

Rock County Agriculture & Extension Education Committee
Wednesday, August 14, 2013 – 7:00 p.m.
2nd Floor Courthouse Conference Room
Rock County Courthouse
Janesville WI

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of July 10, 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
6. Approval of Extension Bills/Transfers/Encumbrances
7. Educator report - Christy Marsden
8. Discussion and Approval: Demolition of Garage at Rock County Farm
9. Discussion and Approval: Support for Regional Dairy & Livestock Educator
10. WAEC Southwest Region Meeting, September 10th
11. Rock county Farm Update
12. Department Update
13. Comments from the Committee
14. Adjourn

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-62400	R & M SERV		07/30/2013	MARSDEN,CHRISTINE	25.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	25.00	(25.00)
56-5600-0000-63100	OFC SUPP & EXP				
ENC		R1302888	08/05/2013	AMAZON.COM	60.83
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	935.61	464.55	60.83	2,539.01
56-5600-0000-63300	TRAVEL				
			07/23/2013	DUERST,DONNA	72.32
			07/30/2013	STUTE,JAMES	198.88
			07/31/2013	REBOUT,MEGAN	115.83
			07/30/2013	MARSDEN,CHRISTINE	103.03
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,500.00	3,958.67	0.00	490.06	9,051.27
56-5600-0000-64209	DEMO EXP				
		P1300175	07/10/2013	HARRIS ACE HARDWARE	38.23
		P1300188	07/10/2013	SENTRY FOOD STORE	12.16
		P1300191	07/08/2013	SOIL AND PLANT ANALYSIS LAB	90.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	1,650.70	0.00	140.39	2,208.91
U.W.EXTENSION PROG TOTAL				716.28	
56-5610-0000-63500	R&M SUPPLIES				
		P1300180	07/16/2013	MID STATE EQUIPMENT JANESVILLE	65.00
		P1302449	07/18/2013	ROTO ROOTER SEWER DRAIN SERVIC	641.67
		P1302567	07/19/2013	DEGARMO PLUMBING INC	369.45
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,800.00	5,802.16	490.07	1,076.12	6,431.65
56-5610-0000-67200	CAPITAL IMPROV				
		P1302162	06/26/2013	CLARKE ELECTRIC	1,550.00
		P1302210	07/01/2013	HALLMAN LINDSAY INC	9,362.00
		P1302344	07/05/2013	J AND J PAINTING	4,500.00
		P1302524	07/13/2013	J AND J PAINTING	2,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	62,155.00	0.00	0.00	17,412.00	44,743.00
4-H PROPERTY MAINTENANCE PROG TOTAL				18,488.12	
56-5625-0000-63400	OPERATING SUPPLI		07/30/2013	STUTE,JAMES	68.17

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1302601	07/29/2013	SCHREIER,WILLIAM	362.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	3,280.20	878.81	430.17	3,910.82
FARM-GENERAL FUND PROG TOTAL				430.17	

I have examined the preceding bills and encumbrances in the total amount of **\$19,634.57**
 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: **AUG 14 2013**

Dept Head _____

Committee Chair _____

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

For Job Numbers: 1305342
For PR Numbers: R1302888

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date July 31, 2013 Transfer No. 13-29
 Requested By UW-EXT Department JIM STUTE Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 56-5600-0000-62119 Description: Other contracted Services Current Balance: \$84,414	1,000.00	Account #: 56-5600-0000-67130 Description: Terminals and PC's	1,000.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Salary savings, Horticulture position was open.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Horticulture Educator requires a PC and related equipment. Was not budgeted in 2013 as the employment of the individual was not verified previous to the completion of 2013 budget process.

FISCAL NOTE:

Sufficient funding available for transfer. *GC 7/31/13*

ADMINISTRATIVE NOTE:

Recommended *[Signature]*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

PURCHASE ORDER NUMBER P1300371 PEID 014534

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 JULY 22, 2013

DEPARTMENT UWEX

COMMITTEE A&E

VENDOR NAME MENARDS

ACCOUNT NUMBER 56-5610-0000-63500

FUNDS DESCRIPTION 4-H PROPERTY MAIN-R&M SUPPLIES

AMOUNT OF INCREASE \$ 500.00

INCREASE FROM \$ 750.00 TO \$ 1,250.00

ACCOUNT BALANCE AVAILABLE \$ 7,507.71 SB 07/22/13

REASON FOR AMENDMENT CONTINUED MAINTENANCE OF FAIRGROUNDS
SUPPLIES NEEDED.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

PURCHASE ORDER NUMBER P1300370 PEID 024247

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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DATE JULY 22, 2013

DEPARTMENT UWEX

COMMITTEE A&E

VENDOR NAME THE DELONG CO, INC.

ACCOUNT NUMBER 56-5625-0000-63400

FUNDS DESCRIPTION FARM-GEN FUND-OPERATING SUPPLIES

AMOUNT OF INCREASE \$ 500.00

INCREASE FROM \$ 2,000.00 TO \$ 2,500.00

ACCOUNT BALANCE AVAILABLE \$ 4,340.95 SB 07/22/13

REASON FOR AMENDMENT CONTINUED SPRAYING OF FARM CROPS

REQUIRED.

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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