

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

Meeting Minutes of January 20, 2011; 8:00 AM

Chariton Valley Planning & Development Office, Centerville, Iowa

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

Guest: None

Absent: None

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

Hamilton 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 December 20, 2010 minutes. Ryan seconded. All in favor.

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

Current bank statement was presented with a balance of \$ 20,192.71. Moore went over the bills/payroll totaling the amount of \$ 13,322.54. Davis made motion to approve bills/payroll as presented, Hamilton 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 a public hearing in Appanoose County had been set for February 7, 2011 at 9:00 am for the purchase of said property by the county.

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

Board talked about the options of current building lease with Tracy Daugherty. It was decided to make a purchase offer of \$25,000 for property listed at 205 North 13<sup>th</sup> Street, Centerville, Iowa. A response date was given for Thursday, January 27, 2011 for acceptance or counter offer. Other buildings space was discussed as well. Moore explained that the 18-80 building on the Westside of the square was for sale. She would talk with Mike O'Connor about the specifics. If they could look at the space, then contact the board to discuss options on that building as well.

Board reviewed the letter from Attorney Shannon Woods regarding her acceptance of being our legal counsel. Davis made motion to approve Woods as legal counsel for CVPD, Alley seconded. All in favor. Moore will send letter out notifying of the approval.

Moore presented letter from Attorney Joni Keith regarding her resignation and wishing the best of luck to Moore and the board in turning things around with the agency.

Audit and Project updates were given by Moore. State Auditor's office notified Moore of a start date of February 7, 2011.

***New Business:***

Moore reviewed the need for a board manual. This would be a good resource guide for new members and general overview of the agency. She would like to have something to give out at the February meeting if possible. Moore also explained that we need to review and approve the Employee Handbook at next meeting. There was also discussion about finding possible sites in each county to have CVPD staff work at 1 day a month. This would be considered a field office to assist in the outreach in those communities. Moore & Pribyl will work on securing sites and dates in the future.

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

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