

**Rock County Agriculture & Extension Education Committee**  
**Wednesday, May 13, 2015 – 7:00 p.m.**  
**2<sup>nd</sup> Floor Courthouse Conference Room**  
**Rock County Courthouse**  
**Janesville WI**

**Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of April 8, 2015 Meeting Minutes
4. Citizen Participation, Information and Announcements
5. 4-H Fairgrounds Maintenance and Contracts
6. Discussion and Approval of 2015 Working Agreement with Fair Association
7. Fair Board Report
8. Approval of Extension Bills/Transfers/Encumbrances
9. Approval of Farm Equipment Purchases
10. Review, Approve and Sign Educator Performance Review Summaries
11. Educator Reports: Angela Flickinger, Family Living Educator; Jasmine Carbajal, WNEP Educator
12. Update from Department
13. Comments from the Committee
14. Adjourn

**Contract 2015-0033**

**ROCK COUNTY 4-H FAIRGROUNDS MUTUAL WORKING AGREEMENT**

This agreement is made and entered into by and between the Agricultural Extension and Education Committee of the Rock County Board of Supervisors, hereinafter referred to as Lessor, and the Rock County 4-H Fair Association, Inc. hereinafter referred to as Lessee.

WHEREAS, the County of Rock owns the property known as the Rock County Fairgrounds, as well as associated buildings, structures and equipment, thereon; and

WHEREAS, the Lessor has been delegated the responsibility for control and management of the Rock County Fairgrounds and the buildings, structures and equipment, thereon; and

WHEREAS, the Lessee will use the Rock County Fairgrounds and the buildings, structures and equipment thereon for the purpose of conducting the annual Rock County 4-H Fair; and

WHEREAS, the dates of the 2015 Rock County 4-H Fair will be July 28- August 2, 2015 and,

NOW, THEREFORE, in consideration of the mutual promises and undertakings hereinafter contained, the Lessor and Lessee agrees as follows:

1. Subject to Clause 2, the Lessee shall be granted sole use of the Rock County Fairgrounds for the period July 1 through August 5, 2015.
2. No major event, other than activities relating to the Rock County 4-H Fair, will be allowed on the Rock County Fairgrounds between the dates of July 1 and August 5, 2015, unless mutually agreed upon by the Lessor and Lessee.
3. Lessee shall be responsible for all preparations for the Fair regarding the grounds and associated facilities thereon, and the complete clean up of the grounds and facilities on or before August 5, 2015.
4. The County of Rock shall have adequate property insurance against fire and such other perils as are insured under policies carried by Rock County. The Lessee shall maintain and own liability and property damage insurance, insuring all fixtures and equipment owned by Lessee located on the premises. Lessee shall be fully responsible for restoring the grounds, as well as the other buildings, structures and equipment thereon to the condition they were on July 1, 2015.
5. The Lessor will require no clean up bond to be posted.
6. Lessee shall absorb any financial losses resulting from the operation of the Fair and shall be entitled to any profits. Lessee shall pay no rent to the Lessor for use of the premises and shall receive rent proceeds from use of Lessee's personal property and equipment use by other organizations.
7. Lessee shall be responsible for using good judgement and arranging with proper authorities for assistance in providing police and fire protection during the week of the Fair.
8. Lessee shall be responsible for the collection and the legal disposal of all wastes generated as a result of; preparation for, operation of, and clean up from the Rock County 4-H Fair.
9. Lessee, at their expense, may make property and safe additions or alterations to the 4-H Fairgrounds property including: associated buildings, structures, electrical service, water and sewer, paved surfaces, and equipment located thereon providing approval for such additions or alterations have been granted by the Lessor prior to construction. Any such additions or alterations shall meet all applicable state and local codes and have the prior approval of any applicable regulating agency. Such installations shall remain a permanent part of the premises and shall become the property of Rock County.
10. Payment for utilities including electrical, water and sewer, gas and telephone shall be assumed by the Lessee from July 1, 2015 to August 5, 2015. In the event other events have

the use of the Fairgrounds, and are mutually agreed upon by both Lessor and Lessee, during that period, the organizers and promoters of such events shall be responsible for their prorated share of these utility expenses.

11. Lessee agrees to indemnify, hold harmless and defend the County of Rock, its officers, agents, and employees from any and all liability including claims, demands, losses, description, or personal injury or death or property loss arising out of or in connection with or occurring during the course of the Rock County 4-H Fair where such liability is founded upon or grows out of the acts or omissions of Lessee, its agents, officers, servants or employees.
12. Lessee agrees that in order to protect itself and the county, it will from June 1, 2015 through August 5<sup>th</sup>, 2015, keep in force and effect Worker's Compensation, Comprehensive General Liability insurance policies issued by a company or companies authorized to do business in Wisconsin. The limits of such insurance shall be in amounts approved by the Lessor. The coverage shall apply as primary with Rock County named as an additional insured. Lessee shall furnish a certificate of insurance to the Lessor.
13. Lessor shall be responsible for normal cleaning and maintenance and shall retain personnel for such purpose. Lessee may retain additional cleaning and maintenance personnel as it deems necessary.

The selection or dismissal of Lessor's cleaning and maintenance personnel shall be a joint decision made by the Lessee's Building and Grounds Committee and the Rock County designated Fairgrounds Manager. Any conflict over selection or dismissal shall be finally settled by a majority vote of the Agricultural Extension and Education Committee of the Rock County Board of Supervisors.

Beginning on the date that grounds preparation for the fair begins (on or about June 1st) through August 5, 2015. Lessor's cleaning and maintenance personnel shall operate under the joint cooperative supervision of the Rock County designated Fairgrounds Manager and the Rock County 4-H Fairboard Building and Grounds Committee Chairperson. As directed by Lessor, Lessee shall compensate Lessor for wages and wage-related expenses of Lessor's cleaning and maintenance personnel as they relate to preparation for the Fair, cleaning and maintenance during the Fair, and restoring the grounds to its original condition immediately following the Fair.

14. Lessee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, national origin, or developmental disability as defined in sec. 51.01(5), Wis. Stats. This provision shall include, but not to 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, selection or training. Lessee further agrees to take affirmative action to ensure equal employment opportunities.
15. Any permanent building, major renovation or long term lease (in excess of six (6) months) shall be jointly discussed between Lessor and Lessee.
16. In the event of a major problem concerning the interpretation of this Agreement, the Lessor and the Lessee's Executive Committee shall be called together to aid in interpretation and resolving problems.
17. The term of this Agreement shall be January 1, 2015 through December 31, 2015.
18. In that the Rock County 4-H Fair Board is paying all maintenance and grounds crew employees between the dates of June 1st, 2014 and August 1, 2014, all maintenance employees may be required to punch in and out with the time clock located in the Fair Secretary's Office.

As a condition of this lease, lessee agrees to ban the carrying of concealed weapons at the Rock County 4-H Fairgrounds in a manner with Rock County Resolution 11-10A-481 passed by the Rock County Board of Supervisors on October 13, 2011. Lessor agrees to provide and lessee agrees to place signs notifying attendees that concealed weapons are banned in accordance with said resolution. Lessee is eligible to prohibit firearms and concealed weapons from open areas and builds (entire fairgrounds during the 4-H Fair).

County Ordinance 5.02(16) states, "No person shall consume or possess any fermented malt beverage or intoxicating liquor as defined by 1987 Wisconsin Statutes 125.02 on the Fairgrounds Property.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ROCK COUNTY 4-H FAIR ASSOCIATION, INC.

\_\_\_\_\_  
John Quinn, President

\_\_\_\_\_  
Scott Davis, Vice President

\_\_\_\_\_  
Kathy Morton, Secretary

\_\_\_\_\_  
Bonnie Martin, Treasurer

\_\_\_\_\_  
Randy Thompson, Fairgrounds Manager  
(Representative for Rock Co Ag/Extension Education Committee)

AGRICULTURAL & EXTENSION EDUCATION COMMITTEE

\_\_\_\_\_  
Richard Bostwick, Chairman

\_\_\_\_\_  
Jason Dowd

\_\_\_\_\_  
Wes Davis

\_\_\_\_\_  
Alan Sweeney

\_\_\_\_\_  
Larry Wiedenfeld

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-62119	OTHER SERVICES	P1501682	04/01/2015	UNIVERSITY OF WISCONSIN EXTENS	84,741.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	173,123.00	895.00	0.00	84,741.00	87,487.00
56-5600-0000-63300	TRAVEL				
		04/29/2015		DUERST,DONNA	209.30
		04/24/2015		FLICKINGER,ANGELA	166.05
		04/27/2015		REBOUT,MEGAN	50.60
		04/28/2015		MARSDEN,CHRISTINE	116.16
		04/06/2015		HETZEL,KATHLEEN	229.43
		03/25/2015		BAKER,NICK	204.70
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,500.00	1,809.65	700.00	976.24	10,014.11
56-5600-0000-64209	DEMO EXP	P1500183	03/25/2015	SENTRY FOOD STORE	138.28
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	320.89	200.00	138.28	3,340.83
56-5600-0000-64904	SUNDRY EXPENSE				
ENC		R1501955	04/09/2015	AMAZON.COM	13.93
		P1500181	04/14/2015	MENARDS	8.22
		P1500185	04/24/2015	SOIL AND PLANT ANALYSIS LAB	30.00
		P1501470	03/25/2015	LIBERTY HALL BANQUET AND CONFE	660.80
		P1501622	03/30/2015	PESTICIDE APPLICATOR TRAINING	570.00
		P1501624	04/17/2015	UNIVERSITY OF WISCONSIN OSHKOS	375.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	5,840.63	2,300.69	1,657.95	15,200.73
				<b>U.W.EXTENSION PROG TOTAL</b>	<b>87,513.47</b>
56-5610-0000-63500	R&M SUPPLIES				
		P1500179	04/02/2015	HARRIS ACE HARDWARE	9.95
		P1501549	03/20/2015	PUR CHEM LLC	264.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,800.00	1,709.20	742.00	273.95	11,074.85
				<b>FAIRGROUNDS PROG TOTAL</b>	<b>273.95</b>
56-5625-0000-63400	OPERATING SUPPLI				
		P1500181	04/03/2015	MENARDS	59.97
		P1501382	03/09/2015	GRAINGER INDUSTRIAL SUPPLY INC	145.44
		P1501508	04/17/2015	MID STATE EQUIPMENT JANESVILLE	919.46
		P1501509	04/01/2015	JOHNSON TRACTOR INC	319.41

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,500.00	198.52	3,770.00	1,444.28	8,087.20
<b>FARM-GENERAL FUND PROG TOTAL</b>				<b>1,444.28</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$89,231.70**

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: **MAY 13 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

## Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR      Date May 4, 2015  
 Requested By UW-Extension  
Department

Transfer No. 15-22  
Donna Duerst/Angela Flickinger  
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 56-5625-0000-63400 Description: Farm Expenses Current Balance: \$6,788	4,200.00	Account #: 56-5625-0000-67160 Description: Farm Capital	4,200.00
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**

Funds have not been expended as it is early in the calendar budget year.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

Capital purchase of equipment (Rotary Cutter & Roto Tiller) for the community garden upkeep was necessary.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *5-5-15*

**ADMINISTRATIVE NOTE:**

*JND 5-5-15*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

- Governing Committee \_\_\_\_\_
- Finance Committee \_\_\_\_\_

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\_\_\_\_\_