

**Rock County Agriculture & Extension Education Committee**  
**Wednesday, September 12, 2012 – 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 August 8, 2012 Meeting Minutes
4. Citizen Participation, Information and Announcements
5. 4-H Fairgrounds Maintenance and Contracts
  - a. Fair Association Report
  - b. Approval of Fairgrounds Rental Contracts
6. Approval of Extension Bills/Transfers/Encumbrances
7. Educator Report
8. Rock County Farm Lease Update
9. Report from District 2 WACEC Summer meeting
10. Department update
11. Comments from the Committee
12. Adjourn

Account Number	Name	Yearly Prnt Appropriation	Prnt Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
5656000000-62420	MACH & EQUIP RM	250.00	0.0%	0.00	0.00	250.00		
	P1202751-PO# 09/01/12 -VN#030630							
	J AND G OFFICE PRODUCTS						153.70	
	CLOSING BALANCE					96.30		153.70
5656000000-63300	TRAVEL	13,500.00	43.4%	5,870.96	0.00	7,629.04		
	09/01/12 -VN#038628 STUTE, JAMES						62.16	
	09/01/12 -VN#042351 FLICKINGER, ANGELA						320.80	
	09/01/12 -VN#051176 PARENTE, CRISTINA						48.29	
	09/01/12 -VN#052093 REBOUT, MEGAN						206.46	
	CLOSING BALANCE					6,991.33		637.71
5656000000-64200	TRAINING EXP	2,000.00	25.4%	508.00	0.00	1,492.00		
	09/01/12 -VN#038628 STUTE, JAMES						45.00	
	09/01/12 -VN#050601 MCGUIGAN, GENA						198.00	
	CLOSING BALANCE					1,249.00		243.00
5656000000-64209	DEMO EXP	4,000.00	12.6%	951.24	-443.36	3,492.12		
	P1200164-PO# 09/01/12 -VN#033017 UNIVERSITY OF WISCONSIN						30.00	
	CLOSING BALANCE					3,462.12		30.00
5656000000-64904	SUNDRY EXPENSE	25,000.00	18.9%	10,997.67	-6,265.51	20,267.84		
	P1200161-PO# 09/01/12 -VN#034620 UNIVERSITY OF WISCONSIN EXTENS						34.05	
	P1200163-PO# 09/01/12 -VN#041365 SOIL AND PLANT ANALYSIS LAB						15.00	
	P1200164-PO# 09/01/12 -VN#033017 UNIVERSITY OF WISCONSIN						16.00	
	P1200172-PO# 09/01/12 -VN#047894 POWERS, MIKE						93.75	
	P1200174-PO# 09/01/12 -VN#047468 KIM'S LETTERING						676.00	
	P1202651-PO# 09/01/12 -VN#051462 WALWORTH COUNTY UW EXTENSION						150.00	
ENC	R1202900-PO# 08/15/12 -VN#036201 AMAZON.COM						7.94	
	CLOSING BALANCE					19,275.10		992.74
	U.W.EXTENSION							
	PRG-TOTAL-PO						2,057.15	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,057.15 INCURRED BY U.W.EXTENSION. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

AGRICULTURE/LAND CONSERVATION COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DEPT-HEAD

**SEP 1 2 2012**

DATE

CHAIR

Account Number	Name	Yearly Prort Appropriation Spent	42.2%	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
5656250000-63400	OPERATING SUPPLI	10,000.00		5,322.18	-1,093.97	5,771.79		
		09/01/12	-VN#038628	STUTE, JAMES			172.50	
				CLOSING BALANCE		5,599.29		172.50
		FARM-GEN.FUND		PROG-TOTAL-PO			172.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$172.50 INCURRED BY FARM-GENERAL FUND. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

AGRICULTURE/LAND CONSERVATION COMMITTEE APPROVES THE ABOVE, COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**SEP 12 2012**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
5656100000-63500	R&M SUPPLIES	13,800.00 27.6%	5,043.61	-1,229.66	9,986.05		
	P1202385-PO# 09/01/12 -VN#040046			BOBCAT OF JANESVILLE		-105.80	
	P1202450-PO# 09/01/12 -VN#018266			SULLIVAN SIGNS INC		70.00	
			CLOSING BALANCE		9,810.25		175.80
	4-H FAIRGROUNDS		PROG-TOTAL-PO			175.80	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$175.80 INCURRED BY 4-H PROPERTY MAINTENANCE. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

AGRICULTURE/LAND CONSERVATION COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**SEP 1 2 2012**

DATE \_\_\_\_\_ CHAIR

PURCHASE ORDER NUMBER XXXXXX P1200408 PEID 014330

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT UW Extension

COMMITTEE Ag & Extension

VENDOR NAME Manpower

ACCOUNT NUMBER 56-5610-0000-62400

FUNDS DESCRIPTION R&M Labor

AMOUNT OF INCREASE \$ 10,000

INCREASE FROM \$ 21,000 TO \$ 31,000

ACCOUNT BALANCE AVAILABLE \$ 10,000.00 SB 8/31/12

REASON FOR AMENDMENT Labor costs

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
(if over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

COUNTY BOARD \_\_\_\_\_  
(if over \$10,000) Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_

WHITE - COMMITTEE  
YELLOW - PURCHASING  
PINK - DEPARTMENT

AMENDFORM 2/98

RECEIVED AUG 30 2012