

Chariton Valley Planning and Development Council of Governments

Meeting Minutes of March 22, 2012; at 8:00 AM

Chariton Valley Planning & Development Council Office, Centerville, Iowa

Present: Dean Kaster, Dennis Ryan, Larry Davis, Bill A, Nichole Moore, Julie Pribyl

Absent: John Hamilton

Guest: None

Approval of Agenda:

Davis made motion to approve agenda, Davis seconded. All in favor

The agenda was approved unanimously as presented.

Approval of Minutes:

Ryan made motion to approve the minutes for February 16, 2012, as presented. Alley seconded. All in favor.

Review of Financial Reporting:

Bank statement for February was presented with a balance of \$ 53,060.80. Davis made motion to accept the balance as presented on statement. Alley seconded. All in favor.

Bills/Payroll was presented for approval in the amount of \$ 14,396.61. Ryan made motion to approve bills/payroll as presented. Davis seconded. All in favor.

Deposits were presented in the amount of \$ 10,147.06. Ryan made motion to accept the deposits as presented. Davis seconded. All in favor.

Line of Credit was shown with balances of \$ 99,000.00 for note ending 0531 and \$ 355.86 for note ending 1302. Line of Credit was shown with balance of \$ 355.86 for note ending 1302.

Draft FY13 Budget was reviewed and discussed. Need to update with new total for expenses and revenue for May approve.

Summary of Meeting:

Projects/Updates:

Moore gave the board a review of the status of current projects . Those included both Wayne County HMGP was at the state review level and that Lucas County HMGP is ready to close out.

Housing Rehabilitation in Chariton and Russell will be starting the final closeout with the state and Seymour is just underway with starting work.

CVPD sent out invoices to the counties regarding the unpaid balance of the 10-15 invoice. Each county/entity will be paying a portion of that invoice.

Moore explained that Monroe County is working on updating their Comprehensive Plan and that CVPD is assisting in what they may need. She also explained that if the other counties in the COG are looking at doing this, we could assist as well.

CDBG awards will be announced in March. If awarded we will be completing the administration for those communities approved. Also, working with communities on upcoming CDBG projects and applications that can be submitted this year. Possibility of 6 communities.

New Business:

Moore gave a brief update on the 3 year audit and the current FY11 audit that was started. No word on final completion. She is still providing information to the state auditor.

Alley made comment to the board that Wayne County was uncertain as to the future need and uses for the COG participation.

The current building lease with Appanoose Community Care Services was discussed and what CVPD has for options. General discussion from board members on the option for the lease was the potential in purchasing the building after another year of renting. Alley expressed that he was not in favor of purchasing the building. Board has asked that Moore request same rent and options as current lease, Rent at \$500 and \$500 towards purchase price, with option to purchase at anytime during this calendar year. Davis made motion. Ryan seconded. Roll call: Kaster, yes – Davis, yes – Ryan, yes – Alley, no. Motion passed to send letter. Appanoose Community Care would like to change only the amount that is paid towards the final purchase price. Rent will stay at \$500 with \$250 going towards the balance \$29,000 price.

Policy & Procedures were discussed and reviewed. The following policies were adopted. Credit Card Policy was approved and adopted. Davis made motion to approve. Alley seconded. All in favor.

Mileage Reimbursement Rate was approve and adopted. Ryan made motion to approve. Davis seconded. All in favor.

All policies were approved and adopted.

Moore explained that she would like to purchase a fireproof safe for the office to secure important documents, etc. incase of a fire. Ryan made motion to approve the purchase as presented. Alley seconded. All in favor.

CVPD also received an RFQ from Davis County requesting the update on their HMGP. Moore will submit our proposal with the disclaimer explaining the COG boundaries and that CVPD would be willing to work with them if they chose to do so.

Next meeting was set for April 30th at 9:00 am. It was requested to be a conference call. Moore will set up information and send out on securing this.

Alley made motion to adjourn, Ryan seconded. All in favor.