MINUTES OF THE ORGANIZATIONAL MEETING OF
IOWA COUNTY AGRICULTURAL EXTENSION COUNCIL

The first meeting of 2014 of the Iowa County Agricultural Extension Council was held on the 14th day of January, 2014, 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, Leo Rudolphi, Erin Meyer, Joe Semler, Brad Glandorf, Brent Ness, Colleen Conrad Absent: Sean Wetjen, Matt Steinmetz Others present were: Gene Mohling

Extension Council Members for the Year 2014
(Terms beginning January 1, 2011 and expiring December 31, 2014)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address (including zip code)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Colleen Conrad</td>
<td>1300 PP Ave., Marengo, IA 52301</td>
<td>319-642-7224</td>
</tr>
<tr>
<td>Leo Rudolphi</td>
<td>1866 220th St., Marengo, IA 52301</td>
<td>319-642-3560</td>
</tr>
<tr>
<td>Erin Meyer</td>
<td>3065 260th Street, Williamsburg, IA 52361</td>
<td>319-239-8054</td>
</tr>
<tr>
<td>Matt Steinmetz</td>
<td>1318 260th St., Victor, IA 52347</td>
<td>319-685-4827</td>
</tr>
<tr>
<td>Brent Ness</td>
<td>2614 240th St., Williamsburg, IA 52361</td>
<td>515-520-0262</td>
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<tr>
<td>Russell Collingwood</td>
<td>2202 240th Street, Williamsburg, IA 52361</td>
<td>319-668-2804</td>
</tr>
<tr>
<td>Joe Semler</td>
<td>1344 325th St., Webster, IA 52355</td>
<td>319-530-4495</td>
</tr>
<tr>
<td>Sean Wetjen</td>
<td>3054 225th , Williamsburg, IA 52361</td>
<td>319-668-1386</td>
</tr>
<tr>
<td>Brad Glandorf</td>
<td>2134 Highway 6 Trail, Marengo, IA 52301</td>
<td>319-741-7288</td>
</tr>
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</table>

ELECTION OF COUNCIL OFFICERS:

Colleen Conrad moved to elect the following slate of officers for 2014. Seconded by Brent Ness.

Russell Collingwood for chairperson; Matt Steinmetz for vice-chairperson: Erin Meyer for Secretary: and Brent Ness for Treasurer. Motion passed unanimously.
The meeting was turned over to duly elected chairperson, Russell Collingwood, and to duly elected secretary, Matt Brenneman.

**REVIEW AND APPROVAL OF FISCAL POLICIES:**

**Motion by Brent Ness and seconded by Leo Rudolphi** 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 2014; 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 $163.58 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. Brent Ness, duly elected as treasurer, and Russell Collingwood, 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. Brent Ness, duly elected as treasurer, and Russell Collingwood, 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 changed to reflect the state rate.

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

**Motion by Brad Glandorf** that the regular meeting of the council be held at 6:00 p.m. on the second Tuesday of each month.  **Motion seconded by Colleen Conrad.**  **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. Brent Ness moved to accept items 1-5 shown above. 2nd by Leo Rudolphi
OTHER EXTENSION COUNCIL BUSINESS:

Motion by Colleen Conrad to accept the December 10 minutes. Seconded by Brad Glandorf. Motion carried unanimously.

Motion by Brent Ness to approve the 12/31/13 treasurer’s report balance of $138,486.14 in the money market account, -$539.63 in the checking account, and $50 in the cash box. 2nd by Leo Rudolphi. Carried unanimously.

Motion by Brad Glandorf to approve voucher report and pay vouchers 10804-10849 plus EFT’s for January. Seconded by Colleen Conrad. Motion carried unanimously.

Motion by Brent Ness to pay an additional $10,000 on the facility mortgage. 2nd by Brad Glandorf. Carried unanimously. Council will consider additional advance payments in the spring.

Motion by Leo Rudolphi to select the Pioneer Republican(Marengo) and Journal Tribune(Williamsburg) for official publications. 2nd by Erin Meyer. Carried unanimously.

Motion by Brent Ness to appoint committees as needed. 2nd by Leo Rudolphi. Carried unanimously.

Motion by Leo Rudolphi to appoint Brad Glandorf as the representative to the Fair Board. 2nd by Colleen Conrad. Carried unanimously.

Changes to the list of volunteers will be provided as needed.

Motion by Leo Rudolphi to appoint Erin Meyer as the representative to the youth committee. 2nd by Brent Ness. Carried unanimously.

Russell Collingwood is a representative to the 4-H foundation as Council chair. Brent Ness is the IACEC liaison for 2014. Jennifer Ness is replacing George Hunt on the 4-H Foundation Board. Our sincere thanks to George Hunt for his years of service; he will be missed.

Leo Rudolphi moved to grant a 3.5% raised starting July 1, 2014 2nd by Brad Glandorf. Carried unanimously.

Motion by Brent Ness to set the budget estimate at $339,567 total expenses, mil rate of $.2554 and levy funds of $219,000 and tort liability $640 with mill rate of $.00075 for total levy of $219,640 and mil rate of $.25615. 2nd by Colleen Conrad. Carried unanimously.

Motion by Leo Rudolphi to set the public hearing on Feb. 11, 6:30 p.m. 2nd by Colleen Conrad. Carried unanimously.

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

Gene shared the bottled water information. Suggested the purchase of a Brita pitcher with filters or a screw on filter for the faucet.
Motion by Leo Rudolphi to work on Martin Luther King Day, January 20 and take the Friday, April 18, as a holiday.  2nd by Erin Meyer. Carried unanimously

Premier Copier bill will be reviewed.

Motion by Brent Ness that meeting adjourn. Seconded by Leo Rudolphi. Motion carried unanimously.

_____________________________________________________
Erin Meyer, Secretary

I, Russell Collingwood, 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 14th day of January, 2014, ________________________________

Erin Meyer, Secretary

Signed this 14th day of January, 2014, ________________________________

Russell Collingwood, Chairperson

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

Iowa County Agricultural Extension Council

I, Russ Collingwood, Chairperson, and I, Erin Meyer, Secretary of the Iowa County Agricultural Extension Council do hereby certify that the first meeting of 2014 of the elected council members of the Iowa County Agricultural Extension Council was held on the 14th day of January, 2014, 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 2014.

<table>
<thead>
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<tr>
<td>Chairperson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russ Collingwood</td>
<td>2202 240th St., Williamsburg 52361</td>
<td>319-668-2804</td>
<td><a href="mailto:clgwood@iowatelecom.net">clgwood@iowatelecom.net</a></td>
</tr>
<tr>
<td>Vice-chairperson</td>
<td>1318 260th St., Victor 52347</td>
<td>319-685-4827</td>
<td><a href="mailto:steinmet@netins.net">steinmet@netins.net</a></td>
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<tr>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erin Meyer</td>
<td>3065 260th Street, Williamsburg 52361</td>
<td>319-239-8054</td>
<td><a href="mailto:meyer_a-e@live.com">meyer_a-e@live.com</a></td>
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<tr>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Brent Ness</td>
<td>2614 240th St., Williamsburg 52361</td>
<td>515-520-0262</td>
<td><a href="mailto:bness@visionagllc.com">bness@visionagllc.com</a></td>
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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, 2011 and expiring December, 2014)

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<td>Joe Semler</td>
<td>1344 325th St., Webster, IA 52355</td>
<td>319-530-4495</td>
<td><a href="mailto:semlerjoe@hotmail.com">semlerjoe@hotmail.com</a></td>
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The following are bona fide signatures of duly elected officers of the Iowa County Agricultural Extension Council:

Signature of Chairperson: Russell Collingwood
Signature of Vice-Chairperson: Matt Steinmetz
Signature of Secretary: Erin Meyer
Signature of Treasurer: Brent Ness

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 2014, with maximum amount on deposit to be $200,000.

Date January 14, 2014 Signed ____________________________
Russ Collingwood, Chairperson

Date January 14, 2014 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
Russ Collingwood, Chairperson of the Iowa County Agricultural Extension District, that Brent Ness,
Treasurer; Russell Collingwood, Chairperson; Matt Steinmetz, Vice-Chairperson; Erin Meyer, Secretary;
and Council Members (Leo Rudolphi, Colleen Conrad, Joe Semler, Brad Glandorf, Sean Wetjen), 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 _______________, 2014, a surety bond in the amount of $20,000 dollars.

Dated this ______ day of _______________, 2014.

_________________________________
Iowa County Auditor

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