

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

Thursday, March 9, 2022, 7:30 a.m.

Members Present:

Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, IA
Keith Radig, <i>Secretary</i>	Supervisor	Woodbury County, IA
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, NE
Eric Christensen	City Administrator	North Sioux City, SD
Kelly Kreber	Mayor	Hinton, 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
Jasmine Lammers	New Finance Director	SIMPCO
Erin Berzina	Regional Planning Director	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

In the absence of Chair Jon Winkel, Vice Chair Dan Moore called the meeting to order at 7:30 a.m. A quorum was in attendance.

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. 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:** Vice Chair Moore asked if there were any additions or corrections to the regular meeting agenda.

Mark Monson moved to approve the March 9, 2022 regular meeting agenda as presented, seconded Lance Hedquist . Motion carried. [Unanimous]

2. **APPROVAL OF MINUTES:**
 - a. **February 10, 2022:** Vice Chair Moore asked if there were any additions or corrections to the regular meeting minutes.

Kelly Kreber moved to approve the February 10, 2022 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 reported the Housing Manager position is now open and the goal is to have someone hired by April. The open GIS/Regional Planner position has been filled.

4. **FINANCIAL UPDATE:**

a. February 28, 2022 Financial Reports: New Finance Director Jasmine Lammers provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$1,335,854 and expenditures \$1,232,043 for a balance \$103,811 as of February 28, 2022.

Lance Hedquist moved to recommend to the Board of Directors approval of the February 28, 2022 financial reports as presented, seconded by Mark Monson. Motion carried. [Unanimous]

b. FY 2023 PROPOSED BUDGET: Ms. Lammers presented the budget for fiscal year 2023, July 1, 2022 through June 30, 2023. The total projected budget for FY 2023 is \$6,157,412 in revenues and \$6,033,290 in expenditures.

Mark Monson moved to recommend to the Board of Directors approval of the proposed FY 2023 budget as presented, seconded by Lance Hedquist. Motion carried. [Unanimous]

c. FY 2023 PROPOSED COST ALLOCATION PLAN: Ms. Lammers explained the purpose of the cost allocation plan is to summarize the methods and procedures that will be used in allocation of indirect costs to projects. The proposed indirect cost rate for FY 2023 is 48.86% of direct salaries, wages and benefits. This is a slight decrease from the FY 2022 indirect cost rate of 55.19%. No indirect cost is being carried forward from FY 2021. Upon approval by the Board of Directors, the FY 2023 Cost Allocation Plan will be forwarded to the federal and state funding sources for confirmation.

Mark Monson moved to recommend to the Board of Directors approval of the proposed FY 2023 Cost Allocation Plan as presented, seconded by Eric Christensen Motion carried. [Unanimous]

5. **BUILD GRANT UPDATE:** Ms. Bostinelos reported there will be a groundbreaking ceremony for the new facility on April 22, 2022 at 11:00 a.m. The Federal Transit Administration in Kansas City and the U.S. Department of Transportation in Washington D.C. have indicated they may attend.

6. **COMMUNITY SERVICE CONTRACTS:** Ms. Bostinelos provided an overview of the contracts presented for approval.

a. Village of Hubbard, for general administration of Nebraska Community Development Block Grant (CDBG) Agreement #21-HO-35037, 2021 CDBG Hubbard Housing Sustainability Program, Total not to exceed \$20,000, November 18, 2021 – May 17, 2024

b. Village of Hubbard, for housing management services of Nebraska Community Development Block Grant (CDBG) Agreement #21-HO-35037, 2021 CDBG Hubbard Housing Sustainability Program, Total not to exceed \$30,000, November 18, 2021 – May 17, 2024

- c. City of Cherokee, to provide professional services for the Iowa Economic Development Authority Community Development Block Grant (CDBG) Agreement #19-DRMB-008, 2019 CDBG Disaster Recovery Grant Program, Total not to exceed \$750, March 2022 until completion

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

7. **PROFESSIONSL SERVICE CONTRACTS:** No contracts were presented at this time.
8. **OTHER COMMENTS:** Michelle Bostinelos reported the next meeting will be held Wednesday, April 13, 2022. There will be a reception for Bill Cole's retirement following the April 14, 2022, Board of Directors meeting.
9. **ADJOURNMENT:** *Lance Hedquist moved to adjourn the meeting, seconded by Mark Monson. Motion carried. [Unanimous]* Vice Chair Moore adjourned the meeting at 8:12 a.m.