

**Chariton Valley Planning & Development Council of Governments
Board Meeting
Wednesday, October 12, 2011 @ 1:00 p.m.
Chariton Valley Office, Centerville, Iowa**

Agenda

1. Roll Call
 - a. Present: Dean K, Denny R, Larry D, John H, Bill A, Nichole M, Julie P
 - b. Absent:
 - c. Visitors:
2. Approve agenda items
3. Approve meeting minutes
 - a. September 14, 2011
4. Visitor Recognition
5. Financials
 - a. Current Bank statement and balance
 - b. Line of Credit
 - c. Bills/Payroll
6. Projects/Updates/Discussion Items
 - a. Monroe County – HMGP
 - b. Housing Rehabilitation updates
 - c. Marketing
 - i. New project signs
 - ii. New website design
7. Other New Business
 - a. Audit update
 - b. Employee Evaluations
8. Next Meeting
9. Adjourn

Chariton Valley Planning and Development Council of Governments

Meeting Minutes of September 14, 2011; 12:30 PM

Present: Dean Kaster, Dennis Ryan, Bill Alley, John Hamilton, Nichole Moore, And Julie Pribyl

Guest: Linda Heller, City Clerk – Albia, Richard Clark, Mayor - Albia

Absent: Larry Davis

Approval of Agenda:

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

The agenda was approved unanimously as presented.

Approval of Minutes:

Hamilton made motion to approve the minutes for August 3, 2011. Alley seconded. All in favor.

Review of Financial Reporting:

August 29, 2011 bank statement was presented with a balance of \$ 54,618.24.

Bills/Payroll/Deposits – Ryan made motion to approve bills/payroll/deposits as presented for August 3, 2011. Total amount for bills was \$ 5,298.63 and a deposit of \$ 5,263.00. Hamilton seconded. All in favor.

Bills/Payroll/Deposits – Alley made motion to approve bills/payroll/deposits as presented for August 17, 2011. Total for bills/payroll was \$ 9,309.49 and a deposit of \$ 45,295.50 on August 11, 2011 and a deposit of \$ 40,916.50 on August 15, 2011. Hamilton seconded. All in favor.

Bills/Payroll/Deposits – Hamilton made motion to approve bills/payroll/deposits as presented for August 31, 2011. Total for bills/payroll was \$ 15,593.37 and a deposit of \$ 20,438.90 on August 29, 2011. Alley seconded. All in favor.

Line of Credit(s) Ryan made a motion to approve the payment on #7270810531 in the amount of \$ 19,171.00 on August 11, 2011 and payment on # 7270911302 in the amount of \$ 9,585.50 on August 11, 2011. Alley seconded. All in favor. Alley made a motion to approve the payment on #7270810531 in the amount of \$ 9,585.50 on August 15, 2011. Ryan seconded. All in favor.

Summary of Meeting:

Visitor recognition: City of Albia.

Other New Business:

A review of projects in the region were discussed. CVPD Dues invoices were discussed about how things were going with communities paying these. Moore explained that there was some concerns with

budgets and explained that she has been asked to attend council meetings to review why, and what services we will provide. She will try to continue attending those meetings and review and assure that the organization is here to assist in those services they need.

RPA 17-CVTPA local match commitment has been paid by many of the entities, but still denied by transit agencies. Payments for past match amount still to come in and be paid. Moore explained that any past match amount goes directly towards payments on the LOCs.

Moore and Pribyl explained that they are writing CDBG applications for communities. Submissions for those are at the end of the year and in January. Also explained that work was being completed on the final closeout of the Mystic Acquisition/Demo project with the State & City.

Pribyl reviewed that she had completed some needed areas in the Monroe County HMGP and had resubmitted back to state/federal for final approval. Expecting this verification soon. She is also working on providing the same information in the Appanoose and Lucas Counties HMGP. Moore also explained that CVPD had been approached to work on a HUD application with the assisting of other COGs and DNR. This would be for Regional Sustainable Communities. Has asked the counties to provide a letter of support and interest for the application submittal. There is no estimated costs to either the COG or counties to participate at this time. Ryan made motion to approve the go ahead with this process. Hamilton seconded. All in favor.

EDA update was provided after Moore and Pribyl met with Laura Stein with EDA. Still waiting on final audit information to continue the support of local commitment.

Board manual is being prepared and will be given to each board member once completed. Employee reviews were given out.

Next meeting was set for Wednesday, October 12, 2011 @ 12:30 p.m. Location will be at CVPD office in Centerville, Iowa.

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



Previous Statement Transactions on REGULAR CHECKING XX1347 - \$81,022.70 as of October 11, 2011

Date	Check Number	Description	Debit	Credit	Balance
09/06/2011	6870	CHECK	1,094.31		60,481.88
09/06/2011	6871	CHECK	1,065.31		59,416.57
09/06/2011	6876	CHECK	168.17		59,248.40
09/07/2011	6872	CHECK	139.95		59,108.45
09/07/2011	6878	CHECK	158.95		58,949.50
09/07/2011	6880	CHECK	123.75		58,825.75
09/08/2011	6879	CHECK	85.00		58,740.75
09/09/2011	6863	CHECK	202.40		58,538.35
09/13/2011		DEPOSIT		2,000.00	60,538.35
09/13/2011		DEPOSIT		23,283.56	83,821.91
09/13/2011	6873	CHECK	1,250.00		82,571.91
09/13/2011	6874	CHECK	500.00		82,071.91
09/14/2011		IPERS PAYROLL 00352	1,127.74		80,944.17
09/15/2011		IRS USATAXPYMT 270165881690171	1,772.14		79,172.03
09/16/2011	6882	CHECK	1,065.30		78,106.73
09/16/2011	6883	CHECK	39.20		78,067.53
09/19/2011	6886	CHECK	68.58		77,998.95
09/19/2011	6888	CHECK	163.10		77,835.85
09/19/2011	6889	CHECK	350.00		77,485.85
09/20/2011	6875	CHECK	442.17		77,043.68
09/20/2011	6881	CHECK	1,094.30		75,949.38
09/20/2011	6885	CHECK	450.00		75,499.38
09/20/2011	6887	CHECK	199.26		75,300.12
09/27/2011		DEPOSIT		31,288.09	106,588.21
09/27/2011		LOAN PAYMENT	19,171.00		87,417.21
09/28/2011	6884	CHECK	450.00		86,967.21
09/29/2011	6901	CHECK	23.38		86,943.83
09/30/2011	6892	CHECK	1,065.30		85,878.53
09/30/2011	6894	CHECK	47.32		85,831.21
09/30/2011	6896	CHECK	46.72		85,784.49
09/30/2011	6897	CHECK	1,133.00		84,651.49

Account-to-Date Transactions on COMMERCIAL XXXXXX0531 - \$148,238.66 as of October 11, 2011

Date	Description	Amount	Principal	Interest	Balance
07/02/2007	ADDITIONAL ADVANCE				70,000.00
08/09/2007	ADDITIONAL ADVANCE	70,000.00	70,000.00		106,000.00
10/15/2007	ADDITIONAL ADVANCE	36,000.00	36,000.00		146,000.00
11/15/2007	ADDITIONAL ADVANCE	40,000.00	40,000.00		200,000.00
12/21/2007	ADDITIONAL ADVANCE	54,000.00	54,000.00		200,000.00
01/25/2008	MANUAL EXTENSION FEE				200,000.00
02/29/2008	REGULAR PAYMENT	4,144.59		4,144.59	200,000.00
03/05/2008	PRINCIPAL ONLY PAYMENT	50,000.00	50,000.00		150,000.00
03/13/2008	PRINCIPAL ONLY PAYMENT	40,000.00	40,000.00		110,000.00
04/24/2008	LOAN EXTENSION	72,455.97	69,953.46	2,502.51	40,046.54
10/30/2008	LOAN EXTENSION	1,524.01	46.54	1,477.47	40,000.00
12/31/2008	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				40,000.00
12/31/2008	MANUAL EXTENSION FEE				40,000.00
01/14/2009	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				40,000.00
01/14/2009	LOAN EXTENSION	484.10			40,000.00
03/04/2009	PRINCIPAL ONLY PAYMENT	10,000.00	10,000.00		30,000.00
03/26/2009	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				30,000.00
03/26/2009	CHANGE IN TERMS				30,000.00
04/02/2009	PRINCIPAL ONLY PAYMENT	644.18	644.18		29,355.82
05/12/2009	ADDITIONAL ADVANCE	7,000.00	7,000.00		36,355.82
05/14/2009	ADDITIONAL ADVANCE	11,500.00	11,500.00		47,855.82
05/26/2009	ADDITIONAL ADVANCE	12,000.00	12,000.00		59,855.82
07/21/2009	ADDITIONAL ADVANCE	13,000.00	13,000.00		72,855.82
08/04/2009	ADDITIONAL ADVANCE	9,000.00	9,000.00		81,855.82
08/19/2009	ADDITIONAL ADVANCE	5,000.00	5,000.00		86,855.82
10/01/2009	LOAN EXTENSION	2,852.11	12.74	2,839.37	86,843.08
10/13/2009	ADDITIONAL ADVANCE	10,000.00	10,000.00		96,843.08
12/07/2009	ADDITIONAL ADVANCE	16,000.00	16,000.00		112,843.08
01/19/2010	ADDITIONAL ADVANCE	20,000.00	20,000.00		132,843.08
02/02/2010	ADDITIONAL ADVANCE	25,000.00	25,000.00		157,843.08
03/29/2010	ADDITIONAL ADVANCE	10,000.00	10,000.00		167,843.08
03/31/2010	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				167,843.08
03/31/2010	LOAN EXTENSION	4,309.64			167,843.08
04/15/2010	ADDITIONAL ADVANCE	10,000.00	10,000.00		177,843.08
04/30/2010	ADDITIONAL ADVANCE	10,000.00	10,000.00		187,843.08
05/25/2010	ADDITIONAL ADVANCE	10,000.00	10,000.00		197,843.08
06/07/2010	ADDITIONAL ADVANCE	2,156.92	2,156.92		200,000.00
08/20/2010	REGULAR PAYMENT	11,666.11	6,342.24	5,323.87	193,657.76
09/29/2010	LOAN EXTENSION	1,512.12			193,657.76
09/30/2010	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				193,657.76
03/08/2011	REGULAR PAYMENT	10,000.00	3,951.52	6,048.48	189,706.24
03/30/2011	INTEREST ONLY PAYMENT	851.72			189,706.24
08/11/2011	REGULAR PAYMENT	19,171.00	14,245.79	4,925.21	175,460.45
08/17/2011	REGULAR PAYMENT	9,585.50	9,380.00	205.50	166,080.45
09/27/2011	REGULAR PAYMENT	19,171.00	17,841.79	1,329.21	148,238.66


 1st
IOWA
STATE
BANK

Account-to-Date Transactions on COMMERCIAL XXXXXX1302 - \$25,676.18 as of October 11, 2011

Date	Description	Amount	Principal	Interest	Balance
03/26/2009	ADDITIONAL ADVANCE				15,000.00
03/31/2009	ADDITIONAL ADVANCE	15,000.00	15,000.00		15,000.00
04/15/2009	ADDITIONAL ADVANCE	10,000.00	10,000.00		25,000.00
04/29/2009	ADDITIONAL ADVANCE	10,000.00	10,000.00		35,000.00
10/01/2009	LOAN EXTENSION	1,164.39			35,000.00
03/31/2010	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				35,000.00
03/31/2010	LOAN EXTENSION	1,243.45			35,000.00
08/11/2010	REGULAR PAYMENT	15,193.13	14,284.45	908.68	20,715.55
08/20/2010	REGULAR PAYMENT	20,751.94	20,715.55	36.39	
09/01/2010	ADDITIONAL ADVANCE	15,000.00	15,000.00		15,000.00
09/29/2010	LOAN EXTENSION	81.98			15,000.00
09/30/2010	RATE CHANGE OVER: 7.1250 UNDER: .0000 SPLIT:				15,000.00
09/30/2010	ADDITIONAL ADVANCE	15,000.00	15,000.00		30,000.00
03/08/2011	REGULAR PAYMENT	5,000.00	4,065.93	934.07	25,934.07
03/30/2011	INTEREST ONLY PAYMENT	116.43			25,934.07
05/10/2011	ADDITIONAL ADVANCE	8,500.00	8,500.00		34,434.07
08/11/2011	REGULAR PAYMENT	9,585.50	8,757.89	827.61	25,676.18



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IOWA
STATE
BANK

Current Statement Transactions on REGULAR CHECKING XX1347 - \$81,022.70 as of October 11, 2011

Date	Check Number	Description	Debit	Credit	Balance
10/03/2011	6895	CHECK	139.95		84,511.54
10/03/2011	6898	CHECK	129.09		84,382.45
10/03/2011	6899	CHECK	350.00		84,032.45
10/03/2011	6900	CHECK	165.25		83,867.20
10/03/2011	6904	CHECK	130.00		83,737.20
10/04/2011	6891	CHECK	1,094.30		82,642.90
10/04/2011	6902	CHECK	158.95		82,483.95
10/04/2011	6905	CHECK	150.00		82,333.95
10/04/2011	6906	CHECK	143.00		82,190.95
10/05/2011	6903	CHECK	212.00		81,978.95
10/05/2011	6908	CHECK	606.00		81,372.95
10/07/2011	6890	CHECK	350.25		81,022.70

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10/11/11

Accrual Basis

Chariton Valley Planning & Development Council
Expenses by Vendor Summary
September 2011

	<u>Sep 11</u>
Alliant Energy	163.10
Card Services	350.00
Centerville Waterworks	68.58
Hills Sanitation	39.20
Julie Pribyl 1	450.00
Nichole Moore	800.25
Windstream	199.26
TOTAL	<u>2,070.39</u>

Chariton Valley Planning & Development Council
Profit & Loss
September 2011

	<u>Sep 11</u>
Income	
3000 All Other Funds	
3010 Service Income	22,783.56
Total 3000 All Other Funds	<u>22,783.56</u>
Total Income	<u>22,783.56</u>
Gross Profit	22,783.56
Expense	
4400 Fringe Benefits	
4430 Health Insurance	900.00
Total 4400 Fringe Benefits	900.00
4600 Travel	
4610 Staff/travel	350.25
4620 Staff/conf & workshop	350.00
Total 4600 Travel	700.25
4800 Telephone	
4810 Office Phones	199.26
Total 4800 Telephone	199.26
4900 Utilities	
4910 Gas/Electric	163.10
4920 Water	68.58
4930 Garbage	39.20
Total 4900 Utilities	270.88
Payroll Expenses	3,234.22
Total Expense	<u>5,304.61</u>
Net Income	<u><u>17,478.95</u></u>

Chariton Valley Planning & Development Council
Customer Balance Summary
As of September 30, 2011

	Sep 30, 11
10-15 Transit Agency	11,348.50
Appanoose County	9,585.50
Chariton Valley Regional Housing Trust	
226 CV Reg HSG Trust	845.89
Total Chariton Valley Regional Housing Trust	845.89
City of Albia	2,000.00
City of Centerville	13,348.50
City of Chariton	2,000.00
City of Cincinnati	750.00
City of Clio	750.00
City of Corydon	2,000.00
City of Derby	750.00
City of Exline	750.00
City of Humeston	750.00
City of Lineville	750.00
City of Lucas	750.00
City of Melrose	750.00
City of Millerton	750.00
City of Numa	750.00
City of Plano	750.00
City of Promise City	
401 Promise City - CDBG Sewer	3,633.00
City of Promise City - Other	750.00
Total City of Promise City	4,383.00
City of Rathbun	750.00
City of Russell	750.00
City of Udell	750.00
City of Unionville	750.00
City of Williamson	750.00
Clarke County	11,348.50
Lucas County	2,500.00
Southern Iowa Trolley	11,348.50
TOTAL	82,708.39

Chariton Valley Planning & Development Council
A/R Aging Summary
As of September 30, 2011

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
10-15 Transit Agency	0.00	0.00	0.00	11,348.50	0.00	11,348.50
Appanoose County	0.00	0.00	0.00	9,585.50	0.00	9,585.50
Chariton Valley Regional Housing Trust						
226 CV Reg HSG Trust	0.00	0.00	845.89	0.00	0.00	845.89
Total Chariton Valley Regional Housing Trust	0.00	0.00	845.89	0.00	0.00	845.89
City of Albia	0.00	0.00	0.00	2,000.00	0.00	2,000.00
City of Centerville	0.00	0.00	0.00	13,348.50	0.00	13,348.50
City of Chariton	0.00	0.00	0.00	2,000.00	0.00	2,000.00
City of Cincinnati	0.00	0.00	0.00	750.00	0.00	750.00
City of Clio	0.00	0.00	0.00	750.00	0.00	750.00
City of Corydon	0.00	0.00	0.00	2,000.00	0.00	2,000.00
City of Derby	0.00	0.00	0.00	750.00	0.00	750.00
City of Exline	0.00	0.00	0.00	750.00	0.00	750.00
City of Humeston	0.00	0.00	0.00	750.00	0.00	750.00
City of Lineville	0.00	0.00	0.00	750.00	0.00	750.00
City of Lucas	0.00	0.00	0.00	750.00	0.00	750.00
City of Melrose	0.00	0.00	0.00	750.00	0.00	750.00
City of Millerton	0.00	0.00	0.00	750.00	0.00	750.00
City of Numa	0.00	0.00	0.00	750.00	0.00	750.00
City of Plano	0.00	0.00	0.00	750.00	0.00	750.00
City of Promise City						
401 Promise City - CDBG Sewer	0.00	0.00	3,633.00	0.00	0.00	3,633.00
City of Promise City - Other	0.00	0.00	0.00	750.00	0.00	750.00
Total City of Promise City	0.00	0.00	3,633.00	750.00	0.00	4,383.00
City of Rathbun	0.00	0.00	0.00	750.00	0.00	750.00
City of Russell	0.00	0.00	0.00	750.00	0.00	750.00
City of Udell	0.00	0.00	0.00	750.00	0.00	750.00
City of Unionville	0.00	0.00	0.00	750.00	0.00	750.00
City of Williamson	0.00	0.00	0.00	750.00	0.00	750.00
Clarke County	0.00	0.00	0.00	11,348.50	0.00	11,348.50
Lucas County	0.00	0.00	0.00	2,500.00	0.00	2,500.00
Southern Iowa Trolley	0.00	0.00	0.00	11,348.50	0.00	11,348.50
TOTAL	0.00	0.00	4,478.89	78,229.50	0.00	82,708.39

Chariton Valley Planning & Development Council

Income by Customer Summary

September 2011

	Sep 11
Appanoose Co. Community Railroad	
526 APNC - EDA Admin	-75.13
527 APNC - FHWA Admin	-118.36
Total Appanoose Co. Community Railroad	-193.49
Appanoose County	
301 Appanoose HMGP	-23.40
Total Appanoose County	-23.40
City of Chariton	
426 Chariton - HSG/Adm	-564.33
428 Chariton - HSG/Lead	-8.48
Total City of Chariton	-572.81
City of Mystic	
501 Mystic - Demo/FEMA	19,567.50
601 EDA - General Services	-247.24
Total City of Mystic	19,320.26
City of Promise City	
401 Promise City - CDBG Sewer	-107.45
Total City of Promise City	-107.45
City of Russell	
429 Russell - HSG/Admin	-583.97
Total City of Russell	-583.97
City of Seymour	
432 Seymour - HSG/Admin	2,603.01
Total City of Seymour	2,603.01
CVPD	
550 General Services	-665.71
551 General Annual	-99.23
552 General Sick	-39.69
Total CVPD	-804.63
Iowa Department of Transportation	
101 CVTPA - TIP	-380.90
102 CVTPA - TPWP	-154.13
103 - CVTPA - LRTP	-206.87
104 CVTPA - PTP	-204.02
105 CVTPA - PIP	-157.70
106 CVTPA - Admin	-201.61
Total Iowa Department of Transportation	-1,305.23
Lucas County	
303 Lucas HMGP	-169.42
Total Lucas County	-169.42
Monroe County	
302 Monroe HMGP	-583.18
Total Monroe County	-583.18
Wayne County	
304 Wayne HMGP	-100.74
Total Wayne County	-100.74
TOTAL	17,478.95

Chariton Valley Planning & Development Council
Transactions by Account
 As of October 11, 2011

2:57 PM
 10/11/11
 Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
3000 All Other Funds								
3050 Local Dues / CVTPA								
Invoice	7/20/2011	4	Decatur County	Local match ...		Accounts Rec...	1,763.00	1,763.00
Invoice	7/20/2011	1	10-15 Transit Agency	Local match ...		Accounts Rec...	1,763.00	3,526.00
Invoice	7/20/2011	3	Davis County	Local match ...		Accounts Rec...	1,763.00	5,289.00
Invoice	7/20/2011	5	Clarke County	Local match ...		Accounts Rec...	1,763.00	7,052.00
Invoice	7/20/2011	6	Lucas County	Local match ...		Accounts Rec...	1,763.00	8,815.00
Invoice	7/20/2011	7	Monroe County	Local match ...		Accounts Rec...	1,763.00	10,578.00
Invoice	7/20/2011	8	Wayne County	Local match ...		Accounts Rec...	1,763.00	12,341.00
Invoice	7/20/2011	9	Southern Iowa Trolley	Local match ...		Accounts Rec...	1,763.00	14,104.00
Invoice	7/20/2011	10	City of Centerville	Local match ...		Accounts Rec...	1,763.00	15,867.00
Invoice	7/20/2011	11	Appanoose County	Local match ...		Accounts Rec...	1,763.00	17,630.00
Invoice	7/20/2011	12	10-15 Transit Agency	Local match ...		Accounts Rec...	9,585.50	27,215.50
Invoice	7/20/2011	13	Appanoose County	Local match ...		Accounts Rec...	9,585.50	36,801.00
Invoice	7/20/2011	14	City of Centerville	Local match ...		Accounts Rec...	9,585.50	46,386.50
Invoice	7/20/2011	15	Clarke County	Local match ...		Accounts Rec...	9,585.50	55,972.00
Invoice	7/20/2011	16	Davis County	Local match ...		Accounts Rec...	9,585.50	65,557.50
Invoice	7/20/2011	17	Decatur County	Local match ...		Accounts Rec...	9,585.50	75,143.00
Invoice	7/20/2011	18	Monroe County	Local match ...		Accounts Rec...	9,585.50	84,728.50
Invoice	7/20/2011	19	Lucas County	Local match ...		Accounts Rec...	9,585.50	94,314.00
Invoice	7/20/2011	20	Southern Iowa Trolley	Local match ...		Accounts Rec...	9,585.50	103,899.50
Invoice	7/20/2011	21	Wayne County	Local match ...		Accounts Rec...	9,585.50	113,485.00
Deposit	8/17/2011	5565...	Iowa Department of...	Deposit		Checking	27,818.00	141,303.00
Total 3050 Local Dues / CVTPA							141,303.00	141,303.00
Total 3000 All Other Funds							141,303.00	141,303.00
TOTAL							141,303.00	141,303.00