

CLINTON COUNTY EXTENSION COUNCIL MEETING

Clinton County Extension Office, DeWitt

Wednesday, February 21st, 2024 – 7:00 pm

AGENDA

1. **Roll Call** = Time: _____

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

Council: Jessie Jacobi:___ Paul Beeck:___ Barb Boeckmann:___ Ann Eisenman:___ Karen Friis:___
Marlin McCormick:___ Gayle Powell:___ Brian Schmidt:___ Dan Smicker:___

Staff: Sam Genson:___ Jeff Macomber:___ Amanda Rau:___ Cris Vetter:___

Guests: _____

2. **Consent Agenda: MOTION by _____ 2nd 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 – *Minutes from last months meeting were amended to include exact numbers in the budget hearing; those numbers are reflected below.*
- c. Financial Reports:
 - i. Balance Sheet
 - ii. Bank Statement
 - iii. Outstanding Checks
 - iv. Revenue & Expense Summary
 - v. Revenue & Expense Detail

3. **Voucher Report Approval**

Checks #18658_ to #18692_ for \$13,356.73_
Electronic Funds Transfers (EFTs) \$4391.36_
Direct Deposits \$10,125.07_

MOTION by _____ 2nd by _____

VOTE: Yes__ No__

4. **Approval of Volunteers**

5. **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 7, 2024 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 ____

6. Approve FY25 Operation Fund and Tort Liability Funds

Move that the FY2025 budget be approved for \$485,774 in expenditures with a tax request of \$328,000. With \$312,751 from property tax and \$15,249 from utility excise tax. And, FY2025 Tort Liability Budget be approved for \$5,300 in expenditures with a tax request of \$4,500. With \$4,298 from property tax and \$202 from utility excise tax. And, FY2025 Unemployment Compensation Budget be approved for \$2000 in expenditures, With a tax request of \$2000. With \$1902 from property tax and \$98 from utility excise tax.

Moved by _____ Seconded by _____ Motion carried ____ to _____

7. 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.

8. Committee Reports and Action Items:

- a. Facility – OCTOBER, DECEMBER, MAY
- b. Finance – Will meet prior to Council in NOVEMBER, JANUARY, FEBRUARY, APRIL
- c. Personnel – Met 2/8, MAY/JUNE
- d. Programming, Public Relations, & Marketing – MARCH

9. Program/Staff Reports:

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

10. Business

- a) Approve payment of \$1366.27 to A1 Morris Heating & Cooling for furnace repairs.
MOTION by _____ 2nd by _____ VOTE: Yes__ No__
- b) Approve payment of \$1132.80 to Mattheisen’s Catering for meal for Hort in the Heartland (*these funds would come from the Hort in the Heartland Fee Account*).
MOTION by _____ 2nd by _____ VOTE: Yes__ No__
- c) Approve payment of \$4412 to Farm Bureau Financial Services for ANNUAL property insurance coverage.
MOTION by _____ 2nd by _____ VOTE: Yes__ No__
- d) Approve payment of \$1320 to J&L Enterprises for snow removal.
MOTION by _____ 2nd by _____ VOTE: Yes__ No__
- e) Approve payment of \$2,022.01 to the Clinton County Fair for cost of the Rainmaster System at the OLC (*these funds will come from the Master Gardener general fee fund*).
MOTION by _____ 2nd by _____ VOTE: Yes__ No__
- f) Approve non-livestock rules and remaining fair book sections.
MOTION by _____ 2nd by _____ VOTE: Yes__ No__
- g) Approve payment to MinnTex for \$21,000- \$24,000 for Fruit Sales.
MOTION by _____ 2nd by _____ VOTE: Yes__ No__
- h) Approve enrolling in CD for \$25,000 with First Central State Savings Bank.
MOTION by _____ 2nd by _____ VOTE: Yes__ No__

- i) Approve 2024 Personnel Policy.
MOTION by _____ **2nd** by _____ **VOTE: Yes__ No__**
- j) Approve 2024 Fiscal Policy.
MOTION by _____ **2nd** by _____ **VOTE: Yes__ No__**
- k) Grant Personnel Committee the ability to finalize the job description for the LEAP Assistant and for the County Director to post that position as soon as it is approved by the Personnel Committee.
MOTION by _____ **2nd** by _____ **VOTE: Yes__ No__**

11. Group Reports:

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

12. Future Meetings:

- a. **Regular Business Meeting:** Wednesday, March 20th, 2024 – 7:00 pm

13. Adjourn: **MOTION** by _____ **2nd** by _____ Time Concluded: _____