



AGENDA

**Tuesday, March 10, 2015
5:30 PM
Cedar County Extension Office**

- 1. Call to Order – 5:30 PM**
- 2. Roll Call**
- 3. Consent Agenda**
 - a. Approve Agenda
 - b. Approve February, 2015 minutes
 - c. Approve Bills
 - d. Approve Finance Reports
- 4. Unfinished/Old Business**
 - a. D&O Insurance & Volunteer Endorsement
 - b. Signed By-Laws
 - c. Personnel Committee
 - d. Other
- 5. New Business discussion and possible action on:**
 - a. Retail Initiative Business Analysis
 - b. Other
- 6. Reports**
 - a. Executive Director
 - b. City
 - c. Other
- 7. Next Regular meeting: April 14, 2015**

Adjourn

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

Cedar County Economic Development Commission
February 10, 2015
5:30 PM
Cedar County Extension Office
Meeting Minutes

Roll Call

Board Members Present: Greg Wagner (Board Chair-Tipton), Mark Worrell (Vice Chair), Dawn Smith (Cedar County Supervisor), Charlene Myers (Bennett), Pat Hasenbank (Clarence), Doug Beland (Durant), Adam Sandberg (Mechanicsville), Pam Spear (Tipton)

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

Guests: Wayne Deerberg (Cedar County Supervisor), Brad Gaul (Cedar County Supervisor), Sue Hall (Reporter-Tipton Conservative)

Chair Greg Wagner called the meeting to order at 5:30 PM

Consent Agenda Additions/Agenda Approval

- Doug Beland made a motion, seconded by Mark Worrell to approve the agenda, minutes, bills, and finance reports. Motion carried.

Unfinished/Old Business

- The Office Manager reported a renewal notice was received from Community Insurance. The current policy runs through April 1st, 2015. It was stated the Office Manager should call Judy Funk at Heartland to get a quote for Director's and Officer's Insurance, plus Workman's Compensation/Liability and Business Owners and find out if it can be effective April 1st, or not until July 1st.
- The approved By-laws need to be signed. The Executive Director will have a copy at the next meeting.
- Chair Greg Wagner stated at last month's meeting the personnel committee approved to give the Office Manager a 3% pay raise, effective her one-year anniversary date on November 11, 2014. However, it was the understanding of the Executive Director that a 4.3% increase was approved. What does the board want to do? Mark Worrell asked what was in the budget for the year. The Executive Director stated a 4.3% would bring her salary up to the budgeted amount. Pat Hasenbank made a motion, seconded by Adam Sandberg to approve a raise at 4.3%. Chair Greg Wagner requested a roll call on the motion. All ayes.

New Business

- The 2015-2016 Budget was presented. The Executive Director stated the numbers are not increasing from the previous year. Wayne Deerberg said he would rather see a gradual increase requested every year so there is not a request for a large increase all at once down the road. The Executive Director responded there should be some savings from this year's budget, so he see did not feel an increase was necessary. He added before he asks for more funds, he wants to show the communities the value of CCEDCO and make them feel liable.

The Executive Director asked if the Board felt they got any value out of being a member of the Creative Corridor at a cost of \$2,000 per year. Mark Worrell responded saying he would like to give the Executive Director an opportunity to work with them first and then see if we are getting anything out of it. He feels the contact with them is important.

A motion was made by Mark Worrell, seconded by Doug Beland to approve the 2015-2016 budget. The Office Manager will check with the State Auditor to see if it needs to be certified.

- Does CCEDCO want to endorse the Gas Tax Increase? It was stated it had already gone to legislature.

Announcements

- There were no announcements.

Executive Director's Report

- The Executive Director and Office Manager attended the IS-700 National Incident Management System training and ICS100: Introduction to ICS training on January 30th and 31st.
- Rod also attended the Tipton Rotary luncheon/meeting on January 28th and gave a presentation on CCEDCO goals. On February 9th he went to the Bennett and Clarence city council meetings.
- A representative from the State Auditor's Office will be here February 16th-19th.
- Thirty students from Iowa State University will be in Tipton and West Branch on February 24th as part of the Retail Initiative. They will tour and consult with businesses on marketing their businesses and products. They will return to give presentations in the community on the results.
- CCEDCO was contacted by a student from the University of Colorado about volunteering his time for a required internship. He will be assisting with the Retail Initiative project. Dawn Smith asked if he would need to be covered under CCEDCO insurance, even though he is not being paid. The Office Manager will contact our insurance carrier about it.
- Rod will attend an Extension Orientation on Monday, March 9th, and Extension Annual Conference on Tuesday, March 10th, both at ISU.

City Reports

- Stanwood reported accepting a \$4,400 bid to remove trees for the Hwy 38 project. The trees will be kept for people to cut up for firewood. The city had 11" of snow on February 1st.
- Clarence received an estate gift of \$25,000 for their new library. They are also waiting to hear back about possible grant money for the project.
- Durant reported RAGBRI would be passing through on their route this summer.
- Tipton is working on their 175th celebration.
- Bennett is getting estimates for their new sewer system. They reported 14" of snow on February 1st.
- The Cedar County Supervisors reported they are reviewing the final numbers for the budget. They also will be redoing the wage study.
- West Branch reported they have one more meeting to finalize a raised tax levy of 55 cents. Tractorcade 2015 will be coming through on July 11th. Casey's is moving forward with funding and plans are in place. It was agreed at their last council meeting to pay CCEDCO dues for 2015-2016. Herbert Hoover Days will be August 8th. Altorfer will have a public open house on March 19th. They are currently looking for mechanics for their location.

Announcements

- Next regular meeting will be Tuesday, March 10th at the Extension Office.

Adjourn

- With no further business, a motion was made by Pam Spear and seconded by Charlene Myers to adjourn at 6:34 PM.

Board Chair

Preparer of Minutes

Cedar County Economic Development Commission
Balance Sheet Detail
As of February 28, 2015

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Checking Beginning Balance 02/01/15					\$ 3,348.66
02/02/2015	1626	Iowa State University	Fee - Retail Initiative	-100.00	3,248.66
02/02/2015	1628	F&B	Web Hosting	-16.95	3,231.71
02/03/2015	Auto w/d		Quarterly State W/H - Decker	-195.00	3,036.71
02/03/2015	Transfer	From Interest Bearing		2,000.00	5,036.71
02/04/2015	1629	Lisa M Decker	Salary 01/19-01/30	-655.94	4,380.77
02/06/2015	1630	Tipton Conservative	Legal minutes	-16.65	4,364.12
02/06/2015	1631	Visa	Office Supplies	-135.59	4,228.53
02/16/2015	Transfer	From Marketing	Web Hosting	16.95	4,245.48
02/17/2015	Auto w/d	Fed W/H	Decker - January	-352.86	3,892.62
02/17/2015	Auto w/d	IPERS	Decker - January	-251.77	3,640.85
02/17/2015	Auto w/d	IPERS	Decker - January (submitted twice)	-251.77	3,389.08
02/19/2015	1632	Windstream	Phone & DSL	-181.49	3,207.59
02/19/2015	1633	Lisa M Decker	Salary 02/02-02/13	-655.94	2,551.65
02/19/2015	1634	Iowa State University	Retail Initiative	-625.00	1,926.65
02/27/2015	Deposit	Tipton Chamber	Retail Initiative	500.00	2,426.65
Checking Ending Balance 02/28/15					\$ 2,426.65
Outstanding Checks					
02/19/2015	1635	Latta Harris LLP	Quarterly payroll reports	-150.00	
Interest Bearing Beginning Balance 02/01/15					\$ 193,021.19
02/03/2015	Transfer	To Checking	Funds Transfer	-2,000.00	191,021.19
02/03/2015	Deposit		Schroeder Restitution	55.00	191,076.19
02/28/2015	Deposit		Interest	73.34	191,149.53
Interest Bearing Ending Balance 02/28/15					\$ 191,149.53
Marketing Beginning Balance 02/01/15					\$ 7,629.26
02/16/2015	Transfer	To Checking	Web Hosting	-16.95	7,612.31
Marketing Ending Balance 02/28/15					\$ 7,612.31
Financial Summary					
					\$ 2,276.65
					\$ 191,149.53
					\$ 7,612.31
Total Assets 02/28/2015					\$ 201,038.49