

**Iowa State University  
Cooperative Extension Service  
Ames, Iowa**

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**MINUTES OF THE ORGANIZATIONAL MEETING OF  
JOHNSON COUNTY AGRICULTURAL EXTENSION COUNCIL**

The first meeting of 2012 of the Johnson County Agricultural Extension Council was held on the 17th day of January 2012 at the Extension Office in Iowa City, Iowa.

John Schneider, acting chairperson, called the meeting to order at 6:00 p.m. with the following council members present: Bill Terry, Connie Brinton, Maynard Hebl, Lori Donahoe, Donna Davis, John Schneider, and Larry Culver. Absent: Donna Ruth, Scott Ritter  
Staff: Gene Mohling Others: Dave Wilson-Emergency Management

**Extension Council Members for the Year 2012  
(Terms beginning January 1, 2008 and expiring December 31, 2012)**

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)
John Schneider	5725 520 <sup>th</sup> St., Lone Tree 52755	319/330-0744
Donna Ruth	PO Box 233, Hills 52235	319/430-0540
Maynard Hebl	3811 Hebl Ave., SW, Iowa City 52246	319/351-7123
Larry Culver	P.O. Box 261, Hills, IA 52235	319/679-2626

**(Terms beginning January 1, 2011 and expiring December 31, 2014)**

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)
Lori Donahoe	295 Auburn Hills Dr., Coralville 52241	319/621-2827
Scott Ritter	5060 James Ave., SW, Kalona 52247	319/631-1087
Donna Davis	821 Spencer Drive, Iowa City 52246	319/354-1790
Bill Terry	3575 Hanks Dr., Iowa City 52240	319/321-8718
Connie Brinton	45 Norwood Circle, Iowa City 52245	319/338-4600

#### ELECTION OF COUNCIL OFFICERS:

Bill Terry moved to nominate the following slate of officers for 2012. 2<sup>nd</sup> by Maynard Hebl. Connie Brinton for chairperson; Lori Donahoe for vice-chairperson; Bill Terry for secretary; Donna Davis for treasurer. Motion carried unanimously.

Dave Wilson, Emergency Management-JCAA and the JC Conservation Board have agreements for emergency management in the event of emergency. He asked the Council to consider an agreement for use of the Extension office as a command center or for administrative purposes. The agreement would have an escape clause to opt out of the agreement. Expenses would be reimbursable (utilities, damage, clean up, wear/tear) but not for loss of use. EM uses cell phone services and wireless air cards for laptops; they would need access to a fax machine. Council will to enter into the contract once they receive the contract for the use on the facility and they have the opportunity to review it.

#### REVIEW AND APPROVAL OF FISCAL POLICIES:

Motion by Bill Terry that the Johnson County Agricultural Extension District's Fiscal policy has been reviewed and the policy shall remain in force as adopted. Seconded by Lori Donahoe. Carried unanimously. Council may revise the policies at any time.

Motion by Bill Terry that Hills Bank & Trust in Hills, Johnson County, Iowa is approved as the depository for the Johnson County Agricultural Extension operating fund for 2012; and that all receipts be deposited in said bank; and that the maximum amount to be on deposit is \$750,000.. Seconded by Lori Donahoe. Carried unanimously.

Motion by Bill Terry that the regional extension education director be directed to secure an appropriate treasurer's bond for Donna Davis, duly elected as treasurer, volunteers, staff and the remaining 8 Council members in the amount of \$250,000. Seconded by Maynard Hebl. Carried unanimously.

Any two of the nine Council members can be directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized under Johnson County Fiscal Policy Section 3.2 B. 4.

**SELECTION OF A DATE AND TIME FOR MEETINGS OF THE COUNCIL:**

Motion by Maynard Hebl that the regular meeting of the council be held at 6:00 p.m. unless otherwise stated on the 3<sup>rd</sup> Tuesday of each month at the Extension Office. Motion seconded by Bill Terry. Motion carried unanimously.

**OTHER EXTENSION COUNCIL BUSINESS:**

Motion by Larry Culver that the December 20 minutes be approved. Motion seconded by Maynard Hebl. Carried unanimously.

The checks and vouchers were reviewed by Connie Brinton, Maynard Hebl and John Schneider.

Donna Davis moved to approve the **BBBS Extension Operating vouchers**, numbered 5694-5717. 2<sup>nd</sup> by John Schneider. Carried unanimously.

Donna Davis moved to approve **Extension Building Fund Checking Account** vouchers numbered 10064. 2<sup>nd</sup> by Bill Terry. Carried unanimously.

Donna Davis moved to approve the **Extension Operating vouchers** 20715-20755 plus EFT's. 2<sup>nd</sup> by John Schneider. Carried unanimously.

Motion by Donna Davis to accept the BBBS checking account balance of \$2533.99, BBBS money market account balance of \$63,269.07, \$5 BBBS savings at UICCU, \$100 cash box, \$16,433.00 CD West Bank, \$20,811.55 CD UICCU, Building Fund Checking Account \$92.37, Extension checking account balance of \$3633.08, Extension money market account balance of \$267,278.99, Seconded by John Schneider. Carried unanimously.

Motion by Bill Terry to accept the volunteers list & BBBS Advisory Board, 4-H club leaders, YDC, Youth Council, BBBS volunteers, Fair Board, Master Gardeners and Project Leaders. Seconded by Donna Davis. Carried unanimously.

BBBS liaisons will be Bill Terry and Scott Ritter. Connie Brinton shared the IACEC liaison job description. Bill Terry will be the IACEC liaison. John Schneider will assist with JCAA.

\$5000 will be withdrawn annually in the spring from the endowment fund to support the county youth programs.

The discussion on wage and salary was tabled until later in the spring so the Council may assess the budget progress at that time.

Professional development- John Schneider moved that due to budget constraints the Council will not support the cost of attending national conferences for the next two years. 2<sup>nd</sup> by Bill Terry. Carried unanimously.

JCAA passed a motion at its January meeting stating they will pay Extension \$1500 either towards the printing of the fairbook or for Extension's use if Extension places the book on line and refrains from printing copies as was done in the past. John Schneider moved to place the fair book on line, partner with JCAA and receive their \$1500 of support for 4-H programs. Extension will schedule the fairgrounds clean up and charge \$1 per printed fair book. 2<sup>nd</sup> by Lori Donahoe. Carried unanimously. JCAA will receive recognition for programs whereby their donated funds are used. Extension will provide fairbooks for its internal use and for committee project area work. The general public or families requesting books will pay the \$1 per book charge. This will be done on a trial basis, Extension may opt to return to printing the fairbook if needed.

The mileage rate reimbursement is \$.55 per mile which is the federal rate.

Motion by Donna Davis that the FY2013 Budget estimate be published for \$1,558,315 in expenditures with a Property Tax request of \$471,623 and \$8377 in Tax Replacement Excise Tax and a mil rate of \$.08079. Motion seconded by Bill Terry. Motion carried unanimously.

Motion by Bill Terry that the FY2013 Budget estimate be published for \$4000 in Tort Liability with a levy for Tort Liability (\$87 in Utility Excise Tax and \$3913 in property tax) and a mil rate of \$.00067. Motion seconded by Larry Culver. Motion carried unanimously.

Motion by Bill Terry that the FY2012 budget be published to amend the operating budget from \$1,432,341 to \$1,950,000 due to additional funds from grants, capital campaign and construction loan revenues. Motion seconded by Maynard Hebl. Motion carried unanimously.

Total levy for FY2013 is \$484,000 with a mil rate of .08146 and total expenditures of \$1,562,315.

Motion by Donna Davis to set the FY2013 budget hearing for Tuesday, Feb. 21 at 6:30 p.m. at the Extension Office and the FY2012 amended budget hearing for Tuesday, Feb. 21 at 6:35 p.m. at the Extension Office. 2<sup>nd</sup> by Lori Donahoe. Motion carried unanimously.

Motion by Donna Davis that the official newspapers for 2012 will be the Iowa City Press Citizen and the Lone Tree Reporter for publishing the public hearing notice and financial reports. Motion seconded by John Schneider. Motion carried unanimously.

Three Council Committees: Legal/Financial, Policy/Personnel and Program, be appointed as needed. Motion by Larry Culver to appoint committees as needed. 2<sup>nd</sup> by Bill Terry. Motion carried unanimously.

Gene Mohling discussed ADA, EEO, Title IX & VI, and Open Meetings Law with the Council members.

A thank you letter from 4-H Foundation was circulated for a donation made to the Endowment Fund in memory of Francis Kempf

Program update included newsletters, beef weigh-in, IMCC Master Gardener program, BFKS. Gene reminded the Council that a new MOU with ISU is under development.

Motion by Bill Terry that meeting adjourn at 8:30 p.m. Motion seconded by Maynard Hebl. Motion carried unanimously.

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Bill Terry, Secretary

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I, Connie Brinton, Chairperson, and I, Bill Terry, Secretary, to the best of our knowledge and belief, certify that the above is a correct record of actions taken at said meeting.

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Signed this 17th day of January, 2012, \_\_\_\_\_  
Bill Terry, Secretary

Signed this 17th day of January, 2012, \_\_\_\_\_  
Connie Brinton, Chairperson

**One copy to be filed in the County Extension Office and typed in the County Agricultural Extension Council Minute book.**

**Iowa State University  
Cooperative Extension Service  
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**CERTIFICATE OF ORGANIZATION\***

Johnson County Agricultural Extension Council

I, Connie Brinton, Chairperson, and I, Bill Terry, Secretary of the Johnson County Agricultural Extension Council do hereby certify that the first meeting of 2012 of the elected council members of the Johnson County Agricultural Extension Council was held on the 17<sup>th</sup> day of January 2012 at 6:00 p.m. at Extension Office, in Iowa City, Iowa, and elected the following as chairperson, vice-chairperson, secretary and treasurer of the Johnson County Agricultural Extension Council for one-year terms starting January 2012.

	<b>Name</b>	<b>Address (including zip code)</b>	<b>Telephone (including area code)</b>
Chairperson	Connie Brinton	45 Norwood Circle, Iowa City 52245	319/338-4600
Vice-chairperson	Lori Donahoe	295 Auburn Hills Dr., Coralville, IA 52241	319/621-2827
Treasurer	Donna Davis	821 Spencer Drive, Iowa City 52246	319/354-1790
Secretary	Bill Terry	3575 Hanks Dr., Iowa City 52240	319/337-3617

The following is a complete list of members of the Johnson County Agricultural Extension Council: (List all members including officers listed above.)

**(Terms beginning January 2011 and expiring December 2014)**

<b>Name</b>	<b>Address (including zip code)</b>	<b>Telephone (including area code)</b>
Scott Ritter	5060 James Ave., SW, Kalona, IA 52247	319/631-1087
Lori Donahoe	295 Auburn Hills Dr., Coralville, IA 52241	319/621-2827
Donna Davis	821 Spencer Drive, Iowa City 52246	319/354-1790
Bill Terry	3575 Hanks Dr., Iowa City 52240	319/337-3617
Connie Brinton	45 Norwood Circle, Iowa City 52245	319/338-4600

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Cooperative Extension Service**

**(Terms beginning January 2009 and expiring December 2012)**

<b>Name</b>	<b>Address</b> <small>(including zip code)</small>	<b>Telephone</b> <small>(including area code)</small>
John Schneider	5725 520 <sup>th</sup> St., Lone Tree 52755	319/330-0744
Donna Ruth	PO Box 233, Hills 52235	319/430-0540
Maynard Hebl	3811 Hebl Ave. SW, Iowa City 52246	319/351-7123
Larry Culver	P.O. Box 261, Hills, IA 52235	319/679-2626

The following are bona fide signatures of duly elected officers of the Johnson County Agricultural Extension Council:

Signature of Chairperson:            Connie Brinton \_\_\_\_\_

Signature of Vice-Chairperson:    Lori Donahoe \_\_\_\_\_

Signature of Secretary:            Bill Terry \_\_\_\_\_

Signature of Treasurer:            Donna Davis \_\_\_\_\_

Date January 17, 2012                Signed \_\_\_\_\_

Connie Brinton, Chairperson

Date January 17, 2012                Signed \_\_\_\_\_

Bill Terry, Secretary

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- Original copy to be filed in office of the Board of Supervisors (County Auditor)**
  - One copy to be filed with the County Treasurer**
  - Two copies to be sent to your Regional Extension Director**
  - One copy to be filed in the County Extension Office**
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**NOTICE THAT BOND OF  
JOHNSON COUNTY AGRICULTURAL EXTENSION  
DISTRICT TREASURER HAS BEEN FILED**

I, Tom Slockett, County Auditor of Johnson County, Iowa, do hereby notify Connie Brinton, Chairperson of the Johnson County Agricultural Extension District, that Donna Davis, Treasurer, Extension employees, volunteers and Council members of the Johnson County Agricultural Extension District has filed in this office on this \_\_\_\_ day of \_\_\_\_\_, 2012, a surety bond in the amount of \$250,000 dollars.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2012.

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Johnson County Auditor

- File original copy in the County Extension Office**
- Send one copy to your Regional Extension Director**



