

IOWA STATE UNIVERSITY
Extension and Outreach

**PUBLIC ANNOUNCEMENT OF THE
Linn County Agricultural Extension District Council:
Public Hearing /Regular Meeting**

Date/Time: February 17th, 2022 5:00pm
Location: In-person at:
383 Collins Road NE, Cedar Rapids, IA 52402
Large Conference room (2nd floor)

PUBLIC HEARING AGENDA

Chair: "This is the time and place set for a public hearing on amending the Iowa State University Extension and Outreach in Linn County, Extension Education Operating – Tort Liability, FY22 budget."

Chair: "The notice of the public hearing did appear in the newspaper on January 29th, 2022 as required by law."

Chair: "Are there any objections or comments concerning the budget amendment?" (ask 2 times)
1. If comments have been received by the extension office, staff and/or council members ahead of this hearing, it is appropriate to share these now. Likewise, if no comments have been received, note that in the minutes.
2. If comments are received, they need to be accurately recorded in the minutes with the person's name and address.
3. If no one asks to speak, the chair instructs the secretary to note that fact in the minutes.

Chair requests a motion to close the public hearing. "I move to close this public hearing." Motion seconded, and the vote completely recorded

Roll call vote (y or n)

**__ Dana Nichols __ Michael Anderson __ Leland Freie __ Megan Fagle __ Selinya Carew __
__ Michael Olinger __ Dan Able __ David McDonald __ Dennis E Jordan**

Chair: "This is the time and place set for a public hearing on the Iowa State University Extension and Outreach in Linn County, FY 23 Extension Education Operating budget, plus Tort Liability and Unemployment budget."

Chair: "The notice of the public hearing did appear in the newspaper on January 29th, 2022 as required by law."

Chair: "Are there any objections or comments concerning the budget?" (ask 2 times)
1. If comments have been received by the extension office, staff and/or council members ahead of this hearing, it is appropriate to share these now. Likewise, if no comments have been received, note that in the minutes.
2. If comments are received, they need to be accurately recorded in the minutes with the person's name and address.
3. If no one asks to speak, the chair instructs the secretary to note that fact in the minutes.

Chair requests a motion to close the public hearing. "I move to close this public hearing." Motion seconded, and the vote completely recorded

Agenda posted 2/15/21 by 5:00pm by HSandberg_____

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Roll call vote (y or n)

 Dana Nichols Michael Anderson Leland Freie Megan Fagle Selinya Carew
 Michael Olinger Dan Able David McDonald Dennis E Jordan

REGULAR MEETING AGENDA

I. Call to Order – council chair

II. Roll Call – secretary

 Dana Nichols (chair) Megan Fagle (vice chair) Mike Anderson (treasurer)
 Selinya Carew (secretary) Mike Olinger Dan Abel Leland Freie David McDonald
Dennis Jordan

III. Public Comments: *The Linn 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 3 minutes. There will be no action taken at this meeting, but concerns may be an agenda item at future meetings. No defamation of character or slander will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum.*

I. Anyone making public comment, please sign in and state your full name and address prior to comments

IV. Approval of Consent Agenda – (5 mins)

a. Prior meeting minutes for January 10, January 20th, February 2nd, 2022

b. volunteer approvals

i. 4-H/Youth Outreach

ii. Master Gardeners

c. Program/reports

i. 4-H

ii. Master Gardner

iii. PEC

iv. PABS/Fresh Conversation

V. FY 22 Budget Amendment Approval

Motion by _____ that the FY22 Tort Liability expenditures be increased from \$ 7,100 to \$ 18,900. Motion seconded by _____.

Roll call vote (y or n)

 Dana Nichols Michael Anderson Leland Freie Megan Fagle Selinya Carew
 Michael Olinger Dan Able David McDonald Dennis E Jordan

VI. FY23 Budget Approval

PROPERTY TAX

Motion by _____ that the FY 2023 Extension Education Operating Budget be approved for \$1,156,959 in expenditures with a total tax request of \$621,589, with \$602,693 from property tax and \$18,896 from utility excise tax. Motion seconded by _____.

Agenda posted 2/15/21 by 5:00pm by HSandberg _____

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Roll call vote (y or n)

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 Michael Olinger Dan Able David McDonald Dennis E Jordan

TORT

Motion By _____ that the FY2023 Tort liability be approved for \$12,100 in expenditures with a total Tort request of \$12,000, with \$11,692 coming from property tax and \$308 from utility excise tax. Motion seconded by _____.

Roll call vote (y or n)

 Dana Nichols Michael Anderson Leland Freie Megan Fagle Selinya Carew
 Michael Olinger Dan Able David McDonald Dennis E Jordan

UNEMPLOYMENT

Motion By _____ that the FY2023 Unemployment be approved for \$20,000 in expenditures with a total Unemployment request of \$00.00, with \$00.00 coming from property tax and \$00.00 from utility excise tax. Motion seconded by _____.

Roll call vote (y or n)

 Dana Nichols Michael Anderson Leland Freie Megan Fagle Selinya Carew
 Michael Olinger Dan Able David McDonald Dennis E Jordan

V. Treasurer Report – Treasurer (10 Mins)

- a. Financial Details-
 - i. Balance Sheet
 - ii. Revenue & Expenses
 - iii. Monthly Bank Reconciliation
 - iv. Outstanding checks

VII. Committee Reports –

- a. Personnel Committee Report - Mike Olinger (10 mins)
- b. Fiscal Committee Report – Mike Anderson (10 mins)
- c. Program Planning Committee Report – Dennis Jordan (10 Mins)

VIII. Extension Council Training or Policy Review (10 mins)

- a. Fiscal Management policy and procedures - Jones County Audit

IX. New Business –

- a. Seeking approval to hire:

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- i. Kristen Thomann as a 4-H Summer Interns/Assistants as presented in required letter of intent
 - ii. Jacob Ludeking as a 4-H Summer Interns/Assistants as presented in required letter of intent
 - iii. Ashley DeLayo as a PEC Facilitator as presented in required letter of intent
 - iv. Giselle Coreas as a Fresh Conversations Facilitator as presented in the required letter of intent
 - v. Olivia Stone as PEC Child Care Provider as presented in required letter of intent
- b. Seeking acknowledgement of Master Gardener program receiving the Growing Together grant through ISU extension in the amount of \$2200, and approval of Council Chair to sign the contractual agreement for this grant
 - c. Seeking approval of rental contract with Big Ten Rentals, Inc for tables for Master Gardener – Winter Gardening Fair, approval of Council Chair to sign the contractual agreement.
 - d. Seeking approval of speaker agreement with Megan Cain, presenter for Master Gardener library presentation., approval of Council Chair to sign the agreement
 - e. Seeking approval to change employment status of PABS staff to “regular part-time” employees per Iowa law.

X. Old Business

- a. Update on Office Manager and Bookkeeping hiring process
- b. Update on Celebration of Ag Event in Cedar Rapids, March 23rd.
- c. NE Area Award results – award winners from Linn County: Dennis Jordan, Dana Nichols, Sandy Rosenberger, Johanna Rahbusch
- d. Reminder of the Extension Council Conference, March 5th in Ames – Registration fees can be reimbursed from the Linn County Extension Budget. If you would like our office to register you, let us know.
- e. Wing2Water event at SOKO on February 22nd, 2022

- XI. County Director Report (5 mins)
- XII. Regional Director Report (5 mins)
- XIII. Information/ Announcements for the greater good
- XIV. Motion to Adjourn

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