

MINUTES

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, February 21, 2022

1. **Call the meeting to order and roll call:** Miller 6:33pm
Barbara Kistler, Sherri Mineart, Eric Miller, Susie Drish, Shelley Moothart, Mark Yule, Christine Engwall, Laurie Bennett
Cindy Hall, Jeri Crile, Hillary Lanman, Courtney Burkhalter, Tammy Jones
Absent: Drew Johnson
2. **Approval of Agenda:** Eric Miller
 - Add below: Consideration of volunteers – new business.
 - Add below: Purchase ice cream machine – new business.
 - Moved to Add: Engwall/ Approved: Bennett, Drish, Kistler, Mineart, Miller, Moothart, Yule
 - Move amended agenda: Miller/Approved Bennett, Drish, Engwall, Kistler, Mineart, Miller, Moothart, Yule
3. **Budget Hearing**
 - Motion to open budget hearing. Motion: Drish / Approved Bennett, Engwall, Kistler, Mineart, Miller, Moothart, Yule
 - Open floor for public comments
 - Close Public Hearing
4. **Resume regular meeting**

Motion to close Bennett/ Approved: Engwall, Drish, Kistler, Mineart, Miller, Moothart, Yule
5. **Open Forum for Public Comments**

The Jefferson County Extension Council allows time for public forum, where the public may present information or concerns to the council. Each participant will be limited to 5 minutes. Unless the item is on the agenda, there will be no action taken at this meeting. Concerns may be an agenda item at future meetings. The Council will not ask or answer questions, clarify comments, nor explain their position on actions taken during this public comment period. Participants may not engage in discussion on other items of business during the meeting. No defamation of character or slander will be tolerated and office personnel issues will be directed to the proper chain of command and not discussed in this forum.

 - a. Susie: Supervisors continue to fund Fair board, working through budget.
6. **Secretary's Report:** Sherri Mineart
 - Approval of minutes from January 17, 2023.
 - Add Laurie Bennett to attendees of the meeting.
 - Drish move to approve minutes with additions of Bennett/ Approved: Bennett, Engwall, Kistler, Mineart, Miller, Moothart, Yule
7. **Treasurers Report:** Miller
 - Approval of January checks #'s 13609 to 13620 and EFT 's Totaling \$2,719.98.
 - Review of January 2023 financial reports
 - Moved: Bennett/ Approve: Drish, Engwall, Kistler, Mineart, Miller, Moothart, Yule
8. **Reports:**
 - Staff and program specialists (highlights only)
 - Courtney – attended Farmers Market, Presented Pekin Ag class, 4-H Horticulture workshop (Clover kids and 4H, Powerful Tool, Master Gardener
 - Jeri – Private Pesticide in Jan, another tomorrow. Starting process for Audit.

- Hillary – Fair Entry Training (3-day training) Emmetsburg, IA, Dog projects, Horse projects, Rabbit and poultry clinic coming up.
- Extension Council Committees
 - Personnel - nothing
 - Fiscal - nothing
 - Programming –
 - Strategic Planning
 - 4-H and Youth Committee – Showmanship met
 - Fair board – partnering with office to get info out to farm families
 - Advisory
- Regional Director and IECA Updates – working on budgets. Cindy attended virtual training.

9. Old Business

- Update on Bus Tour – charter bus expensive (\$1800) – option FCSD for bus/driver – around \$400. Lunch \$12 each. Attendees pay \$10 – Extension covers the rest. March 17 (Pekin and FCSD no school). Put in paper and on radio. 5th through 12th grade may attend – must be a 4-H member.

10. New Business

- Approval of FY24 Budget
 - FY 24 Budget Approval
 - Education Fund: Moothart moved that the FY24 budget be approved for \$354,501.00 expenditures with a total tax request of \$273,000 with \$269,568 from property tax and \$3,432 from utility excise tax. Motion carried by a vote of 8 to 0.
 - Tort Fund: Miller moved that the FY24 Tort budget be approved for \$3500 in expenditures with a tax request of \$0 with \$0 from property tax and \$0 from utility excise tax. Motion carried by a vote of 8 to 0.
- Office Cleaning – Top Notch \$15/hr. will ask about end date, will use Extension Office vacuum and cleaning supplies. Option two hire someone 2 hrs. /week \$20 - \$25. Engage personnel committee and post a position. Kistler motioned for 3-hour deep cleaning and \$60/week. Will reevaluate in the future. Motion: Kistler / Approved: Bennett, Drish, Engwall, Kistler, Mineart, Miller, Moothart, Yule
- CD Renewal - ISB increased the rate effective late January – fiscal committee approved. Bennet motion renew ISB at 4%/ Approved: Drish, Engwall, Kistler, Mineart, Miller, Moothart, Yule
- Credit Card Payments – Clover is similar to square but more secure. Representative will come speak to Cindy/Jeri. If approved – training for the whole staff. Ask our bank Midwest One if they offer credit card payment system. Equipment fee, service fee etc. Build into budget or increase fees or charge user. Fair board is working on a mobile ATM for the Fair.
- Bayer Fund Grant Purchases – Working with Hinshaw trailers - \$5 - \$8K. Will take picture and run in paper once we have a game plan. License as “in storage” but will need to insure. Will shop another vendor for price comparison.
 - Miller motion to purchase trailer up to \$10K / Approved: Bennett, Drish, Engwall, Kistler, Mineart, Moothart, Yule
- Chamber Banquet – couple of nominations. Miller motion: Buy full table at Chamber Banquet / Approved: Bennett, Drish, Engwall, Kistler, Mineart, Moothart, Yule
- County Fair Photography – Open bids, form committee. Motion by: Bennet to put out bid for county fair photography / Approved: Drish, Engwall, Kistler, Mineart, Miller, Moothart, Yule
- County Fair Assistant – Moothart motion / Approved: Bennett, Drish, Engwall, Kistler, Mineart, Miller, Yule
- Summer Intern/Summer Assistant –

- Kistler – resend motion for \$12 hour as stated / Approved: Bennett, Drish, Engwall, Mineart, Miller, Moothart, Yule
- Kistler motion to advertise/hire for summer assistant \$12-\$14/hour / Approved: Bennett, Drish, Engwall, Mineart, Miller, Moothart, Yule
- Stock Show University – coming in June for showmanship clinic for four species. Tabled
- Read Across Iowa – To be invoiced for coupons turned in.
 - Bennett motioned – provide funds up to \$500/ Approval: Drish, Engwall, Kistler, Mineart, Miller, Moothart, Yule
- Garden Funding – don't fund videographer, we purchase stuff. Items budgeted for.
- Summer Teacher Workshop – will discuss next month
- Trunk or Treat Date – October 29, 2023
- Memorandum of Understanding – for Miller to renew continue as a Model 1 7/1/23 – 6/30/2026
 - Motion to approve Volunteers for Master Gardeners and Co-Leader for Future Leaders: Engwall / approved : Bennett, Drish, Kistler, Mineart, Miller, Moothart, Yule
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 - Ice Cream machine purchase for Teen Council – from Teen Council funds. Kistler motion to pay up to \$2K /Approved: Drish, Engwall, Bennett, Mineart, Miller, Moothart, Yule

11. Next meeting date is **Tuesday, March 21st at 6:30 PM with the following agenda items:**

12. Adjourn 8:12pm Motion: Yule / Approved: Miller, Drish, Engwall, Bennett, Mineart, Miller, Moothart.