

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

The first meeting of 2016 of the Iowa County Agricultural Extension Council was held on the 12<sup>th</sup> day of January, 2016, at 6:00 p.m. in Williamsburg, Iowa.

Russell Collingwood, chairperson, called the meeting to order at 6:00 p.m. with the following council members present: Russell Collingwood, Colleen Conrad, Joe Semler, Brent Ness, Sean Wetjen, Jim Yenter, Leo Rudolphi, Brad Glandorf, Erin Meyer

Others present were: Gene Mohling, Pam Henry, Mary Veatch

**Extension Council Members for the Year 2016  
(Terms beginning January 1, 2015 and expiring December 31, 2018)**

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)
Colleen Conrad	1300 PP Ave., Marengo, IA 52301	319-642-7224
Leo Rudolphi	1866 220 <sup>th</sup> St., Marengo, IA 52301	319-642-3560
Erin Meyer	3065 260th Street, Williamsburg, IA 52361	319-239-8054
Jim Yenter	1850 190 <sup>th</sup> St., Marengo, IA 52301	319-430-8077
Brent Ness	2614 240 <sup>th</sup> St., Williamsburg, IA 52361	515-520-0262

**(Terms beginning January 1, 2013 and expiring December 31, 2016)**

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)
Russell Collingwood	2202 240th Street, Williamsburg, IA 52361	319-668-2804
Joe Semler	1344 325 <sup>th</sup> St., Webster, IA 52355	319-530-4495
Sean Wetjen	3054 225th , Williamsburg, IA 52361	319-668-1386
Brad Glandorf	2134 Highway 6 Trail, Marengo, IA 52301	319-741-7288

**ELECTION OF COUNCIL OFFICERS:**

Russell Collingwood moved to nominate **Colleen Conrad for chairperson and cast unanimous ballot. 2<sup>nd</sup> by Sean Wetjen. Carried unanimously.** Russell Collingwood moved for nominate **Sean Wetjen for vice-chairperson: Erin Meyer for Secretary: and Russell Collingwood for Treasurer. 2<sup>nd</sup> by Brent Ness. Motion passed unanimously.**

The meeting was turned over to duly elected chairperson, Colleen Conrad, and to duly elected secretary, Erin Meyer.

REVIEW AND APPROVAL OF FISCAL POLICIES:

**Motion by Leo Rudolphi and seconded by Jim Yenter that the Iowa County Agricultural Extension District's Fiscal Policy has been reviewed and the policy shall remain in force as originally adopted with the following specifications for the current year: Carried unanimously**

1. The Farmers Trust & Savings Bank, Williamsburg, Iowa be approved as the depository for the Iowa County Agricultural Extension operating fund for 2016; and that all receipts be deposited in said bank; and that the maximum amount to be on deposit is \$200,000.
2. The regional extension education director be directed to secure an appropriate treasurer's bond for \$20,000 and employee dishonestly policy for duly elected treasurer, and that the chair, treasurer, other council members, county youth coordinator, regional extension education director, office assistant, and county bookkeeper be placed on the county bond. Cost of \$114.02 annually; invoiced semi-annually. Council finds the group package in compliance with Iowa Code 176.A.14.5 and sufficient coverage for county staff and volunteers handling money.
3. Russell Collingwood, duly elected as treasurer, and Colleen Conrad, duly elected Chair, be directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized under Iowa County Fiscal Policy Section 4.1.B.
4. Russell Collingwood, duly elected as treasurer, and Colleen Conrad, duly elected Chair, be directed to sign agency fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized under Iowa County Fiscal Policy Section 4.1.B.
5. The Iowa County Agricultural Extension District's Personnel Policy covering County-paid employees will be accepted with the mileage set at the federal rate.

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

**Motion by Brent Ness that the regular meeting of the council be held at 6:30 p.m. on the second Tuesday of each month. Motion seconded by Leo Rudolphi. Motion carried unanimously.**

The following Rules of Procedure are established:

- 1) The minutes and agenda to be sent to members in advance of each meeting.
- 2) The extension council shall follow "Robert's Rules of Order" as a guide to conduct meetings.
- 3) A quorum for conducting business of the extension district is defined as more than one-half of the extension council members per Iowa Code Chapter 4.1, subsection 25.
- 4) All council members and the regional extension education director are expected to attend monthly meetings.
- 5) That all council members receive at every meeting the following financial reports: Balance Sheet; Council Revenue & Expense Report; and Voucher Report. The council members receive at every meeting financial reports for monthly bills (expenses), a summary of accounts by month and year to date expenses to budget. The chair and treasurer will also receive monthly transaction of all account balances.

OTHER EXTENSION COUNCIL BUSINESS:

Motion by Russell Collingwood to accept the December 7 minutes. Seconded by Leo Rudolphi.  
Motion carried unanimously.

Motion by Jim Yenter to approve the 12/31/15 treasurer's report balance of \$148,872.40 in the money market account, \$10,211.62 in the checking account, and \$50 in the cash box. 2<sup>nd</sup> by Leo Rudolphi  
Carried unanimously.

Motion by Jim Yenter to approve voucher report and pay vouchers 11569-11597 plus EFT's for January. Seconded by Leo Rudolphi. Motion carried unanimously.

Mary Veatch and Pam Henry discussed a proposal of hiring a 3<sup>rd</sup> full time position to support program development. This position would replace the summer intern for county fair plus PBS, Ricochet, mailings, work with specialists, data management, media event for 4-H week, and added activities.

Motion by Brent Ness to pay an additional \$25,000 on the facility mortgage. 2<sup>nd</sup> by Jim Yenter.  
Carried unanimously.

Russell Collingwood moved to hire a full time position starting in early May with review in one year.  
2<sup>nd</sup> by Leo Rudolphi. Carried unanimously. This will be in place of the 4-H intern position.

The regional show of champions has 8 counties currently stating they will participate on July 29.

Motion by Brent Ness

- 1) to select the Pioneer Republican(Marengo) and Journal Tribune (Williamsburg) for official publications
- 2) to appoint committees as needed
- 3) to appoint Brad Glandorf as the representative to the Fair Board.
- 4) to report changes to the list of volunteers as needed.
- 5) to appoint Erin Meyer as the representative to the youth committee
- 6) to appoint Colleen Conrad is a representative to the 4-H foundation as Council chair.
- 7) to appoint Brent Ness is the IACEC liaison for 2016
- 8) to appoint Russell Collingwood the 4-H Foundation Board.

2<sup>nd</sup> by Leo Rudolphi. Carried unanimously.

No changes to the list of volunteers.

Erin Meyer moved to increase Pam Henry to \$15.50 per hour and Mary Veatch to \$19 per hour starting July 1, 2016 2<sup>nd</sup> by Russell Collingwood. Carried unanimously. Job descriptions will be adjusted to move toward a county director (Mary Veatch) skill set (budget, staff supervisor/reviews, management, and

others) and the office assistant (Pam Henry) (IDOM, Microsoft GP to enter deposits/process vouchers and others).

Motion by Brent Ness to set the budget estimate at \$353,666 total expenses, mil rate of \$.22011 and levy funds of \$204,000. 2<sup>nd</sup> by Jim Yenter. Carried unanimously.

Motion by Brad Glandorf to set the public hearing on Feb. 9, 7:00 p.m. 2<sup>nd</sup> by Joe Semler. Carried unanimously.

Brent Ness moved to be open January 18 and be closed March 25. 2<sup>nd</sup> by Sean Wetjen. Carried unanimously.

Gene reported that Councils must follow open meeting laws, ADA, EEO, Title IX & VI.

Motion by Brent Ness that meeting adjourn. Seconded by Jim Yenter . Motion carried unanimously.

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Erin Meyer, Secretary

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I, Colleen Conrad, Chairperson, and I, Erin Meyer, Secretary, to the best of our knowledge and belief, certify that the above is a correct record of actions taken at said meeting.

Signed this 12<sup>th</sup> day of January, 2016, \_\_\_\_\_  
Erin Meyer, Secretary

Signed this 12<sup>th</sup> day of January, 2016, \_\_\_\_\_  
Colleen Conrad, Chairperson

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

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**CERTIFICATE OF ORGANIZATION\***

**Iowa County Agricultural Extension Council**

I, Colleen Conrad, Chairperson, and I, Erin Meyer, Secretary of the Iowa County Agricultural Extension Council do hereby certify that the first meeting of 2016 of the elected council members of the Iowa County Agricultural Extension Council was held on the 12th day of January, 2016, at 6:00 p.m. at the Extension Office, Williamsburg, Iowa, and elected the following as chairperson, vice-chairperson, secretary and treasurer of the Iowa County Agricultural Extension Council for one-year terms starting January 2016.

	<b>Name</b>	<b>Address (including zip code)</b>	<b>Telephone (including area code)</b>	<b>E-mail address (if available)</b>
Chairperson	Colleen Conrad	1300 PP Ave., Marengo 52301	319-642-7224	cmconrad@iowatelecom.net
Vice-chairperson	Sean Wetjen	3054 225th , Williamsburg 52361	319-668-1386	wetjen@iowatelecom.net
Secretary	Erin Meyer	3065 260th Street, Williamsburg 52361	319-239-8054	meyer_a-e@live.com
Treasurer	Russell Collingwood	2202 240th St., Williamsburg 52361	319-668-2804 clgwood@iowatelecom.net	clgwood@iowatelecom.net

The following is a complete list of members of the Iowa County Agricultural Extension Council: (List all members including officers listed above.) (Terms beginning January, 2015 and expiring December, 2018)

	<b>Name</b>	<b>Address (including zip code)</b>	<b>Telephone (including area code)</b>	<b>E-mail address (if available)</b>
	Colleen Conrad	1300 PP Ave., Marengo 52301	319-642-7224	cmconrad@iowatelecom.net
	Leo Rudolphi	1866 220 <sup>th</sup> St., Marengo 52301	319-642-3560	alrudy@msn.com
	Erin Meyer	3065 260th Street, Williamsburg 52361	319-239-8054	meyer_a-e@live.com
	Jim Yenter	1850 190 <sup>th</sup> St., Marengo, IA 52301	319-430-8077	yenterfamilyfarms@gmail.com
	Brent Ness	2614 240 <sup>th</sup> St., Williamsburg 52361	515-520-0262	bness@visionagllc.com

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Russell Collingwood	2202 240th St., Williamsburg 52361	319-668-2804	clgwood@iowatelecom.net
Joe Semler	1344 325 <sup>th</sup> St., Webster, IA 52355	319-530-4495	semlerjoe@hotmail.com
Sean Wetjen	3054 225th , Williamsburg 52361	319-668-1386	wetjen@iowatelecom.net
Brad Glandorf	2134 Hwy 6 Trail, Marengo 52301	319-741-7288	aglandorf@netins.net

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

Signature of Chairperson: Colleen Conrad \_\_\_\_\_  
Signature of Vice-Chairperson: Sean Wetjen \_\_\_\_\_  
Signature of Secretary: Erin Meyer \_\_\_\_\_  
Signature of Treasurer: Russell Collingwood \_\_\_\_\_

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Depository: Farmers Trust & Savings Bank in Williamsburg, Iowa County, Iowa was approved as the depository for the Iowa County Agricultural Extension District for the year of 2016, with maximum amount on deposit to be \$200,000.

Date January 12, 2016 Signed \_\_\_\_\_  
Colleen Conrad, Chairperson

Date January 12, 2016 Signed \_\_\_\_\_  
Erin Meyer, Secretary

- Original copy to be filed in office of the Board of Supervisors (County Auditor)**
- One copy to be filed with the County Treasurer**
- One copy to be sent to your Regional Extension Director**
- One copy to be filed in the County Extension Office**

**NOTICE THAT BOND OF  
IOWA COUNTY AGRICULTURAL EXTENSION  
DISTRICT TREASURER HAS BEEN FILED**

I, \_\_\_\_\_, County Auditor of Iowa County, Iowa, do hereby notify Colleen Conrad, Chairperson of the Iowa County Agricultural Extension District, that Russell Collingwood, Treasurer; Colleen Conrad, Chairperson; Sean Wetjen, Vice-Chairperson; Erin Meyer, Secretary; and Council Members (Leo Rudolphi, Brent Ness, Joe Semler, Brad Glandorf, Jim Yenter), Gene Mohling, Regional Extension Education Director; Lori Meierotto, Bookkeeper; Mary Veatch, County Youth Coordinator; and Pam Henry, Office Assistant; of the Iowa County Agricultural Extension District has filed in this office on this \_\_\_\_\_ day of \_\_\_\_\_, 2016, a surety bond in the amount of \$20,000 dollars and an employee dishonesty bond.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Iowa County Auditor

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

