

# CHARLES CITY AREA DEVELOPMENT CORPORATION

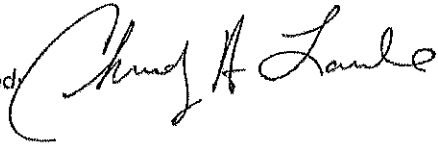
Minutes 25 January 2023 Hybrid Meeting Zoom and In Person Room 106, Charles City NIACC Center

Attendance: Andrews, Bahe, Baldwin, Elthon, E. Garden, George, Heitz, Kuhn, Kyle, Melliere, O'Connell, Pitkin, P. Rottinghaus, Staudt. Also: John Olson, Kronlage & Olson, PC; Bob Steenson, Charles City Press; Steve Diers, City of Charles City; Floyd County Supervisor Dennis Kiefer; George Cummins; Troy Jaeger; Clifford Kelly; Kathy Carter; Randy Sonne; Timothy Whipple, Ahlers & Cooney PC; Kylie Lay, SCS; Shawn Blevins, SCS; Cody Parker, SCS; Richard Dove, SCS. Staff: B. Diers, Fox, Laube.

1. Call to Order, Vice President Melliere: Meeting was called to order at 8:00 a.m.
2. Seating of At-Large Members in Accordance with Article VII F of the Bylaws of the Charles City Area Development Corporation: Heitz/Andrews M/S [Approved]
3. Election of Officers CY 2023: The following slate of officers was presented: Litterer, President; Melliere, Vice-President; Heitz, Secretary; George, Treasurer; Herbrechtsmeyer, Past President E. Garden/Kyle M/S [Approved]
4. Consideration of Minutes 30 November 2022: Kyle motion to approve/E. Garden second [Approved]
5. Consideration of Financial Report 16 November 2022 – 15 January 2023: Kyle motion to approve/George second [Approved] Note was made of Home Base Iowa mortgage pay-off on 1009 Freeman St. George motion to file Release of Mortgage/Elthon second [Approved]
6. 901 North Main Street, Charles City Iowa: Diers reported that things are moving along and that per MidAmerican Energy there should be a light for the crosswalk soon.
7. Charles City Area Development Corporation Strategic Plan 2023-2028/2024-2029: Fox indicated that he had been in contact with UNI's Institute for Decision Making and that a copy of the proposal has been provided to Board members. Process will begin in May. Cost will be \$ 4,692.00. E. Garden suggested involving our AEDO certification partners in this process. Heitz motioned to proceed with the Strategic Plan process. Kyle second. [Approved]
8. Conflict of Interest Forms: Laube distributed Conflict of Interest forms to Board members present and asked that they be signed and returned. Board members not in attendance will be emailed the form. This is an annual requirement.
9. Action Authorizing Officers as Official Signers of the Charles City Area Development Corporation: The following slate of elected officers are authorized as signers for any and all bank and financial accounts for the Charles City Area Development Corporation: Ronald Litterer, President; Scott Melliere, Vice-President; Randy Heitz, Secretary; Sarah George, Treasurer; Kurt Herbrechtsmeyer, Past President. E. Garden moved to authorize officers as signers/Kuhn second. [Approved]
10. Action Authorizing Christy A. Laube Access to Information upon Bank Accounts, CD's, and all Financial Instruments of the Charles City Area Development Corporation, Including Physical Access to Safety Deposit Boxes: As Project Facilitator, Christy A. Laube is authorized to have direct access to information re: bank accounts, CD's and all financial instruments of the CCADC as well as having physical access to safety deposit boxes. E. Garden moved to give Laube such authorization/ Kyle second. [Approved]
11. Charles City Area Development Corporation Code of Ethics [2011 Edition]: Corporate Ethics Policy: Fox indicated that he is territorial about this policy and admonished Board members to keep private confidential information confidential. He further indicated that this is only the 2<sup>nd</sup> time in 24 years that this policy has been violated.
12. Motion to Take from Table Item of 30 November 2022: Summit Carbon Solutions Sequestration Pipeline: Elthon motioned to take this item from table/O'Connell second. [Approved] After Summit Carbon Solutions Sequestration Pipeline was taken from the table, Board members and meeting attendees discussed various items such as safety concerns, economic benefits and challenges, Summit potential property tax input, effect on future site recertification etc. No action was taken.

13. Housing Commission Update: Andrews reported that to more efficiently move forward, the Commission has been broken down into 5 subcommittees.
14. The Trenchantly Mordant Ask Any Question! Feature: No questions were asked.
15. Other/New Business: Laube reported that she and E. Garden had met to go over the over-all branding strategy and that there would start to be more activity on the CCADC Facebook page. A request is in to the website support people to add a link to access Board meeting agendas and minutes.
16. February 2023 Meeting Particulars: The February meeting will be Wednesday 22 February 2023 at 8:00 AM. (Hybrid in-person at Charles City NIACC Center with Zoom option.) Fox indicated that in the event there are no actionable items, the meeting will be cancelled. In that event, the next regular Board meeting would be 8:00 22 March 2023 at 8:00 AM.
17. Adjournment: 8:55 AM Kyle/E. Garden M/S [MC]

Respectfully submitted,



Christy A. Laube, Project Facilitator