

Agriculture & Education Committee  
UW-Extension  
51 S. Main Street  
Janesville, WI 53545  
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[www.co.rock.wi.us](http://www.co.rock.wi.us)



**UW**  
**Extension**  
University of Wisconsin-Extension

<http://rock.uwex.edu>

Agriculture & Extension Education Committee  
Wednesday, January 25, 2017, 6 pm  
**NOTE DATE AND TIME CHANGE**  
Rock County Courthouse  
Courthouse Conference Center  
51 S. Main Street, Janesville, WI 53545

1. Call to Order
2. Adoption of Agenda
3. Approval of minutes from December 14, 2016
4. Citizen Participation, Communication and Announcements
5. Discussion re: Horticulture Educator position; 4-H Youth Development position(s)
6. Discussion & Possible Action re: permanent Farm Bureau Food Stand on fairgrounds
7. Educator Report: Megan Rebout, 4-H Youth Development Program Advisor
8. Fair Board Report
9. Fairgrounds Maintenance and Contracts
10. Discussion & Possible Action re: Craig Center rental rate for 4-H Horse & Pony Project
11. Semi-Annual Report – Attendance at Conventions/Conference – Resolution 06-9A-087
12. Review of Payments
13. Educator Performance Reviews schedule and process
14. Update from Department: Capitol Connections, April 20, 2017; WCA Legislative Exchange, Feb. 7, Concourse in Madison
15. Comments from the Committee
16. Adjourn

## Rock County Fairgrounds Facility Rental Fees and Rules

Reservations for use of the facilities will be made through the Fairgrounds Manager, Brian Paul, who can be reached at 608-449-5447. Reservations are made on a first-come, first-serve basis and approved by the Agriculture & Extension Education Committee. The County reserves the right to refuse event bookings when it is of the opinion that the event may cause undue or unusual damage to the facilities or deemed not an appropriate use of the facilities.

- A. Contract Agreement between Rock County and the party renting the fairgrounds facilities is processed upon approval by the Agriculture & Extension Education Committee. Signed contract along with appropriate fees/deposits must be returned within 30 days to the Rock County UW Extension Office, Rock County Courthouse, 51 S. Main Street, Janesville, WI 53545. Contracts not returned within the specified timeframe may result in the loss of the reserved event date. The date is not reserved until the contract and deposit are returned.
  
- B. Cancellation of reservations are required to give 30 days' advance notice of event date in order to receive a full refund of deposit fee. Cancellation of less than 30 days prior to event will result in forfeiture of 100% of the deposit fee unless the event is booked within 30 days of event.
  
- C. Deposits & Fees  
Refundable Deposit: A refundable deposit of \$100 will be required to reserve the venue. The Fair Manager or maintenance staff will inspect the facilities after each use and upon approval, the deposit will be returned. Clean-up not performed per the Clean-Up Check sheet (attachment 1) will result in a forfeiture of the deposit.

### **Rental Fees: The following rental fees are in effect for 2017:**

**Craig Center - \$600 per day**

**Craig Center - \$300 per ½ day starting and ending at 2:00 PM**

**Barns, Pavilion, Grand Stand and Green Space - \$300 per day; \$150 per ½ day starting and ending at 2:00 PM**

Rental fees for events using multiple facilities or entire fairgrounds will be negotiated at time of booking event with the Fairgrounds Manager.

Facility Rentals include all tables, chairs, and P.A. systems.

Excessive garbage will result in an additional dumpster fee of \$50 per dumpster needed

## Rock County Fairgrounds General Rules

1. Reservations must include a designated contact person who will assume responsibility for usage. Reservations/cancellations must be made with the Fairgrounds Manager at 608-449-5447.
2. Organization and/or designated person using the facilities is responsible for set-up, take-down and clean-up. Refer to Clean-up Check Sheet for specific responsibilities.
3. Parking is limited to blacktop areas on the fairgrounds unless special arrangements have been made with Fairgrounds Management. Additional parking is available on streets adjacent to fairgrounds.
4. Security arrangements are the responsibility of the organization and/or persons using the facilities.
5. Banners advertising upcoming events may be placed on the security fence 2 weeks in advance of the scheduled event. Banners are to be removed within 24 hour of conclusion of the event.
6. The Rock County Fairgrounds does not offer campsites or campground facilities.
7. Alcoholic beverages are not permitted on the fairgrounds unless a temporary liquor permit is obtained at time of booking. The temporary liquor permit allows fermented beverages to be served at private events such as wedding receptions. Sale of alcohol is prohibited.
8. Music is limited to the Craig Center after 8:00 p.m. except during the Rock County 4-H Fair. Band and/or music must conclude by 10:00 p.m. unless otherwise noted in contract.
9. Events must conclude by 11:00 p.m. unless authorized by the Fair Manager.
10. Livestock show and sale organizers are responsible for removing manure and bedding from fairgrounds within 24 hours of conclusion of event.
11. Failure to comply with clean-up or general use requirements will result in clean-up/damage fee being assessed. Misuse of the fairgrounds facilities may result in the group or County Department not being allowed to use the fairgrounds in the future.
12. Keys to buildings and grounds: Contact the Extension office at 608-757-5694 to make appropriate arrangements for pick up and return between the hours of 8-12 & 1-5 Monday through Friday. Keys will only be available during these times.
13. Trash must be removed from buildings and grounds at the conclusion of the event. Trash shall be placed in the dumpster provided.
14. Clean-Up/Damage Fee: In addition to the deposit, additional clean-up/damage money may be charged at a rate of \$15/man hour for clean-up or for additional damage/materials. Facility renters will be responsible for all damages incurred.
15. Insurance Requirements: Lessees per contract agreement shall indemnify and hold harmless the County of Rock, its officers, and employees from and against all claims, damages, losses and expenses resulting from the lease of the fairgrounds premises.
16. Smoking is not allowed anywhere on the fairgrounds premises.

For further questions or information, please contact Brian Paul at (608)449-5447

1-1-17

## **Rock County Fairgrounds Facilities Rental Fee Change Notice**

The Rock County Fairgrounds has raised its facility rental rates. The changes have occurred due to the County of Rock wanting more revenue raised from the fairgrounds and to become more customer friendly.

The previous rates included multiple different charges, including heat, garbage, tables and chairs. The new rates will be all inclusive and will reflect certain changes. The new rates for Rock County Fairgrounds facility rental are as follows:

**Craig Center - \$600 per day**

**Craig Center - \$300 per ½ day starting and ending at 2:00 PM**

**Barns, Pavilion, Grand Stand and Green Space - \$300 per day; \$150 per ½ day starting and ending at 2:00 PM**

Rental fees for events using multiple facilities or entire fairgrounds will be negotiated at time of booking event with the fairgrounds manager.

The new prices will include all table and chair rentals that the fairgrounds has available. It will also include all heat and electricity (air conditioning will be added to the Craig Center this year). A garbage dumpster will be provided replacing the need to for the facility users to take their garbage off the premises. Public announcement systems will be also be available.

Another change that will be reflected in the price change is a charge for each day the facility is being used. Currently, if the facility is rented for Saturday, some of the renters are setting up as early as Wednesday and still cleaning up a few days after the event. This causes may issues, including double bookings and other logistical problems.

If a rental price was negotiated before the new rates were final, the old rates will be upheld if desired.

If there are any questions or comments, please feel free to contact the Rock County Fairgrounds management, Brian Paul, at (608)449-5447 or [bp.rcfair@gmail.com](mailto:bp.rcfair@gmail.com).

Thank you for your past business and hopefully we will continue to have a strong working relationship in the future.

Brian Paul

**Rock County Fairgrounds  
2017 Rental Contracts  
List to go to A/E  
1/11/17 Meeting**

2017 Contract with Waste Management for Fairgrounds Trash Services,  
\$108.61 per month = \$1,303.32

1/14/17 Paige Fisher, Flea Market & Mega Sale - \$420 + \$70 Heat  
Surcharge

2/4/17 St. William's Holy Hops Fest, \$305 + \$70 Heat Surcharge - \$50  
Temporary Liquor License

2/19 – 2/22/17 Robert Pucci, Take a Kid Hunting Gun Show, \$2,200

3/11 – 3/13/17 Great Lakes Belgium Tarvarian Dog Show, \$915 + \$210  
Heat Surcharge

2/11/17 Paige Fisher, Flea Market & Mega Sale - \$420 + \$70 Heat  
Surcharge



University of Wisconsin-Extension

University of Wisconsin Extension - Rock County  
Courthouse, 51 S. Main Street  
Janesville, Wisconsin 53545  
(608) 757-5696 / Fax (608) 757-5581

Nutrition Education Program  
63 Eclipse Center  
Beloit, WI 53511  
(608) 363-6272 / Fax (608) 363-6225

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TO: A&E Committee

PC: Josh Smith  
County Administrator

FROM: Angela Flickinger  
Donna Duerst

DATE: January 4, 2017

RE: Semi-Annual Report – Attendance at Conventions/Conferences

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Per Resolution 06-9A-087, no Educator or staff member from UW-Extension Rock County attended any training, convention or conference attendance that exceeded the total of costs of \$1,000 per event.

Thank you for your continued support of UW-Extension.

Semi Annual Report Attendance for Training 1.4.17

University of Wisconsin, U. S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

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Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity. This document can be provided in an alternative format by calling (608) 757-5696 (voice) (711 for Wisconsin Relay).

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-63100	OFC SUPP & EXP	P1600017	12/05/2016	JP MORGAN CHASE BANK NA	380.96
		P1600773	12/13/2016	SENTRY FOOD STORE	62.82
56-5600-0000-63300	TRAVEL		11/21/2016	DUERST,DONNA	479.57
			11/30/2016	FLICKINGER,ANGELA	426.82
			11/30/2016	REBOUT,MEGAN	235.19
			12/01/2016	BAKER,NICK	304.56
		P1600017	12/05/2016	JP MORGAN CHASE BANK NA	40.57
56-5600-0000-64200	TRAINING EXP	P1600017	12/05/2016	JP MORGAN CHASE BANK NA	7.56
				<b>U.W.EXTENSION PROG TOTAL</b>	<b>1,938.05</b>
56-5605-0000-64604	PROGRAM EXPENSE				
		P1600017	12/05/2016	JP MORGAN CHASE BANK NA	986.99
		P1600018	11/16/2016	MENARDS	534.00
		P1600159	12/12/2016	UNIVERSITY OF WISCONSIN SOIL A	137.00
		P1600773	11/30/2016	SENTRY FOOD STORE	53.44
		P1603202	11/09/2016	UNIVERSITY OF WISCONSIN EXTENS	1,025.00
		P1603316	12/15/2016	GOPHER SPORT	5,265.98
		P1603327	12/06/2016	KRUEGER,NANCY	960.08
				<b>UW-EXTENSION EDUCATION PROG TOTAL</b>	<b>8,962.49</b>
56-5610-0000-62400	R & M SERV				
		P1602009	12/01/2016	BUTTERFLY RIDGE LLC	7,300.00
56-5610-0000-63500	R&M SUPPLIES				
		P1600014	11/30/2016	ADVANCED DISPOSAL SERVICES	37.00
		P1603339	12/14/2016	BOBCAT OF JANESVILLE	978.25
56-5610-0000-67200	CAPITAL IMPROV				
		P1602994	12/07/2016	LP TREE SERVICE	4,100.00
				<b>FAIRGROUNDS PROG TOTAL</b>	<b>12,415.25</b>
56-5625-0000-63400	OPERATING SUPPLI				
		P1600016	11/23/2016	QUICK FUEL	48.00
		P1603266	11/28/2016	VENABLE FARMS INC	1,189.47
		P1603323	11/10/2016	POMPS TIRE SERVICE INC	56.52
				<b>FARM-GENERAL FUND PROG TOTAL</b>	<b>1,293.99</b>

**COMMITTEE REVIEW REPORT**  
FOR THE MONTH OF DECEMBER 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 \$24,609.78

Date: Dept \_\_\_\_\_

Committee \_\_\_\_\_