

## **Chariton Valley Planning and Development Council of Governments**

Meeting Minutes of February 17, 2011; 8:00 AM

Chariton Valley Planning & Development Office, Centerville, Iowa

Present: Dean Kaster, Larry Davis, Dennis Ryan, Bill Alley, Nichole Moore, Julie Pribyl (in at 8:55 am)

Guest: None

Absent: John Hamilton

### ***Approval of Agenda:***

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

The agenda was approved unanimously as presented.

### ***Approval of Minutes:***

Davis made motion to approve the January 20, 2011 minutes. Alley seconded. All in favor.

### ***Review of Financial Reporting:***

Current bank statement was presented with a balance of \$ 9,748.70. Moore went over the bills/payroll totaling the amount of \$ 7,133.23, with a Deposit in the amount of \$ 9,585.00. Ryan made motion to approve bills/payroll as presented, Alley seconded. All in favor.

No change in the Line of Credit.

There was discussion on the mortgage loan for the Teno property. Dean explained that Appanoose County had approved the purchase of the property. It was approved to have Larry Davis sign documents on behalf of CVPD instead of Dean Kaster. Kaster will be representing the County on the closing. Ryan made motion to authorize Davis, Alley seconded. All in favor.

### ***Summary of Meeting:***

Board talked about the options of building spaces. Moore explained different locations and ideas. It was decided that the board would prefer to find office space to rent at this time. Moore will continue to find office space and call board members with options.

Audit update was given by Moore. She explained that she and Julie have been working with the state auditor's office on our 3 year audit. They have been here for about a week and are finishing up with in office reviewing. There is going to be some additional work that Nichole will need to finish up on with Deb Fleagle and get up to the auditor's office. Once they have all this they will work on preparing the report. We are estimating another 2 to 3 weeks of work in office. The auditor had suggested that we need to implement a Capital Asset Policy for the organization. The board was given this policy for review. Ryan made motion to adopt the new policy. Davis seconded. All in favor. Additional policies to consider at a later date will be the Credit Card, Procurement, Related Party policies.

Moore did a quick review of projects in the office. She also explained that CVPD would be hosting the 1<sup>st</sup> of 3 Legislative Coffees with Representative Swaim and Senator Chelgren. They were set for February 19, March 19 and April 16.

Next meeting was set for Thursday, March 17, 2011 at 8:00 a.m.

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