

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

The first meeting of 2019 of the Iowa County Agricultural Extension Council was held on the 8<sup>th</sup> day of January, 2019, at 6:00 p.m. in Williamsburg, Iowa.

Brent Ness, acting chairperson, called the meeting to order at 6:00 p.m. with the following council members present: Brent Ness, Justin Sayers, Scott Axmear, Jim Yenter, Martha Meyer, Amanda Cronbaugh, Randy Osweiler Absent: Sean Wetjen, Marcia Kilgard Others present were: Gene Mohling, Mary Veatch

**Extension Council Members for the Year 2019  
(Terms beginning January 1, 2019 and expiring December 31, 2022)**

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)
Martha Meyer	1254 325 <sup>th</sup> St., Keswick, IA 50136	319-330-4979
Amanda Cronbaugh	906 Elm St., Williamsburg, IA 52361	319-430-3327
Randy Osweiler	402 Wilson St., Williamsburg, IA 52316	319-530-2708
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, 2017 and expiring December 31, 2020)**

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)
Marcia Kilgard	305 Hampton Drive, Williamsburg, IA 52361	319-668-2840
Sean Wetjen	3054 225 <sup>th</sup> , Williamsburg, IA 52361	319-668-1386
Scott Axmear	3089 H. Avenue, North English, IA 52316	319-560-2997
Justin Sayers	1741 108 <sup>th</sup> St., Marengo, IA 52301	319-330-6548

**ELECTION OF COUNCIL OFFICERS:**

Martha Meyer moved to nominate **Sean Wetjen for chairperson 2<sup>nd</sup> by Jim Yenter Carried unanimously. Martha Meyer moved for nominate Scott Axmear for vice-chairperson: Justin Sayers for Secretary: and Brent Ness for Treasurer. 2<sup>nd</sup> by Amanda Cronbaugh. Motion passed unanimously.**

The meeting was turned over to duly elected vice chairperson, Scott Axmear and to duly elected secretary, Justin Sayer .

REVIEW AND APPROVAL OF FISCAL POLICIES:

**Motion by Martha Meyer 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 2019; and that all receipts be deposited in said bank; and that the maximum amount to be on deposit is \$300,000.
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 charged 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 Sean Wetjen, 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 Sean Wetjen, 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 Jim Yenter that the regular meeting of the council be held at 6:00 p.m. on the second Tuesday of each month. Motion seconded by Justin Sayers. 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 Jim Yenter to accept the December 12 minutes. Seconded by Justin Sayers. Motion carried unanimously. Corrected as stated.

Motion by Jim Yenter to approve the 12/31/18 treasurer's report balance of \$212,453.91 in the money market account, \$1746.34 in the checking account, and \$50 in the cash box. 2<sup>nd</sup> by Justin Sayers Carried unanimously.

Motion by Jim Yenter to approve voucher report and pay vouchers 12780-12794 plus EFT's for January. Seconded by Brent Ness. Motion carried unanimously.

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 Jim Yenter as the representative to the Fair Board.
- 4) to report changes to the list of volunteers as needed.
- 5) to appoint Martha Meyer as the representative to the youth committee
- 6) to appoint Sean Wetjen is a representative to the 4-H foundation as Council chair.
- 7) to appoint Marcia Kilgard is the IECA liaison for 2019

2<sup>nd</sup> by Jim Yenter. Carried unanimously.

No changes this month to the list of volunteers. Mary Veatch shared information on the background check process. Revised policy requires all volunteers to be screened. Insurance provider is starting to deny coverage if volunteers are not screened and approved; documentation to this effect was shared.

Gene shared MOU with ISUEO.

Wage report was shared and the topic of wages was discussed. Martha Meyer moved to give a 3% raise per employee effective July 1. 2<sup>nd</sup> by Jim Yenter. Carried unanimously

Gene shared information that staff as volunteers should be avoided.

Motion by Jim Yenter to set the budget estimate at \$416,776 total expenses, mil rate of \$.21509 and levy funds of \$220,000. 2<sup>nd</sup> by Brent Ness. Carried unanimously.

Motion by Brent Ness to set the public hearing on Feb. 12, 6:30 p.m. 2<sup>nd</sup> by Jim Yenter Carried unanimously.

Mary Veatch reported on beef weigh-in; PBS in Iowa and English Valley; fair book is under development; fair entry, fruit sales campaign, 4 of 11 clubs are in the operating account.

Brent Ness moved to be open January 18 and be closed April 19. 2<sup>nd</sup> by Jim Yenter. Carried unanimously.

Gene shared the HR policy for review. Brent Ness moved approve the office policy as presented. 2<sup>nd</sup> by Jim Yenter. Carried unanimously

Gene shared that the IECA annual conference will be held March 30 and the Legislative Day is February 13.

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

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

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Justin Sayers, Secretary

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I, Scott Axmear, acting Chairperson, and I, Justin Sayers, 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 9<sup>th</sup> day of January, 2018, \_\_\_\_\_  
Justin Sayers, Secretary

Signed this 9<sup>th</sup> day of January, 2018, \_\_\_\_\_  
Scott Axmear, Acting 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, Scott Axmear, Acting Chairperson, and I, Justin Sayers, Secretary of the Iowa County Agricultural Extension Council do hereby certify that the first meeting of 2019 of the elected council members of the Iowa County Agricultural Extension Council was held on the 8th day of January, 2019, 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 2019.

	<b>Name</b>	<b>Address (including zip code)</b>	<b>Telephone (including area code)</b>	<b>E-mail address (if available)</b>
Chairperson	Sean Wetjen	3054 225th , Williamsburg 52361	319-668-1386	<a href="mailto:wetjen@iowatelecom.net">wetjen@iowatelecom.net</a>
Vice- chairperson	Scott Axmear	3089 H. Avenue, North English 52316	319-560- 2997	<a href="mailto:scott@whitestatebank.com">scott@whitestatebank.com</a>
Secretary	Justin Sayers	1741 108 <sup>th</sup> St., Marengo, IA 52301	319-330- 6548	<a href="mailto:1972sayers@gmail.com">1972sayers@gmail.com</a>
Treasurer	Brent Ness	2614 240 <sup>th</sup> St., Williamsburg 52361	515-520-0262	<a href="mailto:brent.ness.bn@gmail.com">brent.ness.bn@gmail.com</a>

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, 2019 and expiring December, 2020)

	<b>Name</b>	<b>Address (including zip code)</b>	<b>Telephone (including area cod)</b>	<b>E-mail address (if available)</b>
	Martha Meyer	1254 325 <sup>th</sup> St., Keswick 50136	319-330-4979	<a href="mailto:Msmeyer67@gmail.com">Msmeyer67@gmail.com</a>
	Amanda Cronbaugh	906 Elm St., Williamsburg 52361	319-430-3327	<a href="mailto:acronbaugh.dvm@gmail.com">acronbaugh.dvm@gmail.com</a>
	Randy Osweiler	402 Wilson St., Williamsburg 52316	319-530-2708	<a href="mailto:randy.osweiler@gmail.com">randy.osweiler@gmail.com</a>
	Jim Yenter	1850 190 <sup>th</sup> St., Marengo 52301	319-430-8077	<a href="mailto:yenterfamilyfarms@gmail.com">yenterfamilyfarms@gmail.com</a>
	Brent Ness	2614 240 <sup>th</sup> St., Williamsburg 52361	515-520-0262	<a href="mailto:brent.ness.bn@gmail.com">brent.ness.bn@gmail.com</a>

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(Terms beginning January, 2017 and expiring December, 2020)

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)	<b>E-mail address</b> (if available)
Marcia Kilgard	305 Hampton Drive, Williamsburg, IA 52361	319-668-2840	<a href="mailto:MKilgard@iowa-valley.k12.ia.us">MKilgard@iowa-valley.k12.ia.us</a>
Scott Axmear	3089 H. Avenue, North English, IA 52316	319-560-2997	<a href="mailto:scott@whitestatebank.com">scott@whitestatebank.com</a>
Sean Wetjen	3054 225th , Williamsburg 52361	319-668-1386	<a href="mailto:wetjen@iowatelecom.net">wetjen@iowatelecom.net</a>
Justin Sayers	1741 108 <sup>th</sup> St., Marengo, IA 52301	319-330-6548	<a href="mailto:1972sayers@gmail.com">1972sayers@gmail.com</a>

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

Signature of Chairperson: Sean Wetjen \_\_\_\_\_  
Signature of Vice-Chairperson: Scott Axmear \_\_\_\_\_  
Signature of Secretary: Justin Sayers \_\_\_\_\_  
Signature of Treasurer: Brent Ness \_\_\_\_\_

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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 2019, with maximum amount on deposit to be \$300,000.

Date January 8, 2019 Signed \_\_\_\_\_  
Scott Axmear, Acting Chairperson

Date January 8, 2019 Signed \_\_\_\_\_  
Justin Sayers, 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 Sean Wetjen, Chairperson of the Iowa County Agricultural Extension District, that Brent Ness, Treasurer; Sean Wetjen, Chairperson; Scott Axmear, Vice-Chairperson; Justin Sayers, Secretary; and Council Members (Amanda Cronbaugh, Martha Meyer, Randy Osweiler, Marcia Kilgard, Jim Yenter), Gene Mohling, Regional Extension Education Director; Lori Meierotto, Bookkeeper; Mary Veatch, County Director; Pam Henry, Office Assistant; Lynn Gahring, County Youth Coordinator, of the Iowa County Agricultural Extension District has filed in this office on this \_\_\_\_\_ day of \_\_\_\_\_, 2019, a treasurer surety bond in the amount of \$20,000 dollars and an employee dishonesty bond.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

