



**SOUTHWEST MISSOURI COUNCIL OF GOVERNMENTS**  
**Executive Committee Meeting Minutes**  
**Tuesday, July 13, 2021**  
**3:00 p.m.**  
**110 Park Central Square, Springfield, MO**

**ATTENDEES:** Chris Coulter, Cindy Stephens, Allen Kunkel, Todd Wiesehan, Duane Lavery, Steve Childers, Jerry Harmon, Jason Ray, and Jane Hood

**Open Meeting** – Chris Coulter

**1. Approval of July 13, 2021 Agenda**

*Motion made by Cindy Stephens and seconded by Allen Kunkel to approve the July 13, 2021 Agenda. Motion carried.*

**2. Approval of May 11, 2021 Minutes**

*Motion made by Bill Monday and seconded by Steve Childers to approve the May 11, 2021 Minutes. Motion carried.*

**3. Approve Loan Review Committee** – Jason Ray

List of the proposed Loan Review Committee members was emailed out prior to the meeting. *Motion made by Todd Wiesehan and seconded by Steve Childers to approve the Loan Review Committee. Motion carried.*

**4. Financial Discussions** – Jason Ray

a. Audit Update- Have received one proposal through the RFP process which is a company that Harry S. Truman COG had used. HST said he did an ok job but concerns about the character of the auditor/owner of the firm including bad credit, etc. FY'20 and FY21 need to be audited. Will contact auditors who have worked with other RPC's.

b. MSU Contracting – MSU legal council has told us they will no longer allow SMCOG contracts to come through the University because SMCOG has taken on it's on legal identity. In the past, MSU approved contracts on behalf of SMCOG. 2019 is the first year we managed our own cash, received EIN, etc. Typically, contracts go through the University, but they will now need to be approved by the Executive committee or the full Board. Discussion held on whether to allow the Executive Director to approve or not approve contracts, insurance contracts, etc. It was decided to have Jason put together a draft policy on this and present to the Executive Board.

c. Accounting Software - Jason provided a quote on an accounting software to be used with the RLF. Other RPC's use this software and highly recommend it.

*Motion made by Bill Monday and seconded by Steve Childers to approve the purchase the proposed accounting software. Motion carried.*

d. Insurance & Bonding – Updated Directors & Officers liability insurance for SMCOG which is up for renewal was included in the packet that was sent out. Jason explained that he went ahead and got the Fidelity Bond coverage and paid the bill because we needed it for the RLF and needed to show the certificate to EDA. Jason is asking for an approved policy as to what he can and cannot do regarding contracts, etc.

*Motion made by Cindy Stephens to ratify the purchase of the insurance that was already made and authorize the Director's & Officers insurance. Motion carried.*

e. Savings – The indirect fund (F account) has been used for savings for several years. That will be changing due to the changes with the University as previously discussed. We need to think about setting up a savings account and how money will be coming into that account. Jason was asked to check in to how other organizations have set up such an account.

**5. Approve Contracts to Provide Planning Services – Jason Ray**

a. City of Branson West Comprehensive Plan Update – We are sub-contractors under CJW who are associate members of SMCOG. The sub-contract is \$14,350.

*Motion made by Cindy Stephens and seconded by Steve Childers to approve the Branson West Comprehensive Plan Update with CJW. Motion carried.*

b. City of Marshfield Transportation Plan Update – This contract is \$19,330.

*Motion made by Cindy Stephens and seconded by Steve Childers. Motion carried with Duane Lavery abstaining.*

**6. Approve Market Study Consultant Contract – Jason Ray**

a. Hire TPMA to complete Republic Market Study – This will be a retail analysis for \$34,000.

*Motion made by Steve Childers and seconded by Duane Lavery. Motion carried.*

b. Hire PGAV to complete Ozark and Buffalo Market Studies. Ozark will be a logistics and warehouse study and Buffalo will be an overall study including industry. The cost for both together will be \$36,000.

*Motion made by Duane Lavery and seconded by Jerry Harman. Motion carried with Steve Childers abstaining.*

**7. Approve CDBG Administrative Services Agreements - Jason Ray**

a. City of Crane Demolition Project – CDBG grant awarded \$245,000 for residential demolition project. SMCOG administration will be \$18,788.

*Motion made by Cindy Stephens and seconded by Steve Childers. Motion carried.*

b. City of Rockaway Beach Road Improvement Project – CDBG grant awarded \$455,000 for road improvements. SMCOG administration will be \$26,996.

*Motion made by Steve Childers and seconded by Bill Monday. Motion carried.*

**8. Program/Project Updates -Jason Ray**

Finalizing the RLF is being worked on. TAC meeting tomorrow has been changed to zoom meeting. Comp plan projects are moving along. Brandon has accepted position with DED. Last day is 7/23/21. In the process of hiring senior/associate planners. A long process with MSU. Will be 3 to 4 months before completed.

**9. Other Business - Jason Ray**  
None.

**13. Adjourn**

*Motion made by Duane Lavery and seconded by Cindy Stephens to adjourn. Motion carried.*