

Rock County Agriculture & Extension Education Committee
Wednesday December 11, 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 November 13, 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. Approval of Resolution "Amending the 2013 UW-Extension Budget to use Transform Wisconsin Grant Funds"
8. Educator Report
9. Department Update
10. Comments from the Committee
11. Adjourn

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-62119	OTHER SERVICES				
		P1303509	10/29/2013	BOARD OF REGENTS	55,218.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	154,238.00	70,824.00	0.00	55,218.00	28,196.00
56-5600-0000-63100	OFC SUPP & EXP				
		P1303581	11/14/2013	CDW GOVERNMENT INC	28.56
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	2,698.20	303.77	28.56	969.47
56-5600-0000-63300	TRAVEL				
			11/25/2013	DUERST,DONNA	81.98
			11/25/2013	FLICKINGER,ANGELA	410.74
			11/25/2013	REBOUT,MEGAN	15.82
			11/25/2013	MARSDEN,CHRISTINE	181.93
			11/25/2013	HETZEL,KATHLEEN	177.98
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,500.00	7,172.44	0.00	868.45	5,459.11
56-5600-0000-64200	TRAINING EXP				
			11/25/2013	FLICKINGER,ANGELA	44.54
		P1303403	10/19/2013	WELTY ENVIRONMENTAL CENTER INC	50.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	1,985.76	0.00	94.54	(80.30)
56-5600-0000-64209	DEMO EXP				
		P1300188	11/18/2013	SENTRY FOOD STORE	77.08
		P1300191	10/30/2013	SOIL AND PLANT ANALYSIS LAB	50.00
		P1303640	11/20/2013	RESEARCH PRESS	55.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	2,854.93	316.73	182.98	645.36
56-5600-0000-64904	SUNDRY EXPENSE				
			11/12/2013	FLICKINGER,ANGELA	1,628.59
		P1300177	10/25/2013	KIMS LETTERING	49.50
		P1303247	10/28/2013	HEALTH EDCO	59.00
		P1303259	11/03/2013	RAMADA RICHLAND CENTER	140.00
		P1303508	10/30/2013	POWERS,MIKE	93.75
		P1303529	11/05/2013	UNIVERSITY OF WISCONSIN	200.00
		P1303574	11/11/2013	CELEBRATE CALM	509.95
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	18,491.98	9,441.24	2,680.79	(5,614.01)
U.W.EXTENSION PROG TOTAL				59,073.32	

56-5610-0000-63500 R&M SUPPLIES

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1300175	11/05/2013	HARRIS ACE HARDWARE	5.75
		P1302274	11/12/2013	BOBCAT OF JANESVILLE	45.85
		P1303471	10/16/2013	SCHARINES FARM SYSTEMS INC	63.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,800.00	10,316.34	685.79	114.60	2,683.27
56-5610-0000-67200	CAPITAL IMPROV				
		P1303052	10/17/2013	MARLING HOME WORKS	1,327.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	62,155.00	17,412.00	4,000.00	1,327.50	39,415.50
4-H PROPERTY MAINTENANCE PROG TOTAL				1,442.10	

I have examined the preceding bills and encumbrances in the total amount of **\$60,515.42**
 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: **DEC 1 1 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT
Pre-Approved Encumbrances

2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
56-5600-0000-63100 ENC	OFC SUPP & EXP	R1304022	11/22/2013	AMAZON.COM		33.78
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	4,000.00	2,726.76	269.99	33.78	969.47	
56-5600-0000-64209 ENC	DEMO EXP	R1304006	11/20/2013	AMAZON.COM		84.32
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	4,000.00	3,037.91	232.41	84.32	645.36	
				U.W.EXTENSION PROG TOTAL	118.10	

I have examined the preceding bills and encumbrances in the total amount of **\$118.10**
 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: **DEC 11 2013**

Dept Head _____

Committee Chair _____

2013

Rock County

COMMITTEE APPROVAL REPORT

11/20/2013

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-64209	DEMO EXP				
ENC		R1303881	11/11/2013	AMAZON.COM	122.32
ENC		R1303891	11/12/2013	AMAZON.COM	84.32
ENC		R1303978	11/19/2013	AMAZON.COM	25.77
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	2,854.93	1,361.05	232.41	(448.39)
56-5600-0000-64904	SUNDRY EXPENSE				
ENC		R1303920	11/14/2013	AMAZON.COM	640.20
ENC		R1303934	11/15/2013	AMAZON.COM	333.31
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	18,491.98	11,388.04	973.51	(5,853.53)
U.W.EXTENSION PROG TOTAL				1,205.92	

I have examined the preceding bills and encumbrances in the total amount of **\$1,205.92**
 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: **DEC 11 2013**

Dept Head _____

Committee Chair _____

2014 . . .

12/03/2013

Rock County

COMMITTEE APPROVAL REPORT

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5610-0000-62400 ENC	R & M SERV	R1400090	01/01/2014	MANPOWER US INC	35,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	35,000.00	0.00	0.00	35,000.00	0.00
4-H PROPERTY MAINTENANCE PROG TOTAL					35,000.00

I have examined the preceding bills and encumbrances in the total amount of **\$35,000.00**

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: **DEC 11 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT
Pre-Approved Encumbrances

2014 . . . 11/20/2013

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5610-0000-62400 ENC	R & M SERV	R1400090	01/01/2014	MANPOWER US INC	35,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	35,000.00	0.00	0.00	35,000.00	0.00
56-5610-0000-63500 ENC	R&M SUPPLIES	R1400085	01/01/2014	MENARDS	1,250.00
ENC		R1400087	01/01/2014	SHERMAN SANITATION SERVICES LL	600.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,800.00	0.00	0.00	1,850.00	11,950.00
4-H PROPERTY MAINTENANCE PROG TOTAL				36,850.00	
56-5625-0000-63400 ENC	OPERATING SUPPLI	R1400085	01/01/2014	MENARDS	500.00
ENC		R1400089	01/01/2014	DELONG CO INC,THE	2,500.00
ENC		R1400091	01/01/2014	QUICK FUEL	700.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	0.00	0.00	3,700.00	4,800.00
FARM-GENERAL FUND PROG TOTAL				3,700.00	

I have examined the preceding bills and encumbrances in the total amount of **\$40,550.00**
 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: **DEC 11 2013**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1300429 PEID 052495

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 November 19, 2013

DEPARTMENT UW-EXTENSION

COMMITTEE AGRICULTURE & EDUCATION

VENDOR NAME MANPOWER

ACCOUNT NUMBER 56-5610-0000-62400

FUNDS DESCRIPTION REPAIR & MAINTENANCE SERVICES

AMOUNT OF INCREASE \$ 4,670

INCREASE FROM \$ 35,000 TO \$ 39,670

ACCOUNT BALANCE AVAILABLE \$ 4,670.00 SB 11-20-13

REASON FOR AMENDMENT INCREASE IS NEEDED TO PAY FOR THE
REMAINDER OF THE YEAR.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Jim Stute
INITIATED BY



Jim Stute
DRAFTED BY

Agriculture and Extension Education
SUBMITTED BY

December 5, 2013
DATE DRAFTED

Amending the 2013 UW-Extension Budget to use Transform Wisconsin Grant Funds

1 **WHEREAS**, The Rock County Health Department was awarded a 2012 Transform Wisconsin grant with
2 the goal of creating healthier places to live, work and play; and,
3

4 **WHEREAS**, UW-Extension is a project partner working on project components including "Farm to
5 School": getting students to eat fresh, local produce at school; and "Get Active": using local schools to
6 provide physical activity opportunities for community members; and,
7

8 **WHEREAS**, \$9,000 were transferred to UW-Extension for project supplies; and,
9

10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
11 this _____ day of _____, 2013 to amend the 2013 UW-Extension as follows:
12
13

14 Account/ 15 Description	Budget 12/1/13	Increase (Decrease)	Amended Budget
16 <u>Source of Funds</u>			
17 56-5600-0000-44100	\$30,000	\$9,000	\$39,000
18 Fees			
19			
20 <u>Use of Funds</u>			
21 56-5600-0000-64904	\$25,000	\$9,000	\$34,000
22 Sundry Expense			

Respectfully submitted,

Agriculture & Education

Richard Bostwick, Chair

Eva Arnold, Vice Chair

Norvain Pleasant Jr.

Alan Sweeney

Larry Wiedenfeld

Amending the 2013 UW-Extension Budget to use Transform Wisconsin Grant Funds

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FISCAL NOTE:

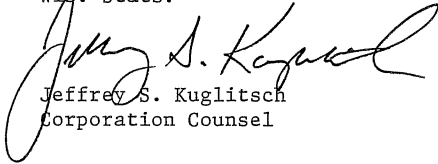
This resolution authorizes the expenditure by UW-Extension of Transform Wisconsin Grant funds. These funds will be used for the 'Farm to School' program. No additional County funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2013 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator