

Bill No. 5068

Ordinance No. _____

Requested by: Steve Ehlmann

Sponsored by: John White

AN ORDINANCE AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE ANNUAL AGREEMENTS WITH THE UNIVERSITY OF MISSOURI EXTENSION COUNCIL OF ST. CHARLES COUNTY TO PROVIDE EDUCATIONAL PROGRAMS AND SERVICES NOT TO EXCEED \$100,000

WHEREAS, the St. Charles County Charter, Article III, Section 3.608 provides that the County Executive shall ensure contracts are faithfully performed and cause to be instituted in the name of the County appropriate actions; and

WHEREAS, pursuant to Section 70.220 of the Revised Statutes of Missouri, a political subdivision of the state may contract and cooperate with any other political subdivision or agency of the state for the planning, development, construction, acquisition or operation of any common service; and

WHEREAS, St. Charles County, as a political subdivision of the state of Missouri, has determined that its citizens have need of the services offered by the University of Missouri Extension Program and that the most efficient manner of obtaining these services is by cooperative relationship with the University of Missouri Extension program in

order to provide certain local staff to ensure that citizens of the County have access to University of Missouri Extension programs, services and staff provided by the University or as a result of fee based services available through the University Extension; and

WHEREAS, the University of Missouri Extension Council of St. Charles County has determined that this cooperative relationship is within its mission, which it defines as the extension of research-based knowledge and problem-solving resources of the University of Missouri System and Lincoln University to persons within St. Charles County and throughout the State of Missouri.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

Section 1. The County Executive, or his designee, is hereby authorized to execute an agreement with the University of Missouri Extension Council of St. Charles County for certain local staff and costs needed to operate the St. Charles County office of the Extension at a cost not to exceed \$100,000 annually.

Section 2. The annual agreement shall be substantially the same in form and content as that attached hereto as **EXHIBIT A** and incorporated herein.

Section 3. The County Executive, or his designee, is hereby further authorized to negotiate and execute renewals of the

annual agreement, such agreements to be in a form approved by the County Counselor.

Section 4. Compliance with all terms of the agreement shall be the responsibility of the St. Charles County Executive.

Section 5. This ordinance shall be in full force and effect from and after the date of its passage and approval and such agreement shall be valid upon approval of the governing body entering into such agreement as required by Chapter 70 of the Revised Statutes of the State of Missouri.

DATE PASSED

DATE APPROVED BY COUNTY EXECUTIVE

CHAIR OF THE COUNCIL

COUNTY EXECUTIVE

ATTEST:

COUNTY REGISTRAR

EXHIBIT A

AGREEMENT

This Agreement is made and entered into by and between St. Charles County, Missouri, a charter county and political subdivision of the state of Missouri and the University of Missouri Extension Council of St. Charles County, an educational program and service program utilizing the resources of the University of Missouri System and Lincoln University.

AUTHORITY: Pursuant to Section 70.220 of the Revised Statutes of the State of Missouri a political subdivision of the state may contract and cooperate with any other political subdivision or agency of the state for the planning, development, construction, acquisition or operation of any common service. St. Charles County, as a political subdivision of the State of Missouri, has determined that its citizens have need of the services offered by the University of Missouri Extension program and that the most efficient manner of obtaining these services is by cooperative relationship with the University of Missouri Extension program. The University of Missouri Extension Council of St. Charles County has determined that this cooperative relationship is within its mission, which it defines as the extension of research-based knowledge and problem-solving resources of the University of Missouri System and Lincoln University to persons within St. Charles County, and throughout the State of Missouri.

- **SERVICES TO BE EXTENDED IN ST. CHARLES COUNTY BY UNIVERSITY EXTENSION:** The University Extension has a variety of funding sources making up its funding, including program fees, building rental fees, university funding and grants. The County is required by Missouri Statute Section 262.597 RSMO. to supply Ten Thousand Dollars (\$10,000) in funding to the University Extension. The County, to support the value of the Extension Program being present with its programs in St. Charles County, has voluntarily provided additional funding to support the University Extension Council for St. Charles County in operating the Extension Office to ensure that Extension programs and events are open, available and operating and to support communication of programs being provided to its citizens at the local office. The parties agree that these dollars are not to substitute for, nor intended to supplant, University of Missouri financial commitments to the University Extension Service nor to substitute for or supplant the usual and customary registration or participation fees in programs. The parties further

agree that fees from programs operated by the St. Charles County Extension shall not be diverted to other counties or Extension Councils or Services. The following provides a list of educational programs and services which will be offered to citizens of St. Charles County by the University Extension program within St. Charles County. (This list does not contemplate that the County is paying for these programs unless so noted.)

- **4-H Youth Development**

- St. Charles County youth participate in St. Charles County based 4-H clubs to learn life skills such as decision-making, healthy lifestyle choices, problem solving, public speaking and leadership opportunities.
- 4-H youth members learn by doing with involvement in countywide individual and community service projects.

- **Nutrition and Health Promotion**

- Diabetes Self-Management
- Chronic Disease Self-Management
- Food Resource Management
- Safe Food Handling & Food Preservation Courses
- Falls Prevention Programs for Seniors
 - Stay Strong, Stay Healthy
 - A Matter of Balance
 - Tai Chi for Falls Prevention
- Family Nutrition Education Program (FNEP) - Missouri's SNAP-Ed (Supplemental Nutrition Assistance Program Education) program, funded by a USDA Federal Grant to provide two (2) associates, brings the latest nutrition information to low-income Missourians helping clients use SNAP resources effectively, make healthy food choices within a limited budget and choose an active lifestyle. Courses for all ages are held in community settings, agencies and school and include:
 - Healthy Change Workshops
 - Kids in the Kitchen: K – 8
 - Show Me Nutrition: Pre K – 12
 - Eating Smart Being Active: Adult education and cooking classes
 - Show Me Nutrition Education Display with nutrition pamphlets: WIC Clinics

- **Small Business Development**

- **Continuing Education (non-credit) – Funded by the University of Missouri**

- MU Extension Fire and Rescue Training Institute
- Missouri Training Institute
- Continuing Medical Education
- Law Enforcement Training Institute

- **Agriculture Production, Local Foods & Farm Management-Funded through the University of Missouri and offered in Warren and Jefferson County to St. Charles County residents**
 - Beginning Farmer Training
 - Good Agriculture Practices (GAP) Certification– Program for local farmers to learn best practices for safe production, packing, handling and storing of their produce to minimize risks of microbial food safety hazards in market.
 - Understanding USDA Programs
 - Grow Your Farm Training
 - Food Safety Modernization Act (FSMA) Workshops
 - Beginning Farmer - Workshops and farm tours
 - Selling Local Foods Workshops
 - Irrigation for Small Specialty Crop Producers

- **Consumer Horticulture-Services provided by the St. Charles County Extension Council and Services and through other county Extension Services**
 - Soil Testing and Plant Diagnostic Lab – Analyze soil, water, plant, manure, compost and greenhouse media for lawns and gardens to help residents understand the nutrient needs of their soil and how to apply appropriate amounts of fertilizer based on soil test results. This program is run through the laboratory in Columbia, Missouri and is user fee based.
 - Demonstration Gardens - Developing and maintaining of the on-site demonstration gardens, serving as a resource for residents to learn about the myriad of local plants and hands-on learning opportunities. This program is provided by the Master Gardeners and is donation based.
 - Hortline Services – Providing research-based answers to homeowners and horticulturalists in regards to plant and pest identification, disease management, fertilization, weed control and more. This program is provided by the Master Gardeners and is donation based.
 - Master Gardener Program – This program is funded by the University of Missouri. The course that develops trained volunteers to provide horticultural information and training to the gardening public based on University of Missouri research that is specific to the local climate, soils, and plants.
 - General Education – Public gardening classes and annual seminar at the St. Charles Community College to provide education to the public at large about horticultural topics for homeowners. This program is provided by the Master Gardeners and is donation based.
 - Local MU Horticulture Faculty – Provide year-round science-based advice and consultations to home and commercial producers of horticultural crops in regards to plant and pest identification, disease management, fertilization and weed control and much more. This staff is made available by University of Missouri funding.

- **Environmental and Natural Resource Preservation**
 - Private Pesticide Applicator Training – This computer model training enables farmers to meet the legal requirements mandated by the EPA and the MO Department of Agriculture’s Bureau for Pesticide Control on the safe and proper use of agricultural pesticides on their farmlands.
 - Master Naturalist Training – An education and volunteer service program for adults that provides education, outreach and service dedicated to the beneficial management of natural resources and natural areas within their communities. This program is a partnership between by the Missouri Department of Conservation and MU Extension.

- **Family and Child Development**

ADDITIONAL INFORMATION UNIVERSITY EXTENSION AGREES TO

PROVIDE: In addition to the services set out above, the University Extension program will provide the following:

1. Provide a list of all educational programs conducted within St. Charles County in 2021 in conjunction with existing agencies, organizations and schools, such as the Missouri Small Business Development Center, the St. Charles Community College, the chambers of commerce, youth organizations and various state, federal and county agencies.

2. Serve as the “front door” for St. Charles County residents wishing to utilize the University of Missouri System to access programs such as Independent Study courses, the Office of Social and Economic Data Analysis (OSED), Community Connection, Plant Diagnostics Lab, Home Business Exchange, and the expertise of university faculty and departments.

3. Provide a list of 2022 courses to be provided on site in St. Charles County Extension Office.

4. Provide a list of staff serving St. Charles noting those who work full time in the county and those working part-time, including location

ANNUAL REPORT: On or before February 1, 2023, the University of Missouri Extension Council of St. Charles County shall furnish the County with a detailed annual report

covering 1) financial report: all receipts and expenditures in the prior calendar year from all sources, provided by fund source as set out in Appendix A, and a statement of funds provided by the County to the Extension Service as set out in this Agreement to be returned to the County as provided by Missouri statute Section 262.600 RSMo., if any, and 2) a summary of programs and classes provided in the County of St. Charles or provided to the citizens of St. Charles County on line or attended at other locations by residents of St. Charles County, with that so noted, as well as a summary of work undertaken and results accomplished.

EXAMINATION OF RECORDS: The University of Missouri Extension Council of St. Charles County agrees to maintain records which shall include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract, and to keep such records open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. Such records shall be preserved for a period of three (3) years unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment.

The University of Missouri Extension Council of St. Charles County shall require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with subcontractors.

COMPENSATION: St. Charles County will provide funding to the University of Missouri Extension Council for actual expenses incurred in the employment of University Extension staff members who are full time in the St. Charles County University Extension Office in an amount not to exceed One Hundred Thousand Dollars \$100,000 during the County 2022

fiscal year, subject to the provisions of Section 262.600 RSMo.. The staff will be employed as one (1) general administrative staff member to keep the financials and program records of the St. Charles County University Extension Council and Services, answer the phones, keep the St. Charles County location open to the public and other such administrative duties; and one (1) communications specialist employed to provide information to the St. Charles County community and its citizens. The Extension service shall provide the names of such staff, and should such staff turn over, provide the name and dates of employ of the replacement staff.

TERM OF THE AGREEMENT: This agreement shall be in effect through December 31, 2022, with the obligation to file an annual report surviving the termination of the agreement. Either party may terminate this Agreement on thirty (30) days written notice to the other party. The failure of St. Charles County to appropriate funding for this program would result in this Agreement being terminated as of the date that funding expires.

NOTICES: Notices shall be sent by United States Mail, return receipt requested, or any other alternate mail service which will provide evidence of mailing. Notices to St.

Charles County shall be sent to: St. Charles County Executive
 100 North Third Street, Suite 318
 Saint Charles, Missouri 63301

and notices to the University of Missouri Extension Council of St. Charles County by mailing to:

University of Missouri Extension Council
of St. Charles County
260 Brown Road
St. Peters, MO 63376

AMENDMENTS: This contract shall not be amended except in writing and by mutual consent of the parties.

IN WITNESS WHEREOF, the parties have entered into this agreement on the date last written below:

Executed by the County this _____ day of _____, 20____.

Executed by University of Missouri Extension Council of St. Charles County this _____ day of _____, 20____.

Steve Ehlmann
County Executive
St. Charles County

Printed Name:
Printed Title:
University of Missouri Extension Council of
St. Charles County