

Rock County Agriculture & Extension Education Committee
Wednesday November 13, 2013 – 7:00 p.m.
Courthouse Conference Center, Rm. 250
Rock County Courthouse
Janesville, WI

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of October 9, 2013 Meeting Minutes
4. Citizen Participation, Information and Announcements
5. 4-H Fairgrounds Maintenance and Contracts
 - a. Fair Association Report
 - b. Approval of Fairgrounds Rental Contracts
 - c. Discussion and Approval of 2014 Fairgrounds Rental Rates
6. Approval of Extension Bills/Transfers/Encumbrances
7. Educator Report, Donna Duerst
8. Department Update
9. Comments from the Committee
10. Adjourn

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|---------------------------|-----------------|----------|------------|--------------------------------|-----------------|
| 56-5600-0000-63100 ENC | OFC SUPP & EXP | R1303629 | 10/16/2013 | AMAZON.COM | 21.99 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 4,000.00 | 2,595.15 | 0.00 | 21.99 | 1,382.86 |
| 56-5600-0000-63101 | POSTAGE | | 10/22/2013 | STUTE,JAMES | 12.35 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 5,000.00 | 2,901.94 | 0.00 | 12.35 | 2,085.71 |
| 56-5600-0000-63200 | PUBL/SUBCR/DUES | P1300193 | 10/09/2013 | UNIVERSITY OF WISCONSIN EXTENS | 8.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 1,000.00 | 975.00 | 0.00 | 8.00 | 17.00 |
| 56-5600-0000-63300 | TRAVEL | | 10/29/2013 | DUERST,DONNA | 256.51 |
| | | | 10/22/2013 | STUTE,JAMES | 345.78 |
| | | | 10/29/2013 | FLICKINGER,ANGELA | 114.13 |
| | | | 10/22/2013 | REBOUT,MEGAN | 82.49 |
| | | | 10/29/2013 | MARSDEN,CHRISTINE | 245.78 |
| | | | 10/31/2013 | HETZEL,KATHLEEN | 54.80 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 13,500.00 | 5,952.25 | 0.00 | 1,099.49 | 6,448.26 |
| 56-5600-0000-64200 | TRAINING EXP | P1303306 | 10/04/2013 | DANE COUNTY TREASURER | 120.00 |
| | | P1303340 | 10/14/2013 | FRIENDS OF BECKMAN MILL INC | 55.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 2,000.00 | 1,930.76 | 50.00 | 175.00 | (155.76) |
| 56-5600-0000-64209 | DEMO EXP | | 10/29/2013 | DUERST,DONNA | 15.00 |
| | | | 10/29/2013 | FLICKINGER,ANGELA | 23.26 |
| | | | 10/29/2013 | MARSDEN,CHRISTINE | 11.54 |
| | | | 10/31/2013 | HETZEL,KATHLEEN | 44.65 |
| | | P1300188 | 10/11/2013 | SENTRY FOOD STORE | 56.20 |
| | | P1300191 | 10/09/2013 | SOIL AND PLANT ANALYSIS LAB | 24.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 4,000.00 | 2,680.28 | 0.00 | 174.65 | 1,145.07 |
| 56-5600-0000-64904 ENC | SUNDRY EXPENSE | R1303521 | 10/04/2013 | AMAZON.COM | 280.38 |
| | | P1300177 | 10/15/2013 | KIMS LETTERING | 416.00 |
| | | P1302604 | 09/27/2013 | SAUDER,CHRISTINA | 25.00 |

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt | |
|--|--------------|----------|------------|------------------------|-----------------|-----------------|
| | Budget | | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 25,000.00 | | 17,650.60 | 282.75 | 721.38 | 6,345.27 |
| U.W.EXTENSION PROG TOTAL | | | | | 2,212.86 | |
| 56-5610-0000-63500 | R&M SUPPLIES | | | | | |
| | | P1300184 | 09/24/2013 | POMPS TIRE SERVICE INC | | 15.00 |
| | | P1300371 | 10/29/2013 | MENARDS | | 56.90 |
| | | P1302274 | 10/30/2013 | BOBCAT OF JANESVILLE | | 6.95 |
| | | P1303353 | 10/18/2013 | WHEELER,DAVID | | 95.00 |
| | Budget | | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 13,800.00 | | 10,099.49 | 791.79 | 173.85 | 2,734.87 |
| 4-H PROPERTY MAINTENANCE PROG TOTAL | | | | | 173.85 | |

I have examined the preceding bills and encumbrances in the total amount of **\$2,386.71**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 13 2013**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1300429 PEID 052492

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE October 7, 2013

DEPARTMENT UW-EXT

COMMITTEE A&E

VENDOR NAME Manpower

ACCOUNT NUMBER 56-5610-0000-62400

FUNDS DESCRIPTION R&M Labor

AMOUNT OF INCREASE \$ 4,000.00

INCREASE FROM \$ 31,000.00 TO \$ 35,000.00

ACCOUNT BALANCE AVAILABLE \$ 4,000.00 SB 10/15/13

REASON FOR AMENDMENT Labor Costs

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
Chair _____ Date _____
(If over \$10,000)

COUNTY BOARD _____
Resolution # _____ Adoption Date _____
(If over \$10,000)