

Rock County Agriculture & Extension Education Committee
Wednesday, October 8, 2014 – 7:00 p.m.
2nd Floor Courthouse Conference Room
Rock County Courthouse
Janesville WI

1. Call to Order
2. Approval of Agenda
3. Approval of September 10, 2014 Meeting Minutes
4. Citizen Participation, Information and Announcements
5. Educator Reports: Nick Baker, Agriculture Educator; Donna Duerst, 4-H Youth Development Educator
6. 4-H Fairgrounds Maintenance and Contracts
7. Fair Board Report
8. Approval of Fairgrounds Manager Position Description
9. Approval of Extension Bills/Transfers/Encumbrances
10. Update from Department
11. Comments from the Committee
12. Adjourn

Rock County 4-H Fairgrounds Manager

POSITION DESCRIPTION

MANAGERIAL AND ADMINISTRATIVE RESPONSIBILITIES:

1. Prepare annual fairgrounds budget in cooperation with UW-Extension Department Head(s) and Ag & Extension Education Committee.
2. Meet with County Administration regarding fairgrounds budget and operations as needed.
3. Fiscal management and direct oversight of fairgrounds business including revenues and expenditures in accordance with county policies and working in cooperation with county Purchasing Department to comply with any and all county purchasing policies.
4. Plan, coordinate and bidding of annual capital improvement projects in cooperation with county Purchasing Policies and Procedures with input and direction from Ag & Extension Education Committee and Rock County 4-H Fair Board.
5. Schedule and coordinate fairgrounds use, facility rentals, and contracts with public, Rock County 4-H Fair Association, producer groups and county departments including UW Extension, Human Services, Sheriff's Office, etc. as per Fairgrounds Use Policy.
6. Supervise fairgrounds maintenance staff hired through Manpower.
7. Serve as primary contact and responsible for public relations including inquiries from public, neighborhood relations, City of Janesville, Cell Tower tenants, etc. Meet with individuals interested in renting facilities.
8. Liaison with 4-H Fair Association and Curling Club to maintain positive relationship and partnerships. Maintain a close working relationship with the Rock County 4-H Fair Association Grounds Committee.
9. Report directly to the Ag & Extension Education Committee and/or committee's designated representative; example, UW-Extension Department Head(s). Accountability is to the Ag & Extension Education Committee through the UW-Extension Department Head(s).
10. Responsible for marketing and promotion of fairgrounds within scope of budget and available time.

POSITION EXPECTATIONS:

1. Employee must supply own transportation.
2. Employee must be available on evenings and weekends.

POSITION BENEFITS:

1. The current fairgrounds budget includes funds for up to 15 hours per week.
2. The position is hired through Manpower at a rate of \$21.50 per hour. Employee is paid \$15.00 per hour.
3. Reimbursement for mileage will be provided at the county rate.

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-63100	OFC SUPP & EXP		09/05/2014	HETZEL,KATHLEEN	40.78
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	1,625.03	0.00	40.78	2,334.19
56-5600-0000-63300	TRAVEL		09/24/2014	DUERST,DONNA	163.52
			09/24/2014	FLICKINGER,ANGELA	240.63
			09/24/2014	REBOUT,MEGAN	59.36
			09/23/2014	MARSDEN,CHRISTINE	420.48
			09/05/2014	HETZEL,KATHLEEN	86.25
			09/23/2014	BAKER,NICK	271.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,500.00	8,491.31	621.19	1,241.44	3,146.06
56-5600-0000-64209	DEMO EXP		09/24/2014	DUERST,DONNA	15.00
			09/24/2014	REBOUT,MEGAN	15.00
		P1400057	09/18/2014	PLANT DISEASE DIAGNOSTIC CLINI	20.00
		P1400065	09/02/2014	SOIL AND PLANT ANALYSIS LAB	45.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	1,680.58	185.75	95.00	2,038.67
56-5600-0000-64904	SUNDRY EXPENSE				
ENC		R1403443	09/15/2014	AMAZON.COM	20.89
ENC		R1403613	09/30/2014	AMAZON.COM	31.51
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,500.00	13,877.42	761.62	52.40	10,808.56
U.W.EXTENSION PROG TOTAL				1,429.62	
56-5610-0000-64310	4-H FAIR BOOK	P1403057	09/02/2014	ROCK COUNTY 4H FAIR INC	1,500.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	0.00	0.00	1,500.00	0.00
56-5610-0000-67200	CAPITAL IMPROV	P1402458	08/25/2014	AARONS LOCK AND SAFE INC	198.96
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,633.00	31,794.10	6,300.00	198.96	48,339.94
FAIRGROUNDS PROG TOTAL				1,698.96	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$3,128.58**
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: **OCT 08 2014**

Dept Head _____

Committee Chair _____

