



## **AGENDA**

**Tuesday, August 12, 2014 - 5:30 PM  
Cedar County Extension Office**

- 1. Call to Order – 5:30 PM**
- 2. Roll Call**
- 3. Agenda Additions/Agenda Approval**
- 4. Communications**
- 5. Consent Agenda (1 motion to approve all \* items)**
  - a. \*Approve Minutes
  - b. \*Approve Financial Reports
- 6. Unfinished/Old Business**
  - a. Executive Director position
- 7. New Business discussion and possible action on**
  - a. Other
- 8. Announcements**
  - a. Next Board meeting date –September 9
  - b. Other
- 9. Reports**
  - a. **Office Manager/ Marketing Assistant**
    - i. QuickBooks
    - ii. Fair
    - iii. Clerk's Lunch
- 10. City Reports**

**Adjourn**

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

## **Cedar County Economic Development Commission**

**July 8, 2014**

**5:30 PM – Cedar County Courthouse  
Meeting Minutes**

### **Roll Call**

**Board Members Present:** Pam Spear (Board Chair-Tipton), Greg Wagner (Vice Chair-Stanwood), Wayne Deerberg (Cedar County Board of Supervisors), Charlene Myers (Bennett Representative), Doug Beland (Durant), Joe Wenndt (Lowden Representative)

**Staff Present:** Lisa Decker (Office Manager/Marketing Assistant)

**Guests:** Sue Hall (Reporter-Tipton Conservative), Annette Shipley (Regional Director, ISU Extension and Outreach), Grant Elliott (Iowa Works)

Chair Pam Spear called the meeting to order at 5:30 PM.

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

- Wayne Deerberg made a motion to approve the Agenda, seconded by Joe Wenndt. Motion carried.

### **Communications**

- Grant Elliott, Iowa Works Cedar County Representative, gave a presentation on their company, Iowa Works, and the services they offer. Iowa Works, which is a State Agency, is in partnership with Iowa Workforce Development. They are a free one-stop resource for Iowa businesses to find workforce information, solutions, and provide free advertising for job listings.

He reported 50% of jobs in Cedar County are skilled trade jobs, but only 33% of prospective employees have the skills to fill these jobs. Iowa Works is in a partnership with Kirkwood Community College to provide training programs to help people get the required skills needed to fill jobs in Cedar County. Iowa Works helps identify what skills people have and make them more marketable. Iowa Works provide an assessment test, created by ACT, which includes Math, Reading, and Locating. The results of this test will give job seekers a snapshot of their skills. Employers can use the results of these tests to help take the guesswork out of the hiring process. This is a free testing service provided by Iowa Works. The goal of employers and potential employees participating in this process is to help Cedar County become a Skilled Iowa Community. He is looking for local businesses to show their support, which will help market the community and workforce.

- Annette Shipley, Regional Director for Iowa State University Extension and Outreach was present to tell the Board she is available to assist communicating with ISU regarding the hiring process for the Executive Director. She stated the hiring criteria are a lengthy process and she is available to help facilitate any concerns or questions the Board may have.

### **Consent Agenda**

- The June minutes and financial reports were presented. A motion was made by Joe Wenndt, seconded by Greg Wagner to approve. Motion carried.

### **Unfinished/Old Business**

- An update was given on the status of the hiring process for the new Executive Director. Chair Pam Spear said ISU had advertised the opening; closing for the posting would be July 11. The process for hiring will include screening and scoring with a matrix system, which is a lengthy process. Joe Wenndt asked if every Board member sits in on the process. Chair Pam Spear said the Board is welcome to sit in on the process, but last time ISU asked for a committee of three Board members, which were Greg Wagner, Jon Bell, and Pam Spear. The Board will have the final say and approval.

- The Office Manager reported on liability insurance for Board members, and what the cost would be if CCEDCO would become a 501(c)3. She called the CCEDCO insurance provider and they said they did not see any need or benefit to have additional insurance, as members should be covered under the existing insurance policy. It was discussed whether insurance only covers elected members of the cities who are on CCEDCO Board. Annette Shipley asked if anybody knew of an attorney who would be willing to volunteer to be on the Board to help answer these types of questions. Chair Pam Spear asked if having an attorney on the Board would affect the By-Laws. Doug Beland responded that any member on the Board is appointed by their city. The Office Manager will call the insurance company and clarify.

### **New Business**

- There was no new business.

### **Announcements**

- Next Board meeting will be August 12, at the Extension Office meeting room.

### **City Reports**

- Durant reported clean up after the storm in June is ongoing. The police station will be moving into the old Casey's building. The Superintendent of Public Works is looking to retire in the near future and they will be looking for a replacement
- Mechanicsville has hired a new police officer and a meet and greet was held at the bank.
- Tipton reported a new County Assessor has been hired. There was a lot of wind damage from the June 30 storm, and cleanup is ongoing. The July 4 celebration went well and there was a good turnout. David's Famous Gourmet Frozen Custard samples were available during the celebration and the new police K-9 was at the park to meet the public.
- Stanwood had some flooding from the recent storms.
- Lowden reported that the Corner Café building has been purchased. There was a lot of flooding in the area from the recent storms. The progress on the new development is going well. Of the 12 lots being developed, three have already been sold.

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

- Completed FY14-15 Budget
- Researching possible grant/loan information for City of Lowden Main Street repairs
- Cedar County, IA is #18 in country in Equality of Income according to GINI Index
- Plastic Products in West Branch is looking to expand
- Prepared information for booth at fair

### **Adjourn**

- With no further business, a motion was made by Doug Beland and seconded by Greg Wagner to adjourn at 6:41 PM.

---

Board Chair

---

Preparer of Minutes

**CCEDCO**

**Checking Account Summary July 2014**

Checking Account Balance as of July 1, 2014 \$ 3,496.60

**Income/Deposits**

<u>Date</u>	<u>Transaction</u>	<u>Description</u>	<u>Amount</u>
07/01/14	Transfer in	From Interest Bearing	\$ 3,000.00
07/02/14	Deposit	Schroeder restitution	\$ 55.00
07/07/14	Transfer in	From Marketing/F&B Web Hosting	\$ 16.95
07/07/14	Transfer in	From Marketing/pens - fair	\$ 153.40
07/07/14	Transfer In	From Marketing/table cloth - fair	\$ 36.32
07/11/14	Deposit	2014-2015 dues - Cedar County	\$ 79,176.00
07/21/14	Deposit	2014-2015 dues - Clarence	\$ 2,610.00
07/21/14	Deposit	2014-2015 dues - Mechanicsville	\$ 3,071.00
07/21/14	Transfer in	From Interest Bearing	\$ 12,500.00
<b>Total Deposits</b>			<b>\$ 100,618.67</b>

**Expenses/Disbursements**

06/25/14	1559	Wilton-Durant Advocate	Annual subscription	\$ 33.00
07/01/14	1560	Grinnell Mutual	Quarterly payment	\$ 228.75
07/01/14	1561	Auditor of State	Annual audit	\$ 2,425.30
07/01/14	1562	The Sun-News	Annual Subscription	\$ 26.00
07/02/14	1563	F&B Communications	Web hosting - \$16.95 Tech support - \$35.00	\$ 51.95
07/03/14	1564	Tipton Conservative	Annual subscription	\$ 14.69
07/05/14	Auto w/d	IPERS	Decker - June	\$ 241.36
07/07/14	1565	Lisa Decker	Reimbursement/table cloth - fair	\$ 36.32
07/10/14	1566	Lisa Decker	Salary - 06/23-07/04	\$ 698.13
07/10/14	1567	Visa	Pens (fair) & luncheon (Loebsack)	\$ 190.40
07/15/14	Auto w/d	IRS	Withholding - Decker	\$ 341.52
07/15/14	1568	Windstream	Phone & DSL	\$ 170.28
07/15/14	Transfer to Interest Bearing		Cedar County Dues 2014-2015	\$ 79,176.00
07/21/14	Transfer to Interest Bearing		Clarence 2014-2015 Dues	\$ 2,610.00
07/21/14	Transfer to Interest Bearing		Mechanicsville 2014-2015 Dues	\$ 3,071.00
07/22/14	1569	Iowa State University	Salary/Benefits - Parsley	\$ 9,181.33
07/24/14	1570	Lisa Decker	Salary 07/07-07/18	\$ 698.13
<b>Total Expenses</b>			<b>\$ 99,194.16</b>	

Checking Account Balance as of July 31, 2014 \$ 4,921.11

**Outstanding Checks**

No outstanding checks

**CCEDCO****Marketing Fund Summary**

July 2014

**Marketing Fund balance as of July 1, 2014** \$ **3,755.68*****Income / Deposits***

<u>Date</u>		<u>Description of Transaction</u>	<u>Amount</u>
07/15/14	Transfer from Interest Bearing	2012 EICCD Refund	\$ 4,315.00
<b>TOTAL DEPOSITS</b>			<b>\$ 4,315.00</b>

***Expenses***

07/07/14	Transfer to Checking	F&B Web Hosting	\$ 16.95
07/07/14	Transfer to Checking	Promotion Items for fair (pens)	\$ 153.40
07/07/14	Transfer to Checking	Tablecloth-fair	\$ 36.32
<b>TOTAL EXPENSES</b>			<b>\$ 206.67</b>

**Marketing Fund Balance as of July 31, 2014** \$ **7,864.01**

**CCEDCO****Interest Bearing Account**

July 2014

<u>Date</u>	<u>Description</u>	<u>Deposits</u>	<u>Transfers</u>	<u>Balance</u>
<b>Beginning Balance 2014-2015 Fiscal Year</b>				<b>\$ 143,462.27</b>
07/01/14	Transfer to Checking		\$ 3,000.00	\$ 140,462.27
07/15/14	Transfer from Checking	\$ 79,176.00		\$ 219,638.27
07/15/14	Transfer to Marketing		\$ 4,315.00	\$ 215,323.27
07/21/14	From Checking	\$ 2,610.00		\$ 217,933.27
07/21/14	From Checking	\$ 3,071.00		\$ 221,004.27
07/21/14	To Checking		\$ 12,500.00	\$ 208,504.27
07/31/14	Interest	\$ 76.05		\$ 208,580.32
<b>Current Balance as of July 31, 2014</b>				<b>\$ 208,580.32</b>

# CCEDCO

## Financial Summary for July 2014

### CURRENT ASSETS

#### Checking

Liberty Trust Checking Account	\$	4,921.11
Liberty Trust Marketing Account	\$	7,864.01

#### CD/Money Market

Liberty Trust, Interest Bearing Account	\$	208,580.32
---	----	------------

**TOTAL CURRENT ASSETS** **\$ 221,365.44**

### 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		
07/2002		\$	1,000.00	\$	18,000.00		
08/2003		\$	1,000.00	\$	17,000.00		
10/2004		\$	1,250.00	\$	15,750.00		
11/2005		\$	1,250.00	\$	14,500.00	\$	4,500.00
07/2006		\$	1,250.00	\$	13,250.00		
08/2007		\$	1,250.00	\$	12,000.00		
07/2008		\$	1,250.00	\$	10,750.00		
07/2009		\$	1,250.00	\$	9,500.00		
07/2010		\$	1,250.00	\$	8,250.00		
07/2011		\$	1,250.00	\$	7,000.00		
07/2012		\$	1,250.00	\$	5,750.00		
07/2013		\$	1,250.00	\$	4,500.00		

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

0% Interest			\$	15,000.00			
07/2002	1st payment	\$	1,000.00	\$	14,000.00		
08/2003		\$	1,000.00	\$	13,000.00		
10/2004		\$	1,000.00	\$	12,000.00		
11/2005		\$	1,000.00	\$	11,000.00		
07/2006		\$	1,000.00	\$	10,000.00	\$	3,000.00
08/2007		\$	1,000.00	\$	9,000.00		
07/2008		\$	1,000.00	\$	8,000.00		
07/2009		\$	1,000.00	\$	7,000.00		
07/2010		\$	1,000.00	\$	6,000.00		
07/2011		\$	1,000.00	\$	5,000.00		
07/2012		\$	1,000.00	\$	4,000.00		
07/2013		\$	1,000.00	\$	3,000.00		

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

**TOTAL ASSETS 07/31/14** **\$ 228,865.44**