

**Cedar County Economic Development Commission**  
**November 15, 2016 – 5:30 PM**  
**Cedar County Extension Office**  
**Meeting Minutes**

**Roll Call**

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

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

**Guests:** Gary Taylor and Himar Hernandez – Iowa State University, Sue Hall

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

**Visitors**

- Gary Taylor and Himar Hernandez from Iowa State University Extension and Outreach talked about the Extension and Outreach program. They wanted to discuss how things are going. Greg noticed CCEDCO has been more visible out in the communities. LeAnn added she felt the goal setting session what helpful.
- Gary explained to the Board they reorganized the Extension and Outreach program in April to create knowledge teams. These teams were established in September hoping to execute better program delivery. Their goal is to put together effective programs and cross-train each other. These teams communicate and work together in on-line meeting platforms. Rod is on a team that focus' on economy and technology. They hope this will broaden what they can bring back to their communities. It may take a little time, but the team reorganization will encourage involvement and communication between the Directors. Through in services at ISU they also learn what everyone else is doing and what is working for them. Each Director also receives an internal ISU Extension and Outreach Newsletter that can be shared with their Board.
- The Executive Director's next evaluation is due in April, and ISU would like to get feedback from the Board no later than February 15, 2017. Himar stated they would look at what the Executive Director has done for ISU and will send to the Board. The current contract between ISU and CCEDCO expires in June of 2017. In April ISU with get with CCEDCO and get the process started for a new contract.

**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 working on CCEDCO goals. Attorney Kyle Mauer is reviewing the Bylaws. He would like Kyle to attend the next meeting.
- He is taking with ECIA to see if they will sponsor an Entrepreneur Workshop.

**New Business**

- The Personnel Committee met to complete an employee review on the Office Manager. They proposed a raise of .38 an hour starting next pay period. Instead of having her annual review her anniversary date in November the Board decided to change the review date to July 1<sup>st</sup> to coincide with the annual budget.

**Executive Director's Report**

- A lip balm manufacturer has secured a location in Mechanicsville. They hope to start production the beginning of next year and plan to employee up to six people.
- Materials for Shop Small Saturday will again be distributed to the communities. CCEDCO will also launch a Shop Cedar campaign to get people to support their local small businesses during the holiday season.

- A letter was received from a Lowden resident who thanked the efforts of the Executive Director and CCEDCO for their assistance with a Lowden business.
- Representatives from Tipton and Clarence attended the IEDA Downtown Resource Center Meeting at the Tipton Fire Station on October 20<sup>th</sup>. They offer two programs that would be beneficial to the local communities: A Community Assessment and the Downtown Walk Around. The Community Assessment is about \$300. With this program IEDA representatives spend three hours walking around and then will give an evaluation. The Downtown Walk Around is \$2,500. This program will provide four people for a week to interview people in the community. They then hold a meeting and meet with the community with their evaluation. Every community would benefit from participating on one of these programs.
- The GrowHere website traffic is increasing. There is also an increase in returning visitors, and pages per session.
- The Office Manager attended an Apprenticeship meeting in Cedar Rapids, sponsored by IowaWorks. Representatives from two businesses, and their apprentices, spoke at the meeting about how the program is working for them. There are funds available for this program and any/every community could benefit from it.

### City Reports

- **Clarence** – A current business owner is looking into buying a downtown building. The Fire Dept. announced they are pursuing building a new fire station. Sunstop hopes to open in the near future. Over 106 children and 14 vendors made for another successful Truck-or-Treat event. The Christmas Walk is December 2<sup>nd</sup> from 5-7. Businesses will be open late with Friends of the Library hosting a cookie walk.
- **Cedar County Supervisors** – The County is having a solar dedication this week. Another space study will be done on the courthouse. Over 83% of illegible voters in the county voted in the election. It is once again budget season. A building for the Secondary Roads will need to be addressed. Dawn is still working on mental health care/issues for the county. Jon attended a lower Cedar watershed meeting in West Branch. There are 29 eligible entities & cities to form a 28E agreement. This will be an opportunity to take advantage of grant money for projects for flooding and water quality.
- **Tipton** - Tipton has agreed to invest in a Downtown Walk Around evaluation. The council approved a Middle and High School Ambassador Program. A ground lease was approved for an airport hangar. They are working on getting a replacement for the City Finance Director who will be retiring next year. The Tipton Ambulance is having an Open House November 29<sup>th</sup> from 6:30 – 9:30. A tree lighting ceremony is scheduled for November 26<sup>th</sup>.
- **Stanwood** – They hired an engineer to evaluate an addition to their existing sewer/lagoons. This could possibly be a 4.5 million dollar project. Santa will be in town on December 3<sup>rd</sup>.

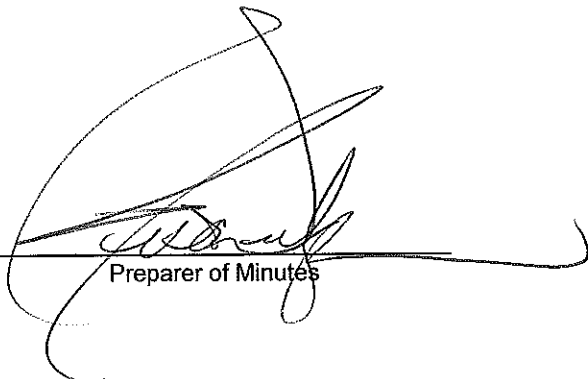
### Announcements

- The next scheduled meeting is **Tuesday, January 3rd<sup>h</sup>**.

### Adjourn

- With no further business, a motion was made by Roger Laughlin, seconded by Jon Bell to adjourn at 6:52 PM.

  
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 Board Chair

  
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 Preparer of Minutes