



## SOUTHWEST MISSOURI COUNCIL OF GOVERNMENTS

### Executive Committee Meeting

Tuesday, October 10, 2023

3:00 p.m.

Alumni Center 2<sup>nd</sup> Floor Conference Room

300 S. Jefferson Ave., Springfield, MO

**ATTENDEES:** Cindy Stephens, Duane Lavery, Jerry Harman, Steve Childers, and Bill Monday,  
Staff: Jason Ray, Jane Hood, and Courtney Pinkham

#### Open Meeting – Cindy Stephens

#### 1. Approval of October 10, 2023, Agenda

*Motion made by Steve Childers and seconded by Bill Monday to approve the October 10, 2023, Agenda as amended to change item 3 to add 3A: Approve COLI Contract, and 3B: Approve Bank Transfer. Motion carried.*

#### 2. Approval of August 8, 2023, Minutes

*Motion made by Jerry Harman and seconded by Duane Lavery to approve the August 8, 2023, Minutes. Motion carried.*

#### 3. Approval – Jason Ray; included in the emailed meeting packet.

##### a. Approve COLI Contract with Springfield Area Chamber of Commerce

We have contracted with Springfield Chamber for the last several years to perform the Cost Of Living Index (COLI) Study. Last year we negotiated \$600 for a one-year contract only because COLI had reduced the number of survey questions, and we didn't know how much time it would now require. However, as it turns out, we did go over the budget. We met with Springfield Chamber staff and decided to renew for 2 years for \$2000. They are still reviewing this on their side. We are also discussing possible other services that we might be able to provide for them. If they have additional needs that will be in a separate contract.

*Motion made by Duane Lavery and seconded by Jerry Harman to approve the proposed Springfield Chamber COLI Contract. Motion carried.*

##### b. Bank Transfer

Request to close out the FY23 Revolving Loan Fund and approve transfer from SMCOG EDA RFL Account FY23 to SMCOG General Fund in the amount of \$4628.38. The funds are for general administration of RLF Program. FY24 will have a new fund.

*Motion made by Bill Monday and seconded by Steve Childers to approve the bank transfer as stated above. Motion carried.*

#### 4. RFP for Audit Services – Jason Ray; included in the emailed meeting packet.

Jason stated the highlighted sections are just updating the years. Beyond that, this is basically the same RFP as past years. MERAMEC COG is now working with a firm here in Springfield. We have a firm recommended in the local area that might be interested in bidding for the contract.

Duane Lavery asked if we were tied to the 3-year deal. Jason Ray responded we are not, but this is the guidance given by other COG's. You are more likely to get more bids if you make it for more than one year. MERAMEC has it in their by-laws for policy that they can only use the same auditor of 6 years.

*Motion made by Steve Childers and seconded by Duane Lavery to approve the RFP for Audit Services as with the changes made to the highlighted areas. Motion carried.*

## **5. MSU Agreement Extension – Jason Ray**

Jason stated that this is one of our standing agreement with MSU. This is for MSU's financial services for invoicing purposes. It is our 3<sup>rd</sup> extension, with no changes except for budget and extending the payment period to 90 days.

*Motion made by Bill Monday and seconded by Steve Childers to approve the MSU Agreement Extension. Motion carried.*

## **6. RLF Plan Amendments**

### **a. Prepayment Penalties**

### **b. Borrower Injection Requirement**

Jason stated that the loan review committee has met a few times, and these two proposed changes arose. After discussing with EDA, we learned that we made our RFL plan more restrictive than it needs to be.

-One is removal of pre-payment penalties. We do not want to penalize early pay off as we want to be able to make other loans as soon as possible.

-Second has to do with borrower injection requirement. Currently, we require at least 10% of the overall project come from the borrower, with SMCOG RLF up to 50% and 40% from financial institution or other. The 10% from the borrower is not required by EDA. The Loan Review Committee said if that could be removed, that's one less obstacle to tackle.

Much discussion held.....Steve Childers asked if the bank requires private capital. His concern is what fall back we have. Jason stated that most lenders do require some form of capital. He further stated we have not gotten that far into a project to fully know. Steve asked what type of loan requests we have received. Jason stated that we have received one request from a restaurant / farm in Seymour as well as a couple other inquiries.

*Motion made by Steve Childers and seconded by Duane Lavery to remove the Pre-Payment penalty clause and the 10% Borrower Injection requirement and to add language that allows the RLF Loan Committee to add a borrower injection requirement to a specific loan in the amount that the RLF Loan Committee deems fit. Motion carried.*

## **7. Electronic Payments to SMCOG Credit Card -Jason Ray**

Jason stated that our fiscal policy is working fine, but we are having issues getting the signatures on checks signed and mailed in time to avoid late fees. We would like to set up being able to pay the credit card online electronically. It would be tied to the checking account. Approvals will still be required via email by two signers on the checking account.

*Motion made by Jerry Harman and seconded by Steve Childers to approve amendment of the fiscal policy to allow electronic payments of the SMCOG Credit Card. Motion carried.*

## **8. Staffing Updates -Jason Ray**

- Jason has filled a GIS intern position and is still looking for a Graphic Design intern, Aishwarya is currently filling this role until it is filled.

-We had submitted 6 applications to the CDBG Mitigation program, just under \$450k in funding requests. CDBG has informed us that it is likely that all 6 will be awarded. Two of the applications were for capacity building and staffing for SMCOG. With this funding we will hire another planner and grants administrator position. Jason has been reviewing current staffing and pay. Jason is working on how we can maintain the current staff as we complete with higher salaries out in the planning field. He is looking at promotions, such as moving Kelsi into a manager position so that she would supervise the new grants administrator. The new planner position will have a focus on economic development.

## **7. Program Updates – Jason Ray**

-Jason and Aishwarya attended a transportation conference last month in Oklahoma. They met with individuals from the US Department of Transportation. One was a reviewer for Safe Streets for All Program that we applied for, \$250K grant. We were told that we would be getting funded on that project.

-Annual Membership meeting was held last month with about 150 attending.

- Taney County has asked Jason to meet with the commissioners to explain the benefit of being a SMCOG member to them. Taney County is also interested in a master plan. Taney County Partnership has assured Jason if Taney County does not pay their dues, that the Partnership will pay Taney County's SMCOG dues. We made a lot of connections at the annual meeting; we had several organizations attend for the first time.

- MACOG has asked us to assist Lake of the Ozarks COG with broadband initiative. The COG has had 8 directors in one year.

- CRPM partnered with the eFactory and JVIC to apply for a EDA University Center designation which has been awarded. This is significant as there are only 10 University Centers in the Denver EDA Region, which is a 10-state region. It is a 5- year program.
- We have a draft report for our Broadband Gap Analysis, for Dade, Polk, and Dallas. They also prepared a report for our entire 10-county region as well.
- We submitted a \$20.5 Million application last week with Springfield Park department Ozark Vitality, OTC, MSU Libraries, Connections, Springfield Community Gardens, and others to take the lead on an application for the EDA Recompete program. It is a 2- part program. You had to apply for both parts at the same time.

## **8. Adjourn**

This meeting is open to the public in accordance with Missouri law. A copy of this agenda was posted for public view at the SMCOG office at 110 Park Central Square, Springfield, MO 65806 on November 10, 2023 and online at [smcog.org](http://smcog.org).

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