

Chariton Valley Planning and Development Council of Governments

Meeting Minutes of January 16, 2013; at 12:30 PM

Chariton Valley Planning & Development Council Office, Centerville, Iowa

Present: Dennis Ryan, John Hamilton, Larry Davis, Nichole Moore and Julie Pribyl

Absent: Dean Kaster, Bill Alley

Guest: None

Approval of Agenda:

Ryan made motion to approve agenda, Hamilton seconded. All in favor

The agenda was approved unanimously as presented.

Approval of Minutes:

Hamilton made motion to approve the minutes for December 18, 2012, as presented. Ryan seconded.

All in favor.

Review of Financial Reporting:

Bank statement for December was presented with a balance of \$ 52,904.82. Ryan made motion to accept the balance as presented on statement. Hamilton seconded. All in favor.

Bills/Payroll was presented for approval in the amount of \$ 16,173.63. Hamilton made motion to approve bills/payroll as presented. Ryan seconded. All in favor.

Deposits were presented in the amount of \$ 23,937.05. Hamilton made motion to accept the deposits as presented. Ryan seconded. All in favor.

Line of Credit was shown with balances of \$ 72,225.61 for note ending 0531 and \$ 0.00 for note ending 1302. Hamilton made motion to accept the update on balances. Ryan seconded. All in favor.

The board also reviewed the bank reconciliation report as presented for December 2012, along with the Profit & Loss report for July through December 2012. Also reviewed report showing Profit & Loss Budget Performance. Board asked if there was a way to include a percentage to show amounts. Moore said she would try to work something out for this report. Also reviewed Budget vs. Actual as of June 30, 2012 for FY12. Hamilton made motion to accept reports as presented. Ryan seconded. All in favor.

Summary of Meeting:

New Business:

Moore presented the board with information from First Iowa State Bank on amounts that we would qualify for with bank loan for building purchase. Total purchase price was set at \$35,000. CVPD has paid down \$6,000 during 2011-2012 and will pay down another \$ 3,000 during 2012-2013. Total of \$9,000 off price. Total loan amount will show \$ 26,000. Joe Crall at First Iowa State Bank stated that we had 2 options. They are the following:

Option #1 – 5-year loan at 5 ½% interest with monthly payment of \$ 496.63.

Option #2- 10-year loan at 5 ½% interest with 5-yr balloon.

Monthly payment would be \$ 282.17

Bank will complete an appraisal. Moore will need to get abstract brought up to date in Appanoose County and send information over to Shannon Woods, Attorney for final review and Title Opinion. Moore also stated that she has sent over to the attorney the purchase agreement for her review. After board discussion on options it was decided to go with Option #2. Hamilton made motion to purchase the building located at 308 North 12th Street, Centerville, Iowa from Appanoose Community Care Services for the final purchase price of \$26,000 and exercise Option #2 with the bank for loan. Ryan seconded motion. All in favor.

Moore gave update on the company's D&O Insurance Policy. If a claim is to be made it will need to be done soon since they are aware of the audit and situations.

Moore gave update on concerns about the non-payment from IARC on COG assistance. She sent information over to attorney who is following up with IEDA on clarification of request and concerns. Moore will keep in contact with Shannon Woods to make sure we get this completed.

Board reviewed information for staff to attend the NADO Transportation Conference in Greenville, SC on April 23-26, 2013. Moore explained this was the same conference that was attended last year regarding transportation planning in Vermont. Cost should be relatively the same as that one. Estimated around \$ 2,000 to \$2,500. Ryan made motion to approve the travel and conference expenses. Hamilton seconded. All in favor.

Legislative coffees were talked about and what was being done throughout the region. Moore said that CVPD will host 3 this year with the new Senator Ken Rosenboom and Representative Sheets and whoever else in region would be able to attend. She would see about assisting in the region for others.

IDOT has identified the need to update our cost allocation plan. They have concerns from previous information and audit info. Moore is working with IDOT and CRI on completing this task to get it certified by DOT.

General program projects were reviewed and updated to board. Possible new CAT application, derelict building program guideline that CVPD is creating, new projects in area, etc.

The FY12 audit started on Monday, January 14, 2013 with the State Auditor's office. Moore has been working with the 3 auditors on documentation that is needed.

The next meeting was set for Wednesday, February 20, 2012 at 12:30 pm. Location will be at the CVPD office.

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

Respectfully submitted,

Nichole L. Moore, Executive Director