

Rock County Agriculture & Extension Education Committee
Wednesday, April 9, 2014 – 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 March 12, 2014 Meeting Minutes
4. Citizen Participation, Information and Announcements
5. 4-H Fairgrounds Maintenance and Contracts
6. Fair Board Report
7. Discussion and Approval: Appointments to for Rock County Drainage Board
8. Discussion of RECAP Contract/MOU
9. Approval of Memorandum of Understanding with Michael Fields Institute for Management of Farm Research Trials
10. Approval of Extension Bills/Transfers/Encumbrances
11. Educator Reports: Christy Marsden, Horticulture Educator; Megan Rebout, 4-H Program Advisor
12. Update from Department
13. Comments from the Committee
14. Adjourn

Memorandum of Understanding

This is a Memorandum of Understanding between the County of Rock (the "County") and the Michael Fields Agricultural Institute (the "Institute").

Whereas UW-Extension has historically conducted annual research trials on the Rock County Farm, and

Whereas results of the research are important to the agricultural community for annual decision making on their farms, and

Whereas Rock County UW-Extension has operated the 27 acre research plot area for the past ten years under the management of the Agriculture Agent, and

Whereas the Agriculture Agent position is vacant and will not be filled in time for spring fieldwork jeopardizing the 2014 growing season,

Now, therefore, the parties enter into an agreement to provide interim management for the UW-Extension research on the Rock County Farm under the following terms:

1. Rock County, through UW-Extension agrees to provide:

Open POs with Jim Stute authorized to purchase, to the following vendors for routine purchases which were budgeted for in the 2014 farm budget:

The DeLong Company (seed, chemical, fertilizer and application services)

O'Brien Seed Farms (hybrid seed corn)

Johnson Tractor (tractor repair and maintenance supply)

Pratt and Johnson Farms LLC (custom harvest and trucking)

William Schreirer (custom planting)

Pomps Tire (tire repair)

QuikFuel, encumbrance (diesel fuel)

All purchases will be preauthorized in writing (email) by a UW-Extension co-Department Head, emergency authorization through an Assistant County Administrator.

Free access to the farm shop, farm equipment, community garden area, 27 acre research plot area and the 5 acres immediately North of the Public Works complex with access through the Public Works driveway (UW- Weed Science has plots there with permission of Badgerland Grain).

Payments for all goods and services listed above (exclusive to personnel, listed below) to be processed through the county finance/ accounting system with UW-Extension acting as the initiating department.

Rich Bostwick, Chair

Rock County Agriculture and Extension Education Committee

51 N Main St., Courthouse

Janesville WI 53545

Chair Bostwick:

I wish to be considered by the Rock County Agriculture and Extension Education Committee for appointment to the Rock County Drainage Board, pursuant to Chapter 88 of Wisconsin State Statutes. I understand that the Agriculture and Extension Education Committee makes Board Member recommendations to the Circuit Court of Rock County. I understand that the Circuit Court of Rock County appoints all drainage board members. If I am appointed by the Circuit Court for the Drainage Board, I must take and file an oath of office prior to acting as an agent for the Drainage Board of Rock County.

It also is my understanding that at any time I wish to resign my post on said board, I will file a letter of resignation with the Drainage Board and the Circuit Court, with a copy provided to the committee.

Thank you for your consideration:

PRINT NAME

Mailing Address

Phone Number

SIGNATURE

DATE

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
56-5600-0000-63300	TRAVEL		03/25/2014	DUERST,DONNA	349.15	
			03/27/2014	FLICKINGER,ANGELA	376.84	
			03/24/2014	REBOUT,MEGAN	204.96	
			03/24/2014	MARSDEN,CHRISTINE	592.22	
			02/28/2014	HETZEL,KATHLEEN	322.56	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	13,500.00	890.79	700.00	1,845.73	10,063.48	
56-5600-0000-64200	TRAINING EXP	P1401108	03/13/2014	UNIVERSITY OF WISCONSIN EXTENS	340.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	2,000.00	455.00	500.00	340.00	705.00	
56-5600-0000-64209	DEMO EXP	P1400043	03/19/2014	BASICS NATURAL FOOD MARKET	32.06	
		P1400062	03/25/2014	SENTRY FOOD STORE	25.71	
		P1400063	09/19/2014	SHOPKO INC #130	13.23	
		P1400065	03/03/2014	SOIL AND PLANT ANALYSIS LAB	90.00	
		P1401653	03/26/2014	LUCYS LOON LAKE COFFEE AND DEL	355.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	4,000.00	208.25	283.85	516.00	2,991.90	
56-5600-0000-64904	SUNDRY EXPENSE	R1401801	03/25/2014	AMAZON.COM	120.00	
		R1401882	04/01/2014	KRUEGER,NANCY	800.00	
			03/27/2014	FLICKINGER,ANGELA	30.00	
		P1400052	02/26/2014	KIMS LETTERING	702.00	
		P1400053	02/27/2014	MC SPORTS	295.56	
		P1400066	03/25/2014	TRUSTEES OF TUFTS COLLEGE	1,125.00	
		P1401083	03/21/2014	RADISSON HOTEL LA CROSSE	100.00	
		P1401107	03/21/2014	RADISSON HOTEL LA CROSSE	100.00	
		P1401186	03/14/2014	BRIMAR INDUSTRIES INC	22.68	
		P1401400	03/25/2014	BEST EVENTS	151.80	
			Budget	YTD Exp	YTD Enc	Pending
	25,500.00	3,711.64	1,478.00	3,447.04	16,863.32	
U.W.EXTENSION PROG TOTAL				6,148.77		
56-5610-0000-63500	R&M SUPPLIES	P1401151	02/12/2014	BROWN OIL CO INC	969.30	
		P1401356	02/27/2014	ROTO ROOTER SEWER DRAIN SERVIC	1,013.46	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	13,800.00	710.02	1,650.41	1,982.76	9,456.81	

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
FAIRGROUNDS PROG TOTAL					1,982.76

I have examined the preceding bills and encumbrances in the total amount of **\$8,131.53**

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: **APR 09 2014**

Dept Head _____

Committee Chair _____