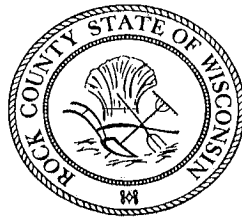


Agriculture & Education Committee  
UW-Extension  
51 S. Main Street  
Janesville, WI 53545  
Phone: (608) 757-5696  
Fax: (608) 757-5581  
[www.co.rock.wi.us](http://www.co.rock.wi.us)



**UW**  
**Extension**

University of Wisconsin-Extension

<http://rock.uwex.edu>

**Agriculture & Extension Education Committee**

Wednesday, December 13, 2017; 7:00m

Rock County Courthouse

Court Conference Center

51 S. S. Main St., Janesville, WI 53545

1. Call to Order
2. Adoption of Agenda
3. Approval of minutes from November 8, 2017
4. Citizen Participation, Communication and Announcements

**UW-Extension:**

5. Department Head (Angela Flickinger) Update
  - 4-H Program Coordinator is posted and interviews to take place is posted and interviews will take place the week of January 22nd
  - Review of positions in UW-Extension
  - Farm Update- (Nick Baker)
6. Possible Action on Approval of strategic planning for Youth & Family (4-H) Educator position
7. Review of Payments

**Fairgrounds:**

8. Fairgrounds Maintenance and Contracts
9. Fairgrounds
  - a. Discussion and Possible Action on Contract & Policies
10. Fair Board Report
11. Comments from the Committee
12. Adjourn

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF NOVEMBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
56-5600-0000-62119	OTHER SERVICES				
		P1702792	11/09/2017	UNIVERSITY OF WISCONSIN EXTENS	48,739.00
56-5600-0000-63100	OFC SUPP & EXP				
		P1700089	11/09/2017	JP MORGAN CHASE BANK NA	188.91
56-5600-0000-63300	TRAVEL				
			11/16/2017	FLICKINGER,ANGELA	258.41
			11/09/2017	BAKER,NICK	701.42
56-5600-0000-64200	TRAINING EXP				
			11/09/2017	BAKER,NICK	0.00
				<b>U.W.EXTENSION PROG TOTAL</b>	<b>49,867.74</b>
56-5605-0000-64604	PROGRAM EXPENSE				
		P1700089	11/09/2017	JP MORGAN CHASE BANK NA	842.68
		P1701248	11/16/2017	UNIVERSITY OF WISCONSIN SOIL A	118.00
		P1702843	11/16/2017	LODGE 197	589.60
				<b>UW-EXTENSION EDUCATION PROG TOTAL</b>	<b>1,550.28</b>
56-5610-0000-62400	R & M SERV				
		P1700083	11/09/2017	BUTTERFLY RIDGE LLC	7,300.00
56-5610-0000-63500	R&M SUPPLIES				
		P1700087	11/09/2017	MENARDS	94.24
		P1701054	11/09/2017	WASTE MANAGEMENT WI-WIN	109.15
		P1702754	11/22/2017	BADGER CONTRACTORS RENTAL	95.00
		P1702815	11/09/2017	TRI COUNTY DAIRY SUPPLY INC	561.88
				<b>FAIRGROUNDS PROG TOTAL</b>	<b>8,160.27</b>
56-5625-0000-63400	OPERATING SUPPLI				
		P1702847	11/16/2017	LANDMARK AGRONOMY SERVICES	16.50
				<b>FARM-GENERAL FUND PROG TOTAL</b>	<b>16.50</b>

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF NOVEMBER 2017

Account Number	Account Name	PO#	Check Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total \$59,594.79

Date: Dept \_\_\_\_\_

Committee \_\_\_\_\_

## Rock County 4-H Fairgrounds Contract Agreement 2017-\_\_

This agreement made and entered into by and between the Agricultural Committee of the Rock County Board of Supervisors, hereinafter referred to as the Committee and \_\_\_\_\_, hereinafter referred to as the Lessee. CONTACT NAME:

\_\_\_\_\_

**WITNESSETH:**

**WHEREAS** the Committee has the responsibility of control and management of the Rock County 4-H Fairgrounds and buildings thereon; and,

**WHEREAS**, the lessee is desirous of leasing \_\_\_\_\_ on the Rock County Fairgrounds for a \_\_\_\_\_ on the date(s) of \_\_\_\_\_.

***WHEREAS the lessee agrees to pay a \$100 deposit*** (separate check) to reserve the date. Upon the condition that the lessee provides satisfactory clean up, adheres to the behavior agreement, and the entire balance and completed contract is returned at least 30 days prior to the event the deposit will be returned to the lessee. In the event the lessee does not return the signed contract and payment in full before the deadline, the deposit will be kept and the date will be released.

**IT IS FURTHER AGREED** that there (shall be) a rental fee of \$\_\_\_\_\_ for the event and the lessee (shall be allowed) to charge a nominal fee to defray expenses.

**IT IS FURTHER AGREED** the lessee shall be allowed to sell permissible refreshments on the grounds. Lessee is not allowed to sell any fermented malt beverage or intoxicating liquor. Additionally, no person shall be allowed to possess or consume any fermented beverage or intoxicating liquor on the Fairgrounds property without a Temporary Permit from the County of Rock (which must be requested and paid for at least 30 days prior to the event).

**IT IS FURTHER AGREED** that the Lessee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, national origin, developmental disability as defined in sec. 51.01(5), Wis. Stats, sexual orientation, gender identity or gender expression. This provision shall include, but not to be limited to, the following: employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection or training. Lessee further agrees to take affirmative action to ensure equal employment opportunities.

As a condition of this lease, lessee agrees to ban the carrying of concealed weapons at the Rock County 4-H Fairgrounds in a manner consistent with Rock County Resolution 11-10A-481 passed by the Rock County Board of Supervisors on October 13, 2011. Lessor agrees to provide and lessee agrees to place signs notifying attendees that concealed weapons are banned in accordance with said resolution.

IT IS FURTHER AGREED that the lessee shall indemnify and hold harmless the County of Rock, its officers and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the lease of the premises providing that any such claim, damage, loss or expense, (1) is attributable to bodily injury, sickness, disease, or to injury or destruction of tangible property including the loss of use resulting there from; and (2) is caused in whole or in part by the negligence or omission of the lessee, its agents, servants, employees or the contributory acts of the County of Rock, its officers, agents and employees.

IT IS FURTHER AGREED THAT the grounds superintendent shall have the responsibility of determining the extent of the event and parking on the grounds.

IN WITNESS WHEREOF the parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_, 2017.

REPRESENTATIVE OF LESSEE  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Brian Paul**, *authorized representative for the Agriculture and Extension Education Committee*

/s/ Richard Bostwick, Chr. Agr'l. Comm.  
/s/ Wes Davis  
/s/ Brenton Driscoll  
/s/ Kara Hawes  
/s/ Alan Sweeney

<b>Summary</b>	
1/2 Day: Date _____	\$ _____
Full Day: Date _____	\$ _____
Full Day: Date _____	\$ _____
Alcohol Permit: \$100	
Total for: \$.00	
Checks are to be made payable to UW-Extension – Rock County	

### Rock County Fairgrounds Renting Procedures:

1. In order to rent part or all of the facilities at the Rock County Fairgrounds, you must secure the available date with a \$100 deposit. Along with the deposit, the information page must be completed and returned.
2. After the deposit and information sheet are returned, a contract and behavior agreement will be sent to the lessee, usually within two weeks. The signed contract and payment in full must be returned at least 30 days prior to the event.
3. If the event is cancelled before 30 days prior to the scheduled event, the date will be released and the deposit returned to the lessee. If the event is canceled within 30 days of the event, the deposit will be forfeited and the date will be released.
4. The use of tables and chairs are included in the rental price. There are a limited number of tables and chairs available and supplied on a first reserved basis. There are around 100 6 ft. tables and 600 chairs located on the Rock County Fairgrounds.
5. The use of a portable public announcement system is included in the rental price and supplied on a first reserved basis.
6. If there are other requests, please contact the Fairgrounds Manager to discuss them.

### Rental Rates

1. The Craig Center Rents for \$600 for a full-day and \$300 for a half-day. The half day starts and ends at 2:00 PM.
2. All other areas of the fairgrounds rent for \$300 a day and \$150 for a half-day.
3. The alcohol permit is \$100.
4. Rental rate negotiations may be considered for lessees using multiple areas, 3 or more paid events throughout the year, or donations to the fairgrounds.

### Rental Policies and Rules

1. If available, the lessee will be permitted to enter the rented area the day prior to the event. Without renting the event area for the day prior, it will not be held for set-up and will be rented out if another event requests that date. The same holds true for the day after the event.
2. The lessee is responsible for returning the area used to its prior condition. This includes placing all garbage in the proper receptacles, emptying the garbage bags into the supplied dumpsters, sweeping and mopping as needed. This also includes returning the tables and chairs to the proper carts and locations.
3. If alcohol is consumed, an alcohol permit is required. This must be requested at least 30 days prior to the event. Alcohol is not allowed to be sold on the Rock County Fairgrounds.
4. If police are called by a member of the neighborhood for a legitimate reason regarding the event, the deposit will be forfeited.
5. Music and loud noise must be contained by 9:00 and unable to be heard from the surrounding houses after that time.
6. The event shall end by midnight and people must leave in a respectful manner to the neighbors.
7. It is highly advised the lessee have specified insurance (whether it be event insurance or an umbrella policy on an existing policy) for their event. Any damages to the Rock County Fairgrounds or injuries occurring as a result of the event will be the responsibility of the lessee.

If there are any questions, please call the fairgrounds manager at 608-449-5447.

Information Sheet

In order to reserve your date(s), this sheet needs to be completed and returned along with \$100 deposit. **The check needs to be made out to UW-Extension – Rock County.** The information sheet and deposit can be dropped off at or mailed to the Rock County Extension office in the courthouse. That address is:

UW-Extension – Rock County

51 S. Main Street.

Janesville WI, 53545

Name of event \_\_\_\_\_

Date(s) of event \_\_\_\_\_

Location on fairgrounds requested \_\_\_\_\_

Name of contact person \_\_\_\_\_

Phone number of contact person \_\_\_\_\_

Address to send contract \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email of contact person \_\_\_\_\_

Alcohol permit      Yes \_\_\_\_\_      No \_\_\_\_\_

Approximate number of tables needed \_\_\_\_\_

Approximate number of chairs needed \_\_\_\_\_

Portable public announcement system needed      Yes \_\_\_\_\_      No \_\_\_\_\_

Additional Requests \_\_\_\_\_

If there are any further questions, please contact the Fairgrounds Manager at 608-449-5447.

## Rock County Fairgrounds Behavior Agreement

I agree that as a user of the Rock County Fairgrounds, the individual/group using the venue is ultimately responsible for any and all behavior issues during the rental period. This period includes the set-up, the actual event, and the clean-up.

The scope of this agreement includes addressing any questions and/or concerns related to the behavior of all leaders, volunteers, and patrons. Failure to promptly and justly address any situation can result in actions including but not limited to loss of deposit, fines for damages, short-term ban for the Rock County Fairgrounds, permanent ban from the Rock County Fairgrounds, and/or criminal charges.

Any misconduct that hinders use of the Rock County Fairgrounds is prohibited. Such misconduct might include but is not limited to:

1. Loud or boisterous behavior.
2. Profanity or other abusive language toward other individuals.
3. Misusing county materials, furniture, or equipment.
4. Verbal or physical harassment, disruptive or threatening behavior, or intimidation. (Harassment may include initiating unwanted conversations, impeding ingress to or egress from the building, etc.)
5. Fighting on county property.
6. Using any tobacco products or electronic cigarettes in an area prohibiting their use.
7. Possessing, selling, or using illegal substances on county property.

Acting as a leadership figure for our event(s), I agree that I will be responsible for all behavior issues related to our event that are brought to my attention or witnessed.

Name \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_



**Rock County Fairgrounds  
2017 Rental Contracts  
List to go to A/E  
12/13/17 Meeting**

**2018**

1/13/18 Paige Fisher, Mega Sale, Craig Center \$600

2/17/18 Paige Fisher, Mega Sale, Craig Center \$600

3/2-3/5/2018 Janesville Rifle & Pistol Club, Gun Show, Craig Center  
\$1,500

3/9-3/12/2012 Great Lakes Belgian Tervuren Dog Show, Craig Center  
\$1,500

3/16/18 Career Development Event – Milton FFA Alumnae, Craig Center,  
\$600

3/17/18 Paige Fisher, Mega Sale, Craig Center \$600

3/23-25/18 Lapidary Rock & Gem Show, Craig Center, \$1,500