

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

Meeting Minutes of November 9, 2011; at 12:30 PM

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

Absent: None

Guest: Roger Manser, Mayor of Chariton

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

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

The agenda was approved unanimously as presented.

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

Davis made motion to approve the minutes for October 12, 2011 with 1 correction to include Larry Davis as present to meeting. Hamilton seconded. All in favor.

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

Bank statement for October was presented with a balance of \$ 26,977.50. Hamilton made motion to accept the balance as presented on statement. Davis seconded. All in favor.

Bills/Payroll was presented for approval in the amount of \$ 10,480.32. Ryan made motion to approve bills/payroll as presented. Hamilton seconded. All in favor.

Deposits were presented in the amount of \$ 10,835.50. Ryan made motion to accept the deposits as presented. Hamilton seconded. All in favor.

Line of Credit(s): The current line of credit balances were presented:

Note ending with 0531 – balance shows \$ 119,347.64

Note ending with 1302 – balance shows \$ 355.86

It was explained that payments were made to the LOC. Alley made motion to accept LOC balances.

Ryan seconded. All in favor.

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

Projects/Updates:

Review of projects included; Monroe Co. HMGP plan has been approved and final payment and closeout is in processing. Appanoose & Lucas Co. HMGP draft has been submitted to the state for their review.

Wayne Co. HMGP working on draft plan with a February submittal for review.

Moore gave a housing rehabilitation update for Chariton and Russell. Seymour still waiting on state to approve the EA. Staff has been working on submitting 3 CDBG applications for sanitary sewer projects in Seymour, Moulton and Mystic. Also, working on housing rehab grant for Moravia and Stormsewer for Centerville and Seymour.

Transportation update included transit agencies not paying local match commitment and Moore requested board suggestions on what to do with the 10-15 Transit invoice. It was discussed and decided it would need to be sent with a cover letter to the City of Ottumwa, since they are the primary contract holder for transit. Davis made motion to send information over to the City of Ottumwa with request. Hamilton seconded. All in favor.

#### Other New Business:

Moore gave a brief update on the audit. She explained that there may be a need to put letter together explaining some questions regarding the previous director's salary. She would confirm with Dean and Larry if this is finally needed.

Employee Evaluations were reviewed. Closed session was requested. Hamilton made motion to go into closed session at 1:45 p.m. Alley seconded. All in favor. Both staff members Nichole Moore and Julie Pribyl left meeting at this time. Returned to open session at @ 2:45 p.m.

Kaster held discussion about salary adjustments for both Nichole Moore and Julie Pribyl. It was approved to show adjustment for Moore to \$37,000. Alley made motion to approve this salary. Hamilton seconded. All in favor. Effective starting at the first December pay period. Davis made motion to make adjustment for Pribyl at \$35,500. Seconded by Hamilton. All in favor. Effective starting at the first December pay period.

It was also discussed and approved the payment of 160 comp. hours for Nichole Moore effective the first pay period in December using the previous salary amount.

Board has also asked for a monthly report on leave account balances for all employees.

Next meeting was not set at this time. Will need to review calendars for December.

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