

## **NORTHWEST MISSOURI REGIONAL COUNCIL OF GOVERNMENTS**

**October 16, 2008 Meeting  
Regional Council Conference Room  
Maryville, MO**

### **EXECUTIVE COMMITTEE**

Chairman, Bob Stiens, called the meeting to order at 7:03 p.m. at Northwest Missouri Regional Council of Governments' conference room in Maryville, Missouri. Present were 8 board members and 8 staff members.

Minutes of the August 21, 2008 and September 25, 2008 meetings were approved with a motion by Jim Gillespie and a second by Larry Hicks. Motion approved (8 Yea, 0 Nay).

Alice Schieffer, Fiscal Officer, asked if there were any questions regarding the financials included in the board packets. There were no questions regarding August and September 2008 reports. Larry Hicks made a motion to approve the treasurer report for August and September 2008. Jack Baldwin seconded the motion. Motion approved (8 Yea, 0 Nay).

### **OLD BUSINESS**

#### **Annual Dinner Review**

Tye Parsons, Executive Director, reviewed the business conducted at the annual dinner which included the election of officers. The newly elected officers are Bob Stiens, Chairman; Jim Gillespie, Vice-Chairman; Darren Farnan, Treasurer; Mark Sitherwood, Secretary. These officials will serve a two year term for the Council.

Tye also communicated his feelings about holding the annual dinner at the Countryside Bistro in Skidmore, Missouri. It was shared that the restaurant was a convenient place to help celebrate the 40<sup>th</sup> anniversary of the Regional Council. Many board members felt the establishment offers close parking and good food. There were concerns about the building's sound system, but felt the Bistro is a good option for next year's annual dinner.

#### **Approve Children & Family Center Administrative Agreement**

Tye Parsons, Executive Director, announced changes to the Children & Family Center administrative agreement. He explained that the grant was written in January to purchase the building for Children & Family Center, and CDBG only allows paying for the appraised value of the property. Due to the housing market downturn there is a gap between the asking price and the appraised price. CDBG allowed Children & Family Center to use its administrative match dollars to make up the difference in price. The extra funds from the CDBG grant will now cover the administrative cost of the grant. The administrative cost of the grant did not change. The Regional Council will still receive \$18,000 to complete the administrative services, but will be in agreement with the City of Maryville who is the grantee of this project. Tye asked for board approval to sign a new administrative agreement with the City of Maryville to complete the necessary administrative services of the grant. The previous contract with Children & Family Services to complete administrative services is void. Gary Carlson made a motion to approve the contract with the City of Maryville. Jack Baldwin seconded the motion. Motion approved (8 Yea, 0 Nay).

## NEW BUSINESS

### Approve City of Clearmont Administrative Agreement

Tye Parsons, Executive Director, shared that the City of Clearmont was approved for its CDBG grant which allows the city to interconnect with Nodaway County Public Water Supply District #1. Clearmont is going to shutdown its water plant and cap its wells and buy water from the water district. Clearmont received funding from DNR earlier, but lacked funds to move forward with the project. This grant will allow the city to move forward with its plans. The City of Clearmont is asking the Regional Council to complete the administrative services of the grant. The Regional Council will receive \$15,300 to complete the necessary services. Jack Baldwin made a motion to approve the administrative agreement with the City of Clearmont. Mark Sitherwood seconded the motion. Motion approved (8 Yea, 0 Nay).

### Approve City of Hopkins Administrative Agreement

Tye Parsons, Executive Director, asked the board to approve an administrative agreement with the City of Hopkins to complete the administrative services for the DNR grant. The DNR grant for Hopkins provides financing to establish an emergency interconnection with the Nodaway County Public Water Supply District #1. The administration of this grant will be less than the City of Clearmont's CDBG grant, and as a result the Regional Council will receive \$1,000 to administer the grant. However, if the administration of the grant becomes more complex and takes longer than 30 hours to complete, then \$33 per hour will be charged to recoup expenses. Jack Baldwin made a motion to approve the administrative agreement with Hopkins. Kim Herrick seconded the motion. Motion approved (8 Yea, 0 Nay).

### Approve 2009 Health Insurance Contract

Tye Parsons, Executive Director, requested the board to approve continued coverage under Blue Cross Blue Shield health insurance. The current policy ends November 1<sup>st</sup> and the new policy will contain an average 7.6% increase. Rate increases differ depending on individual employees and their situation, but the Regional Council will continue to pay a \$250 flat fee per employee. Alternative health insurance coverage was reviewed, but the benefits of such health insurance decreased. Tye recommended continuing with the same insurance plan, which would mean the Regional Council has been in the plan three years. Next year the Council would seek bids for health insurance coverage. Darren Farnan made a motion to approve the 2009 health insurance contract. Jim Gillespie seconded the motion. Motion approved (8 Yea, 0 Nay).

### Proposed By-Law Modification – Procurement Policy

Tye Parsons, Executive Director, shared that Alice Schieffer, Fiscal Officer was concerned with the current reading of the by-laws concerning the procurement policy. The current by-laws leave a monetary gap between when competitive bidding is necessary (**current by-law procurement policy attached to original minutes in the RCOG Minute Book**). Alice drafted an amended by-law procurement policy to make the procurement procedures more clear. She asked for board input regarding the drafted changes (**drafted changes to by-law procurement policy attached to original minutes in the RCOG Minute Book**). The floor was open to discussion regarding the proposed changes.

Board members suggested clarifying the purchasing requirements as formal quotes which would encompass written, faxed and online quotes. There was concern that the proposed changes would exclude online or e-mailed quotes for purchases over the \$2,000 threshold as presented. There was also concern expressed between the difference of a quote and bid. It was suggested that purchasing products

should be clarified as a quote and bidding is required for services. Alice said she will make the recommended changes. The procurement policy will be presented during the next board meeting for approval.

**Staff Reports**

Staff reports were presented to board members (**report and staff handouts attached to original minutes in the RCOG Minute Book**).

**Executive Director Report**

Tye Parsons, Executive Director, communicated to the board members his and the council's involvement in past, current and upcoming events, projects and activities (**included in staff report attached to original minutes in the RCOG Minute Book**).

**Adjourn**

The meeting was adjourned by Bob Stiens at 7:56 p.m. with a motion from Jim Gillespie and seconded by Jack Baldwin.

**Members Present:**

Jack Baldwin  
Gary Carlson  
Darren Farnan  
Jim Gillespie  
Kim Herrick  
Larry Hicks  
Mark Sitherwood  
Bob Stiens

**Staff Present:**

Tye Parsons  
Alice Schieffer  
Jerri Dearmont  
Amy Stoner  
Arnie Kreek  
Kim Mildward  
Tim Howard  
Deb Maxwell

**Members Not Present:**

Carl Birdsell  
Derek Brown  
Carole Coutts  
Peggy Ann Edwards  
Michael Goins  
Jeremy Mason  
Bill McCully  
Craig McNeese  
Bill Mozingo  
Duane Nauman  
Doug Sutton  
David Thomas

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Bob Stiens, Chairman

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Mark Sitherwood, Secretary