

**Cooperative Extension Services Agreement Between
THE OKLAHOMA STATE UNIVERSITY ACTING FOR AND ON BEHALF OF ITS
COOPERATIVE EXTENSION SERVICE AND THE UNITED STATES DEPARTMENT
OF AGRICULTURE**

**and
THE BOARD OF COUNTY COMMISSIONERS
Of Muskogee County**

For the period July 1, 2024 through June 30, 2025

WHEREAS the Federal Smith Lever Act of 1914, as amended, authorized the establishment of Cooperative Extension work between the Land-Grant Colleges and the United States Department of Agriculture, and

WHEREAS Boards of County Commissioners of the respective counties in Oklahoma are authorized by law to contract and agree with the United States Department of Agriculture and with Oklahoma State University ("OSU") for the conduct of said extension work, and

WHEREAS OSU, by and through its duly appointed Board of Regents, has been authorized to oversee the provision of Cooperative Extension work throughout the State of Oklahoma, and has been statutorily mandated by the Oklahoma Legislature to expend state-appropriated funding to support cooperative extension services to each of the counties in Oklahoma,

THE PARTIES HERETO, OSU, acting for and on behalf of its Cooperative Extension Service and the United States Department of Agriculture, and the Board of County Commissioners of the County named above, acting under authority of law, do hereby enter into this contract for Cooperative Extension work for the fiscal year shown above.

THE PARTIES MUTUALLY AGREE AND ACKNOWLEDGE:

1. The Board of County Commissioners agrees to provide adequate financial support to the OSU Cooperative Extension program as required by the Oklahoma Statutes in the amounts and for the purposes set forth in the budget, these funds to be disbursed upon claims submitted by the County Extension Director and approved by the County Commissioners.
2. The Board of County Commissioners, at its own expense, agrees to provide adequate office space and utilities for the OSU Cooperative Extension personnel, unless adequate free office space and utilities for such Cooperative Extension personnel are available in federal or other rent-free building space within the County.
3. OSU agrees to select Cooperative Extension Educators who are well qualified by virtue of their technical training, experience, and ability to communicate, to perform the prescribed duties of Cooperative Extension Educators. OSU further agrees to provide a highly qualified staff of subject-matter Specialists, subject to available funding, to assist in planning, carrying out, and evaluating County Extension education programs, and to select and employ sufficient secretarial staff to support such Educators and Specialists.

4. The parties agree that Cooperative Extension personnel are required to perform travel as a part of their normal duties, the reimbursement of said travel to be governed by the official travel regulations of the Oklahoma Cooperative Extension Service.
5. The parties agree that they will comply with the Equal Opportunity Program of the Oklahoma Cooperative Extension Service as approved by the President of Oklahoma State University and the Secretary for the United States Department of Agriculture.
6. The parties acknowledge and agree that Extension employees assigned to the county are employees of OSU, subject to the direction and control of OSU. OSU agrees to provide personnel supervision, in-service education, and program guidance.
7. The parties agree that the policies of the United States Department of Agriculture and the Oklahoma State University governing partisan political activities of Cooperative Extension employees will be strictly enforced at all times.
8. The parties agree that the policies established by the Oklahoma State University Cooperative Extension Service will apply in granting annual, sick, and academic related and military leave for Extension personnel and that Cooperative Extension office hours and holidays will be governed by the policies established by the Oklahoma State University Cooperative Extension Service.
9. The term of this agreement is from July 1, **2024** through June 30, **2025**. Unless the Cooperative Extension Service provides written notice at least twenty (20) days prior to June 30, **2024**, the Board of County Commissioners has the option to renew this agreement, upon the same terms. The exercise of any such option shall be accomplished by the Board of County Commissioners voting to exercise their renewal option on or after the first Monday of the fiscal year renewal period. If Cooperative Extension withdraws the option to renew upon the same terms and conditions or the Board of County Commissioners does not exercise its option to renew upon the same terms and conditions, the Board of County Commissioners and OCES shall have the right to negotiate new terms and conditions. If negotiations extend into the succeeding fiscal year, OCES may operate on temporary appropriations until such time as a final agreement is reached. When a mutual agreement for the Extension Service' budget ultimately is reached, the agreed budget shall be considered retroactive to the beginning of the fiscal year.

BUDGET

<u>Muskogee</u>	County Extension Budget for FY	<u>2025</u>
Contractual Services	_____	130,000
Personal Services	_____	
Fringe (optional)	_____	
Travel Expense	_____	15,000
Maintenance & Operations	_____	30,000
Capital Outlay	_____	10,500
TOTAL BUDGET	\$ _____	185,500

OKLAHOMA STATE UNIVERSITY
ACTING FOR AND ON BEHALF OF ITS
COOPERATIVE EXTENSION SERVICE

BOARD OF COUNTY COMMISSIONERS

By _____
Vice President, Dean and Director

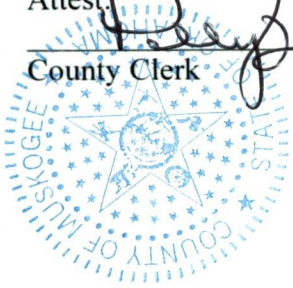
Keith H. Wop _____
Chairman Date

Date _____

Member Date

Attest: Daisy King
County Clerk

Kerry W. Parr _____
Member Date



Muskogee County
 Fiscal Year: 2025

Schedule A: Travel Budget

Position Title	County Contract Funds
Educators	14,000
Admin. Assistants	1,000
Program Assistants	
Total Travel Budget	15,000

Schedule B: M&O Budget

Item	County Contract Funds
Supplies, services, materials etc.	30,000
Aid to 4-H (E8 Co. Contract Funds)	
Total Maintenance & Operations Budget	30,000

Schedule C: Capital Outlay Budget

Item	County Contract Funds
Capital Outlay	10,500
Sales Tax Carryover, if applicable (do not expect to expend)	
Total Capital Outlay Budget	10,500

Total Budgeted M&O, Travel, and Capital Outlay	\$	55,500
Required M&O and Travel Budget	\$	24,500
Balance		\$31,000

Minimum Maintenance Requirement Met

OKLAHOMA STATE UNIVERSITY
COOPERATIVE EXTENSION CENTER BUDGET

Muskogee County
Fiscal Year: 2025

Local Extension Center Staff:

Educators	Share of Employee w/ Benefits	Employee w/o Benefits	Name	List counties that are sharing educators.
Position Title				
Ag/4-H	1.000		VACANT	
FCS/4-H	1.000		VACANT	
4-H		0.500	VACANT	
Total FTE	2.000	0.500		

Administrative Support Staff	Share of Employee w/ Benefits	Employee w/o Benefits	Name	List counties that are sharing support staff.
Position Title				
EASS	1.000		VACANT	
Total FTE	1.000	-		

Program Assistant	Share of Employee w/ Benefits	Employee w/o Benefits	Name	List counties that are sharing program assistants.
Position Title				
Program Assistant		0.500	Terra Fewel	
Total FTE	-	0.500		

Part Time Help **			County Contract Funds
			\$ 566

OKLAHOMA STATE UNIVERSITY
COOPERATIVE EXTENSION CENTER BUDGET

Muskogee County
Fiscal Year: 2025

County Contract:

Item	County Contract Funds
Contractual Services (paid to OSU)	130,000
Travel Expense	15,000
M&O & Aid to 4-H	30,000
Capital Outlay	10,500
Total Budgeted for Travel, M&O & Capital Outlay	55,500
Sales Tax Carryover, if applicable (do not expect to expend this year)	-
Total	185,500

RECOMMENDED:

Sammy Perry
County Extension Director _____ Date _____

APPROVED:

Assistant V.P. and Sr. Financial Officer _____ Date _____

District Extension Director _____ Date _____

Vice President, Dean & Director _____ Date _____

Distribution:

- Original - Dean & Director
- Copy - Director, Fiscal Affairs
- Copy - District Extension Director
- Copy - County Extension Director

Comments:

OKLAHOMA STATE UNIVERSITY
COOPERATIVE EXTENSION CENTER BUDGET

Muskogee _____ County
Fiscal Year: 2025

Contractual Services Budget

Position	Share of Employ	Part Time Person	Monthly Contractual Amount	Number of Months	County Contract Funds
County Professional Staff	2.000	0.500	15,908.05	12	190,897
Admin Support Staff	1.000	0.000	4,000.00	12	48,000
Program Assistant	0.000	0.500	1,544.83	12	18,538
Part-Time Help*	xx				566
Total Salaries					258,000
OCES Investment in Local Office					(128,000)
Total Contractual Services Budget				(difference between staff salaries and state investment)	130,000

COUNTY GENERAL COVERING THE PERIOD 7/1/2023 TO 6/30/2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT A

Schedule 8: Report Of Prior Year's Expenditures						
FISCAL YEAR ENDING JUNE 30, 2024					FISCAL YEAR 2024-2025	
Supplemental Adjustments	Net Amount of Appropriations	Warrants Issued	Reserves	Lapsed Balance Known to be Unencumbered	Needs as Estimated by Governing Board	Approved by County Excise Board
Dept: 0100, District Attorney						
\$ 31,112.54	\$ 123,492.54	\$ 96,644.75	\$ 771.38	\$ 26,076.41	\$ 150,000.00	\$ 150,000.00
\$ 31,112.54	\$ 123,492.54	\$ 96,644.75	\$ 771.38	\$ 26,076.41	\$ 150,000.00	\$ 150,000.00
Dept: 0200, District Attorney - County						
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
\$ (2,910.67)	\$ 9,089.33	\$ 8,988.02	\$ -	\$ 101.31	\$ 8,388.00	\$ 8,388.00
\$ (2,910.67)	\$ 9,089.33	\$ 8,988.02	\$ -	\$ 101.31	\$ 18,388.00	\$ 18,388.00
Dept: 0400, Sheriff						
\$ 110,876.76	\$ 510,876.76	\$ 510,786.89	\$ -	\$ 89.87	\$ 700,000.00	\$ 445,000.00
\$ (25,000.00)	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
\$ (65,000.00)	\$ -	\$ -	\$ -	\$ -	\$ 40,700.00	\$ 40,000.00
\$ (20,000.00)	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
\$ 876.76	\$ 510,876.76	\$ 510,786.89	\$ -	\$ 89.87	\$ 765,700.00	\$ 510,000.00
Dept: 0600, Treasurer						
\$ -	\$ 246,516.77	\$ 244,163.31	\$ -	\$ 2,353.46	\$ 143,580.51	\$ 143,580.00
\$ 105.17	\$ 10,485.17	\$ 10,485.17	\$ -	\$ -	\$ 10,334.40	\$ 10,334.00
\$ (2,720.21)	\$ 25,879.79	\$ 25,879.79	\$ -	\$ -	\$ 9,500.00	\$ 9,500.00
\$ (2,857.24)	\$ 9,542.76	\$ 9,542.76	\$ -	\$ -	\$ 4,100.00	\$ 4,100.00
\$ (5,472.28)	\$ 292,424.49	\$ 290,071.03	\$ -	\$ 2,353.46	\$ 167,514.91	\$ 167,514.00
Dept: 0810, District #1						
\$ -	\$ 100,000.00	\$ 88,693.50	\$ -	\$ 11,306.50	\$ 100,000.00	\$ 100,000.00
\$ -	\$ 15,000.00	\$ 12,918.00	\$ -	\$ 2,082.00	\$ 15,000.00	\$ 15,000.00
\$ -	\$ 115,000.00	\$ 101,611.50	\$ -	\$ 13,388.50	\$ 115,000.00	\$ 115,000.00
Dept: 0820, District #2						
\$ -	\$ 100,000.00	\$ 84,136.02	\$ -	\$ 15,863.98	\$ 100,000.00	\$ 100,000.00
\$ -	\$ 15,000.00	\$ 12,918.00	\$ 450.00	\$ 1,632.00	\$ 15,000.00	\$ 15,000.00
\$ -	\$ 115,000.00	\$ 97,054.02	\$ 450.00	\$ 17,495.98	\$ 115,000.00	\$ 115,000.00
Dept: 0830, District #3						
\$ -	\$ 100,000.00	\$ 89,644.12	\$ -	\$ 10,355.88	\$ 100,000.00	\$ 100,000.00
\$ -	\$ 15,000.00	\$ 14,518.32	\$ -	\$ 481.68	\$ 15,000.00	\$ 15,000.00
\$ -	\$ 115,000.00	\$ 104,162.44	\$ -	\$ 10,837.56	\$ 115,000.00	\$ 115,000.00
Dept: 0900, OSU Extension						
\$ (20,000.00)	\$ 110,000.00	\$ 42,121.19	\$ -	\$ 67,878.81	\$ 180,000.00	\$ 130,000.00
\$ -	\$ 12,000.00	\$ 9,813.97	\$ -	\$ 2,186.03	\$ 15,000.00	\$ 15,000.00
\$ 20,237.39	\$ 45,237.39	\$ 30,636.04	\$ 812.70	\$ 13,788.65	\$ 30,000.00	\$ 30,000.00
\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 10,500.00	\$ 10,500.00
\$ 237.39	\$ 167,737.39	\$ 82,571.20	\$ 812.70	\$ 84,353.49	\$ 235,500.00	\$ 185,500.00
Dept: 1000, County Clerk						
\$ -	\$ 355,000.00	\$ 339,500.58	\$ -	\$ 15,499.42	\$ 355,000.00	\$ 355,000.00
\$ (1,200.00)	\$ 16,800.00	\$ 11,052.20	\$ -	\$ 5,747.80	\$ 16,000.00	\$ 16,000.00
\$ (1,321.20)	\$ 10,678.80	\$ 7,449.20	\$ 1,368.68	\$ 1,860.92	\$ 12,000.00	\$ 12,000.00
\$ 2,521.20	\$ 42,521.20	\$ 35,521.20	\$ 5,786.00	\$ 1,214.00	\$ 40,000.00	\$ 40,000.00
\$ -	\$ 425,000.00	\$ 393,523.18	\$ 7,154.68	\$ 24,322.14	\$ 423,000.00	\$ 423,000.00
Dept: 1400, Court Clerk						
\$ 12,000.00	\$ 433,102.82	\$ 411,204.95	\$ -	\$ 21,897.87	\$ 421,102.82	\$ 421,102.00
\$ 2,000.00	\$ 13,600.00	\$ 11,353.40	\$ 1,548.00	\$ 698.60	\$ 14,500.00	\$ 14,500.00
\$ (8,213.08)	\$ 8,789.08	\$ 8,789.08	\$ -	\$ -	\$ 17,202.16	\$ 17,202.00
\$ 8,213.08	\$ 8,213.08	\$ 8,063.14	\$ -	\$ 149.94	\$ -	\$ -
\$ 14,000.00	\$ 463,704.98	\$ 439,410.57	\$ 1,548.00	\$ 22,746.41	\$ 452,804.98	\$ 452,804.00

COUNTY GENERAL COVERING THE PERIOD 7/1/2023 TO 6/30/2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT A

Schedule 8: Report Of Prior Year's Expenditures				
DEPARTMENTS OF GOVERNMENT APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2023			FY ENDING JUNE, 30 2024
	Reserves 6-30-2023	Warrants Since Issued	Balance Lapsed Appropriations	Original Appropriations
Dept: 0100, District Attorney				
2005 Maintenance & Operation	\$ 652.63	\$ 652.63	\$ -	\$ 92,380.00
Total for District Attorney	\$ 652.63	\$ 652.63	\$ -	\$ 92,380.00
Dept: 0200, District Attorney - County				
2005 Maintenance & Operation	\$ -	\$ -	\$ -	\$ -
2014 Publications	\$ -	\$ -	\$ -	\$ 12,000.00
Total for District Attorney - County	\$ -	\$ -	\$ -	\$ 12,000.00
Dept: 0400, Sheriff				
1110 Full time salaries	\$ -	\$ -	\$ -	\$ 400,000.00
1310 Travel	\$ -	\$ -	\$ -	\$ 25,000.00
2005 Maintenance & Operation	\$ -	\$ -	\$ -	\$ 65,000.00
2010 Programs	\$ -	\$ -	\$ -	\$ 20,000.00
Total for Sheriff	\$ -	\$ -	\$ -	\$ 510,000.00
Dept: 0600, Treasurer				
1110 Full time salaries	\$ -	\$ -	\$ -	\$ 246,516.77
1310 Travel	\$ -	\$ -	\$ -	\$ 10,380.00
2005 Maintenance & Operation	\$ -	\$ -	\$ -	\$ 28,600.00
4110 Capital Outlay	\$ -	\$ -	\$ -	\$ 12,400.00
Total for Treasurer	\$ -	\$ -	\$ -	\$ 297,896.77
Dept: 0810, District #1				
1110 Full time salaries	\$ -	\$ -	\$ -	\$ 100,000.00
1310 Travel	\$ -	\$ -	\$ -	\$ 15,000.00
Total for District #1	\$ -	\$ -	\$ -	\$ 115,000.00
Dept: 0820, District #2				
1110 Full time salaries	\$ -	\$ -	\$ -	\$ 100,000.00
1310 Travel	\$ -	\$ -	\$ -	\$ 15,000.00
Total for District #2	\$ -	\$ -	\$ -	\$ 115,000.00
Dept: 0830, District #3				
1110 Full time salaries	\$ -	\$ -	\$ -	\$ 100,000.00
1310 Travel	\$ -	\$ -	\$ -	\$ 15,000.00
Total for District #3	\$ -	\$ -	\$ -	\$ 115,000.00
Dept: 0900, OSU Extension				
1110 Full time salaries	\$ 10,430.88	\$ 10,370.83	\$ 60.05	\$ 130,000.00
1310 Travel	\$ 725.00	\$ 676.48	\$ 48.52	\$ 12,000.00
2005 Maintenance & Operation	\$ -	\$ -	\$ -	\$ 25,000.00
4110 Capital Outlay	\$ -	\$ -	\$ -	\$ 500.00
Total for OSU Extension	\$ 11,155.88	\$ 11,047.31	\$ 108.57	\$ 167,500.00
Dept: 1000, County Clerk				
1110 Full time salaries	\$ -	\$ -	\$ -	\$ 355,000.00
1310 Travel	\$ 456.00	\$ -	\$ 456.00	\$ 18,000.00
2005 Maintenance & Operation	\$ 484.00	\$ 24.00	\$ 460.00	\$ 12,000.00
4130 Lease/Rentals	\$ 35,424.20	\$ 35,424.20	\$ -	\$ 40,000.00
Total for County Clerk	\$ 36,364.20	\$ 35,448.20	\$ 916.00	\$ 425,000.00
Dept: 1400, Court Clerk				
1110 Full time salaries	\$ -	\$ -	\$ -	\$ 421,102.82
1310 Travel	\$ -	\$ -	\$ -	\$ 11,600.00
2005 Maintenance & Operation	\$ -	\$ -	\$ -	\$ 17,002.16
4130 Lease/Rentals	\$ -	\$ -	\$ -	\$ -
Total for Court Clerk	\$ -	\$ -	\$ -	\$ 449,704.98