

**Minutes**  
**Siouxland Interstate Metropolitan Planning Council (SIMPCO)**  
**Board of Directors Meeting (#545)**  
**Thursday, September 12, 2024, 12:00 p.m.**  
**SIMPCO, 6401 Gordon Drive, Sioux City, Iowa 51106**

**Members Present:**

Jon Winkel, <i>Chair</i>	Mayor	Sergeant Bluff, IA
Keith Radig, <i>Secretary</i>	Supervisor	Woodbury County, IA
Craig Anderson	Supervisor	Plymouth County, IA
Ken Beaulieu	Supervisor	Dakota Dunes CID, SD
Pat Bunt	Mayor	Marcus, IA
James Gunsolley	Council Member	South Sioux City, NE
Kelly Kreber	Mayor	Hinton, IA
Mark Monson	Planning & Zoning Commissioner	Sergeant Bluff, IA
Bryan Petersen	Supervisor	Cherokee County, IA
Vince Phillips	Supervisor	Monona County, IA
Craig Schmidt	Mayor	Cherokee, IA
Devlun Whiteing	Supervisor	Ida County, IA

**Non-voting Members/Staff/Guests Present:**

Lance Hedquist	City Administrator	South Sioux City, NE
Steve Warnstadt	Government Relations	WITCC< Sioux City, IA
Michelle Bostinelos	Executive Director	SIMPCO
Joshua Bush	Finance Director	SIMPCO
Brian Pearson	Transit Dir./Facilities Mngr.	SIMPCO/SRTS
Corinne Erickson	Regional Planning Manager	SIMPCO
Sharon Burton	Executive Assistant	SIMPCO

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 September 12, 2024 regular meeting agenda.

*Craig Schmidt moved to approve the September 12, 2024 regular meeting agenda as presented, seconded by Keith Radig. Motion carried. [Unanimous]*

- 2. APPROVAL OF MINUTES:**
  - a. Board of Directors Regular Meeting #544, June 13, 2024:** Chair Winkel asked if there were any additions or corrections to the regular meeting minutes.

*Ken Beaulieu moved to approve the regular meeting minutes of June 13, 2024 as presented, seconded by Pat Bunt. Motion carried. [Unanimous]*

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

- 4. FINANCIAL UPDATE:**
  - a. June 30, 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 \$2,539,294 and expenditures \$2,112,443 for a balance of \$426,850 as of June 30, 2024.

**b. July 31 / August 31, 2024 Financial Reports:** Mr. 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.

The Executive/Finance Committee has reviewed the June 30, 2024 and the July 31/ August 31, 2024 financial reports and recommends approval as presented.

*Craig Schmidt moved to accept the recommendation of the Executive/Finance Committee and approve the June 30, 2024 and July 31/August 31, 2024 financial reports as presented, seconded by Ken Beaulieu. Motion carried. [Unanimous]*

**c. 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. Staff recommendation is to accept the bid received from Sockeye Business Solutions for implementation of Sage Intacct financial software.

The Executive/Finance Committee reviewed bids received and approves the recommendation of staff to accept the bid from Sockeye Business Solutions for Sage Intacct financial software.

*Keith Radig moved to approve the recommendation of staff and the Executive/Finance Committee and accept as presented the bid received from Sockeye Business Solutions for Sage Intacct financial software, seconded by Vince Phillips. Motion carried. [Unanimous]*

**5. ADMINISTRATION AGREEMENT:**

**a. Iowa's West Coast Initiative:** 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.

The Executive/Finance Committee has reviewed the administration agreement and recommends approval as presented.

*Keith Radig moved to accept the recommendation of the Executive/Finance Committee and approve the administration agreement with Iowa's West Coast Initiative as presented, seconded by Kelly Kreber. Motion carried. [Unanimous]*

**6. SIMPCO PERSONNEL POLICIES AND PROCEDURES MANUAL UPDATES:** Mr. Bush referred to the summary of updates and adjustments included in the meeting packet and provided an overview of those proposed within each section. Discussion followed.

The Executive/Finance Committee has reviewed all of the proposed updates and adjustments and recommends approval as presented.

*Craig Anderson moved to approve the recommendation of the Executive/Finance Committee and approve all updates and adjustments as presented, seconded by Ken Beaulieu. Motion carried [Unanimous].*

7. **COMMUNITY SERVICES CONTRACTS:** Ms. Bostinelos provided an overview of the contracts presented for approval. The Executive/Finance Committee has reviewed contracts a. and b. and recommends approval as presented.
  - a. Iowa Department of Natural Resources to provide technical and professional assistance for places of interest on the Inkpaduta Water Trail, Total \$3,585

*Keith Radig moved to accept the recommendation of the Executive/Finance Committee and approve contract a. as presented, seconded by Mark Monson. Motion carried. [Unanimous]*

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

*Vince Phillips moved to accept the recommendation of the Executive/Finance Committee and approve contract b. as presented, seconded by Bryan Petersen. Motion carried. [Unanimous]*

8. **OTHER COMMENTS:** The next meeting is tentatively scheduled to be held on Thursday, November 14, 2024 at 12:00 p.m. in-person at SIMPCO, 6401 Gordon Drive, Sioux City, Iowa, with the Zoom option.
9. **ADJOURNMENT:** *Ken Beaulieu moved to adjourn the meeting, seconded by Keith Radig. Motion carried. [Unanimous]* Chair Winkel adjourned the meeting at 12:50 p.m.