



**AGENDA**  
**May 10, 2016**  
**Cedar County Extension Office**

- 1. Call to Order – 5:30 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. Brian Perry Goal Setting Session
  - b. Other
- 5. New Business:**
  - a. Social Media Seminar
  - b. Labor Shed Study Report
  - c. Other
- 6. Reports**
  - a. Executive Director/Office Manager
  - b. City
  - c. Other
- 7. Next Regular meeting: June 14th**

**Adjourn**

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

# Cedar County Economic Development Commission

March 15, 2016

5:15 PM

## Cedar County Extension Office

### Meeting Minutes

#### Roll Call

**Board Members Present:** Greg Wagner, Jon Bell, Dawn Smith, Jen VanOort, Adam Sandberg,  
Leanne Boots

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

**Guests:** Sue Hall

Chair Greg Wagner called the meeting to order at 5:15 PM.

#### Consent Agenda Additions/Agenda Approval

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

#### Unfinished/Old Business

- The Executive Director stated the Office Manager's two-year review is complete and was sent to the personnel committee. After some discussion a motion was made by Adam Sandberg to approve a 3% raise for the Office Manager, it was seconded Jen VanOort. The raise is effective November 11, 2015.

#### New Business

- The FY16-17 budget was presented to the Board. A motion was made by Jon Bell, seconded by Adam Sandberg to approve the budget.
- There will be no regular meeting in April due to several members of the Board are unable to attend. The Executive Director will still send out a report of his activities the beginning of April.

#### Executive Director's Report

- As discussed at the December meeting he would like CCEDCO to host social media training for business owners in the county. He contacted Nick Westergaard about doing the training, possibly the end of May. He is from Coralville and is a teacher at the University of Iowa. The cost would be \$700, which included 25 of his books to be given out. Dawn Smith asked if there is anybody who could do it for less. The Executive Director stated this was a good deal with a quality speaker and program that people would be beneficial to everybody who attends. Greg Wagner said he would like CCEDCO to get businesses to help sponsor the event. Adam Sandberg added he would be surprised if businesses would not want to participate. Jon Bell made a motion, seconded by Leanne Boots to go ahead with the seminar with the Executive Director contacting local businesses about sponsoring.
- He developed a website for the City of Bennett, and it is up and running. He encourages everybody to go out to [www.bennettiowa.com](http://www.bennettiowa.com) and take a look at it.
- He has met with Cathy Caitlin, Executive Director of Limestone Bluff's RC& about partnering with her and possible Linda Beck about putting on an event later this year to showcase Solar businesses.
- The Tipton and West Branch High School CCEDCO interns have an Instagram Account up and running. They will also be putting on an event in their communities the end of the year.
- The third session of the North Cedar School Entrepreneur Training is wrapping up and a forth session will begin at the end of the month.

- CCEDCO hosted another Clerk's Lunch at Bennett on Wednesday, March 9<sup>th</sup>, with ten people attending.
- March 18<sup>th</sup> he will be going to Ottumwa to ISU for E&O review. March 26<sup>th</sup> he will be in Ames for a shared position meeting and also on April 27<sup>th</sup> & 28<sup>th</sup> for ISU E&O in-service.
- The Office Manager reported the annual audit went well, no issues were uncovered. In addition, the Cedar County Extension Office will hold its annual Open House Wednesday, March 30<sup>th</sup> starting at 5:00 PM, and everybody is invited to attend.

### City Reports

- **Mechanicsville** – The Fireman's Dance is Saturday, March 26<sup>th</sup>.
- **Clarence** – The new library opened March 1<sup>st</sup>. It was all paid for with grants and donations. There will be a Grand Opening Sunday, April 10<sup>th</sup>. They are working with the Executive Director to get the Clarence Development group going again.
- **Tipton** – They approved their budget. A new police chief will be hired. They are doing an infrastructure study. A new city manager will not be hired at this time. They will retain their temporary manager for another 6-9 months. The 2015 audit was received.
- **Cedar County Supervisors** – The budget was approved. The Stanwood drainage project is moving along. In late April or early May a space study/swap will take place. They are still looking for a place to temporarily relocate the County Attorney.
- **Durant** – They will have an open house for their new sewer plant in the near future. A new museum up and running, a church has relocated to 5<sup>th</sup> Street, and an antique store in town is expanding. A big project on 8<sup>th</sup> street will start soon.

### Announcements

- The next meeting is Tuesday, May 10<sup>th</sup>.

### Adjourn

- With no further business, the meeting adjourned at 6:05 PM.

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Board Chair

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Preparer of Minutes

## Cedar County Economic Development Commission Financial Summary

	Date	Name	Memo	Amount	Balance
<b>Checking 03/16/16</b>					<b>\$ 2,632.04</b>
	03/01/16	Funds Transfer	From Interest Bearing	2,500.00	5,132.04
	03/01/16	F&B Communications	Web hosting	-16.95	5,115.09
	03/01/16	Lisa M Decker	Salary 02/15 - 02/26	-655.94	4,459.15
	03/07/16	Latta Harris LLP	2015 4th Quarter fees & Year end/insurance audit reporting	-275.00	4,184.15
	03/07/16	Tipton Conservative	Legal minutes	-13.78	4,170.37
	03/16/16	Visa	Office Supplies \$125.01; Bennett Website \$110.22 <b>Check should have been for \$235.23</b>	-253.23	3,917.14
	03/16/16	Windstream	Phone & DSL	-193.42	3,723.72
	03/16/16	Lisa M Decker	Salary 02/29/16 - 03/11/16	-650.95	3,072.77
	03/17/16	Lisa M Decker	Retro pay from 11/11/15	-191.89	2,880.88
	03/17/16	FICA	FICA / Decker / February	-362.90	2,517.98
	03/17/16	IPERS	Decker - February	-251.78	2,266.20
	03/28/16	Funds Transfer	From Interest Bearing	4,000.00	6,266.20
	03/29/16	Funds Transfer	From Marketing	90.00	6,356.20
	03/30/16	Lisa M Decker	Salary 03/14/16-03/25/16	-668.97	5,687.23
<b>Checking 03/31/16</b>					<b>\$ 5,687.23</b>
<b>Outstanding checks</b>	03/28/16	Rod Ness	Mileage	-201.12	
	03/28/16	Jab Ink	GrowHERE stickers	-90.00	
<b>Interest Bearing 03/01/16</b>					<b>\$ 216,477.49</b>
	03/01/16	Funds Transfer	To Checking	-2,500.00	213,977.49
	03/28/16	Funds Transfer	To Checking	-4,000.00	209,977.49
	03/31/16	Deposit	Interest	90.65	210,068.14
<b>Interest Bearing 03/31/16</b>					<b>\$ 210,068.14</b>
<b>Marketing 03/01/16</b>					<b>\$ 8,311.46</b>
	03/29/16	Transfer - To Checking	GrowHERE stickers	-90.00	8,221.46
<b>Marketing 03/31/16</b>					<b>\$ 8,221.46</b>

**Total Assets \$223,976.83**

Approved: \_\_\_\_\_

Board Chair: \_\_\_\_\_

**Cedar County Economic Development Commission**

**Financial Report - April 2016**

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>Checking 04/01/16</b>					<b>5,687.23</b>
	03/28/16	Rod Ness	Mileage	-204.12	5,483.11
	03/28/16	Jab Ink	GroHERE Stickers	-90.00	5,393.11
	04/05/16	F&B Communications	Web Hosting \$16.95; Domain Name Renewal \$59.98	-76.93	5,316.18
	04/11/16	Transfer	From Interest Bearing	13,389.67	18,705.85
	04/11/16	Iowa State University	Executive Director quarterly salary \$10,099.98; benefits \$3,289.69	-13,389.67	5,316.18
	04/11/16	Windstream	Phone & DSL	-193.30	5,122.88
	04/11/16	Lisa M Decker	Salary 03/28/16 - 04/08/16	-668.97	4,453.91
	04/26/16	FICA	Withholding/Decker/March	-560.54	3,893.37
	04/27/16	Lisa M Decker	Salary 04/11/16 - 04/22/16	-668.97	3,224.40
	04/27/16	IPERS	Decker/March	-414.80	2,809.60
<b>Checking 04/30/16</b>					<b>\$ 2,809.60</b>
<i>Outstanding Check</i>	04/22/16	<i>Tipton Conservative</i>	<i>Legal minutes</i>	-12.63	
<b>Interest Bearing 04/01/16</b>					<b>210,068.14</b>
	04/04/16	Deposit	Schroeder Restitution	120.00	210,188.14
	04/11/16	Transfer	To Checking	-13,389.67	196,798.47
	04/30/16	Deposit	Interest	82.71	196,881.18
<b>Interest Bearing 04/30/16</b>					<b>\$ 196,881.18</b>
<b>Marketing 04/01/16</b>		No activity			<b>8,221.46</b>
<b>Marketing 04/30/16</b>					<b>\$ 8,221.46</b>
				<b>TOTAL ASSETS 04/30/16</b>	<b>\$ 207,912.24</b>

Approved by:

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Secretary/Treasurer

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Board Chair