

**Cedar County Economic Development Commission**  
**February 18, 2014**  
**5:30 PM**  
**Meeting Minutes**

**Roll Call**

**Board Members Present:** Pam Spear (Board Chair-Tipton), Jon Bell (Cedar County Board of Supervisors), Betty Ellerhoff (Cedar County Board of Supervisors), Orville Randolph (Bennett), Pat Hasenbank (Clarence), Doug Beland (Durant), Joe Wenndt (Lowden), and Adam Sandberg (Mechanicsville)

**Staff Present:** Shelise Parsley (Director) and Lisa Decker (Office Manager/Marketing Assistant)

**Guests:** Leanne Zearley (Alternate-Tipton), and Sue Hall (Reporter-Tipton Conservative)

Chair Pam Spear called the meeting to order at 5:35 PM.

**Agenda Additions/Agenda Approval**

- Doug Beland made a motion to approve the Agenda and Orville Randolph seconded. Motion carried.

**Communications**

- None

**Consent Agenda**

- The Board reviewed the minutes and financial reports from December 2013 and January 2014. Doug Beland made a motion to approve the minutes and financials. Orville Randolph seconded. Motion carried.

**Unfinished/Old Business**

- The Executive Director presented three quotes on the cost of QuickBooks. Office Max is \$399, Latta Harris is \$280, and Amazon is \$249. It was proposed by the Executive Director to purchase from Latta Harris since they are a local company. Pam Spear asked if the purchase required a motion. Since the money is in the budget, no motion is required. It was asked whether we will get free upgrades. Adam Sandberg said cost can be up to \$400 for annual updates, but there is a company called Sage50 that has had good reviews. Pam Spear tabled the purchase approval until research can be done on the cost of upgrades, and the cost of comparable software. Doug Beland asked how QuickBooks would be used. The Executive Director responded it will be used for bookkeeping, reporting, and it would be good to be able to use it for payroll, instead of outsourcing it.

**New Business**

- Brian Perry was unable to present his Board training due to bad weather. Pam Spear suggested not trying to reschedule the Board training for March, but using the meeting time to review the 2014-2015 budget.
- The Director suggested having the meetings rotate in each city and having business owner's host. Members of the Board thought this was a good idea. Also, some Board members cannot make it on Tuesday nights, and it was asked whether to find an alternate night for meetings. After some discussion, it was decided to keep the meetings on the second Tuesday and start at 5:30.
- The Director and Pam Spear proposed a revision of the 2013-2014 budget. There were no changes to the final budgeted amount. Betty Ellerhoff said no amendment was needed since there was no change to final budget totals. The Board reviewed the proposed revisions. Betty Ellerhoff made a motion to approve the revised budget and Joe Wenndt seconded. All approved.
- Pam Spear said the Executive Director will be spending time on the budget and will have actuals vs. budget numbers for the March meeting.

- The Executive Director would like to purchase Microsoft Publisher. This program is used to create invoices, newsletters, and flyers. The program can be purchased for approximately \$120. The office currently has Microsoft Office Suite 2010, which was installed by F&B, but Publisher is not on it. Doug Beland thought this is available to University of Iowa employees for \$10.00 but does not know if it could be purchased for that price for CCEDCO use. The Executive Director asked to allow a spending limit of \$130 to purchase Publisher. Doug Beland made the motion to allow the purchase and Pat Hasenbank seconded. All approved.
- The next Board meeting will be Tuesday, March 11<sup>th</sup>, 2014. Pat Hasenbank will look into the possibility of Clarence hosting the March meeting.

### Announcements

- There were no announcements.

### Reports

#### Executive Director

- Pam Spear asked if there were any questions on the Executive Director's report. She commented it was a good report and she always learns something.
- Executive Director reported there was a good article for "Skilled IA Workforce" in the paper.
- A Trees Forever meeting will be held in Stanwood on Thursday, February 20<sup>th</sup> at 6:00 p.m. for a Community Visioning Transportation Enhancement Program.
- There is a TIF meeting at the Durant Community Center on Wednesday, February 26<sup>th</sup> at 5:00 p.m. Attorney John Danos will be the speaker.
- Tyler Carter from the State Auditor's Office will be doing the annual audit from Monday, February 24<sup>th</sup> through Thursday, February 26<sup>th</sup>. The State has done the audit for at least five years and the cost is about \$2,900. The Executive Director would like to find another firm to do the audit for a lesser fee. Jon Bell said it might be a problem to find someone to do an audit for a Non-Profit. Betty Ellerhoff thought it would be worth checking into having the same auditor that does the County to possibly do CCEDCO, but they should be contacted soon as they set up their schedule in advance. Jon Bell suggested other similar organizations be contacted to see how they conduct their audits.

#### Office Manager/Marketing Assistant

- The Office Manager is still familiarizing herself with the office, policies and practices, and the website. Updating the contact log and business listing is an ongoing effort. She attended QuickBooks training in December and will be completing LOIS training in March. Future projects are developing a newsletter, more informative links to businesses on the website, and improvements to the website.

#### City Reports

- **Cedar County** is working on budgets Betty Ellerhoff reported. It has been a difficult winter for the Road Dept. budget. They will be spending about \$364,000 for dispatch computers and software in their law enforcement vehicles. The Assistant County Attorney left her position and a temporary Assistant from Muscatine is filling in. The Public Health Department is looking into options for purchasing new software for safety and security reasons concerning personal information and medications. They hope to purchase it before July 1<sup>st</sup>.  
Jon Bell added they will be hiring a Clerk for the Auditor's office and a Security Officer for the Court House. The Auditor has hired a new employee. There is a new Korean War book available to Veterans or Veteran's families at no charge by contacting the county veteran's affairs office. The Hwy 30 by-pass project by Lisbon has been met with some resistance from Lisbon residents. The Cedar

County Board of Supervisors sent a letter to the Iowa Department of Transportation supporting the current plans.

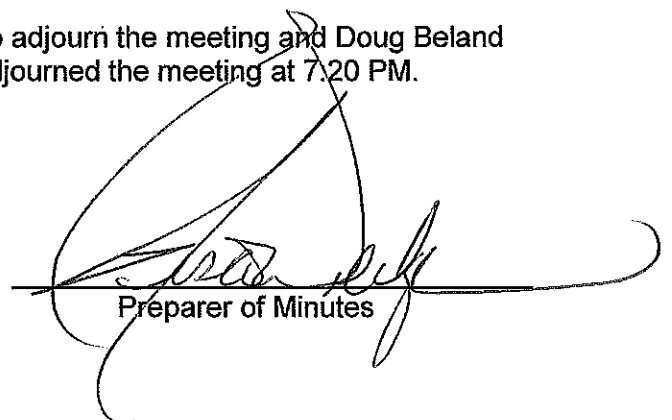
**Tipton** is looking into a K9 unit for the County. They are also in the process of hiring a full-time Ambulance Director. The new Non-Profit Heartland Sports Complex is hoping to open in March. The Hardacre Theater was purchased through donations completing their first phase in their plans for the building. Cedar Poly is expanding. The Industrial Park has another prospect. In addition, the purchase of a sign for the property is being explored for the east side of the property.

- **Bennett** will have the final hearing on their budget in March. The first phase of the new sewer project is completed. The next step will be upgrading their lift station. The fire station project to date has raised \$100,000 through letter drives and fundraisers for a new fire station. The total cost of the project is \$300,000 to \$400,000. Upcoming fundraising projects are Cabin Fever Day, Duck Race, and Alumni Basketball game. Land and labor has generously been donated by local business towards the project. The EMS service is trying to get funding. The current ambulance budget is \$15,000. They struggle with manpower, but the service is wanted and needed in the community.
- **Mechanicsville** is working on developing a sports complex on the north side of town. They have raised over \$100,000 towards the project. Public bids will be accepted for a city owned concession stand.
- **Durant** has an ongoing sewer treatment project. They will soon have final plans to look at. A TIF meeting is scheduled for Wednesday, February 26<sup>th</sup> at 5:30 at the Community Center. Attorney John Danos will be the speaker. They are also in the process of hiring police protection.
- **Clarence** has been having water main issues due to the weather. They are also currently working on budgets. The North Cedar School Board is considering moving the high school students to Clarence. They would use the Stanwood facility for offices. This is a big concern for members of the community. A vote is scheduled for March 10<sup>th</sup>.
- **Lowden** reported there is currently no residential lots available for building. A new housing addition is being developed extending 5<sup>th</sup> Street Place to the east. There is only two empty commercial buildings downtown, and Lowden Economic Development Corporation is working on getting them occupied.
- **West Branch** reported Casey's hopes to break ground in the spring for their new building. Construction has started on the new Altorfer Implement. The Hoover House building is still vacant.

### Adjourn

- With no other business to discuss, Jon Bell moved to adjourn the meeting and Doug Beland seconded. The motion carried. Chair Pam Spear adjourned the meeting at 7:20 PM.

  
Board Chair

  
Preparer of Minutes