

Minutes of the Organizational Meeting and Regular Meeting of Davis County Agricultural Extension Council

Date: 1/9/23 Time: 5:30 pm Location: Davis County Extension Office

General Consent: Elections can be expedited greatly by avoiding the formality of motions and voting should there be only one candidate for an office. The chair says, "There being no other nominations the candidate is elected." If at any time a nomination is made with reasonable promptness, the chair ignores what has been done in that case even if he has announced the result, and requires a regular vote.

I. Call the Meeting to Order

II. Roll Call

Batterson, Dana	Guinn, Beverly	Heemsbergen, Ryan	Knowler, Kayci
Henderson, Tucker	Scott, Carolyn	White, Jackie	Wilson, Steve
Wuthrich, Meleia	Hall, Cindy	Johnson, Hannah	Wuthrich, Cammie

Any others in attendance: _____

III. Approval of Agenda

Moved by: _____ R. Heemsburgen

Seconded by: _____ S. Wilson

Motion carried. _____ 6 _____ To _____ 0 _____

IV. Approval of Minutes

Minutes of the November 8th and 9th meetings read.

Moved by: _____ D. Batterson _____ to approve the minutes.

Seconded by: _____ R. Heemsburgen

Motion carried _____ 6 _____ To _____ 0 _____

Note to Secretary: Chair will call for Ayes, Nays and Abstains. Anytime, in any vote at any meeting, if there is a split vote, even if one person abstains, include all names of those individuals who voted "Aye", "all those voting Nay", and/or all those who "Abstain". Otherwise motion passed unanimously may be used.

V. Organizational Meeting

Election of Council Officers

Nominations do not require a second.

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Chair -

1. J. White Nominated by C. Scott
 2. _____ Nominated by _____
- Those voting for candidate #1 All _____
- Those voting for candidate #2 _____
- Motion carried by a vote of 6 To 0
- Elected Jackie White

Meeting handed over to duly elected chairperson

Vice Chair –

1. D.Batterson Nominated by R. Heemsburgen
 2. _____ Nominated by _____
- Those voting for candidate #1 _____
- Those voting for candidate #2 _____
- Motion carried by a vote of 6 To 0
- Elected Dana Batterson

Secretary -

1. K. Knowler Nominated by C. Scott
 2. _____ Nominated by _____
- Those voting for candidate #1 _____
- Those voting for candidate #2 _____
- Motion carried by a vote of 6 To 0
- Elected kayci Knowler

Treasurer-

1. C. Scott Nominated by D. Batterson
 2. _____ Nominated by _____
- Those voting for candidate #1 _____
- Those voting for candidate #2 _____
- Motion carried by a vote of 6 To 0
- Elected Carolyn Scott

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VI. Regular council meeting date and time

Regular council meeting date 2nd Monday and time 5:30

Moved by R. Heemsburgen

Seconded by D. Batterson

Motion carried 6 To 0

(Appropriate time to discuss whether the council will meet monthly, or less frequently based on agenda items)

VII. Committee Assignments

These committees will be organized (suggested) with the following members serving on each committee (*Designates Chair):

(a) Fiscal/Legal

* T. Henderson

D. Batterson

R. Heemsburgen

(b) Personnel

* J. White

S. Wilson

C. Scott

(c) Program/Marketing

* M. Wuthrich

K. Knowler

B. Guinn

Moved by S. Wilson

Seconded by R. Heemsburgen

Motion carried 6 To 0

VIII. Appointments to Other Committees and Boards (optional)

Fairboard J. White D. Batterson

4-H and Youth D. Batterson R. Heemsburgen

4-H Foundation K. Knowler

Building and Grounds *C. Scott, T. Henderson, R. Heemsburgen

Moved by K. Knowler

Seconded by C. Scott

Motion carried 6 To 0

IX. Official Newspapers (identify two for publication of published report)

The official newspapers for the county extension district will be;

Bloomfield Democrat and Ottouwma Carrier

Moved by D. Batterson

Seconded by S. Wilson

Motion carried 6 To 0

X. Fiscal Procedures (all of the following into one motion)

The depository for the county extension district will be Success Bank,
with all receipts deposited in said bank. Maximum to be on deposit is \$200,000.00.

The County Extension District will not authorize an agency account.

Duly elected treasurer is directed to sign operating fund checks as needed to pay for
budgeted expenses between regularly scheduled Council meetings, as authorized in
Fiscal Policy section 3.4.

Any other members authorized to sign checks:

C. Scott, J. White, D. Batterson

Members authorized to transfer funds and/or access the bank account electronically:

C. Scott, J. White, D. Batterson

A group surety bond purchased through LMC Insurance and Risk Management
provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000
Employee Dishonesty policy for all other council members, county employees and
volunteers. Certificate of insurance is available through LMC. Certificate is provided to
county auditor.

Moved by R. Heemsburgen

Seconded by S. Wilson

Motion carried 6 To 0

XI. Designate Custodian of Public Record and Open Record Requests

(identify one staff member)

The official custodian of public records and open record requests for the county
agricultural extension district will be

C. Hall

Moved by C. Scott

Seconded by R. Heemsburgen

Motion carried 6 To 0

XII. Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports (The following items are required for those councils without consent agenda approval.)

Motion by D. Batterson to approve the county
personnel and fiscal policies, adopting Robert's Rules of Order, approval of
cumulative volunteer list and the following financial reports provided prior to each
meeting: Balance Sheet; Council Revenue and Expense Statement; Bank
reconciliation.

Seconded by R. Heemsburgen

Motion carried 6 To 0

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Regular Meeting

XIII. Public forum – no one present

XIV. Voucher Report Approval - November

Checks # 9362 to # 9379 for \$ 12,786.32
Electronic Funds Transfers (EFTs) 3425.97
Direct Deposits 2028.50
Moved by C. Scott
Seconded by S. Wilson
Motion carried 6 To 0

XV. Voucher Report Approval – December

Checks # 9380 to # 9408 for \$ 11497.41
Electronic Funds Transfers (EFTs) \$ 2038.85
Direct Deposits \$ 8756.75
Moved by C. Scott
Seconded by D. Batterson
Motion carried 6 To 0

XVI. Old Business

Window Project: **TABLED**
Motion by _____
Seconded by _____
Motion carried _____ To _____

XVII. New Business

- New Volunteer Approvals
Motion by D. Baatterson
Seconded by C. Scott
Motion carried 6 To 0

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- Concrete behind building: **UPDATE GIVEN, concrete removed soon**

Motion by _____

Seconded by _____

Motion carried _____ To _____

- Consideration of approving 4-H Rule Changes

Motion by R. Heemsburgen to approve all rule changes excluding rule #2 in the packet presented by Hannah Johnson. Also approving the bylaws and schedule.

Seconded by D. Batterson

Motion carried 6 To 0

- **Approval of Work Budget (if presented at this meeting)**

Education Fund:

R. heemsburgen moved that the FY24 budget be approved for **\$199,597.49** expenditures with a tax request of \$ with **\$ 145,216.00** from property tax and \$ 6.022 from utility excise tax. The council treasurer is directed to officially publish that the FY23 budget public hearing is scheduled for February 13th at 5:30pm

Seconded by S. Wilson

Motion carried 6 To 0

Tort:

D. Batterson Moved that the FY24 Tort budget be approved for \$ **987.00** in expenditures with a tax request of **\$ 0** with **\$ 0** from property tax and \$ 0 from utility excise tax. The council treasurer is directed to officially publish that the FY23 budget public hearing is scheduled for February 13th at 5:30pm

Seconded by R. Heemsburgen

Motion carried 9 To 0

XVIII. Agenda Items for Next Meeting

- Attendance Requirements
- _____

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XIX. Next Meeting- 2/13/2023 Davis County Extension Office at 5:30pm

XX. Adjourned

Motion by S. Wilson

Seconded by R. Heemsburgen

Motion carried 6 To 0

Secretary,