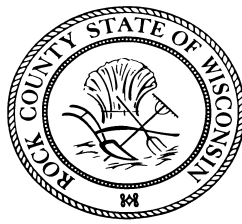


**NOTE: This is a
Teleconference**



Agriculture & Extension Education Committee

Wednesday, October 14, 2020 – 7:15 p.m.

CALL: 1-312-626-6799

MEETING ID: 848 7710 0456

Join Zoom Meeting

<https://us02web.zoom.us/j/84877100456>

Meeting ID: 848 7710 0456

One tap mobile

+13126266799,,84877100456# US (Chicago)

+19292056099,,84877100456# US (New York)

1. Call to Order
2. Adoption of Agenda
3. Approval of minutes from September 9, 2020
4. Citizen Participation, Communication and Announcements

UW-Extension:

5. Review of Extension Bills
6. Semi-Annual Training Report
7. 2021 Extension Contract – Discussion & Possible Action
8. Agriculture Educator Position Update
9. Review & Discussion of the 2021 Recommended Budget

Fairgrounds:

10. Review of Fairgrounds Maintenance Bills and Contracts
11. Fairgrounds
 - A. Fairgrounds Maintenance
 - B. Review and Discussion of 2021 Recommended Budget, Budget Requests
12. Fair Board Report
13. Comments from the Committee
14. Adjourn

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Agriculture & Education Committee
UW-Madison Division of Extension
Mail: 51 S. Main Street
Office: 3506 N. Hwy 51 Bldg A
Janesville, WI 53545
Phone: (608) 757-5066
Fax: (608) 757-5055



Agriculture & Extension Education Committee
Wednesday, September 9, 2020
UW Extension
Teleconference

Unapproved Minutes

Committee Members Present:

Chair Bostwick, Supervisor Sweeney, Supervisor Davis, Supervisor Aegerter, Supervisor Lokrantz

Committee Members Absent:

None

Staff Members Present:

Christine Wen, Nick Baker, Tara Hanley, Brent Sutherland, Terri Carlson

Others Present:

Fair Board President Ryan George

1. Call to Order: Chair Bostwick called the meeting to order at 7:18 p.m.
2. Adoption of Agenda: Supervisor Davis moved approval of the agenda for September 9, 2020 second by Supervisor Lokrantz. ADOPTED. Ms. Hanley noted a date correction to September 9, 2020.
3. Approval of Minutes from August 12, 2020: Supervisor Aegerter moved to approve August 12, 2020 minutes, second by Supervisor Lokrantz. ADOPTED
4. Citizen Participation, Communication and Announcements
Ms. Hanley noted there were no public comments submitted for the meeting.

Extension:

5. Review of Extension Bills
Reviewed. Supervisor Davis inquired what the payment to University of Wisconsin Extension payment was for. Ms. Wen explained this was 50% of the 2020 contract payment.
6. 2021 Extension Contract
Ms. Wen summarized the 2021 Extension Contract and inquired on next steps for the Committee. Item will be added to the next Committee meeting as a discussion and action item.

Fairgrounds:

7. Review of Fairgrounds Maintenance Bills and Contracts
Reviewed

8. Fairgrounds

a.) Update on Isolation Shelter

Mr. Sutherland explained there has been a subcommittee working on coordination of the Isolation Shelter and the possible use of local hotel rooms for smaller needs. Ms. Carlson stated negotiations with hotels were ongoing. The bathroom trailer rental was discontinued and the cubicles were dismantled and put in the medical trailer for storage. Mr. Sutherland stated they will begin renting out the Craig Center October 1st pending any new developments that would prohibit that. Chair Bostwick questioned if renters were aware of the possible cancellations due to pandemic related changes. Mr. Sutherland confirmed that they are informed of that possibility.

b.) Fees for the Men's Gift Shelter – Discussion & Possible Action

Mr. Sutherland stated he was contacted by the fundraiser regarding use of the grandstands at the fairgrounds. They are still looking at other options as well. Mr. Sutherland stated the Committee could waive the fees if it so deemed. The Committee questioned if this was going to be an in-person or virtual event? Mr. Sutherland answered it was in-person now and that they planned to follow requirements related to the pandemic regarding social distancing etc. The Committee had further questions regarding liability and this item will be brought forward again at a future meeting.

9. Fair Board Report

Mr. George expressed appreciation that the Isolation Center was being deactivated as the Fair Board is working coordination of their annual meeting.

10. Comments from the Committee

Mr. Baker announced that he accepted a new position and would be leaving Extension. He has a meeting with Josh tomorrow to discuss continuity of farm operations. The Committee offered their congratulations and appreciation to Mr. Baker for his positive contributions to the farm and Extension.

12. Adjournment

Supervisor Aegerter moved to adjourn at 7:54 p.m., second by Supervisor Lokrantz. ADOPTED

Tara Hanley

Rock County UW Extension Administrative Services Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF SEPTEMBER 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
56-5600-0000-64200	Training	P2000667	09/24/2020	US BANK	4H VIRTUAL CONFERENCE	200.00
UW-Extension PROG TOTAL						200.00

I have reviewed the preceding payments in the total amount of **\$200.00**

Date: _____
Dept Head _____
Committee Chair _____

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF SEPTEMBER 2020

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
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REPORT COMPLETE!

Report Total: 200.00

For Job Numbers: 2096515



Extension

UNIVERSITY OF WISCONSIN-MADISON
ROCK COUNTY

University of Wisconsin Extension - Rock County
Office: 3506 North Highway 51, Building A
Correspondence: 51 South Main St.
Janesville, Wisconsin 53545
(608) 757-5066 / Fax (608) 757-5055

TO: Agriculture & Extension Education Committee

PC: Josh Smith
County Administrator

FROM: Christine Wen

DATE: September 24, 2020

RE: Semi-Annual Report: Attendance at Conventions/Conferences
January-June 2020

In accordance with Resolution 06-9A-087, there was no attendance at any training, convention or conference that exceeded the total cost of \$1,000 per event in the first half of 2020.

If there are questions please feel free to contact me at christine.wen@wisc.edu or by phone at 262-379-9431.

An AA/EEO employer, the University of Wisconsin-Extension provides equal opportunities in employment and programming including Title VI, Title IX and ADA requirements.

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Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity. This document can be provided in an alternative format by calling (608) 757-5696 (voice) (711 for Wisconsin Relay).

**Contract Between Rock County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between Rock County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines. The broad disciplines currently include the Department of Agriculture & Natural Resources and the Department of Youth, Family & Community Development that oversee programmatic and academic functions;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2021 through December 31, 2021, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
- a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
 - b. Invoice the County semi-annually, by March 31st and September 30th for amounts due under this agreement.
3. **County Responsibilities.** In consideration of the programs that Extension provides to County under this contract, the County agrees to:
- a. Pay to Extension the County share of up to \$178,514 for the period of January 1, 2021 through December 31, 2021 as allocated below.

Positions	Fee	FTE	Total
Health & Well-Being Extension Educator	\$42,330	1.0	\$42,330
4-H Program Educator	\$42,330	1.0	\$42,330
Youth Community Extension Educator	\$42,330	1.0	\$42,330
First Educator Discount			(\$10,000)
Subtotal			\$116,990
Professional Development (includes 4 FTE and 25% of \$500 for the Horticulture Outreach Specialist, Walworth County will pay the other 75%, of \$325)	\$500	4.25	\$2,125
Horticulture Outreach Specialist – this is a shared .8 FTE position, .6 FTE in Walworth County and .2 FTE in Rock County.	NA	.2	\$17,069
VACANT Agriculture Extension Educator – county funds available to contribute to the vacant position	\$42,330	1.0	\$42,330
Final Total			\$178,514

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.

4. **General Conditions** This contract is established under the following conditions:

- a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
- b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.b. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2021 through December 31, 2021, Extension shall bill the County for the total amount under Section 3.a. of this contract. The County will be billed for the first half of the total contract by March 31st and the second half of the total contract by September 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that

can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not 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; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
**Area Extension Director
UW-Madison, Division of Extension**

Date:

By: _____
County Representative

Date:

By: _____
**Director of Financial Services
UW-Madison, Division of Extension**

Date:

By: _____
**On Behalf of Board of Regents of
The University of Wisconsin System**

Date:

**COMMITTEE REVIEW REPORT W/DESCRIPTION
FAIRGROUNDS**

September-20

R&M Services

1818280000 62400

P2000119	9/3/2020	CHARTER COMMUNICATIONS	MONTHLY SERVICE AT FAIRGROUNDS	\$119.98
P2000121	9/17/2020	WASTE MANAGEMENT WI-MN	TRASH FOR FAIRGROUNDS	\$115.50

R&M Supplies

1818280000 63500

P2000122	9/17/2020	US BANK	SUPPLIES FOR THE FAIRGROUNDS	\$270.23
P2000340	9/17/2020	US BANK	CREDIT REPAIR & MAINTENANCE	\$349.25
P2000346	9/17/2020	MENARDS	REPAIR & MAINT	\$27.72
P2000065	9/17/2020	GRAINGER	O-RINGS SLOAN PK24	\$13.85
P2000329	9/24/2020	HOME DEPOT/GECF	REPAIR & MAINT	\$365.41
P2000349	9/24/2020	WERNER ELECTRIC SUPPLY CO	REPAIR & MAINT	\$180.71
P2000354	9/24/2020	ZORO TOOLS INC	G531203 SPUD	<u>\$118.58</u>
			FAIRGROUNDS PROG TOTAL	\$1,561.23





Operational Revenue Worksheet

2021 Budget

Department: Facilities Management

Name of Preparer: Brent Sutherland

Division: Courthouse

Program: 1828

5-Digit Object Code	Type of Revenue	Actual 2019	Budget 2020	Estimated 2020	Dept Request 2021	2020 Budget to 2021 Request Increase/Decrease (\$)
44802	Rent Revenue	\$41,151	\$40,000	\$18,000	\$40,000	\$0

Explanation:

This account is revenue from the communication tower leasing for antenna systems

Operational Revenue Worksheet**2021 Budget**

Department: Facilities Management

Name of Preparer: Brent Sutherland

Division: Courthouse

Program: 1828

5-Digit Object Code	Type of Revenue	Actual 2019	Budget 2020	Estimated 2020	Dept Request 2021	2020 Budget to 2021 Request Increase/Decrease (\$)
44807	Tower rental	\$97,999	\$79,349	\$79,349	\$79,349	\$0

Explanation:

This account is revenue from the communication tower leasing for antenna systems

Operational Expenditure Worksheet

2021

Department: Facilities Management

Name of Preparer: Dave Froeber

Division: Rock County Fairgrounds

Program: 1828

5-Digit Object Code	Type of Expenditure	Actual 2019	Budget 2020	Estimated 2020	Dept Request 2020	2020 Budget to 2021 Request Increase/Decrease (\$)
61903	Safety Allowance	\$250	\$250	\$250	\$250	\$0

Explanation:

The 2020 budget amount provides a \$250 allowance to each Maintenance Worker for the purpose of supplying safety equipment such as safety glasses, safety shoes etc. We are asking that this account remain the same for 2021.

Operational Expenditure Worksheet

2021 Budget

Department: Facilities Management

Name of Preparer: Dave Froeber

Division: Rock County Fairgrounds

Program: 1828

5-Digit Object Code	Type of Expenditure	Actual 2019	Budget 2020	Estimated 2020	Dept Request 2021	2020 Budget to 2021 Request Increase/Decrease (\$)
62201	Electric	\$20,571	\$15,500	\$14,000	\$16,000	\$500

Explanation:

The annual expenditure provides for electric services for the Rock County Fairgrounds. The 2020 estimate is based on the past 6

Operational Expenditure Worksheet

2021 Budget

Department: Facilities Management

Name of Preparer: Dave Froeber

Division: Rock County Fairgrounds

Program: 1828

5-Digit Object Code	Type of Expenditure	Actual 2019	Budget 2020	Estimated 2020	Dept Request 2021	2020 Budget to 2021 Request Increase/Decrease (\$)
62202	Water	\$15,710	\$13,000	\$16,000	\$16,800	\$3,800

Explanation:

The annual expenditure provides for water utility charges at the Rock County Fairgrounds. After reviewing the past 18 month water bills, I have estimated \$16,000 for 2020. Due to the estimate in 2020 and a 5% increase, I am asking to increase the amount in this account by \$3,800 in 2021.

Operational Expenditure Worksheet

2021

Department: Facilities Management

Name of Preparer: Dave Froeber

Division: Rock County Fairgrounds

Program: 1828

5-Digit Object Code	Type of Expenditure	Actual 2019	Budget 2020	Estimated 2020	Dept Request 2021	2020 2021 Increase/Decrease (\$)	Budget to Request
62203	Natural Gas	\$5,083	\$5,200	\$6,000	\$6,240		\$1,040

Explanation:

The annual expenditure provides for the purchase of natural gas for the Rock County

Operational Expenditure Worksheet

2021 Budget

Department: Facilities Management

Name of Preparer: Dave Froeber

Division: Rock County Fairgrounds

Program: 1828

5-Digit Object Code	Type of Expenditure	Actual 2019	Budget 2020	Estimated 2020	Dept Request 2021	2020 Budget to 2021 Request Increase/Decrease (\$)
62400	Repair and Maintenance Services	\$16,240	\$17,000	\$17,000	\$20,000	\$3,000

Explanation:

This expenditure provides for the repair & maintenance services to maintain the Rock County Fairgrounds. I am requesting a \$3,000 increase to this account for 2021, due to the repairs needed at the Fairgrounds.

Operational Expenditure Worksheet

2021 Budget

Department: Facilities Management

Name of Preparer: Dave Froeber

Division: Rock County Fairgrounds

Program: 1828

5-Digit Object Code	Type of Expenditure	Actual 2019	Budget 2020	Estimated 2020	Dept Request 2021	2020 Budget to 2021 Request Increase/Decrease (\$)
63500	Repair and Maintenance Supplies	\$24,247	\$22,000	\$20,000	\$22,000	0

Explanation:

The following items make up the Repair and Maintenance Supplies Account for the Rock County Fairgrounds.

Building Repair and Maintenance – The estimated amount provides for the purchase of supplies related to carpentry, electrical, painting, plumbing, and other miscellaneous building supplies, such as diesel fuel and fuel additives and includes any other repair supplies needed throughout 2020. Based on the 2020 estimate and repair and maintenance supplies expected in 2021, I am requesting that this account remain the same with no increase or decrease for 2021.

Operational Expenditure Worksheet

2021

Department: Facilities Management

Name of Preparer: Dave Froeber

Division: Rock County Fairgrounds

Program: 1828

5-Digit Object Code	Type of Expenditure	Actual 2019	Budget 2020	Estimated 2020	Dept Request 2021	2020 Budget to 2021 Request Increase/Decrease (\$)
65101	Insurance on Buildings	\$3,800	\$4,180	\$4,180	\$4,598	\$418

Explanation:

Provides for the insurance on buildings located at the Rock County Fairgrounds. The amount requested for 2021, includes a

2021 CAPITAL ASSET REQUESTS

Department Facilities Management

Org Key	Object Code	Amount	Item Description	Justification for Request
181828-FairG	67120	\$5,000	Power Gate Operator w/keypad, tracking software	

Please use the following object codes for your capital asset requests

- 67120 Capital Assets \$2,000-\$25,000 (non-IT related)
- 67125 Capital Assets over \$25,000 (non-IT related)
- 67131 *IT equipment over \$25,000
- 67135 *Software purchases over \$25,000 (use 64701 for licenses, support, maintenance and training for the new software)
- 67105 Motor Vehicles
- 67501 Land Purchases
- 67502 Easement Purchases
- 67200 Building and Grounds Capital Improvements - See Finance Director for appropriate use of this account
- 67250 Building and Grounds Repair and Maintenance Projects over \$25,000 - See Finance Director for appropriate use of this account

****All IT related requests must be submitted to IT by June 12, 2020. IT items costing over \$25,000 must also be listed on this form. Finance will be cross-checking this form with the requests submitted to IT.***