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.

Rock County 4-H Fairgrounds Manager Position Description October 8, 2014

COMMITTEE APPROVAL REPORT

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 4,000.00	YTD Exp 1,625.03		YTD Enc 0.00	Pending 40.78	Closing Balance 2,334.19
56-5600-0000-63300	TRAVEL					
	11017		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 13,500.00	YTD Exp 8,491.31		YTD Enc 621.19	Pending 1,241.44	Closing Balance 3,146.06
56 5600 0000 64200	DEMO EXP	· · · · · · · · · · · · · · · · · · ·				
56-5600-0000-64209	DEMO EXP		09/24/2014	DUERST,DONNA		15.00
·			09/24/2014	REBOUT, MEGAN		15.00
	4	P1400057	09/18/2014	PLANT DISEASE DIAG	JOSTIC CLINI	20.00
		P1400065 09/02/2014		SOIL AND PLANT ANALYSIS LAB		45.00
	Budget	YTD I	=vn	YTD Enc	Pending	Closing Balance
	4,000.00	1,680		185.75	95.00	2,038.67
56-5600-0000-64904	SUNDRY EXPENS	=				
ENC		R1403443	09/15/2014	AMAZON.COM		20.89
ENC		R1403613	09/30/2014	AMAZON.COM		31.51
	Budget	YTD I	Ξхр	YTD Enc	Pending	Closing Balance
	25,500.00	13,877	7.42	761.62	52.40	10,808.56
		ι	J.W.EXTENSIO	ON PROG TOTAL	1,429.62	
56-5610-0000-64310	4-H FAIR BOOK					
30-30 10-0000-0-310	THI MILLOON	P1403057	09/02/2014	ROCK COUNTY 4H FAI	R INC	1,500.00
	Budget	YTD I	≣xp	YTD Enc	Pending	Closing Balance
	1,500.00	. (0.00	0.00	1,500.00	0.00
56-5610-0000-67200	CAPITAL IMPROV	D4.400.4E0	00/05/0044	AADONE LOCK AND CA	NEE INC	400.00
		P1402458	08/25/2014	AARONS LOCK AND SA	AFE INC	198.96
	Budget	YTD I	Ξхр	YTD Enc	Pending	Closing Balance
	86,633.00	31,794	1.10	6,300.00	198.96	48,339.94
			EVIDODOTINI	DS PROG TOTAL	1,698.96	

Rock County

COMMITTEE APPROVAL REPORT

10/01/2014

Account Num	ber	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
Claims coveri A. Bills and er B. Bills under	ng the ite ncumbra \$10,000	nces over \$10,000 to be paid.	have been referred to	previously fun the Finance Co	ided. These items are to be troommittee and County Board.	eated as follows:
C. Encumbrar	nces und	er \$10,000 to be pa	aid upon ac	ceptance by th	ne Department Head.	
Date:	0 8 20	114	D	ept Head		·
			Committ	ee Chair		And the second s

Rock County Transfer Request - Over \$1,000

Transfer Request - Over \$1,000							
TO: FINANCE DIRECTOR Date	e September 2	25,2014 Transfer No. 14-77					
Requested By UW-Extension - Fair		Donna Duerst, Angie Flicki	nger				
Department Department Head							
FROM:	AMOUNT	TO:	AMOUNT				
Account #: 56-5610-0000-62203		Account #: 56-5610-0000-62400					
Description: Natural Gas	2,107	Description: R&M Services	2,107				
Current Balance: \$3,499							
Account #:		Account #:					
Description:		Description:					
Current Balance:							
Account #:		Account #:					
Description:		Description:					
Current Balance:							
Account #:		Account #:	700 Maria (1900 Ma				
Description:		Description:					
Current Balance:							
REASON FUNDS ARE AVAILABLE F	OR TRANSFER	: - <u>BE SPECIFIC</u>					
Use of Natural Gas has not been as high as previo	ously anticipated. The	erefore, funds are available.					
REASON TRANSFER IS NECESSARY - <u>BE SPECIFIC</u>							
Manpower cost for Maintenance & Administrative employees will be over budget for remainder of 2014. Additional expense due to additional hours required for snow plowing in 2014.							
FISCAL NOTE:		ADMINISTRATIVE NOTE:					
Funding is available for this transfer. Q_{γ}		Recommended. AM 9-25-14	-				
REQUIRED APPROVAL	DATE	COMMITTEE CHA	<u>R</u>				
✓ Governing Committee							

Distribution: **EMAIL** Sherry Oja and Susan Balog

✓ Finance Committee