



*Cedar County Extension Office*  
107 Cedar Street, Tipton, IA 52772

Tuesday, May 20, 2014  
5:30 PM

### AGENDA

1. **Call to Order – 5:30 PM**
2. **Roll Call**
3. **Agenda Additions/Agenda Approval**
4. **Communications**
  - a. Board Boot Camp with Brian Perry of ISU
  - b. Unscheduled
5. **Consent Agenda (1 motion to approve all \* items)**
  - a. \*Approve Minutes
  - b. \*Approve Financial Reports
6. **Unfinished/Old Business**
  - a. Other
7. **New Business discussion and possible action on**
  - a. Year End July 30, 2013 Audit
  - b. CCEDCO booth at Cedar County Fair July 9-July 13
    - i. Advertising/promotional items
    - ii. Business promotional items
    - iii. QuickBooks
8. **Announcements**
  - a. Next Board meeting date – June 10
  - b. Other
9. **Reports**
  - a. **Office Manager/ Marketing Assistant**
    - i. Updating website pages
    - ii. Webinars
    - iii. Volunteered at Tipton High School/Mock Interviews
  - b. **City Reports**
    - i. Other

### **Adjourn**

Please report CCEDCO Board meeting information to your councils, thank you.

# **Cedar County Economic Development Commission**

**April 8, 2014**

**5:30 PM**

## **Meeting Minutes**

### **Roll Call**

**Board Members Present:** Pam Spear (Board Chair-Tipton), Greg Wagner (Vice Chair-Stanwood), Jon Bell (Cedar County Board of Supervisors), Betty Ellerhoff (Cedar County Board of Supervisors), Wayne Deerberg (Cedar County Board of Supervisors), Pat Hasenbank (Clarence), Doug Beland (Durant), Joe Wenndt (Lowden), Mark Worrell (West Branch)

**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 5:30 p.m.

### **Agenda Additions/Agenda Approval**

- Joe Wenndt made a motion to approve the Agenda and Doug Beland seconded. Motion carried.

### **Communications**

- None

### **Consent Agenda**

The Board reviewed the March minutes and financial reports. A motion was made by Greg Wagner, seconded by Betty Ellerhoff to approve minutes and financials. Motion carried.

### **Unfinished/Old Business**

- The FY2014 Budget proposal was presented for approval. The Executive Director requested putting in a 3% raise in the budget for the Office Manager. Doug Beland made a motion to approve the budget and Jon Bell seconded. Motion carried.
- Chair Pam Spear stated the Office Manager's one-year anniversary would be in November. Does the Board want to do a COLA in July and then a merit increase in November? Mark Worrell said if she just had a review, now is the time for a merit increase. The Executive Director stated \$1,500 would cover COLA and a merit increase. Pat Hasenbank made a motion for a 3% COLA effective July 1 for the Office Manager. Mark Worrell seconded.
- The Executive Director ordered QuickBooks through Jim Reeve at Latta Harris. He stated CCEDCO probably did not need the Non-Profit edition, so there would be a cost savings of \$50-\$100.

### **New Business**

- Mechanicsville has applied for the Alliant Energy Branching Out Program, which is a community grant program to plant trees and improve energy efficiency. All the cities are encouraged to apply for it. Industrial Parks are no longer eligible for this program.

### **Announcements**

- The next Board meeting is Tuesday, May 20. Brian Perry from Iowa State University will have a Board Boot Camp. The Office Manager will send an e-mail with a link to the non-profit guide used for the training. There will also be a printed version at the meeting. It will take approximately 1-1 ½ hours; pizza and pop will be provided.

## **Reports**

### **Executive Director**

- Adam Sandberg has generously volunteered to help CCEDCO make changes on their website to get more traffic. There will be more tabs developed and the News & Info tab will be back on the home page.
- Worked together with TEDCO and the City of Tipton on a potential new business in Tipton. A site selector and business incentives packet was put together.

### **Office Manager/Marketing Assistant**

- Working on a CCEDCO Newsletter and is planning to have a sample by May meeting.
- Attended Marketing Workshop at the Cedar Rapids Library on March 31.

### **City Reports**

- Durant and Stanwood are doing spring maintenance.
- Durant is developing a punch card/shop local campaign.
- Tipton reported the Masonic Cemetery received a \$10,000 donation for improvements, possibly trees and a kiosk. The cemetery is currently being mapped. The County now has new election equipment. The Courthouse has hired a Bailiff/Security Guard. A new Assistant County Attorney was also hired.
- Lowden is working on a new business listing. They will be updating their website as it has been receiving a lot of traffic. The housing addition to 5<sup>th</sup> street place is moving forward. The Iowa DOT has finalized the purchase of two properties along Hwy 30 and Washington Avenue that were flooded last summer. They hope to have the properties torn down by September.
- Sue Hall mentioned the Executive Director had a nice report. She was happy to read in the report that the Creative Corridor will be using Cedar County in their advertising. The Executive Director commented she provided Creative Corridor with a few unique Cedar County businesses for them to possibly spotlight. She also commented that Cedar County would have a voice in future commercials.
- West Branch has recently approved seven building permits. Casey's and Altorfer are optimistic on the completion schedule of their new buildings. Eighteen acres was purchased for a new recreation center. West Branch is very happy to be back with CCEDCO.
- Clarence reminded everyone of their new restaurant, Victory Lanes, and encourages everybody to stop by.

### **Adjourn**

- With no further business, a motion was made by Jon Bell and seconded by Greg Wagner to adjourn at 6:28 PM.

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Board Chair

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Preparer of Minutes

Checking Account Summary for April 2014

Checking Account Balance as of April 1, 2014 \$ 3,296.46

**Income/Deposits**

<u>Date</u>			<u>Description of Transaction</u>	<u>Amount</u>
04/01/14	Deposit		From Interest Bearing	\$ 2,000.00
04/02/14	Transfer In		From Marketing/F&B Web Hosting-April	\$ 16.95
04/03/14	Deposit		Schroeder Restitution	\$ 55.00
04/14/14	Transfer In		From Interest Bearing	\$ 2,000.00
04/28/14	Transfer In		From Interest Bearing	\$ 15,000.00
<b>Total Deposits</b>				<b>\$ 19,071.95</b>

**Expenses**

03/07/14	1522	Workplace Learning	Annual Contribution	\$ 925.00
03/21/14	1528	IPERS	Decker - March	\$ 234.36
04/01/14	1529	Tipton Conservative	March legal	\$ 15.26
04/01/14	1530	Lisa Decker	Salary 03/17-03/28	\$ 608.39
04/02/14	1531	F&B Communications	Web Hosting - April	\$ 16.95
04/08/14	1532	Grinnell Mutual	Quarterly Insurance Premium	\$ 228.75
04/08/14	1533	Visa	Clerk's Lunch/Schneid's - \$22.37 Publisher - \$109.99 Office Max-Ink \$106.96; Copy paper \$97.98	\$ 337.30
04/08/14	1534	Lisa Decker	Mileage - 03/31 (Cedar Rapids Library, Eastern Iowa Tourism Meeting) 04/02 - (Coralville Library - Workplace Learning Connection Literacy Fair)	\$ 68.22
04/08/14	1535	VOID	Check written for incorrect amount	\$ -
04/08/14	1536	Shelise Parsley	Mileage 01/23-04/03	\$ 164.25
04/10/14	1537	EITA	Membership meeting - Walcott 05/07	\$ 20.00
04/15/14	Auto w/d	IRS	Decker - Fed w/h March	\$ 334.93
04/17/14	1538	Lisa Decker	Salary 03/31-04/11	\$ 608.39
04/17/14	1539	Windstream	April Phone & DSL	\$ 183.22
<b>Total Expenses</b>				<b>\$ 3,745.02</b>

Checking Account Balance as of April 30, 2014 \$ 18,623.39

**Outstanding Checks**

04/28/14	1540	Iowa State University	Quarterly payment - Parsley Salary - \$10,359.48 Benefits - \$3,403.58	\$ 13,763.06
04/28/14	Auto w/d	Treasurer State of IA	Decker - quarterly state w/h	\$ 150.00
04/28/14	1541	IPERS	Decker - April	\$ 234.36
<b>Total Outstanding Checks</b>				<b>\$ 14,147.42</b>

**CCEDCO**  
**Third Quarter Marketing Fund Summary**  
 January 2014 - April 2014

<b>Marketing Fund balance as of January 1, 2014</b>		<b>\$ 4,167.36</b>
 <b>Income / Deposits</b>		
<u>Date</u>	<b>Description of Transaction</b>	<b>Amount</b>
 <b>TOTAL DEPOSITS</b>		
 <b>Expenses</b>		
<u>Date</u>		
01/23/2014	Transfer to Checking F&B Web hosting - January	\$ 16.95
02/18/2014	Transfer to Checking F&B Web hosting - February \$16.95; cedarcountry.org domain renewal \$59.98	\$ 76.93
03/28/2014	Transfer to Checking F&B Web hosting - March	\$ 16.95
04/02/2014	Transfer to Checking F&B Web hosting - April	\$ 16.95
<b>TOTAL EXPENSES</b>		<b>\$ 127.78</b>
 <b>Marketing Fund Balance as of April 30, 2014</b>		 <b>\$ 4,039.58</b>

# CCEDCO

Interest Bearing Account  
July 2, 2013 to April 30, 2014

2013-2014

<u>Date</u>	<u>Description</u>	<u>Transfer Out</u>	<u>Transfer In</u>	<u>Balance</u>
<b>Beginning Balance 2013-2014 Fiscal Year</b>				<b>\$ 115,647.62</b>
07/01/2013	Transfer to checking	\$ (1,000.00)		\$ 114,647.62
07/03/2013	Transfer to checking	\$ (3,000.00)		\$ 111,647.62
07/31/2013	Interest		\$ 47.49	\$ 111,695.11
08/06/2013	Board Dues (All)		\$ 80,000.00	\$ 191,695.11
08/19/2013	Transfer to checking	\$ (2,000.00)		\$ 189,695.11
08/31/2013	Interest		\$ 75.57	\$ 189,770.68
09/19/2013	Transfer to checking	\$ (2,000.00)		\$ 187,770.68
09/30/2013	Accrued Interest		\$ 77.66	\$ 187,848.34
10/07/2013	Transfer to checking	\$ (2,000.00)		\$ 185,848.34
10/21/2013	Transfer to checking	\$ (12,000.00)		\$ 173,848.34
10/31/2013	Interest		\$ 77.28	\$ 173,925.62
11/25/2013	Transfer to checking	\$ (1,000.00)		\$ 172,925.62
11/30/2013	Interest		71.39	\$ 172,997.01
12/26/2013	Transfer to checking	\$ (2,000.00)		\$ 170,997.01
12/31/2013	Interest		\$ 73.03	\$ 171,070.04
01/13/2014	Transfer to checking	\$ (2,000.00)		\$ 169,070.04
01/30/2014	Transfer to checking	\$ (3,000.00)		\$ 166,070.04
01/31/2014	Interest		\$ 72.04	\$ 166,142.08
02/28/2014	Interest		\$ 63.73	\$ 166,205.81
03/07/2014	Transfer to checking	\$ (2,000.00)		\$ 164,205.81
03/31/2014	Interest		\$ 69.90	\$ 164,275.71
04/01/2014	Transfer to checking	\$ (2,000.00)		\$ 162,275.71
04/14/2014	Transfer to checking	\$ (2,000.00)		\$ 160,275.71
04/28/2014	Transfer to checking	\$ (15,000.00)		\$ 145,275.71
04/30/2014	Interest		\$ 65.61	\$ 145,341.32
<b>Current Balance as of April 30,2014</b>				<b>\$ 145,341.32</b>

# CCEDCO

## Financial Summary for April 2014

### CURRENT ASSETS

#### Checking

Liberty Trust Checking Account	\$	18,623.39
Liberty Trust Marketing Account	\$	4,039.58

#### CD/Money Market

Liberty Trust, Interest Bearing Account	\$	145,341.32
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**TOTAL CURRENT ASSETS** \$ 168,004.29

### NON-CURRENT ASSETS

#### Loans

##### Clarence Development (Original Loan 2/26/92 \$20,000.00)

0% Interest	\$	20,000.00		
2001 1st payment	\$	1,000.00	\$ 19,000.00	
Jul-02	\$	1,000.00	\$ 18,000.00	
Aug-03	\$	1,000.00	\$ 17,000.00	
Oct-04	\$	1,250.00	\$ 15,750.00	
Nov-05	\$	1,250.00	\$ 14,500.00	\$ 4,500.00
Jul-06	\$	1,250.00	\$ 13,250.00	
Aug-07	\$	1,250.00	\$ 12,000.00	
Jul-08	\$	1,250.00	\$ 10,750.00	
Jul-09	\$	1,250.00	\$ 9,500.00	
Jul-10	\$	1,250.00	\$ 8,250.00	
Jul-11	\$	1,250.00	\$ 7,000.00	
Jun-12	\$	1,250.00	\$ 5,750.00	
Jun-13	\$	1,250.00	\$ 4,500.00	

##### Clarence Development (Original Loan 7/01/93 \$15,000.00)

0% Interest	\$	15,000.00		
Jul-02 1st payment	\$	1,000.00	\$ 14,000.00	
Aug-03	\$	1,000.00	\$ 13,000.00	
Oct-04	\$	1,000.00	\$ 12,000.00	
Nov-05	\$	1,000.00	\$ 11,000.00	
Jul-06	\$	1,000.00	\$ 10,000.00	\$ 3,000.00
Aug-07	\$	1,000.00	\$ 9,000.00	
Jul-08	\$	1,000.00	\$ 8,000.00	
Jul-09	\$	1,000.00	\$ 7,000.00	
Jul-10	\$	1,000.00	\$ 6,000.00	
Jul-11	\$	1,000.00	\$ 5,000.00	
Jun-12	\$	1,000.00	\$ 4,000.00	
Jun-13	\$	1,000.00	\$ 3,000.00	

**TOTAL NON-CURRENT ASSETS** \$ 7,500.00

**TOTAL ASSETS** \$ 175,504.29