

**Cedar County Economic Development Commission**  
**August 12, 2014**  
**5:30 PM – Cedar County Courthouse**  
**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), Charlene Myers (Bennett Representative), Pat Hasenbank (Clarence), Doug Beland (Durant), Adam Sandberg (Mechanicsville representative), Leanne Zearley (Tipton), Matt Muckler (West Branch representative)

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

**Guests:** Sue Hall (Reporter-Tipton Conservative), Annette Shipley (Regional Extension Director)

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

**Agenda Additions/Agenda Approval**

- Greg Wagner made a motion and seconded by Doug Beland to amend the Agenda adding Interim Director and Liability Insurance. Motion carried.

**Communications**

- None

**Consent Agenda**

- The July minutes and financial reports were presented. A motion was made by Greg Wagner, seconded by Doug Beland to approve. Motion carried.

**Unfinished/Old Business**

- Chair Pam Spear reported the job posting for the Executive Director has been closed and there were 12 applicants. ISU determined seven would be forwarded to the search committee for review. The search committee narrowed it to four qualified applicants to conduct phone interviews next week. They would like to see two clear front-runners to bring in for interviews.

Annette Shipley, Regional Extension Director is going to help the Board define the duties and expectations of the new Executive Director. She stated she is here to facilitate determined guidelines for the position. What are the qualifications needed/wanted to fill this position? The make-up of the office and responsibilities of the office were discussed. Suggestions were given on what skills, personal traits, and experience would be required for the new Executive Director. From the suggestions each Board member was to write down what they felt were the ten most important. After condensing all the suggestions, these traits were the top ten:

- Economic development experience
- Strong communication skills
- Marketing experience
- Understanding of rural community dynamics
- Grant writing skills
- Willingness to visit existing businesses
- Budget experience
- Be ambitious, be a driven people person
- Be good at building relationships
- Attend community events

All the other suggestions will be combined and used as secondary attributes. If selection of a new director is close, they could be referred to as a deal breaker.

Chair Pam Spear stated some of these qualifications have to be negotiable and some are non-negotiable. Annette Shipley stressed all are important, but it will probably be necessary to refer back to the top ten. Matt Muckler said he felt Economic Development experience is necessary. Betty Ellerhoff agreed stating it is the core of the job.

Annette Shipley then asked if CCEDCO is going to require them to live in the county. Betty Ellerhoff felt she would want them to live in the county, but can CCEDO legally make them. Greg Wagner suggested giving them six months to relocate. Chair Pam Spear added if they are expected to go to local functions they should live in the county. Betty Ellerhoff and Jon Bell agreed it is imperative for the new Executive Director to live in Cedar County. The search team will let the applicants know this is the expectation, along with the salary amount.

### **New Business**

- Chair Pam Spear brought up the Interim Director's position. In June, it was voted to appoint Lisa Decker (Office Manager) Interim Director with a 15% pay increase for 60 days. The 60 days will be up on August 16<sup>th</sup>. Do we want this appointment to continue until a new Executive Director is hired? Jon Bell made a motion to leave the Interim Director appointment as it is until a new Executive Director is hired. Doug Beland seconded the motion.
- Betty Ellerhoff asked if there was a July increase for the Office Manager. Chair Pam Spear responded there was a 3% COLA approved increase effective July 1<sup>st</sup>.

### **Announcements**

- Next Board meeting will be September 9<sup>th</sup> at the Extension Office meeting room.

### **City Reports**

- Doug Beland asked for any information any city can provide on ideas for what they have done in the past, or what they are doing to help fund city projects.

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

- The Office Manager reported spending 25 hours at the CCEDCO booth at the fair. She felt it was good exposure for CCEDCO and many people stopped by with questions.
- A quote was received from Grinnell Mutual about insurance for CCEDCO members. A Director and Officer's policy would be between \$700-\$750 annually. There still needs to be some clarification on whether elected city officials on the CCEDCO Board are covered under their city insurance. She will make call the insurance company and clarify. She will also call other insurance companies and get quotes.
- Quick Books was installed on the Office Manager's computer in early July. She has been entering financial history and hopes to have it completed by the September meeting.
- Did research for any financial assistance is possible to help with streets and projects for Lowden and Durant. One person contacted the office about an empty building in Tipton, possibly for purchase; two people inquired about loans/grants to start a new business; and one existing business owner inquired about grants/loans.

### **Adjourn**

- With no further business, a motion was made by Doug Beland and seconded by Greg Wagner to adjourn at 6:47 PM.

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Board Chair

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Preparer of Minutes

Checking Account Balance as of August 1, 2014 \$ 4,921.11

Income/Deposits

<u>Date</u>	<u>Transaction</u>	<u>Description</u>	<u>Amount</u>
08/14	Transfer	From Marketing - web hosting	\$ 16.95
08/05	Deposit	Schroeder restitution	\$ 50.00
<b>Total Deposits</b>			<b>\$ 66.95</b>

Expenses/Disbursements

08/01	auto w/d	IA Dept of Revenue	Quarterly state w/h - Decker	\$ 177.00
08/05	1571	Advocate News	Ad - Executive Director	\$ 31.50
08/05	1572	F&B Communications	Web hosting	\$ 16.95
08/07	1573	Lisa Decker	Wages 07/21 - 08/01	\$ 698.13
08/08	auto w/d	IPERS	July - Decker	\$ 269.40
08/12	1574	Tipton Conservative	Legal minutes/Executive Director ad	\$ 102.37
08/12	1575	Windstream	Phone & DSL	\$ 181.04
08/12	1576	Latta Harris	Quarterly payroll reports	\$ 125.00
08/15	Auto w/d	IRS	July w/h - Decker	\$ 383.04
08/21	1577	Lisa Decker	Retro pay 07/01-08/01	\$ 55.98
08/21	1578	Lisa Decker	Wages 08/04-08/15	\$ 718.46
08/21	1579	Latta Harris	QuickBooks installation/set-up	\$ 175.00
<b>Total Expenses</b>			<b>\$ 2,933.87</b>	

Checking Account Balance as of August 31, 2014 \$ 2,054.19

Outstanding Checks

08/27	1580	Eastern IA Tourism - EITA	Davenport meeting - 09/03	\$ 20.00
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**CCEDCO**

**Marketing Fund Summary**

**August 2014**

Marketing Fund balance as of August 1, 2014 \$ 7,864.01

*Income / Deposits*

<u>Date</u>	<u>Description of Transaction</u>	<u>Amount</u>
	none	\$ -

**TOTAL DEPOSITS** \$ -

*Expenses*

08/04	Transfer to Checking	F&B - Web Hosting	\$ 16.95
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**TOTAL EXPENSES** \$ 16.95

Marketing Fund Balance as of August 31, 2014 \$ 7,847.06

**CCEDCO****Interest Bearing Account****August 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	To Checking		\$ 3,000.00	\$ 140,462.27
07/15	From Checking	\$ 79,176.00		\$ 219,638.27
07/15	To Marketing		\$ 4,315.00	\$ 215,323.27
07/21	From Checking	\$ 2,610.00		\$ 217,933.27
07/21	From Checking	\$ 3,071.00		\$ 221,004.27
07/21	To Checking		\$ 12,500.00	\$ 208,504.27
07/31	Interest	\$ 76.05		\$ 208,580.32
08/07	Clarence loan payment	\$ 2,250.00		\$ 210,830.32
08/13	West Branch dues	\$ 6,223.00		\$ 217,053.32
08/31	Interest	\$ 90.97		\$ 217,144.29
<b>Current Balance as of August 31, 2014</b>				<b>\$ 217,144.29</b>

**CCEDCO****Financial Summary****August 2014****CURRENT ASSETS****Checking**

Liberty Trust Checking Account	\$	2,054.19
Liberty Trust Marketing Account	\$	7,847.06
Liberty Trust, Interest Bearing Account	\$	217,144.29

<b>TOTAL CURRENT ASSETS</b>	<b>\$</b>	<b>227,045.54</b>
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**NON-CURRENT ASSETS - Loans****Clarence Development (Original Loan 2/26/92 \$20,000.00; 0% interest)**

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	
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	
08/2014		\$	1,250.00	\$	3,250.00	\$ 3,250.00

**Clarence Development (Original Loan 7/01/93 \$15,000.00; 0% interest)**

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	
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	
08/2014		\$	1,000.00	\$	2,000.00	\$ 2,000.00

<b>TOTAL NON-CURRENT ASSETS</b>	<b>\$</b>	<b>5,250.00</b>
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<b>TOTAL ASSETS August 31, 2014</b>	<b>\$</b>	<b>232,295.54</b>
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