



## **AGENDA**

**Tuesday, March 15, 2016  
5:15 PM**

**Cedar County Extension Office**

- 1. Call to Order – 5:15 PM**
- 2. Roll Call**
- 3. Consent Agenda**
  - a. Approve Agenda
  - b. Approve Minutes
  - c. Approve Bills
  - d. Approve Financial Reports
- 4. Unfinished/Old Business**
  - a. Office Manager two-year review
  - b. Other
- 5. New Business:**
  - a. FY16-17 Budget Approval
  - b. April Meeting
  - c. Other
- 6. Reports**
  - a. Executive Director/Office Manager
  - b. City
  - c. Other
- 7. Next Regular meeting: April 12th**

### **Adjourn**

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

# Cedar County Economic Development Commission

February 11, 2016

6:30 PM

## Cedar County Extension Office Meeting Minutes

### Roll Call

**Board Members Present:** Greg Wagner, Jon Bell, Dawn Smith, Pat Hasenbank, Adam Sandberg,  
Roger Laughlin, Jen VanOhr

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

**Guests:** Sue Hall

Chair Greg Wagner called the meeting to order at 6:36 PM.

### Consent Agenda Additions/Agenda Approval

- Jon Bell made a motion, seconded by Adam Sandberg to approve the agenda, minutes, bills, and financial statements.

### Unfinished/Old Business

- The Executive Director has the two-year performance review done for Lisa Decker, but would like the personnel committee to look it over. Lisa will research who is on the committee.

### New Business

- The Executive Director handed out Best Practices in Rural & Small Town Initiative packets for the Board to read.  
In mid-January he got a new computer from ISU after his crashed in December.  
CCEDCO has two interns, one from Tipton High School and one from West Branch High School. He is working with them to be GrowHERE representatives in their schools. They will also help with social media marketing.  
The website saw as many hits in January as it did in December. Since the GrowHERE campaign kicked off 10% of the population of the county has viewed the site.  
The 2016 Labor shed Reports are in and he will be getting them to the communities in the next few weeks.  
The City of Bennett has decided to re-join CCEDCO. He is working with them to set up a city website.  
He will be in Iowa City on Friday to meet with businesses and go through what our county has to offer in our downtown and industrial areas.
- The Office Manager reported the Audit is the week of February 22<sup>nd</sup>.  
The Cedar County Extension Office invited the Executive Director and Office Manager to their meeting February 24<sup>th</sup>.  
The Extension Office will be having an Open House Wednesday, March 30<sup>th</sup> from 5-7 PM, which CCEDCO was invited to participate.

- Jon Bell stated he feels communication is better with ISU after the goal setting exercise. They will probably meet again to see what is working and if any changes need to be made. Another meeting with the Executive Director to interact and do the exercise will create a good setting for next year for ISU. ISU would also know the goals expected at CCEDCO and what direction CCEDCO and the Executive Director is going. He also feels ISU is sharing more of their evaluation of the Executive Director. Greg Wagner added CCEDCO Board will have input on the evaluation for the Executive Director. Dawn Smith felt it was a good session to determine what is expected and can put value on. ISU and CCEDCO Board will set goals. Dawn Smith stated ISU wants the Executive Director to find his focus. She feels his teaching the class at North Cedar has been very well received. ISU may want him to expand the GrowHERE to other counties. Jon Bell added a training session is tentatively set for Tuesday, March 8 with Brian Perry of ISU. They will be contacting the Office Manager to set up a time.

**City Reports**

- No city reports.

**Announcements**

- The next meeting is tentatively Tuesday, March 8<sup>th</sup> with a possible early afternoon training session with Brian Perry from ISU.

**Adjourn**

- With no further business, the meeting adjourned at 7:02 PM.

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Board Chair

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Preparer of Minutes

**Cedar County Economic Development Commission  
February 2016**

|                                     | <u>Date</u> | <u>Name</u>         | <u>Memo</u>  | <u>Amount</u> | <u>Balance</u>       |
|-------------------------------------|-------------|---------------------|--|---------------|----------------------|
| <b>CHECKING</b><br>02/01/16         |             |                     |  |               | \$ 2,883.53          |
|                                     | 01/21/2016  | Rod Ness            | Mileage  | -110.16       | \$ 2,773.37          |
|                                     | 02/01/2016  | Transfer            | From Interest Bearing                                      | 2,500.00      | \$ 5,273.37          |
|                                     | 02/01/2016  | Cedar County Fair   | Partnership/banner for 2016                                | -150.00       | \$ 5,123.37          |
|                                     | 02/01/2016  | F&B Communications  | Web hosting \$16.95; Doman name renewals \$59.98 & \$59.98 | -136.91       | \$ 4,986.46          |
|                                     | 02/01/2016  | Lisa M Decker       | Salary 01/18/16 - 01/29/16                                 | -655.94       | \$ 4,330.52          |
|                                     | 02/02/2016  | IA Dept. of Revenue | State w/h - Decker - Oct.-Dec                              | -203.00       | \$ 4,127.52          |
|                                     | 02/15/2016  | Tipton Conservative | Legal Minutes  | -21.24        | \$ 4,106.28          |
|                                     | 02/15/2016  | Windstream          | Phone & DSL  | -187.38       | \$ 3,918.90          |
|                                     | 02/16/2016  | FICA                | Decker-January   | -362.86       | \$ 3,556.04          |
|                                     | 02/16/2016  | IPERS               | Decker-January   | -251.78       | \$ 3,304.26          |
|                                     | 02/16/2016  | L. Decker           | Refreshments - ISU meeting                                 | -16.28        | \$ 3,287.98          |
|                                     | 02/17/2016  | Lisa M Decker       | Salary 02/01/16 - 02/12/16                                 | -655.94       | \$ 2,632.04          |
| <b>CHECKING</b><br>02/29/16         |             |                     |  |               | <u>\$ 2,632.04</u>   |
| <b>INTEREST BEARING</b><br>02/01/16 |             |                     |  |               | \$ 215,632.68        |
|                                     | 02/01/2016  | Transfer            | To Checking  | -2,500.00     | \$ 213,132.68        |
|                                     | 02/04/2016  | Deposit             | Membership Dues - Lowden                                   | 2,114.00      | \$ 215,246.68        |
|                                     | 02/04/2016  | Deposit             | Schroeder Restitution                                      | 60.00         | \$ 215,306.68        |
|                                     | 02/05/2016  | Deposit             | Membership Dues - Bennett                                  | 1,085.00      | \$ 216,391.68        |
|                                     | 02/29/2016  | Deposit             | Interest   | 85.81         | \$ 216,477.49        |
| <b>INTEREST BEARING</b><br>02/29/16 |             |                     |  |               | <u>\$ 216,477.49</u> |
| <b>MARKETING</b><br>02/01/16        |             |                     |  |               | \$ 8,311.46          |
|                                     |             | No activity         |  |               |                      |
| <b>MARKETING</b><br>02/29/16        |             |                     |  |               | \$ 8,311.46          |
|                                     |             |                     |  |               | <u>\$ 227,420.99</u> |

**Total Assets 02/29/16 \$ 227,420.99**



**FY16-17 Budget**

**REVENUE:**

|                       |                      |
|-----------------------|----------------------|
| Dues                  | 108,729              |
| Clarence Loan         | 0                    |
| Interest              | 750                  |
| Schroeder Restitution | 600                  |
|                       | <b>TOTAL REVENUE</b> |
|                       | <b>\$ 110,079</b>    |

**EXPENSES:**

|                                    |                       |
|------------------------------------|-----------------------|
| <b>Executive Director</b> - Salary | 42,436                |
| Benefits P&S @ 37%                 | 16,040                |
| Travel & Operating (ISU contract)  | 3,500                 |
| <b>Office Manager</b> - Salary     | 24,000                |
| Travel & Operating                 | 500                   |
| Withholding (CCEDCO)               | 3,950                 |
| Health Insurance                   | 3,600                 |
|                                    | <b>Labor Subtotal</b> |
|                                    | <b>\$ 94,026</b>      |

**Office Expenses:**

|  |                        |
|--|------------------------|
| Supplies/Hardware/Software               | 1,500                  |
| Accounting (Latta Harris & Annual Audit) | 3,500                  |
| Web Hosting                              | 250                    |
| Postage                                  | 100                    |
| Equipment Upgrades                       | 0                      |
| Insurance/BOP & Liability                | 2,500                  |
| Phone/DSL                                | 2,400                  |
| Newspaper Subscriptions/Ads              | 500                    |
|  | <b>Office Subtotal</b> |
|  | <b>\$ 10,750</b>       |

**Marketing/Promotion:**

|                                  |                                     |
|----------------------------------|-------------------------------------|
| Conference/Education/Memberships | 1,000                               |
| Cedar County Campaign - GrowHERE | 3,250                               |
| Kirkwood/Workplace Learning      | 925                                 |
|                                  | <b>Marketing/Promotion Subtotal</b> |
|                                  | <b>\$ 5,175</b>                     |

|                       |                   |
|-----------------------|-------------------|
| Total Budget Revenue  | 110,079           |
| Total Budget Expenses | 109,951           |
|                       | <b>Net + or -</b> |
|                       | <b>\$ 128</b>     |

**MARKETING FUND:**

|  |                                       |
|--|---------------------------------------|
| Beginning Balance:                                 | 3,911                                 |
| Web Development/Improvements                       | 250                                   |
| Regional Marketing Grant Match - Creative Corridor | 2,000                                 |
| Marketing Materials                                | 250                                   |
| Promotional Items                                  | 0                                     |
|  | <b>Total Expenses Marketing Fund:</b> |
|  | <b>\$ 2,500</b>                       |
|  | <b>Ending Balance</b>                 |
|  | <b>\$ 1,411</b>                       |