

Rock County Agriculture & Extension Education Committee
Wednesday, June 8, 2016 – 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 May 11, 2016 Meeting Minutes
4. Citizen Participation, Information and Announcements
5. Educator Reports: Donna Duerst, 4-H Youth Development Educator
6. County Farm Update
7. Fair Board Report
8. Review of Extension Bills/Transfers/Encumbrances
9. Action on Resolution regarding Fairgrounds Position
10. Discussion and Possible Action regarding proposed restructuring of UW Extension
11. Update from Department: State WACEC Conference, June 20-21 in Wausau
12. Comments from the Committee
13. Adjourn

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
62-6200-0000-63100	OFC SUPP & EXP	P1600995	04/28/2016	OFFICE PRO INC	119.60
62-6200-0000-64319	TREE PURCHASE	P1600752	04/26/2016	SYNCHRONY BANK	16.98
LAND CONSERVATION PROG TOTAL					136.58
62-6225-0000-63110	ADMIN.EXPENSE	P1601653	04/30/2016	BLISS COMMUNICATIONS INC	67.83
		P1601654	04/30/2016	BELOIT-DAILY-NEWS	45.31
		P1601656	05/09/2016	HOMETOWN NEWS LIMITED PARTNER	30.29
WILDLIFE DAMAGE/ASSMTS. PROG TOTAL					143.43
62-6350-0000-65109	OTHER INS	P1601757	05/03/2016	BRABAZON TITLE CO INC	317.00
PDR/PACE PROG TOTAL					317.00
62-6351-0000-64900	OTHER SUPPL/EXP	P1601780	04/30/2016	PHEASANTS FOREVER	400.00
COUNTY CAMPUS RESTORATION PROG TOTAL					400.00

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$997.01**

Date: _____ Dept Head _____

Committee Chair _____

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-63100	OFC SUPP & EXP	P1600017	05/05/2016	JP MORGAN CHASE BANK NA	582.26
		P1600158	03/23/2016	TRUSTEES OF TUFTS COLLEGE	3,750.00
		P1600159	05/09/2016	UNIVERSITY OF WISCONSIN SOIL A	156.00
		P1600773	04/20/2016	SENTRY FOOD STORE	107.91
		P1601761	05/04/2016	PETERSON,DOROTHY V	120.00
56-5600-0000-63300	TRAVEL		04/28/2016	DUERST,DONNA	479.07
			04/28/2016	REBOUT,MEGAN	299.63
			05/12/2016	MARSDEN,CHRISTINE	267.50
			05/16/2016	BAKER,NICK	318.06
		P1600017	05/05/2016	JP MORGAN CHASE BANK NA	82.00
56-5600-0000-64200	TRAINING EXP	P1601533	04/20/2016	CHULA VISTA	119.00
		P1601806	05/13/2016	WISCONSIN ASSOCIATED COUNTY EX	190.00
		U.W.EXTENSION PROG TOTAL			
56-5610-0000-62400	R & M SERV	P1600019	04/24/2016	MANPOWER GROUP US INC	2,114.28
56-5610-0000-63300	TRAVEL		04/25/2016	THOMPSON,RANDY	140.40
56-5610-0000-63500	R&M SUPPLIES	P1600014	04/30/2016	ADVANCED DISPOSAL SERVICES	37.00
		P1600018	04/21/2016	MENARDS	35.92
		P1600152	04/22/2016	HARRIS ACE HARDWARE LLP	7.96
		P1601201	05/13/2016	B AND M ELECTRIC INC	1,020.00
		P1601569	05/01/2016	DUMPSTERS ON WHEELS	500.00
FAIRGROUNDS PROG TOTAL				3,855.56	
56-5625-0000-63400	OPERATING SUPPLI	P1600015	04/24/2016	DELONG CO INC,THE	1,034.46
		P1600016	04/27/2016	QUICK FUEL	60.47
		P1600018	05/09/2016	MENARDS	16.06
		P1601641	04/29/2016	ACE PORTABLES	420.00
FARM-GENERAL FUND PROG TOTAL				1,530.99	

COMMITTEE REVIEW REPORT
FOR THE MONTH OF MAY 2016

<u>Account Number</u>	<u>Account Name</u>	<u>PO#</u>	<u>Inv Date</u>	<u>Vendor Name</u>	<u>Inv/Enc Amt</u>
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I have reviewed the preceding payments in the total amount of **\$11,857.98**

Date: _____ Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Agriculture & Extension Education
Committee
INITIATED BY



Nick Baker & Randy Terronez
DRAFTED BY

Agriculture & Extension Education
Committee
SUBMITTED BY

May 25, 2016
DATE DRAFTED

**Awarding Bid for the Fairgrounds Maintenance & Management-Administrative
Services and Amending the 2016 Budget**

- 1 **WHEREAS**, the County advertised for proposals for the provision of fairgrounds maintenance and
- 2 management-administrative services at the Rock County Fairgrounds; and,
- 3
- 4 **WHEREAS**, Butterfly Ridge, LLC was the one qualified bidder to submit a bid and meets the
- 5 requirements of the County's proposal; and,
- 6
- 7 **WHEREAS**, additional funding will be necessary to come from the County's General Fund balance to
- 8 implement the contract.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 11 this _____ day of _____, 2016, award the provision of fairgrounds maintenance and
- 12 management-administrative services to Butterfly Ridge, LLC in the annual amount of \$87,600.
- 13

14 **BE IT FURTHER RESOLVED**, that the 2016 budget be amended as follows:

<u>Account/Description</u>	<u>Budget 06/01/16</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
Source of Funds			
19-1921-0000-47010 Supplemental Appropriation from General Fund	\$295,657	\$28,646	\$324,303
Use of Funds			
56-5610-0000-62400 Fairgrounds -Repair & Maint. Services	\$40,000	\$28,646	\$68,646

Respectfully submitted,

Agriculture & Extension Education Committee

Finance Committee Endorsement

Rich Bostwick, Chair

Reviewed and approved on a vote of 4-0

Wes Davis, Vice Chair

Mary Mawhinney
Mary Mawhinney, Chair Date

Alan Sweeney

Kara Hawes

Brenton Driscoll

Awarding Bid for the Fairgrounds Maintenance & Management-Administrative Services and Amending the 2016 Budget

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ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

FISCAL NOTE:

This resolution awards the Fairgrounds maintenance and management contract to Butterfly Ridge, LLC and authorizes a transfer from the General Fund to help cover the cost of the contract.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2016 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

**Awarding Bid for the Fairgrounds Maintenance & Management-Administrative
Services and Amending the 2016 Budget**

Executive Summary

This resolution awards the work for fairgrounds maintenance and management – administrative services to Butterfly Ridge, LLC in the amount of \$87,600 per year (\$47,450 for the balance of 2016).

In early 2016, the County was notified that the two individuals under contract with Manpower would be terminating their services. The cost for performing the maintenance and administrative-management services at the Fairgrounds totaled \$40,000. After reviewing several options, the County subsequently bid out the services and one qualified bidder submitted a proposal in the amount of \$87,600. The contractor is a current employee of the Milton Schools and has been managing school grounds for several years.

Per the bid specification, the contract term is one year (i.e., thru mid-June 2017) with two additional one-year renewals or a maximum of three years.

Approximately \$18,804 remains available in the Fairground's Repair & Maintenance Services account but an additional \$28,646 is needed for the balance of 2016.

The proposed source of funds totaling \$28,646, is recommended to come from a supplemental appropriation from the General Fund. The use of the County's Contingency budget would not be allowable. The 2016 Fairgrounds budget is \$150,168. The maximum that can be transferred out of the Contingency budget is 10% of the total (receiving) budget or \$15,017.

(Note: another option would be to transfer available Capital Improvement account monies.)



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER #2016-27
PROPOSAL NAME FAIRGROUNDS MAINTENANCE & MANAGEMENT SERVICES
PROPOSAL DUE DATE MAY 18, 2016 – 12:00 NOON
DEPARTMENT UW-EXTENSION - FAIRGROUNDS

	BUTTERFLY RIDGE LLC MILTON WI
ANNUAL COST	\$ 87,600.00

Request for Proposals was advertised in the Janesville Gazette and on the Internet. One additional vendor was solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE