



## AGENDA

Tuesday, April 14, 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 March 2015 minutes
  - c. Approve Bills
  - d. Approve Finance Reports
4. **Unfinished/Old Business**
  - a. 2014 Audit
  - b. Insurance
  - c. Other
5. **New Business discussion and possible action on:**
  - a. Iowa Retail Initiative/ISU Business Analysis Report – April 23<sup>rd</sup>
  - b. Board Meeting Schedule
  - c. Other
6. **Reports**
  - a. Executive Director
  - b. City
7. **Next Regular meeting:** May 12, 2015

**Adjourn**

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

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

**Roll Call**

**Board Members Present:** Greg Wagner, Jon Bell, Pat Hasenbank, Doug Beland,  
Adam Sandberg, Pam Spear

**Staff Present:** Rod Ness, Lisa Decker

**Guests:** Sue Hall

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

**Consent Agenda Additions/Agenda Approval**

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

**Unfinished/Old Business**

- The Executive Director reported the Colorado student doing a volunteer internship with CCEDCO is not covered under our insurance. However, he is covered under the university insurance. He will not be spending anytime in the office, and probably not doing any traveling for CCEDCO.
- Quotes were received from Heartland Insurance Risk Pool which includes Director's & Operator's Insurance. After reviewing the options, a motion was made by Pam seconded by Adam to go with the first premium quote from Heartland effective April 1<sup>st</sup>, through June 30<sup>th</sup> of 2016. Chair Greg Wagner requested a roll call vote. All ayes.
- The approved By-laws were signed by Chair Greg Wagner. He noted they state that it is required to have six meetings a year. Do we want to continue with monthly meetings? It will be put on the agenda for discussion next month.
- Chair Greg Wagner asked if a new Personnel Committee should be appointed. They are responsible for hiring and evaluations for the Executive Director and Office Manager. After some discussion it was decided the Executive Committee (Greg, Mark and Adam) could also serve as the Personnel Committee. The Executive Director added his review date with ISU is scheduled for 1:00 PM, Tuesday, April 7<sup>th</sup> at the Extension Office.

**New Business**

- The Executive Director gave a report on the Iowa Retail Initiative project. Iowa State University students were in Tipton and West Branch on Tuesday, February 24<sup>th</sup>. The Tipton businesses they visited were T&M Clothing, Dozer's Daily Deals, and CarePro. The West Branch businesses were Pink Pony, Main Street Streets and West Branch Emporium. The group plans on giving a presentation on their analysis April 22<sup>nd</sup> or 23<sup>rd</sup> to the business owners, tentatively at the Cedar County Extension meeting room. If there is not enough room, a different venue will be announced. Eventually, he would like to see this same analysis done for the other communities.

**Executive Director's Report**

- The annual audit was done by the Auditor of State February 16<sup>th</sup>-20<sup>th</sup>.
- He is working on a County Awareness campaign and will have the details next month.
- He met with Workplace Learning Center and they would like to see a high school student from each community be a CCEDCO member. They would job shadow the Executive Director and develop an understanding of what we do.
- Attended the Cedar County Supervisor's meeting March 3<sup>rd</sup>.
- The Executive Director and Office Manager completed the webinar series "Dynamic Communities".

- The Cedar County Extension office is having an Open House on Wednesday, March 25<sup>th</sup>. They invited CCEDCO to participate. It will be open to the public from 4:30 – 6:30 pm.
- Attended the Durant city council meeting February 23<sup>rd</sup>.
- On March 9<sup>th</sup> & 10<sup>th</sup> attended a conference and orientation at ISU.

**City Reports**

- Tipton reported the TEDCO director is leaving effective March 25<sup>th</sup>. She has accepted a job at Ottumwa. They are still working on budgets. Also, they are getting bids from engineers for their storm water project
- Clarence stated they are very happy with their new librarian. They received another grant for their library and are hosting other fundraising events to raise money.
- Mechanicsville is tearing up and replacing their main street. Ash trees have been taken down. The telephone company has been laying fiber optic lines.
- Durant is currently looking for a police chief. The new sewer plant plans have been approved. They are making plans for when RAGBRI comes through in July.
- Cedar County Supervisors reported they approved their budget today. They are looking into options on how to increase internet speed. The gas tax was passed and the revenue will open up some opportunities. Limestone Bluffs RC&D still has \$70,000 to loan out to existing or new businesses.
- Stanwood reported trees that need to be torn down for the Highway 38 project may be coming down as early as next week. The firemen are hosting a pancake breakfast this coming Sunday from 7-12 at the fire station. Mayor’s meetings will resume on the third Thursday of each month at Hale Tap & Supper Club. The city also recently bought a new dump truck.

**Announcements**

- Next regular meeting will be Tuesday, April 14<sup>th</sup> at the Extension Office.

**Adjourn**

- With no further business, a motion was made by Doug Beland and seconded by Jon Bell to adjourn at 6:33 PM.

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Board Chair

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Preparer of Minutes



10:50 AM  
 03/31/15  
 Accrual Basis

**Cedar County Economic Development Commission**  
**Balance Sheet Detail**  
 As of March 31, 2015

Date	Num	Name	Memo	Amount	Balance
<b>Checking Beginning Balance 03/01/15</b>					<b>2,426.65</b>
03/03/15	Transfer	From Interest Bearing		2,000.00	4,426.65
02/19/15	1635	Latta Harris	Quarterly reports	-150.00	4,276.65
03/05/15	1636	F&B Communications	Web hosting	-16.95	4,259.70
03/05/15	1637	Lisa M Decker	Wages 02/16-02/27	-655.94	3,603.76
03/13/15	1638	Tipton Conservative	Legal	-16.65	3,587.11
03/13/15	1639	Windstream	Phone & DSL	-181.49	3,405.62
03/13/15	Transfer	From Interest Bearing	Web hosting	16.95	3,422.57
03/16/15	Auto w/d	Federal Withholding	February w/h - Decker	-352.90	3,069.67
03/19/15	1640	Lisa M Decker	Salary 03/02-03/13	-655.94	<u>2,413.73</u>
<b>Checking Ending Balance 03/31/15</b>					<b>\$2,413.73</b>
<b>Interest Bearing Beginning Balance 03/01/15</b>					<b>191,149.53</b>
03/03/15		Deposit	Schroeder Restitution	55.00	191,204.53
03/03/15		Funds Transfer	To Checking	-2,000.00	189,204.53
03/31/15		Interest		80.40	<u>189,284.93</u>
<b>Interest Bearing Ending Balance 03/31/15</b>					<b>\$189,284.93</b>
<b>Marketing Beginning Balance 03/01/15</b>					<b>7,612.31</b>
03/13/15		Transfer to Checking	Web hosting	-16.95	<u>7,595.36</u>
<b>Marketing Ending Balance 03/31/15</b>					<b>\$7,595.36</b>
				<b>Checking</b>	<b>\$ 2,413.73</b>
				<b>Interest Bearing</b>	<b>\$ 189,204.53</b>
				<b>Marketing</b>	<b>\$ 7,595.36</b>
				<b>Total Assests 03/31/15</b>	<b>\$ 199,213.62</b>