

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

Wednesday, September 11, 2024, 7:30 a.m.

Members Present:

Dan Moore, <i>Vice Chair</i>	Council Member	Sioux City, Iowa
Lance Hedquist, <i>Treasurer</i>	City Administrator	South Sioux City, Nebraska
Gary Bogenrief	Council Member	North Sioux City, South Dakota
Dan Bousquet	Council Member	South Sioux City, Nebraska
Kelly Kreber	Mayor	Hinton, Iowa
Mark Monson	P & Z Commissioner	Sergeant Bluff, Iowa
Bob Padmore	City Manager	Sioux City, Iowa

Staff and Guests Present:

Michelle Bostinelos	Executive Director	SIMPCO
Joshua Bush	Finance Director	SIMPCO
Corinne Erickson	Regional Planning Manager	SIMPCO
Brian Pearson	Transit Dir./Facilities Mngr.	SIMPCO/SRTS
Wesley Fopma	Regional Director	U.S. Rep. Randy Feenstra
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.

- 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 September 11, 2024 regular meeting agenda as presented, seconded by Lance Hedquist. Motion carried. [Unanimous]

- 2. APPROVAL OF MINUTES:**

a. August 14, 2024 Regular Meeting Minutes: Vice Chair Moore asked if there were any additions or corrections to the regular meeting minutes.

Kelly Kreber moved to approve the August 14, 2024 regular meeting minutes as presented, seconded by Dan Bousquet. Motion carried. [Unanimous]

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

a. Siouxland Chamber Rush Hour Connect Event December 2025: Ms. Bostinelos presented information on hosting a Siouxland Chamber *Rush Hour Connect* event in December of 2025. She noted December was the only month available and the Chamber typically schedules this event on the third Thursday from 4:30–6:30 p.m., which could conflict with the annual Board of Directors Holiday Party and Staff Appreciation. Discussion followed. Members elected not to host the *Rush Hour Connect* in December of 2025.

4. FINANCIAL UPDATE:

a. August 31, 2024 Financial Reports: Finance Director Joshua Bush provided an overview of the financial reports included in the meeting packet. Revenues for all SIMPCO Divisions total \$693,421 and expenditures \$412,316 for a balance of \$281,105 as of August 31, 2024.

Mark Monson moved to recommend to the Board of Directors approval of the August 31, 2024 financial reports as presented, seconded by Dan Bousquet. Motion carried. [Unanimous]

b. Accounting Software Conversion: Mr. Bush reported the purchase of new accounting software was originally approved with the FY 2024 budget. However, with moving to the new location and training new staff the conversion was delayed, and costs were carried over and approved with the FY 2025 budget. He reviewed the fluctuation in costs received from the new bids solicited along with advantages and disadvantages to consider. Discussion followed on references and locking in a price by the end of September. Staff recommendation is to accept the bid received from Sockeye Business Solutions for implementation of Sage Intacct financial software.

Mark Monson moved to recommend to the Board of Directors approval of the bid received from Sockeye Business Solutions for implementation of Sage Intacct financial software, seconded by Dan Bousquet. No further discussion. Motion carried. [Unanimous]

5. ADMINISTRATION AGREEMENT:

a. Iowa's West Coast Initiative (IWCI): Ms. Bostinelos provided an overview of the agreement included in the meeting packet. She discussed the duties and roles of each organization and reported the agreement has been reviewed by SIMPCO's attorney and the IWCI Board of Directors.

Dan Bousquet moved to recommend to the Board of Directors approval of the administration agreement between SIMPCO and Iowa's West Coast Initiative as presented, seconded by Gary Bogenrief. Motion carried. [Unanimous]

6. SIMPCO PERSONNEL POLICIES AND PROCEDURES MANUAL UPDATE: Mr. Bush reported the personnel policies and procedures were presented to members for review and comments at the August 14, 2024 meeting. He presented and reviewed a summary of changes included in the meeting packet that were received from the meeting. Discussion followed.

Dan Bousquet moved to recommend to the Board of Directors approval of the SIMPCO Personnel Policies and Procedures Manual Update as presented, seconded by Gary Bogenrief. Motion carried. [Unanimous]

7. COMMUNITY SERVICES CONTRACTS: Ms. Bostinelos presented the following contract for recommendation of approval.

a. City of Onawa, Iowa, for administration of their 2024 Downtown Housing Grant with the Iowa Economic Development Authority (IEDA), total cost \$6,000

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

- 8. OTHER COMMENTS:** The next meeting is tentatively scheduled to be held on Wednesday, October 9, 2024, at 7:30 a.m. in-person at SIMPCO, 6401 Gordon Drive, Sioux City, Iowa, with the Zoom option.
- 9. ADJOURNMENT:** *Kelly Kreber moved to adjourn the meeting, seconded by Dan Bousquet. Motion carried. [Unanimous] Vice Chair Moore adjourned the meeting at 8:23 a.m.*