



AGENDA

Tuesday June 9, 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 April 2015 minutes
 - c. Approve Bills (April & May)
 - d. Approve Finance Reports (April & May)
- 4. Unfinished/Old Business**
 - a. Other
- 5. New Business discussion and possible action on:**
 - a. Design presentation for HERE campaign
 - b. Iowa Retail Initiative Presentation summary
 - c. Internet/telephone service options
 - d. July meeting venue
 - e. Clarence Industrial Park Final Plat
 - f. Other
- 6. Reports**
 - a. Executive Director/Office Manager
 - b. City
 - c. Other
- 7. Next Regular meeting:** July 14, 2015

Adjourn

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

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

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
CHECKING						
Beginning Balance						2,640.29
	05/01/15	Auto w/d	IA. Dept of Revenue	Quarterly w/h - Decker	-174.00	2,466.29
	05/04/15		Transfer from Interest Bearing		5,000.00	7,466.29
	05/04/15		Transfer from Marketing	Web hosting	16.95	7,483.24
	05/04/15	1658	F&B Communications	Web hosting	-16.95	7,466.29
	05/04/15	1659	Auditor of State	Annual audit	-2,497.29	4,969.00
	05/05/15		Transfer from Marketing	Fair Booth & Banner	250.00	5,219.00
	05/06/15	1660	Visa	Meal - Iowa Retail Initiative	-289.71	4,929.29
	05/08/15	1656	Eastern Iowa Tourism	Membership meeting	-20.00	4,909.29
	05/08/15	1661	Tipton Conservative	Legal minutes	-14.35	4,894.94
	05/08/16	Auto w/d	Deluxe	Checks	-104.13	4,790.81
	05/13/15	1662	Windstream	Phone & DSL	-181.78	4,609.03
	05/13/15	1663	Lisa M Decker	Salary 04/27-05/08	-655.94	3,953.09
	05/15/15	Auto w/d	Internal Revenue Service	FICA - Decker	-526.32	3,426.77
	05/18/15	Auto w/d	IPERS	Decker	-377.67	3,049.10
	05/27/15	1666	Lisa M Decker	Salary 05/11-05/22	-655.94	2,393.16
	05/27/15		Transfer from Interest Bearing		2,500.00	<u>4,893.16</u>
CHECKING						
Ending Balance						4,893.16
<i>Outstanding Checks</i>	05/14/15	1664	<i>Workplace Learning Connection</i>	<i>Annual pledge</i>	-925.00	
	05/14/15	1665	<i>Latta Harris LLP</i>	<i>Quarterly payroll reports</i>	-125.00	
INTEREST BEARING						
Beginning Balance						170,174.20
	05/04/15		Transfer to Checking		-5,000.00	165,174.20
	05/06/15		Deposit	Schroeder Restitution	55.00	165,229.20
	05/27/15		Transfer to Checking		-2,500.00	162,729.20
	05/31/15		Interest		70.26	<u>162,799.46</u>
INTEREST BEARING						
Ending Balance						162,799.46
Marketing Beginning Balance						7,578.41
	05/04/15		Transfer to Checking	Web hosting	-16.95	7,561.46
	05/05/15		Transfer to Checking	Fair Booth & Banner	-250.00	<u>7,311.46</u>
MARKETING						
Ending Balance						7,311.46
					Checking	4,893.16
					Interest Bearing	162,799.46
					Marketing	7,311.46
					Balance 05/31/15	<u>175,004.08</u>
Approved: _____						
Board Chair						

May 2015

Executive Director's Report

Rod Ness

Activities

Iowa Retail Initiative Consultation and Market Analysis

- ISU students gave presentation Thursday, April 23rd
- Received reports from ISU – will distribute to businesses and City of Tipton
- Will leverage the **Limestone Bluffs RLF** in discussion for entities looking to act upon recommendations

Lt. Governor Kim Reynolds coming to West Branch

- Wednesday, June 10th 1:30 PM – 2:30 PM
 - Altorfer Ag Division
 - 855 S Downey, West Branch

IEDA Project AW1884

- Update on RFP for Distribution Warehouse; have not received any additional information

Other Projects

- Small facility requested Highway 30 location for storage/warehouse
- Small facility requested western Cedar County location for beverage start-up business

Updates

Clarence Economic Development

- Consent to final plat agreement - signature needed.

Meetings attended:

- Durant Chamber, TEDCO, Durant Economic Development, Mechanicsville City Council Meeting

Cedar County Awareness Campaign: To increase the awareness, appreciation, and support of local businesses and the human and natural assets of Cedar County for economic prosperity.

- Primary design work completed
- Facebook and Twitter implementation
- Kick off at Cedar County Fair

Sick Time: Friday, May 16

CCEDCO

2014-2015 Expenses Vs. Budget - Quarterly Summary

EXPENSES	First Quarter (July - Sept)	Second Quarter (Oct - Dec)	Third Quarter (Jan - Mar)	Fourth Quarter (Apr- June)	YTD	BUDGET	REMAINING	% REMAINING
Wages/benefits/taxes								
EXECUTIVE DIRECTOR								
Salary	\$ 6,566.51	\$ -	\$ 9,565.21	\$ 9,999.99	\$ 26,131.71	\$ 44,681.00	\$ 18,549.29	42%
Fringe Benefits	\$ 2,614.82	\$ -	\$ 3,131.58	\$ 3,238.14	\$ 8,984.54	\$ 16,532.00	\$ 7,547.46	46%
Traveling & Operating	\$ -	\$ -	\$ 9.00	\$ 27.50	\$ 36.50	\$ 3,500.00	\$ 3,463.50	99%
Moving Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
OFFICE MANAGER								
Salary	\$ 5,577.30	\$ 5,959.74	\$ 5,076.00	\$ 4,230.00	\$ 20,843.04	\$ 22,000.00	\$ 1,156.96	5%
Withholdings - CCEDCO amt.	\$ 924.73	\$ 988.42	\$ 829.94	\$ 701.35	\$ 3,444.44	\$ 3,648.00	\$ 203.56	6%
Travel & Operating	\$ 109.57	\$ 49.00	\$ 9.00	\$ 40.52	\$ 208.09	\$ 550.00	\$ 341.91	62%
Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal	\$ 15,792.93	\$ 6,997.16	\$ 18,620.73	\$ 18,237.50	\$ 59,648.32	\$ 90,911.00	\$ 31,262.68	34%
Office expense								
Office Supplies/ Hardware/Software	\$ 29.64	\$ 371.95	\$ 214.84	\$ 240.26	\$ 856.69	\$ 2,500.00	\$ 1,643.31	66%
Accounting Latta Harris & Annual Audit	\$ 2,725.30	\$ 125.00	\$ 150.00	\$ 2,497.29	\$ 5,497.59	\$ 3,200.00	\$ (2,297.59)	-72%
Postage	\$ -	\$ 2.03	\$ -	\$ -	\$ 2.03	\$ 200.00	\$ 197.97	99%
Equipment Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450.00	\$ 450.00	100%
Insurance BOP & liability	\$ 228.75	\$ 467.50	\$ -	\$ 2,685.00	\$ 3,381.25	\$ 1,100.00	\$ (2,281.25)	-207%
Phone/DSL	\$ 532.36	\$ 543.60	\$ 544.50	\$ 363.59	\$ 1,984.05	\$ 2,300.00	\$ 315.95	14%
Newspaper/Ads	\$ 224.34	\$ 507.78	\$ 47.65	\$ 27.37	\$ 807.14	\$ 500.00	\$ (307.14)	-61%
Subtotal	\$ 3,740.39	\$ 2,017.86	\$ 956.99	\$ 5,813.51	\$ 12,528.75	\$ 10,250.00	\$ (2,278.75)	-22%
Marketing/promotion								
Conference/Education/ Memberships	\$ -	\$ -	\$ 75.00	\$ -	\$ 75.00	\$ 1,500.00	\$ 1,425.00	95%
EICCD Refund 11/20/12 Moved to Marketing Fund	\$ 4,315.00	\$ -	\$ -	\$ -	\$ 4,315.00	\$ 4,315.00	\$ -	0%
Business Retention and Attraction Project	\$ -	\$ -	\$ 725.00	\$ 289.71	\$ 1,014.71	\$ 900.00	\$ (114.71)	-13%
150 Mile Business Attraction Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	100%
Kirkwood/Workplace Learning Connection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 925.00	\$ 925.00	100%
IWD Labor Shed Study to be completed FY14-15	\$ -	\$ -	\$ -	\$ 289.71	\$ 289.71	\$ 1,500.00	\$ 1,210.29	81%
Subtotal	\$ 4,315.00	\$ -	\$ 725.00	\$ 579.42	\$ 5,694.42	\$ 12,140.00	\$ 6,445.58	53%
TOTAL - All Expenses	\$ 23,848.32	\$ 9,015.02	\$ 19,577.72	\$ 24,340.72	\$ 77,871.49	\$ 113,301.00	\$ 35,429.51	31%

COUNTY MARKETING FUND:								
EXPENSES	JULY-SEPT	OCT-DEC	JAN-MAR	APR-JUNE	YTD	BUDGET	REMAINING	% REMAINING
Web hosting (moved from Operating) and Upgrades	\$ 85.85	\$ 50.85	\$ 50.85	\$ 33.90	\$ 221.45	\$ 700.00	\$ 478.55	68%
Regional Marketing Grant Match - Creative Corridor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	100%
Marketing Materials	\$ 36.32	\$ 200.00	\$ -	\$ 290.00	\$ 526.32	\$ 700.00	\$ 173.68	25%
Promotion items	\$ 153.40	\$ -	\$ -	\$ -	\$ 153.40	\$ -	\$ (153.40)	0%
TOTAL	\$ 275.57	\$ 250.85	\$ 50.85	\$ 323.90	\$ 901.17	\$ 3,400.00	\$ 2,498.83	73%