and continuing into the future. Discussion followed.

Lance Hedquist moved to recommend to the Board of Directors adjusting the time frame in the current accounting policy for fiscal year end collection of revenue from sixty days to ninety days, retroactive to include fiscal year 2021 and future years, seconded by Mark Monson. Motion carried. [Unanimous]

5. FY 2023 MEMBERSHIP DUES: Mr. Cole provided an overview of information included in the meeting packet showing the 2020 Census population numbers, historical data pertaining to past member dues and the proposed 2023 dues structure. He discussed inconsistencies discovered between county rates that have been carried forward over the years.

Members extensively discussed the proposed FY 2023 member dues, elimination of inconsistencies, easing into equalization by spreading substantial increases for the counties over 3 to 5 years, and whether further discussion is needed by the Executive/Finance Committee before presentation to the Board of Directors tomorrow.

Gary Bogenrief moved to leave the FY 2023 Membership Dues on the Board of Directors agenda as an information item and include the Executive/Finance Committee conversation regarding easement of equalization by spreading the increase over 3 to 5 years, seconded by Mark Monson. No further discussion. Motion carried. [Unanimous]

6. COMMUNITY SERVICES CONTRACTS:

- a. City of Sergeant Bluff to complete a Comprehensive Plan, Total \$19,000, January 2022 – December 2022
- b. Iowa Economic Development Authority, Council of Governments Assistance, Total \$16,176.47, July 1, 2021 – June 30, 2022
- c. Nebraska Department of Economic Development, Development Districts ACT Funds, Total, \$67,670.94, July 1, 2021 – June 30, 2023
- d. Village of Jackson to complete a Building Code Standards Update, Total \$5,150, November 2021 – May 2022
- e. Iowa Association of Councils of Governments (ICOG) Sub-Contract, Iowa Department of Public Health 5-2-1-0 Healthy Choices Count Program, Year 2 City of Sergeant Bluff - \$15,000, and Year 3 City of Cherokee - \$8,000

Lance Hedquist moved to recommend to the Board of Directors approval of community services contracts a. through e. as presented, seconded by Mark Monson. Motion carried. [Unanimous]

7. PROFESSIONAL SERVICES CONTRACT: No contracts were presented.

8. BUILD GRANT UPDATE: Transit Director Curt Miller reported design is at 100% and work on bid documents is underway. He discussed increasing costs of building materials, the draft lease received from the Iowa DOT and upfront site development costs.

9. OTHER COMMENTS: Michelle Bostinelos reported the next meeting is scheduled for Wednesday, November 10, 2021 at 7:30 a.m.

10. ADJOURNMENT: Lance Hedquist moved to adjourn the meeting, seconded by Mark Monson. Motion carried. [Unanimous] Chair Winkel adjourned the meeting at 9:10 a.m.