

**Cedar County Economic Development Commission  
January 10, 2017 – 5:30 PM  
Cedar County Extension Office  
Meeting Minutes**

**Roll Call**

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

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

**Guests:** Sue Hall, Kyle Mauer

Chair Greg Wagner called the meeting to order at 5:31 PM. Roll call was taken.

**Visitors**

- Kyle Mauer talked with the board on what it takes to become a 501c3. Is/does the organization (what they look for):
  1. A charitable organization
  2. Provide relief to the poor and distressed/underprivileged
  3. Lesson the burdens of government (city councils)
  4. Lesson neighborhood tensions (lack of jobs/promote job growth)
  5. Eliminate prejudice & discrimination
  6. Combat community deterioration (streetscaping)
  7. Aide economically depressed areas
  8. Help train unemployed in the community
  9. Benefit a disadvantaged group
  10. Aid businesses that can't find financing themselves (due to dilapidated/adjacent buildings)

He added the more you can put together, the better the chances. First, you incorporate, then apply for tax-exempt status. Jon Bell asked how we would operate if we are using tax dollars and get donations. Kyle Mauer responded the entity runs off 501c3 donations and status quo on current dollars. New By-laws would be needed but they could mirror current ones. Another Board would be needed (on paper) when the Articles of Incorporation application is filed. There will be more regulations with payment to employees and officers in a 501c3. Members from the current board, and the Executive Director, can be on the 501c3 board. The application fee is around \$300. Kyle also advised meetings be held jointly/consecutively. The first step is to go through the list and see what would be best to put together to apply.

**Consent Agenda Additions/Agenda Approval**

- Jon made a motion, seconded by Leanne, to approve the agenda, minutes (with minor corrections) and financial statements. All ayes.

**Unfinished/Old Business**

- The Executive Director is working on having a start-up workshop for anyone interested in starting a new business. They would be given resources, like USDA and Limestone Bluffs, and learn what the first steps are to opening a business. Advertising will be done through local economic groups, city clerks, and social media.
- He is working on a proposed performance review sheet for the personnel committee to look at. The personnel committee consists of Jen, Adam, and Jon.
- Bylaws will need to be reviewed as we move forward with 501c3 status. The Office Manager will send out an electronic copy to the board to review. Greg suggested the foundation could be more business owners and not elected officials. Jon Bell added it is important the Executive Director get out to local development groups and organizations and talk about CCEDCO.

### New Business

- Election of officers are as follows: Board Chair, Greg Wagner; Vice Chair, Jon Bell; Secretary/Treasurer, Adam Sandberg (no changes). All ayes.

### Executive Director's Report

- He made a request for a budget increase of 4% to the Board of Supervisors in December for the next budget year. There has not been an increase in seven years. A motion by Jen, seconded by Adam was made to increase the city dues by 3%. All ayes.
- A new small manufacturing business, Underground Formulations, opened in Mechanicsville.
- November and December saw a great increase in website traffic.
- He is working with ECIA to offer a downtown assessment for each city. Tipton recently took advantage of the program.
- Iowa Economic Development Authority would like to establish Cedar County as a Home Base Iowa County. This would provide resources for our veterans and their families with employee services and relocation resources. He will invite their program director and the Cedar County Veteran's Affairs director to the next meeting.
- The FY16 audit through the State Auditor's office is scheduled the week of February 20<sup>th</sup>.

### City Reports

- **Mechanicsville** – The ball diamond complex is in its final phase: getting lights. They were able to purchase lighting from a family based business and Iowa Electric is donating some posts, offering some at cost, and assisting with putting them up.
- **Clarence** – Sundstop, the new convenience store on the east side of town is open. The library is looking for a new Director. The Fire Department is hoping to build a new fire station using only donations.
- **Tipton** – They are working on the new budget. A new phone system is in the works. The council approved sealing and repairing part of the airport runway. Interior lighting at the pool is being replaced. Ambulance response time issues is also being looked at.
- **Cedar County Supervisors** – They are also working on the budget and new phone system. Bids are being accepted for the secondary roads and bridges. At the courthouse, the Veteran's Affairs office moved to the first floor. Planning for future repairs/space issues at the Law Enforcement Center and courthouse is also being done.
- **Stanwood** – The city is working on their budget. The Highway 38 project is ongoing. Work will begin on tearing up the road in March/April.

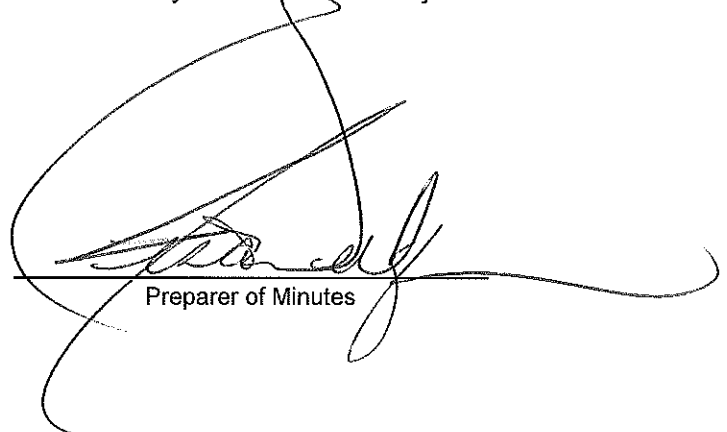
### Announcements

- The next scheduled meeting is **Tuesday, March 14th**.

### Adjourn

- With no further business, a motion was made by Jon Bell seconded by Leanne Boots to adjourn at 6:53 PM.

  
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Board Chair

  
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Preparer of Minutes