

# CLINTON COUNTY EXTENSION COUNCIL MEETING

Clinton County Extension Office, DeWitt

Wednesday, February 15<sup>th</sup>, 2023 – 7:00 pm

## AGENDA

1. Roll Call = Time: \_\_\_\_\_

Key: P = Present, O = Online/Virtual, A = Absent

**Council:** Jessie Jacobi:\_\_\_ Paul Beeck:\_\_\_ Barb Boeckmann:\_\_\_ Karen Friis:\_\_\_  
Marlin McCormick:\_\_\_ Bonnie Oliver:\_\_\_ Gayle Powell:\_\_\_ Brian Schmidt:\_\_\_ Dan Smicker:\_\_\_

**Staff:** Sam Genson:\_\_\_ Jeff Macomber:\_\_\_ Amanda Rau:\_\_\_ Cris Vetter:\_\_\_

**Guests:** \_\_\_\_\_

2. Consent Agenda: MOTION by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ to approve the consent agenda.

*The following are considered to be routine and will be enacted by a single motion. There will be no separate discussion about these items unless requested by a Council member. The item will then be removed from the Consent Agenda and placed in an appropriate place on the agenda below.*

- a. Approval of Agenda
- b. Minutes from last month's regular meeting
- c. Financial Reports:
  - i. Balance Sheet
  - ii. Bank Statement
  - iii. Outstanding Checks
  - iv. Voucher Report
    1. Visa Bill – Detailed Report
  - v. Revenue & Expense Summary
  - vi. Revenue & Expense Detail
- d. Approval of Volunteers

3. Public Comments:

*Sign-in sheet on table. Please identify yourself, your title, any group or organization for which you are serving as a spokesman, and any personal or business interest you have in the subject on which you will be commenting. **There is a 3-minute maximum time allowance for each speaker.** If more than 20 minutes, council may determine alternate guidelines for public comments to not delay the regular meeting and more adequately accommodate public comments.*

4. Public Hearing

Chair: Motion to recess regular Council

*"I move to recess the regular meeting to hold the Public Hearing."*

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Motion carried \_\_\_ to \_\_\_**

Chair: *"This is the time and place set for a public hearing on the Clinton County Extension Education Operating budget plus Tort budget."*

Chair: *"The notice of the public hearing did appear in the DeWitt Observer on February 1, 2023 as required by law."* Chair:

*"Are there any objections or comments concerning the budget?"*

1. If comments have been received by the Extension office, staff and/or council members ahead of this hearing, it is appropriate to share these now. Likewise, if no comments have been received, note that fact too in the minutes.
2. If comments are received, they need to be accurately recorded in the minutes with the person's name and address.
3. If no one asks to speak, the Chair instructs the secretary to note that fact in the minutes.
4. Chair requests a motion to close the public hearing.

*"I move to close this public hearing."*

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Motion carried \_\_\_ to \_\_\_**

**5. Approve FY24 Operation Fund and Tort Liability Funds**

Move that the FY2024 budget be approved for \$ 444,176 in expenditures with a tax request of \$321,000. With \$ 306,308 from property tax and \$14,692 from utility excise tax. And, FY2024 Tort Liability Budget be approved for \$4,775 in expenditures with a tax request of \$4,800. With \$4,590 from property tax and \$210 from utility excise tax. And, FY2024 Unemployment Compensation Budget be approved for \$0 in expenditures, With a tax request of \$2,730. With \$ 2,605 from property tax and \$125 from utility excise tax.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Motion carried \_\_\_\_ to \_\_\_\_\_

**6. Committee Reports and Action Items:**

- a. Facility – Met in January to approve roof bid
- b. Finance – Next meeting is 2/15
- c. Personnel – Met 2/7
- d. Programming, Public Relations, & Marketing – Next Meeting is \_\_\_\_\_

**7. Program/Staff Reports:**

- a. Regional Director – Jeff Macomber
- b. County Director – Sam Genson
- c. CYC – Amanda Rau
- d. ANR Program Coordinator – Cris Vetter

**8. New Business**

- a. Approval of changes to the 2023 Clinton County Club Show Fair Book  
**MOTION by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_**  
**VOTE: Yes\_\_ No\_\_**
- b. Approval of the 2023 Personnel Policy  
**MOTION by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_**  
**VOTE: Yes\_\_ No\_\_**
- c. Approval of the 2023 Fiscal Policy  
**MOTION by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_**  
**VOTE: Yes\_\_ No\_\_**
- d. Determine how to handle fair entries received after May 15<sup>th</sup> or July 1<sup>st</sup>.  
**MOTION \_\_\_\_\_ by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_**  
**VOTE: Yes\_\_ No\_\_**
- e. Transfer \_\_\_\_\_ from existing account at First Central State Savings Bank to the following accounts at DeWitt Bank & Trust: \_\_\_\_\_ in a Money Market (.95% APY) account and \_\_\_\_\_ in a CD (4.25% @ 6 or 12 mos)  
**MOTION by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_**  
**VOTE: Yes\_\_ No\_\_**
- f. Approve Cris Vetter’s travel to the International Master Gardener Conference in Kansas City in June of 2023  
**MOTION by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_**  
**VOTE: Yes\_\_ No\_\_**
- g. Approve credit card limit increases: Sam Genson - to \$4000, Amanda Rau - to \$2500, Cris Vetter - to \$2500  
**MOTION by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_**  
**VOTE: Yes\_\_ No\_\_**

**9. Group Reports:**

- a. Master Gardener
- b. 4-H Foundation

**10. Future Meetings:**

- a. **Regular Business Meeting:** Wednesday, March 15<sup>th</sup>, 2023

**11. Adjourn: MOTION by \_\_\_\_\_ 2<sup>nd</sup> by \_\_\_\_\_ Time Concluded: \_\_\_\_\_**