

CLINTON COUNTY EXTENSION COUNCIL MEETING

Clinton County Extension Office, DeWitt

Wednesday, February 16th, 2022 – 7:00 pm

MINUTES

1. **Roll Call** = Time: 7:14 pm Key: P = Present, O = Online/Virtual, A = Absent

Council: Jessie Jacobi: P Paul Beeck: A Barb Boeckmann: A Karen Friis: P

Marlin McCormick: P Bonnie Oliver: P Jena Petersen: P Brian Schmidt: P Dan Smicker: A

Staff: Sam Genson: P Jeff Macomber: P Other: _____

Guests: Amanda Rau

2. **Consent Agenda: MOTION by Brian 2nd by Karen 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:
 - 2.c.i. Balance Sheet
 - 2.c.ii. Bank Statement
 - 2.c.iii. Outstanding Checks
 - 2.c.iv. Voucher Report
 - 2.c.iv.1. Visa Bill – Detailed Report
 - 2.c.v. Revenue & Expense Summary
 - 2.c.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. No visitors***

4. **Public Hearing**

Chair: Motion to recess regular Council

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

Moved by Brian Seconded by Marlin Motion carried 6 to 0

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 Clinton Herald on February 3, 2022 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. No comments

"I move to close this public hearing."

Moved by Jena Seconded by Brian Motion carried 6 to 0

5. Approve FY23 Operation Fund and Tort Liability Funds

Move that the FY 2023 Extension Education Operating Budget be approved for \$441,822 in expenditures with a tax request of \$314,000 with \$300,198 from property tax and \$13,802 from utility excise tax. And the FY2023 Extension Tort Liability Budget estimate be approved for \$3,700 in expenditures with a total tax request of \$4,201 from property tax and \$199 from utility excise tax.

Moved by _Brian_ Secoded by _Karen_ Motion carried _6_ to 0 _____

6. Committee Reports and Action Items:

- a. Facility – *Next meeting will take place after we get some feedback on the front office The roof has been fixed. Kathy is to look into making a change in the parking lot.*
- b. Finance – *Next Meeting will be on Wednesday, April 20th, 2022 at 6:30 PM Discussion on lowering the \$10,000 limit for council approval when receiving multiple bids.*
- c. Personnel – *Next Meeting TBD Committee met on Feb 7th, 2022. We are looking at reviewing and updating the expectations of the job descriptions.*
- d. Programming, Public Relations, & Marketing – *Next Meeting will be in late April Will hold meetings 3 times per year. Jan/winter, April/summer & August/fall.*

7. Program/Staff Reports:

- a. Regional Director – Jeff Macomber
 - 7.a.i. Extension Council Responsibilities Jeff reminded us that elections will be this fall.
- b. County Director – Sam Genson

General Update- 4-H fruit sales were great, \$26,000.

Received a grant from Wild Rose Casino which will help with week 3 of Strengthening Families.

- 7.b.i. Question.Persuade.Refer. prior to March meeting

8. New Business

- 1.a.i.a. Approval of updated Clinton County Extension Personnel Policy
MOTION by _Marlin_ 2nd by _Jena_
VOTE: Yes_6_ No_0_ Approval pending legal advice.

- 1.a.i.b. Approval of updated Clinton County Extension Fiscal Policy
MOTION by _Brian_ 2nd by _Marlin_
VOTE: Yes_6_ No_0_ Tabled until the March meeting.

- 1.a.i.c. Approval of FY '23 Clinton County Extension Budget (*line items*)
MOTION by _Brian_ 2nd by _Jena_
VOTE: Yes_6_ No_0_

- 1.a.i.d. Approval of 2022 Clinton County 4-H/FFA Fair Book
MOTION by _Marlin_ 2nd by _Jena_
VOTE: Yes__ No__ Approve as noted in attachments.

- 1.a.i.e. Approve new vendor for 4-H/Fair t-shirts
MOTION by _____ 2nd by _____
VOTE: Yes__ No__ Sent to county director.

9. Group Reports:

- a. Master Gardener - Sam presented the budget.
- b. 4-H Foundation- Cake Auction will be held on March 19, 2022.

10. Future Meetings:

Regular Business Meeting: Wednesday, March 16th, 2022

Meeting has been moved to March, 23rd at 7 pm.

11. Adjourn: MOTION by _Jena_ 2nd by _Marlin_

Time Concluded: _9:30 pm.

Submitted by Bonnie Oliver, Council Secretary