

# Cedar County Economic Development Commission

November 11, 2014

5:30 PM

## Cedar County Extension Office 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); Wayne Deerberg (Cedar County Board of Supervisors); Doug Beland (Durant), Adam Sandberg (Mechanicsville); Greg Wagner (Stanwood)

**Staff Present:** Rod Ness (Executive Director), Lisa Decker (Office Manager)

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

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

### Agenda Additions/Agenda Approval

- Greg Wagner made a motion, seconded by Doug Beland to approve the Agenda. Motion carried.

### Communications

- None

### Consent Agenda

- The October minutes and financial reports were presented. Greg Wagner made a motion, seconded by Wayne Deerberg to approve. Motion carried.

### Unfinished/Old Business

- The Office Manager received a quote from Community Insurance for Director's & Operator's insurance. CCEDCO is also getting a quote from the County's insurance provider, Heartland Insurance. Chair Spear asked if the quote from Heartland is lower, do they want to go with Heartland or discuss it at next month's meeting. Greg Wagner suggested waiting another month so the Board can review the options.
- The Executive Director put together a draft for Bylaws. He is definitely open to suggestions and changes, but the draft provided a starting point. Greg Wagner suggested looking at having elections each year. This would provide opportunities for others to hold offices. Jon Bell agreed it would be good to get other people involved. Pam Spear stated she considers the Office Manager as the Secretary/Treasurer. Greg added it would be good to have a separate person serve as Treasurer, but understands it is hard to have this with a two-person office. The Executive Director asked if CCEDCO wants to become a 501(c) as referred to in the Bylaws. Chair Pam Spear said she did not see a lot of benefit in that right now. Greg Wagner suggested setting some time aside at the next meeting to go over the proposed Bylaws. Pam Spear stated details would be hammered out at the December meeting.
- The Executive Director met with Annette Shipley, the ISU/CCEDCO facilitator, and went over the direction for the position and CCEDCO expectations. Annette Shipley added the position needs to be driven by CCEDCO and common ground needs to be found between ISU, the Extension Office and CCEDCO. It is important to align work with ISU and Extension to maximize resources. ISU develops programs and Extension delivers them. The Executive

- Director added there is a unique relationship between ISU and CCEDCO, and he wants CCEDCO to be his priority, but does not want to create any conflict. Jon Bell added CCEDCO goals could be to his strengths and align with ISU. Wayne Deerberg stated it is as important for the Executive Director to promote ISU as he does CCEDCO. Pam Spear agreed and would like to see CCEDCO be proactive in their goals and take them to ISU. She also asked if time should be spent next month defining goals and expectations for the Executive Director and wait with the Bylaws until January. Greg Wagner suggested still discussing the Bylaws in December and talk about goals for CCEDCO in January. Chair Spear agreed. Jon Bell added it would be good for Extension members to attend the meeting also.

### New Business

- The Executive Director and Office Manager announced a "Shop Cedar" campaign has been launched to coincide with "Small Business Saturday" on November 29<sup>th</sup>. Flyers are being printed up that will be distributed to businesses in Cedar County to promote shopping local. Advertising has also been done on local cable stations in the County. The Executive Director added he thinks it is important to let businesses know that CCEDCO cares about the community and this will get our name out there. Wayne Deerberg added this is also a good way for the new Executive Director to introduce himself to the communities and maybe in the future include ISU and Extension on the flyers. The Executive Director also stated this is just a start to what will be done in the future on a larger scale to promote local businesses.

### Announcements

- The next Board meeting will be Tuesday, December 9th at the Extension Office meeting room starting at 5:30.

### Executive Director's Report

- The Executive Director stated he has been going to the different towns in the County and introducing himself including Lowden, Durant, West Branch, and Tipton. He had a meeting with the TEDCO Director and heard some of their goals. He also attended orientation at ISU. Wayne Deerberg suggested it would be beneficial for him to attend city council meetings. The Executive Director said he has been to Tipton and West Branch's meeting and will get to more in the coming months.

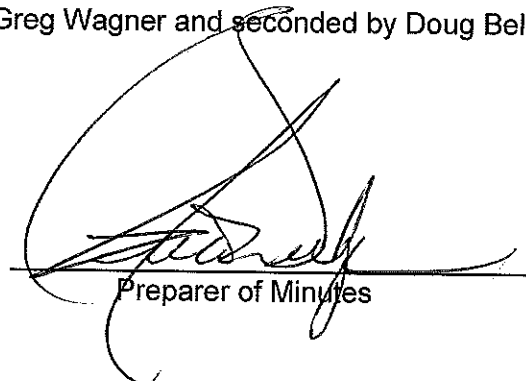
### City Reports

- Doug Beland reported Durant's Mayor has resigned. Dawn Smith was elected to the Cedar County Board of Supervisors.
- Greg Wagner reported Stanwood had a good turnout for Trunk-or-Treat. This event also raised money to put towards their new park shelter. Work is scheduled for Hwy 38N through Stanwood to be completed in 2016.
- Betty Ellerhoff reported bridge inspections were done in Cedar County with 35 to embargo. The Supervisors have had litigation meetings and have gone over critical facilities list. They also have implemented an employee recognition program.

### Adjourn

- With no further business, a motion was made by Greg Wagner and seconded by Doug Beland to adjourn at 6:35 PM.

  
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 Board Chair

  
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 Preparer of Minutes