

Cedar County Economic Development Commission
October 11th, 2016 – 5:30 PM
Cedar County Extension Office
Meeting Minutes

Roll Call

Board Members Present: Greg Wagner, Jon Bell, Leanne Boots, Adam Sandberg, Roger Laughlin,
Jen VanOort

Staff Present: Rod Ness, Lisa Decker

Guests: Sue Hall

Chair Greg Wagner called the meeting to order at 5:35 PM. Roll call was taken.

Consent Agenda Additions/Agenda Approval

- Leanne made a motion, seconded by Adam, to approve the agenda, minutes and financial statements. All ayes.

Unfinished/Old Business

- The Executive Director discussed CCEDCO goals. As he works through taking the steps for CCEDCO to have 501c(3) status, the by-laws will be reviewed at that time.
- He would also like to redefine his review process to align with the ISU process. He had his mid-year review and his next review will be in six months. Greg added he would like to come up with a basic/simple review process and send it to ISU. Adam suggested the goals be compared with the Executive Director's report and see if goals are being met. The Director agreed saying concerns and comments should be included on the review and then goals set up for next year. Greg stated he would like to see one review form used for both the Director and the Office Manager. The Director will work on a form and bring it to the Personnel Committee to go over then present it to the Board. The Office Manager will research to see if there is already a named Personnel Committee. Greg asked copies of the bylaws be available at the next meeting.
- Jon asked about selecting Kyle Mauer as attorney to proceed with 501c3 status. The Director stated he is waiting on the board to decide on an attorney. Once an attorney is agreed upon, they can be brought in to talk to the board and give a presentation. A motion was made by Roger, seconded by Jon to approve/select Kyle Mauer of Clarence. The motion was passed with all ayes by a roll call vote.

New Business

- The Office Manger's three-year anniversary is November 11th. She had a meeting with a representative from IPERS and they stated it is better to have a review completed by/and the new salary be effective as close to the anniversary date as possible. If a salary increase crosses over a quarter and/or calendar year it sends up a red flag for them. The Director said he will have a review done before the next meeting for the Personnel Committee to review, and then present it to the Board at the November meeting.
- ISU partners with CCEDCO would like to attend the December meeting. Jon asked if it is possible they come to the November meeting instead. He added we then could possibly skip having a December meeting. Rod will contact them about attending the November meeting. After some discussion the next meeting will be November 15th instead of November 8th. No December meeting will be scheduled.

Executive Director's Report

- The Board is invited to attend a discussion hosted by Jim Engle, of IEDA, on Iowa Downtown Resource Center on Wednesday, October 12th, at the Tipton Fire Station Conference Room and will be about 45 minutes – 1 hour long. This is an opportunity for government officials, community leaders, and interested citizens to learn more about how they can assist your town's efforts in development.

- The Director, Office Manager, and Adam Sandberg attended a meeting on Friday, September 30th, at the Cedar River Restaurant with representatives from Kirkwood Learning. They offer internships, job shadow opportunities, and sponsor events that help students prepare for the workforce. They have participation from Tipton, North Cedar, and West Branch students. Jon added that through CCEDCO an annual donation is made to the program. Adam sent them an updated list of businesses in Mechanicsville.
- The Office Manager gave an update on all the new businesses in the county.

City Reports

- **West Branch** – The city is doing street maintenance. They recently finished a goal setting session. The golf course project fell through, but there is hope another option will come up in the spring. They had a successful Fall Festival on October 8th.
- **Mechanicsville** – The city mayor recently resigned. The ball diamond committee is getting bids for lights. The community group held a “Meet Your Neighbor” event at the park.
- **Clarence** – The Clarence Economic group is moving along. A Volunteer Recognition dinner was held at the park in September. Trunk or Treat will be at the Senior Living facility. The CCEDCO Executive Director has been assisting a downtown business owner. A new business, Sunstop, on the east side of Clarence, is making progress.
- **Tipton** - The city is waiting for results from the sewer and water study. The city of Tipton, along with the Tipton High School, is participating in “Soctober”. This is a program that donates socks for people in shelters. Trunk or Treat will be held in the park. A “Touch a Truck” event was held downtown in September, which was well attended and the kids loved it.
- **Cedar County Supervisor (Jon)** - They county got though the flood issues and things went well. Posting river levels and safety info on Flood Charts for the public was very helpful. They would like to see more of them put up. Another space study will be done at the Court House, because the Veteran’s Office would like to relocate to the first floor. Stanwood Drainage Ditch issues continue. The roadwork north of Clarence is complete.
- **Stanwood** – A Dollar General is coming to Stanwood. Land will be cleared and a new building will be put up. The new park shelter is almost complete. A grand opening/ribbon cutting ceremony is scheduled for October 23rd. Reservations have already been taken into next year. The Hwy 38 project has to start by March 31st. Their 4th annual Trick or Trunk is Sunday, October 30th.

Announcements

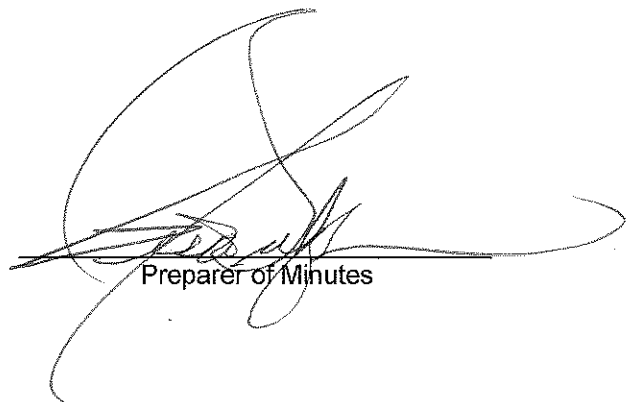
- The next scheduled meeting is **Tuesday, November 15th**.

Adjourn

- With no further business, a motion was made by Roger Laughlin, seconded by Jon Bell to adjourn at 6:40 PM.



 Board Chair



 Preparer of Minutes