



AGENDA
June 14, 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. “Get Scrappy” seminar June 18th
 - b. Other
- 5. New Business:**
 - a. Heartland Insurance Renewal
 - b. Other
- 6. Reports**
 - a. Executive Director/Office Manager
 - b. City
 - c. Other
- 7. Next Regular meeting: July 12th**

Adjourn

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

Cedar County Economic Development Commission
May 10, 2016
5:30 PM
Cedar County Extension Office
Meeting Minutes

Roll Call

Board Members Present: Jon Bell, Dawn Smith, Jen VanOort, Adam Sandberg,
Leanne Boots, Roger Laughlin

Staff Present: Rod Ness, Lisa Decker

Guests: Sue Hall

Vice Chair Bell called the meeting to order at 5:30 PM. Roll call was taken.

Consent Agenda Additions/Agenda Approval

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

Unfinished/Old Business

- The Executive Director provided a report from the session building exercise with Brian Perry. A meeting was held at ISU with all other shared positions. Their goal is going towards unifying an agreement/contract in all the communities and facilitate more teamwork.

New Business

- The Executive Director set up a Social Media Presentation by Nick Westergaard on June 18th, from 10:30 AM – Noon. This is a partnership with ECIA, who will be contributing \$200 towards the cost. It is open to all business owners and non-profits, and board members/chambers are encouraged to attend. It will be a very engaging seminar. Dawn Smith asked if there is a fee to attend. The Executive Director replied there is no charge to attend. He will be advertising on social media. Seating is limited to 50 people. Dawn Smith stated maybe Sue Hall could put an article in the paper about the event/speaker. Rod will get with her to give her details.
- The Executive Director handed out the recently completed Labor Shed study. It was done by Workforce Development. Some of the overall results found are workers in Cedar County are mainly commuters and there is a low unemployment rate in the county. Jon Bell asked how often these studies are done. The Director responded it is suggested to update the study every three years.
- Due to the departure of Annette Shipley from the ISU Extension Office, a new contract with a new contact name was presented for Board approval. Roger made a motion seconded by Dawn to approve the contract. The Office Manager will get it to Greg Wagner for a signature.

Executive Director's Report

- CCEDCO interns from Tipton and West Branch finished up their projects. He feels it was a very positive experience. Adam asked what they did for CCEDCO. The Director responded the set up an Instagram account, did social media contacts, and helped with a survey.
- He met with the new Mechanicsville Economic Development group and they discussed planning more community activities. He also attended Clarence Economic Development meetings. People in the towns seem to be very enthusiastic about getting new projects going.
- EICA attended a Supervisor's meeting. Afterwards they had a lunch meeting and discussed housing needs in Cedar County. West Branch and Tipton are looking into incentives needed housing. The Director stated grant money is out there, however, a countywide study would be needed to qualify for the funds. Roger Laughlin asked what kind of grants for what kind of housing are available? The Director responded the grants assist contracts to build affordable housing. Roger Laughlin responded asking what is considered affordable housing. The Director stated communities need housing that attracts all ages. Dawn Smith added homeowners tend to take care of their property if they own it. Roger Laughlin responded he did not think West Branch would be interested in participating in the study.

- The Director stated he is working with member of the community on updating a Cedar County Barn Quilt tour pamphlet. He stated he would like to incorporate other points of interest in the communities in the future.
- Views on growCedar.org have stayed consistent.
- A Clerk's lunch is being planned for Wednesday, June 1st. There will be representatives from ECIA and IowaWORKS at the lunch to give presentations.

City Reports

- **West Branch** – The mayor contacted a franchise restaurant and gas station asking them to look at West Branch as a possible development area for them. West Branch has property and incentives available.
- **Cedar County Supervisor (Jon Bell)** – Construction has begun for switching the offices of Recorder and County Attorney at the courthouse. Rock is being put down on many roads in the county. Work is continuing on the Stanwood drainage project. Right now they are waiting on the Rail Road so they can move forward. Limestone Bluffs RC&D hired a new director. A Solar Fair is planned for September. "Green" vendors are needed for the event.
- **Mechanicsville** – They recently had a water main break. The first games at the new sports complex will be played in June. They complex has two fields, fencing and concession stand.
- **Clarence** – The new Economic Development group met in April and the next meeting is May 11th. City Wide Garage Sale Day is Saturday, June 4th. The Clarence Library had their Grand Opening on April 9th. The walls are up on the Clarence Senior Living addition. The Park Board is working on a new Veteran's Memorial. Clarence Park Days are July 9-10.
- **Durant** – Jeff's Market and Sunshine Antiques have both expanded. The town is getting ready to build a new water tower and do a mile long street project.
- **Tipton** – They have to do an amendment to the budget. A flow study is being done with the sewers. Starting July 1st water treatment will be done in-house. The Electric Department is having engine issues. The electric rates are also being analyzed.

Announcements

- The next meeting is Tuesday, Jun 14^h. The Office Manager is to put CCEDCO goals on the Agenda.

Adjourn

- With no further business, a motion was made by Leanne Boots, seconded by Roger Laughlin to adjourn at 6:47 PM.

Board Chair

Preparer of Minutes

Cedar County Economic Development Commission

Financial Statement - May 2016

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
Checking 05/01/16					2,809.60
	05/02/16		Funds Transfer	2,500.00	5,309.60
	05/02/16	Tipton Conservative	Legal Minutes	-12.63	5,296.97
	05/02/16	F&B Communications	Web Hosting	-16.95	5,280.02
	05/02/16	Latta Harris LLP	Quarterly reporting fees	-156.00	5,124.02
	05/03/16	Iowa Dept. of Revenue	State w/h 1st Quarter - Decker	-204.00	4,920.02
	05/10/16	VOID		0.00	4,920.02
	05/10/16	Lisa M Decker	Salary 04/25/16 - 05/06/16	-668.97	4,251.05
	05/10/16	Cedar County Fair	Booth Rental - 2016 Fair	-100.00	4,151.05
	05/10/16	Visa	Office Supplies	-163.85	3,987.20
	05/16/16	FICA	Withholding Decker-April	-374.68	3,612.52
	05/17/16	IPERS	Decker/April	-299.61	3,312.91
	05/20/16	Windstream	Phone & DSL	-193.30	3,119.61
	05/24/16	Lisa M Decker	Salary 05/09-05/20	-668.97	<u>2,450.64</u>
Checking 05/31/16					2,450.64
Interest Bearing 05/01/16					196,881.18
	05/02/16	Transfer to Checking		-2,500.00	194,381.18
	05/31/16	Deposit	May Interest	82.58	<u>194,463.76</u>
Interest Bearing 05/31/16					194,463.76
Marketing 05/01/16					8,221.46
		No activity			
Marketing 05/31/16					8,221.46
Total Assests					
				Checking	\$ 2,450.64
				Intereset Bearing	\$ 194,463.76
				Marketing	\$ 8,221.46
				TOTAL	<u>\$ 205,135.86</u>