

# **AGENDA**

**Wednesday, December 12, 2018**

**Nodaway County Administration Building  
403 North Market Street  
Maryville, MO 64468**

**6:00pm - Dinner**

**7:00pm – Regional Development Corporation Board Meeting**

**7:15pm – Regional Council Executive Board Meeting**

**Posted December 5, 2018**

- I. Call to Order
- II. Roll Call
- III. Approve Agenda
- IV. Approve June 28, 2018 and September 27, 2018 (Annual Dinner) Minutes
- V. Approval of Treasurer’s Report/Pay Bills (June 1, 2018 to November 30, 2018)
- VI. OLD BUSINESS
  - a. Discussion of Building – East Wall – Randy Holtman
- VII. NEW BUSINESS
  - a. Roof Inspection 2018
  - b. Filed IRS 990-N Postcard
  - c. Approve New Check Signers (Agenda Action Item #1)
  - d. Interim Director’s Report
- VIII. ADJOURN

\*\*\* If you require any accommodations (i.e. qualified interpreter, large print, hearing assistance) in order to attend this meeting, please notify this office at (660) 582-5121 no later than 48 hours prior to the commencement of the meeting.

**Regional Development Corporation Board Meeting  
December 12, 2018 6:45 p.m.**

**Nodaway County Administration Building Conference Room, Maryville, MO**

**MINUTES**

**I. Call to Order**

Chairman Gary Carlson called the meeting to order at 6:45pm at the Nodaway County Administration Building Conference Room, Maryville, MO. Dinner was served.

**II. Roll Call**

There were seven board members present, constituting a quorum.

**III. Approve Agenda**

Bob Stiens motioned to approve the agenda, seconded by Regan Nonneman. Motion passed (7 ayes; 0 nays).

**IV. Approve June 28, 2018 and September 27, 2018 (Annual Dinner) Minutes**

The June 28, 2018 and September 27, 2018 (Annual Dinner) minutes were previously emailed to the members and made available at the meeting. With no additions or corrections, Brock Pfof motioned to approve June 28, 2018 and September 27, 2018 (Annual Dinner) minutes, seconded by Mark Sitherwood. Motion passed (7 ayes; 0 nays).

**V. Approve Treasurer's Report/Pay Bills (June 1, 2018 to November 30, 2018)**

Alice Schieffer reviewed the treasurer's report from June 1, 2018 to November 30, 2018. The checking account balance as of November 20, 2018 is \$29,450.15. No bills to pay. Regan Nonneman made a motion to approve the treasurer's report as presented, seconded by Lorie Carlson. Motion passed (7 ayes; 0 nays).

**VI. Old Business**

**Discussion of Building – East Wall – Randy Holtman**

Alice Schieffer led the discussion of the building's east wall. Randy Holtman had looked at the building due to leaks forming around the windows in several offices' downstairs. Holtman suggested that repairs should be made every year due to the leaks.

**VII. New Business**

**Roof Inspection 2018**

JR & Co. completed the 2018 Roof Inspection. The report suggested immediate repairs be made for patchwork installation on upper section. According to the report, the stucco on the building is coming off and needs to be sealed. The inspection found several locations of deteriorated sealant and cracking along the wall to the attached building. The inspection stated that expansion, contracting and settling of the building can cause cracking along the wall. While on site, a leak was reported on the window on the lower floor; the leaks were found to be caused by improperly sealed walls. The inspector's estimated cost for maintenance repairs is \$700.00. Brock Pfof motioned for the Development Corporation to

pay the estimated \$700.00 in maintenance repairs, seconded by Bob Stiens. Motion Passed (7 ayes; 0 nays).

Each year, the Corporation pays \$250.00 for an annual inspection, but the inspector suggested the Corporation to move forward with paying \$750.00 each year to cover an annual inspection, repairs, and pictures. Bob Stiens motioned for the Development Corporation to continue paying the \$250 annual inspection. Motion Passed (7 ayes; 0 nays).

**File IRS 990-N Postcard**

Alice Schieffer received the IRS 990-N Postcard which was completed. The IRS 990-N Postcard was filed in September 2018.

**Approve New Check Signers (Agenda Action Item #1)**

The Regional Development Corporation (RDC) requires two authorized signatures on all checks written on the RDC account. The Development Corporation currently authorizes the following persons as check signers: Todd Spencer, Bob Stiens, and Gary Carlson. Todd Spencer needs to be removed, and Jerri Dearmont and Jack Baldwin need to be added. The new check signers will be Jerri Dearmont, Gary Carlson, Jack Baldwin and Bob Stiens. Lorie Carlson motioned to remove Todd Spencer from the account and approve Jerri Dearmont, Gary Carlson, Jack Baldwin, and Bob Stiens as the check signers. Mark Sitherwood seconded. Motion Passed (7 ayes; 0 nays).

**Interim Director's Report**

None

**VIII. Adjourn**

Ted Findley motioned to adjourn the meeting at 7:15pm, seconded by Regan Nonneman. Meeting adjourned (7 ayes; 0 nays).

**Members Present**

Bob Stiens  
Ted Findley  
Gary Carlson  
Mark Sitherwood  
Lorie Carlson  
Regan Nonneman  
Brock Pfost

**Staff Present**

Steve Houts  
Kim Mildward  
Cassie Hasekamp  
Rita Wallinga  
Amy Dowis  
Jerri Dearmont  
Alice Schieffer

**Members Absent**

Adam Stanton  
Curtis Livengood  
Duane Nauman  
Jack Baldwin  
Mike Farmer  
Ben Abplanalp  
Gene Auten  
Monica Bailey  
Ken Jones  
Josh McKim

**Guest**

Tyler Paxson

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Gary Carlson, Chairman

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Bob Stiens, Secretary