

## SIMAPC Executive Committee Meeting Minutes

Wednesday, May 28, 2025, at 6:00 PM

City of Fairview Heights Council Meeting Room A

Fairview Heights, IL 62208

### 1. Pledge of Allegiance

2. **Call to Order:** The meeting was called to order by President Herb Simmons at 6:05 PM. The members present were as follows:

### 3. Roll Call:

Herb Simmons	Present	Adam Walden	Present	Bernard Myers	Present
Randy Bolle	Not Present	Dave Tanzyus	Not Present	Brad Criner	Present
Dave Meyer	Not Present	Dennis Wilmsmeyer	Present	Brad Knolhoff	Present
Roy Mosley Jr.	Not Present	George Green	Not Present	Eric Brammeier	Present
Norm Etling	Present	Aaron Metzger	Not Present	Gerald Brockmeier	Not Present
Mark Kupsky	Present	Ronnie White	Present	Pam Poetker	Not Present
Chris Slusser	Present	Susan Harbaugh	Not Present	Ann Schroeder	Present
Paul Nicolussi	Not Present	Dave Holder	Present		

Total: 14 Present (Quorum 12)

Also present were David Schneidewind, Legal Counsel, Linda Tragesser, Acting Executive Director SIMAPC, Tom Miller, Grant Writer and Administrator, SIMAPC, Wendy J Pfeil, SIMAPC Director Hire.

4. **Public Comment:** No attendees were present for public comment.

Order of Business:

5. **Approve Minutes of 3/23/25:** Mark Kupsky moved to approve the minutes as submitted and Norm Ettling seconded the motion. Votes were unanimous to approve the minutes.

**6. Financial Report:** February and March 2025 Financials YTD Report was reviewed. Brad Knoloff had a question concerning the Total Clinton County A/R Aging Summary Total listed as \$32,194. Tom Miller stated that he would discuss this issue with Linda Tragesser and our accountant, Elizabeth Heil and report back with the findings at the June 25, 2025 meeting. A motion to approve the report was brought forth by Norm Ettling and was seconded by Mark Kupsy. Votes were unanimous to approve the presentation of May 22, 2025, YTD Financials Report.

**7. Approve and Pay Bills:** A motion to approve and pay bills for May 22, 2025 Norm Ettling made a motion to approve and pay bills and it was seconded by Ronnie White. Votes were unanimous to approve the motion.

**8. Executive Director Report:** Wendy J Pfeil introduced herself to the Executive Committee Member attendees and informed the group that she would be starting her role as the New Executive Director on June 16, 2025.

Old Business:

**9a. Projects & IEPA Updates:** Tom Miller presented a brief update on all the current grant projects and gave a brief explanation of the Illinois EPA NPDES Permits Update Report. Brad Criner requested that future project update reports include the amount of hours worked and total of grant administration fees received for each project.

**9b. EDA Action Plan Updates:** Tom Miller provided an update on the EDA Action Plan. SIMAPC is working on a Draft CEDS Plan to be completed by July 31, 2025

**9c. Search for new Executive Director Update:** Wendy J Pfeil was approved as the New Executive Director, during the May 28, 2025, meeting.

New Business:

**10 a. Discussion of the proposed SIMAPC Budget for Fiscal Year 7/1/2025-6/30/2026:** Tom Miller gave an overview of the budget. Adam J Walden had a question about the bad debt of \$32,786 listed in the BAD DEBTS column. Linda Tragesser, informed the Executive Committee that this amount was provided from the 2023-2024 Audit

which has not been completed. Adam J Walden put forth a motion to table the approval of the budget until June 25, 2025, meeting and Ronnie White seconded the motion. Thirteen members voted Yes to approve the motion and Norm Ettling voted No.

**10 b. Presentation of May 19, 2025. SIMAPC letter to Mayor Mark Kupsy exercising our intention to renew the Second Year of our Office Space Lease Agreement at a rate of \$1,000 per month:** Mark Kupsy acknowledged the receipt of the letter and stated that SIMAPC was in good standing with the Lease.

**10 c. Discussion of Outstanding St. Clair County Annual Contributions from 2019 - 2022:** SIMAPC had a question concerning SIMAPC invoice #2024-19 submitted to St. Clair County dated 10/15/2024 for \$105,000 for membership dues from Fiscal Year 2019 through Fiscal Year 2022. Prior to May 28, 2025, Board Meeting it was discovered that St. Clair County had paid this invoice on 8/17/2023. A copy of both invoices will be provided in June 25, 2025, Board Meeting Packet.

**10 d. Discussion of Changes in the Services and Fees for the SIMAPC Retirement Plan (Ascensus):** Linda Tragesser had received a letter from Ascensus notifying SIMAPC that the service fees for the retirement plan were going to increase. Chris Slusser recommended researching other fiduciary services to determine if there is a more economical alternative to Ascensus. No action was taken on this matter pending further research.

**10 e. Discussion of reinstating the practice of presenting new projects to the board for approval by vote:** David Meyer presented this item during May 28, 2025, Board Meeting. Herb Simmons and David Schneidewind stated that this practice is currently in place. SIMAPC will continue to follow this process.

**11. Other Business:** None

**12. Adjournment:** Herb Simmons made a motion to adjourn the meeting and Norm Ettling seconded the motion. Votes were unanimous to adjourn the meeting. Meeting was adjourned at 7:02 PM.

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**David Meyer, Secretary**