

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

The first meeting of 2018 of the Iowa County Agricultural Extension Council was held on the 9<sup>th</sup> day of January, 2018, at 6:00 p.m. in Williamsburg, Iowa.

Colleen Conrad, chairperson, called the meeting to order at 6:00 p.m. with the following council members present: Colleen Conrad, Justin Sayers, Marcia Kilgard, Scott Axmear, Jim Yenter    Absent: Sean Wetjen, Brent Ness, Leo Rudolphi, Erin Meyer    Others present were: Gene Mohling, Mary Veatch

**Extension Council Members for the Year 2018  
(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, 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 225th , 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:**

Justin Sayers moved to nominate **Colleen Conrad for chairperson 2<sup>nd</sup> by Jim Yenter Carried unanimously. Justin Sayers moved for nominate Sean Wetjen for vice-chairperson: Erin Meyer for Secretary: and Brent Ness for Treasurer. 2<sup>nd</sup> by Jim Yenter. 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 Scott Axmear 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 2018; 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 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 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. Brent Ness, 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 Justin Sayers that the regular meeting of the council be held at 6:00 p.m. on the second Tuesday of each month. Motion seconded by Marcia Kilgard. 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 Scott Axmear to accept the December 13 minutes. Seconded by Justin Sayers. Motion carried unanimously.

Motion by Jim Yenter to approve the 12/31/17 treasurer's report balance of \$164,552.88 in the money market account, \$8,881.74 in the checking account, and \$50 in the cash box. 2<sup>nd</sup> by Justin Sayers Carried unanimously.

Motion by Scott Axmear to approve voucher report and pay vouchers 12394-12421 plus EFT's for January. Seconded by Marcia Kilgard. Motion carried unanimously.

Motion by Jim Yenter

- 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 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 Marcia Kilgard is the IECA liaison for 2018
- 8) to appoint Sean Wetjen for the at large member of the 4-H Foundation Board.

2<sup>nd</sup> by Justin Sayers. 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.

Jim Yenter moved to approve the MOU with ISUEO. 2<sup>nd</sup> by Marcia Kilgard. Carried unanimously

Wage report was shared and the topic of wages was discussed. Marcia Kilgard moved to adjust Lynn Gahring's wage to \$15 per hour effective immediately and 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 \$399,378 total expenses, mil rate of \$.23123 and levy funds of \$230,000. 2<sup>nd</sup> by Scott Axmear. Carried unanimously.

Motion by Scott Axmear to set the public hearing on Feb. 13, 6:30 p.m. 2<sup>nd</sup> by Jim Yenter Carried unanimously.

Mary Veatch reported on beef weigh-in; PBS; fair entry, sales campaign..

Marcia Kilgard moved to be open January 15 and be closed March 30. 2<sup>nd</sup> by Justin Sayers. Carried unanimously.

Gene shared the HR policy for review. Scott Axmear moved to set sick and vacation leave at 12 hours per month for each benefit. 2<sup>nd</sup> by Jim Yenter. Carried unanimously

Jim Yenter moved to approve the cleaning by Jack Schropp of the second story apartments. 2<sup>nd</sup> by Scott Axmear. Carried unanimously

Gene shared that the IECA annual conference will be held March 10 and the Legislative Day is February 28.

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

Motion by Jim Yenter that meeting adjourn. Seconded by Justin Sayers. Motion carried unanimously.

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Marcia Kilgard, Acting Secretary

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I, Colleen Conrad, Chairperson, and I, Marcia Kilgard, Acting 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, \_\_\_\_\_  
Marcia Kilgard, Acting Secretary

Signed this 9<sup>th</sup> day of January, 2018, \_\_\_\_\_  
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 2018 of the elected council members of the Iowa County Agricultural Extension Council was held on the 9th day of January, 2018, 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 2018.

	<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	<a href="mailto:cmconrad@iowatelecom.net">cmconrad@iowatelecom.net</a>
Vice- chairperson	Sean Wetjen	3054 225th , Williamsburg 52361	319-668-1386	<a href="mailto:wetjen@iowatelecom.net">wetjen@iowatelecom.net</a>
Secretary	Erin Meyer	3065 260th Street, Williamsburg 52361	319-239-8054	<a href="mailto:meyer_a-e@live.com">meyer_a-e@live.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, 2015 and expiring December, 2018)

	<b>Name</b>	<b>Address (including zip code)</b>	<b>Telephone (including area cod)</b>	<b>E-mail address (if available)</b>
	Colleen Conrad	1300 PP Ave., Marengo 52301	319-642-7224	<a href="mailto:cmconrad@iowatelecom.net">cmconrad@iowatelecom.net</a>
	Leo Rudolphi	1866 220 <sup>th</sup> St., Marengo 52301	319-642-3560	<a href="mailto:alrudy@msn.com">alrudy@msn.com</a>
	Erin Meyer	3065 260th Street, Williamsburg 52361	319-239-8054	<a href="mailto:meyer_a-e@live.com">meyer_a-e@live.com</a>
	Jim Yenter	1850 190 <sup>th</sup> St., Marengo, IA 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>

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

Name	Address (including zip code)	Telephone (including area code)	E-mail address (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: Colleen Conrad \_\_\_\_\_  
Signature of Vice-Chairperson: Sean Wetjen \_\_\_\_\_  
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 2017, with maximum amount on deposit to be \$200,000.

Date January 9, 2018 Signed \_\_\_\_\_  
Colleen Conrad, Chairperson

Date January 9, 2018 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 Brent Ness, Treasurer; Colleen Conrad, Chairperson; Sean Wetjen, Vice-Chairperson; Erin Meyer, Secretary; and Council Members (Leo Rudolphi, Marcia Kilgard, Scott Axmear, Justin Sayers, 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 \_\_\_\_\_, 2018, a surety bond in the amount of \$20,000 dollars and an employee dishonesty bond.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

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

