

## CONSERVATION EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

DATE: Wednesday, March 2, 2016  
TIME: 9:00 a.m.  
LOCATION: Wood County Courthouse, Room 115

1. Call meeting to order
2. Public Comments (*brief comments/statements regarding committee business*)
3. Review Correspondence
4. Consent Agenda
  - A. Approve minutes of previous meeting
  - B. Approve bills
  - C. Receive staff activity reports
5. Risk and Injury Report
6. Land & Water Conservation Department
  - A. Take action on resolution to create a Conservation Specialist position effective January 1, 2017.
  - B. HIRC & LWCD Memorandum of Understanding.
  - C. Update on Healthy Soil, Healthy Water Workshop.
  - D. Update on District 8 Farm Bureau Young Farmer Workshop with Ray Archuleta.
  - E. Update on Municipal & Industrial Wastewater Roundtable.
  - F. Update on farmer led Conservation Council Meeting.
7. Planning & Zoning
  - A. Discuss North Central Wisconsin Regional Planning Commission appointments
8. Economic Development
  - A. Marshfield area economic development update from Jason Angell
9. County Surveyor.
10. Land Records.
11. UW Extension
  - A. UW Extension Reorganization                      Manley  
      Updates  
      LaCrosse Resolution  
      Regional Director Visit
  - B. Horticulture Educator resignation              Manley, Lessig
  - C. Master Gardener Education Information      Lessig
12. Schedule next regular committee meeting – 9:00 am Wednesday, April 6, 2016.
13. Schedule any additional meetings if necessary.
14. Adjourn

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE MEETING  
 WEDNESDAY, FEBRUARY 3, 2016  
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Gerald Nelson (via teleconference), Robert Ashbeck, Kenneth Curry, Bill Leichtnam and Harvey Petersen (arrived at 9:20 a.m.)

Member Excused:

Staff Present: Land & Water Conservation Staff – Shane Wucherpennig, Tracy Arnold, and Lori Ruess  
 Planning & Zoning Staff – Jason Grueneberg, Jeff Brewbaker, and Heather Marquardt  
 UW Extension Staff – Peter Manley and Sarah Siegel

Others Present: District #14 Supervisor Dennis Polach, Fred & Patty Lumby, Town of Grand Rapids residents, Joe Bachman, Wisconsin Rapids City Times, Speakers - Skye Francis, Elementary Division, Jacqueline Sii, Junior Division and Carlina Sii, Senior Division, Dean Francis and Nancy Sii.

1. **Call CEED Committee Meeting to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.
2. **Speeches by First Place Wood County Speaking Contest Winners.** Tracy Arnold introduced the first place Wood County Speaking Contest winners and they gave their speeches.
  - Skye Francis – Elementary Division – Grove Elementary – speech title, CAFO Alert Protect Wood County.
  - Jacqueline Sii – Junior Division – Wisconsin Rapids Middle School – speech title, Invasion of the Little Erasers.
  - Carlina Sii – Lincoln High School – speech title – The Last Straw.
 The committee thanked the students for taking time to attend the CEED meeting to deliver their speeches. Bill Leichtnam congratulated all the speakers and commended them on a fantastic job.

3. **Public Comment.**

Gerald Nelson reported the North Central Wisconsin Regional Planning Commission (NCWRPC) met on January 26<sup>th</sup>. He gave a brief update on the meeting.

Bob Ashbeck, Ken Curry and Bill Leichtnam had questions/concerns regarding the WCA Agriculture, Environment & Land Use steering committee memo that was included in the packet. Bob stated he attended the Mill Creek meeting and there are concerns with loss of wetlands, specifically in the Plover area. Ken had a question regarding the new bill AB 603. Chairperson Henkel stated the committee came to consensus on all bills that were discussed and there are many more topics to discuss.

4. **Review Correspondence.** There was no correspondence to review.

5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the January 6, 2016 CEED meeting 2) bills from, Planning & Zoning/Surveyor/Economic Development, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, April Opatik, Justin Conner, Julie Akey, Jeff Brewbaker, Heather Marquardt, Shane Wucherpennig, Tracy Arnold, Adam Groshek, Lori Ruess, Peter Manley, Matt Lippert, Teri Lessig, Sarah Siegel, Jodi Friday, Chris Viau, and Kyli Brown.

- a. Minutes of January 6, 2016 CEED Meeting. Robert Ashbeck questioned the 2015 hours in 6d. Chairperson Henkel explained that 2015 is considered full-time at 38.75 hrs /wk for the Administrative Services position.
- b. Department Bills. No additions or corrections needed.
- c. Staff Activity Reports. No questions or comments.

Motion by Bill Leichtnam to approve and accept the January 6, 2016 CEED minutes, staff activity reports from Planning & Zoning, Land & Water Conservation, and UW Extension and the bills from Planning & Zoning, Land & Water Conservation and UW Extension as presented. Second by Robert Ashbeck. Motion carried unanimously.

**6. Risk and Injury Report.** Nothing new to report this month.

**7. Planning & Zoning.**

- A. Consider variance request from County Land Subdivision Ord. for a cul de sac that is greater than 1000' for Fred and Patty Lumby in the Town of Grand Rapids. Jason Grueneberg stated he emailed information on the variance request to the CEED. He presented a map of Fred and Patty Lumby's parcel and explained the Lumby's are looking at putting in a 1060' cu de sac off a new town road that will be named Lumby Avenue and they have submitted a certified survey map. The 1060' cul de sac is longer than the county ordinance allows; therefore, a variance and CEED approval is required. He explained there are inconsistencies between the County and Town of Grand Rapids ordinances as far as how cul de sacs are measured. The Town of Grand Rapids Plan Commission has approved the cul de sac. Jason added he does not see a safety concern with the proposed 1060' cul de sac. Discussion ensued.

**Motion by Gerald Nelson to approve the variance request from the County Land Subdivision Ordinance for a cul de sac that is greater than 1000' for Fred and Patty Lumby in the Town of Grand Rapids, Second by Bill Leichtnam. Motion carried unanimously.**

- B. Discuss North Central Wisconsin Regional Planning Commission membership. The Committee discussed the North Central Wisconsin Regional Planning Commission membership. Discussion on the benefits of membership for county departments as well as municipalities took place. Gerald Nelson stated there are two vacancies on the Commission and suggested that another county board member be appointed to the Commission, regardless of membership. As a member of the Commission, he recommended that a name of a county board member be forwarded to Lance. Following discussion, it was the consensus of the CEED that Hilde and Jason talk with Lance Pliml and put this item on the March 2<sup>nd</sup> CEED meeting agenda for further discussion.
- C. Discuss code enforcement process for Private Sewage Program and status of Triennial Fee payments. Jeff Brewbaker gave a brief presentation on the enforcement process for the Private Sewage Program and the status of the triennial fee payments. He handed out information on the program that included a copy of the Septic System Triennial Program Fee Notice, Septic Maintenance Notice, Septic Tank Maintenance Enforcement flowchart, Holding Tank Maintenance Enforcement flowchart, and a copy of a violation letter that is mailed when necessary. Following the presentation, Jason commended Jeff Brewbaker and Heather Marquardt on their approach and success with enforcement and stated they are doing an outstanding job.

**8. Economic Development.**

- A. Marshfield Area Economic Development Update from Jason Angell. Jason Angell was unable to attend the meeting due to the weather. He will attend in March to give an update on Marshfield Area Economic Development including the new Marshfield Hospital project.

**9. County Surveyor.** Nothing to report

**10. Land Records.** Nothing to report

## 11. Land & Water Conservation Department.

- A. NCLWCA Area Speaking and Poster Contest. Shane Wucherpennig reported the North Central Land & Water Conservation Association Area Speaking and Poster Contest will be held on Friday, February 12<sup>th</sup> at the Portage County Annex. Registration has been sent in for Shane, Tracy Arnold and Robert Ashbeck. Registration deadline is Thursday, February 4<sup>th</sup>.
- B. Update on Administrative Services position. Lori Ruess started working full-time (2015 hrs /yr) on Monday, February 1<sup>st</sup>. She is currently working 8:00 a.m. – 4:30 p.m.
- C. Update on Conservation Specialist position. In March, Shane Wucherpennig will present a resolution to the Executive Committee and CEED Committee for the new Conservation Specialist position.
- D. Update on Healthy Soil, Healthy Water Workshop. To date, approximately 50 people have registered to attend the Healthy Soil, Healthy Water Workshop; the majority of those registered are farmers. The workshop will be videotaped for those who are interested, but are unable to attend. The goal is to draw in a diverse group of agricultural groups to share ideas and success stories and to get farmers who are doing a great job to step up and encourage other farmers to do the same.

## 12. UW Extension.

- A. UW Extension Reorganization Update – Manley. Peter Manley gave an update on the UW Extension Reorganization. He sent an email to Chancellor Sandeen outlining the reorganization opportunities, concerns and questions that were raised at one of the tables during the WACEC NC Region Annual Meeting on January 8<sup>th</sup>. He should find out more details on the reorganization by mid-February.
- B. Check Your Credit History – Siegel Sarah Siegel gave a PowerPoint presentation on Check your Credit Report Campaign. The presentation covered what is the “Check your Credit Report Campaign”, why and when to check your report, what you need to provide when requesting a credit report, how to obtain a free credit report, and what if there are errors on your report. A “Check Your Credit Report” Lunch & Learn was held on February 2<sup>nd</sup>.

13. **Committee may go into closed session pursuant to S19.85 (1)(c) Wis. Stats., for the purpose of reviewing annual goals and conducting performance evaluations of the Land & Water Conservation, Planning & Zoning & UW Extension department heads.** The Committee did not go into closed session. Chairperson Henkel explained that department head goals and progress are reviewed in January, April and August.

14. **Schedule next regular committee meeting.** The next regular meeting is scheduled for Wednesday, March 2, 2016 at 9:00 a.m. Ken Curry asked to be excused from the March 2<sup>nd</sup> meeting and Harvey Petersen asked to be excused from the April 6<sup>th</sup> meeting.

## 15. Adjourn.

Motion by Gerald Nelson to adjourn at 11:35 a.m. Second by Harvey Petersen. Motion carried unanimously.

Respectfully submitted,



Minutes by Lori Ruess, Land and Water Conservation Department  
Review for submittal to County Board by Kenneth Curry (approved February 9, 2016 @8:45 a.m.)

MINUTES  
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE MEETING  
TUESDAY, FEBRUARY 16, 2016  
WOOD COUNTY COURTHOUSE, ROOM 114 WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Gerald Nelson, Robert Ashbeck, Kenneth Curry, Bill Leichtnam

Member Excused: Harvey Petersen

Staff Present: Land & Water Conservation Staff – Shane Wucherpennig

Others Present:

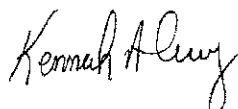
1. **Call CEED Committee Meeting to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 11:30 am.
2. **Public Comment.** There was no public comment.
3. **Grant authority to the Wood County Conservationist to increase the credit limit on the department credit card.**  
Shane Wucherpennig asked for approval to increase the current \$2,000 credit limit on the WoodTrust Bank Visa credit card that the Land & Water Conservation Department uses to \$6,000, with an overall corporate limit of \$8,000.

<p><b>Motion by Bill Leichtnam to approve to increase the credit limit to \$6,000 with an overall corporate limit of \$8,000 on the WoodTrust visa credit card that the Land &amp; Water Conservation Department uses. Second by Ken Curry. Motion carried unanimously.</b></p>
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4. **Adjourn.**

**Motion by Robert Ashbeck to adjourn at 11:33 a.m. Seconded by Bill Leichtnam. Motion carried unanimously.**

Respectfully submitted,



Minutes by Lori Ruess, Land Conservation Department  
Review for submittal to County Board by Kenneth Curry (02-23-2016)

Report of Claims for Land & Water Conservation Department

For the range of vouchers: 18160014 18160021

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18160014	TRAYNOR JIM	LC - STIPEND FOR SPEAKING CONT	01/07/2016	20.00	P
18160015	NORTH CENTRAL LAND & WATER CONSERVATION	LC-MEMBERSHIP DUES	01/05/2016	200.00	P
18160016	WOODTRUST BANK NA	NMM/LC - CATERING NMM ROUNDTAB	01/15/2016	316.83 **	P
18160017	WUCHERPFENNIG SHANE	LC - MILEAGE REIMBURSEMENT	01/25/2016	49.14	P
18160018	ARNOLD TRACY	LC/WD/NM - MILEAGE REIMBURSEME	01/18/2016	64.19 **	P
18160019	WISCONSIN LAND + WATER	SWRM - CONFERENCE REGISTRATION	02/17/2016	780.00 *	P
18160020	WI DEPT OF NATURAL RESOURCES	NMM - FEES DUE TO STATE	02/10/2016	3875.00 *	P
18160021	NORTH CENTRAL LAND & WATER CONSERVATION	LC/CB - MEETING REGISTRATION	02/16/2016	108.00	P
			Grand Total:	\$5,413.16	

P= Prepaid

\*= 100% reimbursed

\*\*= NMM &amp; WD expenses 100% reimbursed

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

CB - County Board

LC - Land &amp; Water Conservation

NMM - Nonmetallic Mining

SWRM - Soil &amp; Water Resource Management

WD - Wildlife Damage Abatement &amp; Claims

DECEMBER 2015  
FEBRUARY 2016

**COUNTY OF WOOD**  
Report of Claims for Planning and Zoning / Surveyor / Econ Dev  
For the Range of Vouchers  
22150162  
38150009  
22160013 thru 22160027

#4

VOUCHER#	VENDOR NAME	NATURE OF CLAIM	AMOUNT	
22150162	AYRES ASSOCIATES	LR-LiDar/Ortho Project	\$81,291.70	P
		<b>2015 P&amp;Z TOTAL</b>	\$81,291.70	
38150009	EARTH INC	ED-Hewitt-Marshfield Trail	\$30,471.27	P
		<b>2015 ECON DEV TOTAL</b>	\$30,471.27	
22160013	WOOD CO CLERK OF COURTS	PS-Filing Fee for Small Claims	\$1,841.50	P
22160014	BROSCHARDT, DAVID	PS-Wis Fund Grant #201671#3	\$4,736.46	P
22160015	BREWBAKER, JEFF	PS-Expenses	\$90.42	P
22160016	CARMODY CDS HOLDING INC	PS-Upgrades/Services (Feb)	\$299.00	P
22160017	PORTAGE CO SHERIFF'S DEPT	PS-Service Fee (2)	\$120.00	P
22160018	QUILL CORPORATION	PS-Supplies	\$62.97	P
22160019	PIPE 'N STICKS	SU-Rebar	\$135.00	P
22160020	BOYER, KEVIN	SU-Services per Contract (Feb)	\$833.00	P
22160021	ACCUSOFT	PS-Priority Support/Upgrade Subscrip	\$2,988.00	P
22160022	WOOD CO CLERK OF COURTS	PS-Filing Fee for Small Claims	\$1,849.50	P
22160023	INDUSTRY SERVICES DIVISION	PS-State Fee for San Permits (Jan/Feb)	\$800.00	
22160024	APA	PL-Membership Renewal	\$315.00	
22160025	OPATIK, APRIL	PL-Expenses (Feb)	\$44.28	
22160026	GRUENEBERG, JASON	PL-Expenses (Jan/Feb)	\$84.64	
22160027	CONNER, JUSTIN	LR-Expenses (Feb)	\$194.40	
		<b>2016 P&amp;Z TOTAL</b>	\$14,394.17	
		<b>GRAND TOTAL</b>	\$126,157.14	

PL - Planning    PS - Private Sewage    LR - Land Records    SU - Surveyor    ED - Econ Dev    Prepaid = P

Committee Chair                      Committee Member                      Committee Member  
Committee Member                      Committee Member

Report of Claims for

UW-Extension

For the range of vouchers: 30160011 30160027

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30160011	HENKE ALLISON	EXPENSES FOR ALLISON HENKE	02/02/2016	19.87	P
30160012	DARR AMANDA	EXPENSES FOR AMANDA DARR	02/02/2016	31.97	P
30160013	US BANK	SUBSCRIPTION DUES MATT LIPPERT	02/03/2016	120.28	P
30160014	OPPORTUNITY DEVELOPMENT CNTR	4H NEWSLETTER CHARGES	02/04/2016	166.91	P
30160015	EO JOHNSON CO INC	EO JOHNSON COPIER LEASE	02/09/2016	229.49	P
30160016	SIEGEL SARAH	FAMILY LIVING SUPPLIES	02/16/2016	9.50	P
30160017	UW SOIL TESTING LAB	UW-SOIL TESTING CHARGES	02/16/2016	15.00	P
30160018	EPSILON SIGMA PHI	CHRIS VIAU MEMBERSHIP	02/18/2016	65.00	P
30160019	HUBER LAURA	REIMBURSEMENT FOR LAURA HUBER	02/18/2016	414.91	P
30160020	WAL-MART COMMUNITY/RFCSLLC	KITCHEN SUPPLIES	02/23/2016	31.91	P
30160021	LIPPERT MATTHEW	MATT LIPPERT FEB EXPENSES	02/23/2016	342.92	P
30160022	MANLEY PETER	PETER MANLEY FEB EXPENSES	02/23/2016	113.36	P
30160023	DARR AMANDA	AMANDA DARR FEB EXPENSES	02/23/2016	53.13	P
30160024	BROWN KYLI	KYLI BROWN FEB EXPENSES	02/23/2016	206.28	P
30160025	SIEGEL SARAH	SARAH SIEGEL FEB EXPENSES	02/23/2016	166.32	P
30160026	SIEGEL SARAH	SARAH SIEGEL REIMBURSEMENT	02/23/2016	33.07	P
30160027	VIAU CHRISTOPHER	CHRIS VIAU FEB EXPENSES	02/23/2016	142.02	P
			Grand Total:	\$2,161.94	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member



Report of Claims for

UW-Extension

For the range of vouchers: 30150179 30150179

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30150179	UW EXTENSION	TECH SERVICES FEES	12/29/2015	305.00	P
			Grand Total:	\$305.00	

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Committee Chair

Committee Member

Committee Member

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Committee Member

Committee Member

Committee Member



### *Activities Report for Shane Wucherpennig February 2016*

- February 1 – Held a department staff meeting.
- February 1 – Phone Conference for a follow up/ logistical meeting of the Healthy Soil/Healthy Water workshop planning committee.
- February 2 – Met with LWCD Staff & P&Z Staff to discuss the Municipal & Industrial Wastewater Round Table Session I was planning.
- February 3 – Attended CEED Meeting.
  - NCLWCA Area Speaking and Poster Contest. Shane Wucherpennig reported the North Central Land & Water Conservation Association Area Speaking and Poster Contest will be held on Friday, February 12th at the Portage County Annex. Registration has been sent in for Shane, Tracy and Robert Ashbeck. Registration deadline is Thursday, February 4th.
  - Update on Administrative Services position. Lori Ruess started working full-time (2015 hrs. /yr.) on Monday, February 1st. She is currently working 8:00 a.m. – 4:30 p.m.
  - Update on Conservation Specialist position. In March, Shane Wucherpennig will present a resolution to the Executive Committee and CEED Committee for the new Conservation Specialist position.
  - Update on Healthy Soil, Healthy Water Workshop. To date, approximately 50 people have registered to attend the Healthy Soil, Healthy Water Workshop; the majority of those registered are farmers. The workshop will be videotaped for those who are interested, but are unable to attend. The goal is to draw in a diverse group of agricultural groups to share ideas and success stories and to get farmers who are doing a great job to step up and encourage other farmers to do the same.
- February 4 – Attended HIRC Committee to discuss the continued use of the Forestry Garage space by LWCD from Highway in future. I proposed a long term MOU to have the agreement documented. HIRC requested I draft a MOU and bring it to the March HIRC meeting for approval.
- February 5 – Worked on Workshop planning, registration and promotion of HSHW Workshop.
- February 8 – Worked on 2016 Summer Intern Job duties and description, Workshop planning, registration and promotion.
- February 9 – Worked on Robot Barn design for Jerry Sternweis.
- February 10 – Met with John Eron to go over his HSHW presentation and discuss farmer led group activities.
- February 11 – Worked on Workshop planning, registration and promotion of HSHW Workshop. Registered Landowners.
- February 12 - Attended the North Central WI Land & Water Conservation Association Meeting. Hosted the Area Speaking and Poster contest.
- February 15 – Attended follow up/ logistical meeting of the Healthy Soil/Healthy Water workshop planning committee.
- February 16 - Attended County Board Meeting.
- February 16 - Attended Special CEED meeting to Grant authority to the Wood County Conservationist to increase the credit limit on the department credit card to cover expenses for the February 22 HSHW workshop event.
- February 17 – Send out an invite to Municipal and Industrial Waste Water Operators, LWCD Staff & P&Z staff to join me at a Municipal & Industrial Waste Water Round Table Session I am hosting in Arpin on February 24, 2016.
- February 18 - Attended Marshfield farm show and sat at LWCD booth.
- February 19 – Attended Wood County Department head meeting.

4C

- February 19 – Conducted Summer intern interviews at the UW Stevens Point College.
- February 22 - Hosted the Healthy Soil/Healthy Water workshop at MSTC for 130 plus participants.
- February 23 – Follow up work for the Healthy Soil/Healthy Water workshop.
- February 23 – Attended District 8 NCT Young Farmer program with Ray Archuleta “the soils guy” and helped with the program held at the Colleges Farm Tech building in Brokaw at 6:00 p.m. Very well attended and represented.
- February 24 – Hosted a Municipal and Industrial Wastewater round table discussion at the Arpin Safety building.
- February 24 – Staff reports and Agenda
- February 25 – Attended Groundwater Protection Sub-Committee meeting and gave a soils presentation.
- February 25 – Attended MSHA Training in Tomah.
- February 29 – Processing workshop expenses, Soils presentation preparation.

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## *Activities Report for Tracy Arnold 3-2016*

### **Wildlife Damage Abatement and Claims Program**

- Maintaining DNR database with current Wood County information
- Completed the 15 year permanent fence agreement paperwork, collected signatures, waiting for them to be returned from DNR so we can record them
- Entering 2015 crop damage claims into the DNR database, obtaining signatures
- Working with Lori to submit final 2015 reimbursement to DNR
- Working with Lori to submit 2016 budget to DNR
- Met with landowner about new fence, drafted design, set up site visit in spring

### **Non-metallic mining reclamation program**

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- All permit fees are submitted, DNR annual reporting complete and submitted
- Still working on a few financial assurances coming in and updating files
- Still working with DNR on two sites to gain compliance for solid waste issues
- Fielding questions about permit fees and financial assurance increases
- Attended and presented at the nonmetallic roundtable on February 18th in Jefferson Co
- Working with a new permit application, 3 reviews asking for additional information, it is currently out for public notice

### **Land Conservation**

- Following up on return of OTT Flow Meter for streamflow
- Submitted final 2016 Tree/Wildflower Sale orders
- Staffed booth at the STEM Pandemonium at Nekoosa Middle School with Heather Marquardt and Jeff Brewbaker from Planning and Zoning
- Continue to be Chair of the Youth Education Committee for the WI Land+Water
- Assisted at the North Central Area Poster and Speaking Contest, (2-1<sup>st</sup> Place-Jacqueline and Carlina will be moving onto state, 1-2<sup>nd</sup> place Skye)
- Coordinating the State Poster and Speaking Contest
- Sent out silent auction request for items to represent Wood County at the WI Land+Water conference
- Planning/Coordinating the North Central Reorganizational meeting that Wood County is hosting
- Nominated to be secretary of the North Central Land and Water Conservation Area Association
- Created summer internship job duties as requested by Shane
- Followed up on Don Aron Legacy Stone, dedication will be May 27, 2016 @ 11
- Reviewed and edited internship job description
- Attended the Healthy Soils, Healthy Waters Workshop
- Staffed table at the Marshfield Farm Show
- Working with Lauren McCann, Ag in the Classroom contact to develop better ag education in Wood County
- Presented for two sessions at the WI Land+Water Conference

## Activities Report for Adam Groshek – February 2016

- ~Jon Pankratz LiDAR point-cloud CAD work, discussion, and design for future 10 million gallon manure storage facility and approximately 1200 cow barn.
- ~Met with Gerald Hilgart in regards to his expiring Conservation Reserve Enhancement Program (CREP) property and renewal options or other conservation options.
- ~Tour of the newly purchased Wood County Riverside building.
- ~Setup of Landowner Template start folder to quicken conservation practice designs for me and future LWCD employees.
- ~Research for expected municipal and industrial potential Phosphorus trading/adaptive management/Multi-discharger variance \$ to Wood County and setup of meeting with all WPDES effluent discharge permit holders on 2-24-16.
- ~Finalizing temporary cattle lane allowance on Jeremy Kring's CREP property.
- ~UW-Madison nutrient management survey about extent of nutrient management in Wood County and additional needs to better manage nutrients in farming.
- ~Lee DeBoer and Jon Pankratz cultural resources construction approval submittals.
- ~Attendance of webinar on Producer-led watershed protection grants and how John Eron can utilize them to continue his conservation-focused outreach and farming with the Friend of the Mill Creek Watershed group.
- ~Lee DeBoer survey and design of discharge emergency & preliminary plan, vegetated treatment area, & waste storage facility design and cost estimates associated with future Notice of Discharge grant application for 2016 project money.
- ~Attendance of part of a CAFO engineering webinar for future farm expansion knowledge.
- ~Russ Weiler final check reimbursement delivery for vegetated treatment area and inspection of Weiler Dairy, LLC.
- ~Working toward organization and filing into LWCD's shared network drive to allow all in department access to LWCD project files to save time in future and avoid loss of data as has happened with past interns.
- ~Attendance of the "Effectively Engaging Producers in Conservation Conversations" webinar in order to better communicate with farmers and be more successful with conservation practices.
- ~Bill Guden basement dug well decommissioning plan and site visit.
- ~Appointment for truck oil change and other vehicular maintenance items.
- ~Randy Pliska manure storage/transfer tank discussion, vegetated treatment area, barnyard cleaning, draintile, driveway, and feed storage planning.
- ~Working with Shane W. on GIS inventory map setup of existing Farmland Preservation Program (FPP) and CREP contracts throughout Wood County.
- ~Attendance of the Healthy Soil/Healthy Water conference centered on the Wisconsin River Watershed at Mid-State Technical College along with 65+ producers and 65+ DNR, county, NRCS, private, municipal, and other soil & water conservation individuals. Talks included the Wisconsin River watershed glacial & geologic history, local farm conservation leadership, lake association conservation leadership, Municipal Wastewater Treatment Plant discussions, no-till, strip-till, and cover crop farming practices, non-point and point phosphorus dischargers, and Ray Archuleta's Healthy Soil/Healthy Water/Healthy Profits talk. Ray is well-known for helping farmers realize increased profits from using less fertilizer, less pesticides/herbicides, and less tillage along with more cover crops and low-disturbance manure injection to allow soils to naturally produce crops instead of with high maintenance, more expensive, conventional farming practices.

### ***Activities Report for Lori Ruess February 2016***

- Budget review and reconciliation for year end.
- Attended February 3<sup>rd</sup> CEED meeting and completed minutes.
- Answered phone and front desk questions.
- Worked with Tracy in completing and submitting a cost-share reimbursement request for Wildlife Damage in the amount of \$124,948.71.
- Calculated salary/fringe for new Conservation Specialist position resolution.
- Typed resolution for new Conservation Specialist position.
- Vouchered incoming invoices and requested checks.
- Completed January sales tax report and submitted report to Finance.
- Completed journal entry request for monthly fuel charges from Highway Dept. and forwarded to Finance.
- Attended February 1<sup>st</sup> staff meeting.
- Working with Tracy to submit 2016 budget to DNR.
- Attended Employee Feedback meeting.
- Attended February Wellness Lunch & Learn.
- Recorded and deposited HSHW registration fees.
- Attended HSHW workshop and assisted at registration table.
- Typed February 16<sup>th</sup> CEED minutes.
- Completed well decommissioning cost-share agreement.
- Working on completing FPP Certification of Compliance forms.
- Filing and Tracking 2016 nutrient management plans as they come in.
- Typed CEED agenda.
- Organized County Board and CEED packet information for County Clerk's office.

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
Justin Conner, GIS Specialist  
Julie Akey, Admin Services 6  
Jeff Brewbaker, Code Administrator  
April Opatik, County Planner

RE: Staff Report for February 2, 2015

**1. Planning (Jason Grueneberg)**

- a. Heart of Wisconsin Leadership Program – On February 4 Wood County hosted the Heart of Wisconsin Leadership program. County Staff as well as few Board Supervisors helped throughout the day as the class learned about government at all levels.
- b. River Block Transition Planning – In the past month much of my time has been spent focusing on relocating IT and Dispatch in the Courthouse, and transitioning Human Services and Health Departments to River Block. The planning process was kicked off with the Venture Architects on Thursday, February 18. The Space Needs Advisory Committee has been meeting on a weekly basis and many tours of the building have been conducted. Updates are provided at monthly Executive Committee meetings and County Board meetings.

**2. Planning (April Opatik)**

- a. Village of Hewitt Parks and Trails – Printed labels for the future survey expecting to be sent out in March. Helped develop an official sign for the park and trails system
- b. Wood County Resource Map – Collecting, gathering and updating the 2016 resource map.
- c. Town of Seneca Update – Met the Town of Seneca officials on creating a plan for a comprehensive plan 2016 update.
- d. Housing Study – Help and provide assistance on the steering committee for the city's housing study. Review the statistic on the recent survey.
- e. Nekoosa Parks and Trails – Held an informal meeting on 02/23/16 to discuss options and forward movements for the Nekoosa parks and trails representatives. As soon as a formal letter is received I will be working with them on creating their parks and trails plan.
- f. Zoning Map Updates – Two townships requested updated airphoto and zoning maps for their towns.

### **3. Land Records (Justin Conner)**

- g. 2016 PLSS Maintenance – Worked with our contracted surveyor, Steigerwaldt Land Services, to get the data they needed and questions answered. Field work has started.
- h. 2015 PLSS Maintenance – Received coordinates, tie sheets and pictures from Badger Land Surveying. Tie sheets are scanned and new corners are mapped.
- i. Parcel Fabric – Initial parcel fabric database was delivered by Panda Consulting. We continue to ask questions and inspect the data before we receive the final database.
- j. Wisconsin Land Information Association (WLIA) – Attended my last conference as WLIA Past President and Board member. Took a workshop about serving imagery using Amazon Web Services. Attended sessions dealing with parcel mapping, LiDAR and surveying.
- k. Land Information Officers Network (LION) meeting – Attended LION meeting at the WLIA conference. LION discussed a draft WLIP Program Plan released by the DOA. This plan identifies WLIP grant funding priorities through 2020.
- l. Web Mapping Application – Work continues on the newest version of the interactive web map.
- m. Tax software demos – Attended daylong demonstrations for Transcendent tax software on Feb. 9<sup>th</sup> and GCS tax software on Feb. 25<sup>th</sup>.
- n. Various map requests – Filled numerous map requests including updated zoning/ward maps for Saratoga and address maps for Pittsville Fire Dept.

### **4. POWTS Activity (Julie Akey)**

- a. Monthly Sanitary Permit Activity. There were 7 sanitary permits issued through February 24<sup>th</sup> (1 new, 5 replacements and 1 reconnect) with revenues totaling \$1,910. There were 4 sanitary permits issued in February 2015 (1 new and 3 replacements) with revenues totaling \$1,200.

There were 9 sanitary permits issued thru February 24, 2016. For comparison purposes, following are totals through the same period for the previous five years: 2015 – 8, 2014 – 9, 2013 – 8, 2012 – 6 and 2011 – 13.

- b. 2016 Tax Refund Intercept Program (TRIP) To date, Wood County has received \$394 for two outstanding cases.
- c. 2015 Maintenance Notices



- i. On May 8<sup>th</sup>, postcards were mailed to 2,848 property owners who needed to have their POWTS serviced in 2015. They were given 120 days to complete this required servicing with a deadline date of September 18<sup>th</sup>.
- ii. On July 8<sup>th</sup>, postcards were mailed to 118 property owners who have not complied with the servicing requirement in 2013 or 2014. They were given a deadline date of August 17<sup>th</sup> to complete this required servicing.
- iii. On July 8<sup>th</sup>, postcards were mailed to 21 property owners who have an Aerobic Treatment Unit (ATU) septic system which require a 12 month service interval. They were given 120 days to complete this servicing with a deadline date of November 6<sup>th</sup>.
- iv. On October 21<sup>st</sup>, Reminder postcards were sent to 447 property owners who had not completed the servicing requirement. This list is currently being reviewed and letters from Wood Co Corp Counsel will be sent out shortly.
- v. On January 6<sup>th</sup>, 114 owners were sent a letter from Wood Co Corp Counsel regarding failure to provide servicing documentation.

d. 2015 Program Fee Notices

- i. On November 3<sup>rd</sup>, Program Fee Notice postcards were sent to 2,944 property owners. They were given a deadline date of December 4<sup>th</sup> to submit their \$20 payment.
- ii. On December 16<sup>th</sup>, a letter from Wood Co Corp Counsel was sent to 162 property owners who have yet to submit their program fee which was due December 2014.
- iii. On December 17<sup>th</sup>, Reminder postcards were sent to 360 property owners who have not yet submitted their 2015 payment.
- iv. On January 22<sup>nd</sup>, a letter from Wood Co Corp Counsel was sent to 109 property owners who have yet to submit their 2015 program fee which was due December 4<sup>th</sup>.

- e. Sanitary Permit Document Imaging Project Status. To date, sanitary permits for the years 1982 – 2008 are available for viewing on the County's website [www.co.wood.wi.us/Departments/PZ](http://www.co.wood.wi.us/Departments/PZ). Sanitary permits for the years 2009-2011 are being scanned as time permits; however, they are not yet available for viewing on the website.

f. Enforcement Activities Update.

i. Small Claims

1. March 1<sup>st</sup> – Nineteen cases are scheduled for failure to pay their 2014 \$20 program fee.. To date, seven have settled out of court. Four others have contacted the P&Z Office and indicated they would also like to settle out of court. Payment must be received prior to the March 1<sup>st</sup> court date.
2. The necessary paperwork has been completed on 19 cases and forwarded to Wood Co Corp Counsel on February 19<sup>th</sup> to initiate Small Claims action. This batch includes a mixture of failure to pay the 2014 \$20 program fee and failure to pay the 2014 \$20 program fee/failure to service. Once the filing fee is paid, they will be scheduled.

g. Wisconsin Fund Program Update.

- i. FY16 – The 3<sup>rd</sup> and Final Payment Request was submitted December 23<sup>rd</sup> for the remaining applicant. On January 18<sup>th</sup>, I requested a status update from the State on this matter. The grant award was received on January 29<sup>th</sup> and picked up by the applicant on February 8<sup>th</sup>. This grant project is now closed.
- ii. FY17 – Thirteen applications were forwarded to the State for funding consideration for FY17. Eleven applications were submitted as Category I applications and two as Category II. I was informed by the State that due to the decrease in available funding for FY17, Category II applications will not receive a grant award in this funding cycle.

5. Code Administrator's (Jeff Brewbaker and Heather Marquardt)

o. Private Sewage Program, Permitting, Maintenance and Violations

- i. (6) on-site investigations/inspections/compliances
- ii. (0) septic system verification letters & failing system investigations
- iii. (4) septic tank maintenance settlement agreement
- iv. (0) failing septic system orders, (15) holding tank maintenance violations & settlements
- v. (3) soil tests reviewed, (0) hydrograph reports reviewed, (0) interpretive soils report reviewed
- vi. (1) holding tank plan reviews, (1) conventional plan reviews, (3) mound plan review
- vii. (7) sanitary permits reviewed
- viii. (0) court cases for malfunctioning septic system and overfull holding tanks (**working on several**) referrals servicing, (**working on several**) referrals invoices
- ix. (0) sanitary system easements
- x. Spoke to CEED Committee regarding enforcement procedures on 02/03/16.
- xi. Answered phone calls, emails and met in office regarding permitting and inspection questions.

p. Floodplain Ordinance Investigations and Permitting

- i. (0) site inspections, meetings or enforcement
- ii. (0) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. Meeting to be scheduled with recently hired DNR State Wide Floodplain Manager, DNR Section Chief for Dam Safety and Floodplains, and the Cranberry Growers Association. Attorney Jordan Lamb of DeWitt, Ross & Stevens law firm and Jeff Brewbaker to discuss the finer points of our working floodplain pilot project to be expanded to additional counties. This meeting will take place in Madison.
- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.

q. Shoreland Ordinance Investigations and Permitting

- i. (0) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (0) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. Following a variety of proposed shoreland zoning legislation and working through potential impacts to Wood County.
- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.

## **Conservation, Education & Economic Development Committee Report**

### **March 2016**

#### **Peter Manley**

##### **Wood County UW-Extension Community Resource Agent**

I made input into the February 2 CEED Committee meeting and processed necessary financial paperwork. I conducted strategic planning sessions for the Mental Illness Coalition and the AODA Coalition on February 4. This is part of the Health People Wood County planning process and involves the Health Department, area hospitals and many other people involved with our residents. I also attended steering sessions for these meetings on February 8, 17, 23 and 24. I attended the Blueprints workshops on February 9-10 and the training focused on putting together loan packages and networking among various lending entities. We made progress on defining a "blue trails" project on the Wisconsin River. I organized and facilitated the Employee Feedback Group, February 11. I organized and led the Department Head Meeting, February 19. I completed a strategic planning process for the Marathon County Extension Committee, February 18. I spoke at the Health Soils Healthy Waters workshop on February 22. I was the lead speaker, "Getting Beyond Point Sources, Nonpoint Sources and Pointing Fingers."

At the state level, I served on a Tenure Advisory Committee and on the Standards, Rank and Promotion Committee, both on February 2<sup>nd</sup>. I also communicated with the Regional Director and other state officials on the process of refilling the Horticulture Educator position.

#### **Matt Lippert**

##### **Wood County UW-Extension Agriculture Agent**

- I was on Marshfield and Wisconsin Rapids radio and provided an agricultural update, including upcoming Extension meetings.
- I conducted Pesticide Applicator Training in Marshfield to 40 farmers seeking Certification to use Restricted Use Pesticides from the Department of Agriculture Trade and Consumer Protection.
- I met with the Education Committee of the Wisconsin State Cranberry Growers Association as they used our Evaluation Survey of this year's Cranberry School to make plans for the upcoming year.
- I assisted with a Farm Succession Meeting held in Plover. The program featured local Extension Educators, State Specialists and an attorney that specialize in Farm Succession as we discussed planning, business models for achieving farm succession and Medicaid Estate Recover features. The event had 35 producers from the area in attendance.
- I worked in the MACCI Agri-Business Booth and assisted with their Exhibitor reception at the Marshfield Farm show. We featured locally produced foods, primarily cheese, sausage and cranberry products for the attendees of the show.
- I chaired the host committee efforts by the Wood Area Holstein Breeders as they hosted the Wisconsin Holstein Convention at the Holiday Inn Marshfield. The three-day long event included a cattle auction, featuring high genetic animals, embryos and pregnancies all represented in a slide show. Former Green Bay Packer Mark Tauscher spoke to a packed room and very appreciative audience, a tour highlighted the efforts of three area Holstein Breeders: Pat & Mary Ledden, Auburndale; Adam Borchert, Auburndale and Mike and Julie Duckett, Rudolph. The event brought 200 registered attendees to the event and many that did not register for the convention but attended portions of it. The convention filled the Holiday Inn for two nights and received strong reviews from attendees.
- I spoke to the Central Wisconsin Forage Council at their annual meeting in Loyal. I discussed the merits of a new Genetically Modified Alfalfa that is lower in lignin content and higher in feed

value. I also discussed a similar release to the market that is the result of conventional breeding programs.

### **Teri Lessig**

#### **Wood County UW-Extension Horticulture Educator**

- Appeared on WDLB and WFHR. We discussed the process of starting seeds including materials needed and timing of crops.
- Updated the Wood County Master Gardener brochures for 2016. I will bring copies to the CEED committee meeting in March.
- Finished the last 14 educational signs that are being displayed in all of the Master Gardener projects.
- Updated the Master Gardener website with the correct logos and documents for 2016. I also developed a Google+ account and email address for the Wood County Master Gardeners so there would be a central location to keep all of the important documents and membership lists. Several people will have access to these files so it is not dependent on one person and their computer not crashing.
- Met with the Growing Friends Community Garden group in Wisconsin Rapids. I have updated the brochure, application, and sign and am in the process of contacting current gardeners to determine if they are interested in returning next year.

### **Sarah Seigel**

#### **Wood County UW-Extension Family Living Educator**

- Submitted my Family Living Plan of Work for 2016 on February 1.
- Taught a Financial Lunch & Learn on checking your free credit report in the courthouse auditorium on February 2. The lunch & learn was part of the UW-Extension Check your Free Credit Report Campaign. Family Living promotes this campaign and people pulling their report on or around February 2, June 6 and October 10.
- Presented to the CEED committee on February 3 about the Checking your Free Credit Report Campaign and Lunch & Learn.
- Dropped off Check your Free Credit Report fact sheets at the all the local libraries. Also dropped off Parenting the Preschooler Fact sheets to the libraries. February 3, 5, and 8
- Wrote an article for the HCE Newsletter which is put together through the Family Living office. February 5
- Attended a United Way of Inner Wisconsin funding meeting on February 5. This meeting is for any agency/organization who is receiving money from the United Way for the 2016 year.
- Helped set up for the HCE lesson on Strong Bones which took place in the courthouse auditorium on February 9.
- Attended a Rent Smart Workgroup training on February 12 in Marathon County. This workgroup is in the process of revising the Rent Smart curriculum. We reviewed our individual components and progress regarding the curriculum rewrite.
- Attended the Nekoosa/Ho-Chunk Head Start parent meeting on February 16. The education component for the parenting meeting was on spending plans. The parents received resources and materials on how to create a spending plan along with their monthly Money Smart in Head Start newsletter.
- Listened to a WEAFCs membership committee meeting on February 23.
- Had a meeting with community partners regarding starting a Financial Network or Coalition for south Wood County on February 23.

- Listened to a Wisline on February 24 regarding the FMPP grant UW-Extension was awarded regarding Food Share recipients use of local farmers' markets. Wood County was a piloting county.
- Taught a Check your Free Credit Report workshop at Grant and Lincoln Elementary schools in Marshfield on February 24 and 25 for parents.
- Listened to a Focus on Family Living Wisline on February 25. The Wislines are once a month and focus on what is happening at the state and local level for Family Living.
- Listened to a Department of Family Development Wisline on February 29.
- Worked on my UW-Extension performance review to be submitted to Peter Manley (department head) and Tom Schmitz (regional director).
- Revised the Financial Capability Series and Family Leadership programs and curriculum for the 2016 year. Times and locations for the programs will be changed for the new year.
- I attended coalition meetings throughout the month for Rapids Family Backpacks, Wood County Homelessness Coalition, Early Years Coalition, and south Wood County Hunger Coalition.

#### **Jodi Friday**

##### **Wood County UW-Extension WNEP Nutrition Educator**

- Taught 31 classrooms of 3<sup>rd</sup> graders at three WRPS elementary schools for over 500+ teaching contacts. My lessons this month included: Fruits and Vegetables, Dairy and Protein, and MyPlate.
- Taught at the Women, Infants and Children (WIC) clinic four times this month to approximately 30 learners. My lesson focuses on saving money on food.
- Attended three Rapids Family Backpack meetings; one special board meeting, one monthly committee meeting, and a United Way funding meeting.
- Attended a joint WNEP meeting between Wood/Portage & Waupaca counties.
- Participated in one UW-Extension North Central Region All Colleague Conference planning Wisline.
- Lead a Shopping Matters training opportunity with WNEP Coordinators and Educators from Waupaca and Marquette counties.
- Attended four Wood County Staff meetings.
- Attended one Mead Elementary Healthy Families Committee meeting.
- Listened to a Shopping Matters webinar.
- Conducted my annual performance review with Coordinator Jill Hicks.

#### **Chris Viau**

##### **Wood County UW-Extension 4-H Youth Development Educator**

- 4-H Club and Program Management
  - New Volunteer Training
    - 7 new volunteers trained
  - Trip and Awards Applications- Recruitment and Selection
  - 4-H Club and Volunteer Management concerns-Ongoing
  - 4-H Camp Planning
  - Assist with Nature of Leadership Day Camp (February 27)
- Central WI State Fair
  - Review online entry options
  - Jr. Fair Board Meeting
  - Jr. Fair Book updates and changes
- Other
  - Judge FFA Speaking Contest @ Auburndale HS

- WDLB and WFHR Radio
- Cooperative Extension Volunteer In Preparation (Youth Protection) development team meetings- ongoing
- New Volunteer Background Check System Pilot County
- Administrative
  - State and Regional Phone Conferences
  - 4-H Youth Development Liaison Responsibilities- 25% FTE

### **Kyli Brown**

#### **Wood County UW-Extension 4-H Program Advisor**

- Continue to update and maintain the Wood County 4-H Facebook site. We are up to 583 fans.
- Facilitated the North Central Regional 4-H Educators meeting on Feb. 10.
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.
- Working on two different conference planning committees for JCEP and North Central Region Educators Conference.
- Over 90 4-H youth attended the 3<sup>rd</sup> annual Project Discovery Day in Hewitt. I helped to facilitate the program and taught a session on Officer Training.



## RESOLUTION#

COPY

ITEM#

4-

DATE

March 15, 2016

Effective Date

January 1, 2017

Introduced by  
Page 1 of 1Conservation, Education and Economic Development and Executive  
Committees

Motion:	Adopted:	
1 <sup>st</sup>	Lost:	
2 <sup>nd</sup>	Tabled:	
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority <input type="checkbox"/> Two-thirds		
Reviewed by: <u>PAK</u> , Corp Counsel		
Reviewed by: <u>MMH</u> , Finance Dir.		

LR

INTENT &amp; SYNOPSIS: To create the position of Conservation Specialist effective January 1, 2017.

FISCAL NOTE: Annual Wages: \$ 42,120  
 Annual Benefits: \$ 22,267  
 Total Wages & Benefits: \$ 64,487

Anticipated annual tax levy for the position \$ 64,487

		NO	YES	A
1	Nelson, J			
2	Rozar, D			
3	Feirer, M			
4	Wagner, E			
5	Hendler, P			
6	Breu, A			
7	Ashbeck, R			
8	Miner, T			
9	Winch, W			
10	Henkel, H			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, The Land and Water Conservation Department (the Department) has demonstrated a need for the creation of a Conservation Specialist position to provide technical and professional assistance to landowners in Wood County related to the adoption of conservation tillage and nutrient management practices, including the provision of environmental education programs, as set forth on the attached proposed position description, and;

WHEREAS, the Conservation, Education and Economic Development Committee (the Committee) supports the Department's position that more staff time is needed to protect the water resources of Wood County and the creation of the Conservation Specialist position will help to achieve this goal, and;

WHEREAS, the Department needs some time to set up the new Conservation Specialist position so that upon filling the position the employee will be able to be as effective as possible, as soon as possible, and;

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, go on record in directing the Department and Committee to create the position of Conservation Specialist as set forth on the attached position description at pay grade 7 effective January 1, 2017.

Trent Miner - Chair

Peter Hendler

Donna Rozar

Lance Pliml

Hilde Henkel

Hilde Henkel - Chair

Robert Ashbeck

Kenneth Curry

Gerald Nelson

Bill Leichtnam

Harvey Petersen

Adopted by the County Board of Wood County, this \_\_\_\_\_ day of \_\_\_\_\_ 20 16

County Clerk

County Board Chairman



## Peter Manley

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**From:** county-office-staff-northcentral-bounces@lists.uwex.edu on behalf of Schmitz, Tom  
<Tom.Schmitz@uwsp.edu>  
**Sent:** Monday, February 22, 2016 10:08 AM  
**To:** county-office-staff-northcentral@lists.uwex.edu  
**Subject:** [County-office-staff-northcentral] Update on Reorganization  
**Attachments:** nEXTgencountyps4.docx; ATT00001.txt

Colleagues,

When Chancellor Cathy Sandeen announced *nEXT Generation* decisions Feb. 10, we took a step forward in developing a reorganization plan for Cooperative Extension's educational programming, administration and campus-based investments.

Chancellor Sandeen received abundant feedback including close to 500 individual emails, letters, phone calls and verbal comments. She and UW-Extension administrators have made a sustained effort to meet with colleagues, county board supervisors, county executives and administrators, farmers, agricultural commodity groups, concerned parents, volunteers, master gardeners, deans of UW System institutions and many more people. This feedback inspired changes to the December 2015 recommendations, including revisions to some county area boundaries and additional emphasis on staffing decisions that reflect local needs and investments.

A small number of counties have taken legislative action over the last six months through resolutions that communicate their stance on reorganization. Constituent groups have also have made specific pleas to legislators, UW-Extension, campus and system administrators. Feedback includes:

- Expressing interest in becoming a hub county (Barron, Dunn)
- Asking the state to adequately resource educational partnerships (Marathon)
- Stating objections to the reorganization (Jefferson, La Crosse, Washburn)
- Proposing alternative staffing models (Door)

Many of these declarations contain content that is far beyond where we are at in this stage of reorganization. And several county administrators and elected officials have asked for more engagement to take into consideration the uniqueness of each county. As regional directors, we are committed to supporting these dialogues at the appropriate time in the planning process. We agree with the chancellor's assessment that there is no one-size-fits-all approach. Please contact us regarding colleague and county requests for meetings and dialogue.

As colleagues, you are critical players in the success of Cooperative Extension as it moves toward its *nEXT Generation*. As always, we count on you to cultivate positive relationships among the counties, tribal partners, UW-Extension, campuses and state government, and to participate in the development of Cooperative Extension in constructive ways. The feedback we have received indicates that we are all passionate about and want the best for our clientele, partners and Cooperative Extension.

We encourage your continued involvement in reorganization and are grateful for your ongoing respect for Cooperative Extension's purpose, vision, values and collective interests. Cooperative Extension's credibility and success depend on our capacity to provide accurate, consistent information that is

appropriately sequenced to be most useful to the planning process and to thoughtfully consider the input of our many stakeholders. When engaging in discussion with county partners or others about *nEXT Generation* proposals, please keep in mind UW System policies governing political campaigning and our special responsibility as Extension professionals to set aside our own biases.

It is important that we remember the process behind the *nEXT Generation* proposals and recognize that much work and many decisions remain ahead of us. It's also essential that we speak with a common voice. To that end, key points that address Cooperative Extension's budget challenge, potential impact on jobs, county-level proposals and other topics accompany this message. We encourage you to draw on these points as needed when writing or talking about the reorganization project. Additional information about our *nEXT Generation* process is available online at <http://about.ces.uwex.edu/our-future/>. History about *nEXT Generation* is available at <https://intranet.ces.uwex.edu/sites/2015budgetinformation/Pages/Home.aspx>.

Please also feel free to refer any questions you don't feel comfortable or confident addressing—whether they come from county partners, colleagues, news media, or others—to the dean's office or chancellor's office:

Lin Larson: (608) 263-5061

Pamela Seelman: (608) 262-9311

Colleagues in the dean's and chancellor's offices also are following *nEXT Generation* media coverage, sentiment among county officials and common questions and concerns. You can help by sharing what you're hearing and seeing with the contacts listed above.

Tom

Tom Schmitz  
UW-Extension Regional Director  
North Central Region  
Room 105 Delzell Hall  
Stevens Point, WI 54481-3897

Phone: 715-346-2760  
Fax: 715-346-4620  
Cell: 715-498-6432  
711 for Wisconsin Relay  
[thomas.schmitz@ces.uwex.edu](mailto:thomas.schmitz@ces.uwex.edu)



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## **nEXT Generation: Key points for counties**

17 February 2016

### **Budget cut basics**

Following reductions in state funding, Cooperative Extension needs to cut \$3.6 million from its annual budget.

This is not a one-time cut—it's a permanent reduction in state funding that will affect every Cooperative Extension budget going forward.

Cooperative Extension intends to spread the cut across programs, targeting \$1.2 million from county programs, \$1.7 million from campus programs, and \$700,000 from central administration.

### **Addressing the cut**

Reducing Cooperative Extension expenses to match the cut in state funds is the only long-term solution to this challenge.

UW-Extension's cash reserves are limited (they come from leaving state-funded positions vacant). They're being used to maintain current operations during the transition to new structures and reduced budgets, but can't compensate for a permanent cut.

All UW System institutions and programs are facing similar challenges—Cooperative Extension's state funding cut is part of an overall \$250 million cut to the system.

UW-Extension needs to respond using the resources it controls. Other UW institutions are dealing with their own cuts.

### **Impact on jobs**

Salaries are by far the biggest piece of the Cooperative Extension budget. Cutting \$3.6 million inevitably means eliminating some positions.

A look at the numbers helps illustrate the potential scope of job cuts (this is the source for estimates reported in news stories):

- If Cooperative Extension were to address the cut using salaries alone, it would need to eliminate 80 positions across county, campus, and administrative programs.
- Cooperative Extension has left about 40 positions unfilled but still on the books. Eliminating these positions alone wouldn't make up for the funding cut—an additional 40 jobs would need to be eliminated division-wide.

- Simply eliminating open jobs or not filling new openings left vacant by retirements or resignations wouldn't make strategic sense. Some of these jobs will be filled in response to programming needs, but open positions nevertheless can help reduce overall impact on personnel.
- Salaries aren't the only budget factor at work. Cooperative Extension will reduce other expenses, too, so the burden doesn't fall entirely on personnel.

Overall, it's too early to say exactly how many jobs will be cut or how these cuts will impact specific programs. The "40-open-plus-40-more" estimates merely illustrate the scope of the challenge.

Any personnel changes will take place in late 2016 or early 2017, and Cooperative Extension is committed to providing affected employees with as much notice and support as possible.

#### **County-level effects**

Cooperative Extension will keep an office in every county while establishing multi-county areas that consolidate administration.

Consolidating administrative functions across county lines will help Cooperative Extension cut costs, develop innovative programs, and deliver the services that matter most.

Original recommendations for multi-county areas included a hypothetical staffing concept (the page 17 diagram) that showed how county and area staff might work together. This was not meant to suggest actual staffing levels or structures.

Any staffing cuts affect only positions funded by state general purpose revenue (GPR). Many county offices also have staff supported by other funding sources. Counties can maintain and even expand this staff.

In practice, real staffing levels will be determined area-by-area, county-by-county taking into account real local needs and real local investments. There's no one-size-fits-all approach.

Reorganization will respect different levels of county investment, ensuring that every county receives services proportionate to its funding (which can be determined multiple ways—total, per capita, etc.).

Cooperative Extension will review urban single-county areas much the way it reviews multi-county areas, assessing needs, structures, and staffing, and potentially reinvesting resources to meet the educational needs of high-population counties.

Single-county reorganization will emphasize collaboration, shared resources, and efficiencies among urban counties, and will encourage entrepreneurial approaches that supplement or leverage GPR funds with other funding sources.

### **Alternative approaches**

Some counties have proposed increasing their funding to preserve the status quo. Additional county investments are welcome, but we believe it's in everyone's interest to establish consistent and efficient administrative structures statewide.

We want to avoid creating a patchwork of structures across the state. We don't want to see Wisconsin counties set up as "winners" and "losers."

Individual counties can add more local staff within the administrative model proposed. Cooperative Extension will cover the cost of administrative positions and overhead out of state funds.

County funds are essential to maintaining effective Cooperative Extension services. The reorganization proposal provides flexibility for counties to help address their unique interests and needs. Again, one size doesn't fit all.

### **Next steps**

Cooperative Extension is at the start of an intensive planning process that will involve extensive collaboration with county partners, who'll help shape directions for their counties and areas.

Over the next 6-8 months, a *nEXT Generation* steering committee will develop implementation plans that reflect reorganization priorities approved by the chancellor.

One immediate priority is an engagement plan that commits to timely updates to county partners and opportunities for dialogue.

Planning work groups will tackle specific implementation challenges—staffing different multi-county areas, for example, or drafting new position descriptions.


Work group topics have yet to be finalized. We'll keep counties informed as planning begins, and as Cooperative Extension identifies specific opportunities for county involvement and engagement.

County input already has been instrumental, setting boundaries for multi-county areas and establishing that specific plans must respect local needs and local investments.

Cooperative Extension has shared all draft recommendations, decisions, and other materials with county partners (<http://about.ces.uwex.edu/our-future/>). We're all privy to the same information, and this practice won't change.

We ask counties to continue working with us to explore all the available opportunities and to work through questions and concerns together.

Henkel  
Manley

	<b>RESOLUTION #</b> <u>83-2116</u>	<b>ITEM #</b> <u>2-10</u>	<b>PLANNING RESOURCES AND DEVELOPMENT COMMITTEE ACTION</b>	<b>EXECUTIVE COMMITTEE ACTION</b>
	<b>TO: HONORABLE MEMBERS OF THE LA CROSSE COUNTY BOARD OF SUPERVISORS</b>	<b>BOARD ACTION</b> Adopted: <input checked="" type="checkbox"/> For: <u>21</u> Against: <u>2</u> Abstain: <u>0</u> Abs/Excd: <u>1</u> Vote Req: <u>1</u> Other Action: <u>0</u>	Adopted: <input checked="" type="checkbox"/> For: <u>7</u> Against: <u>0</u> Abstain: <u>0</u> Abs/Excd: <u>0</u>	Adopted: <input checked="" type="checkbox"/> For: <u>9</u> Against: <u>0</u> Abstain: <u>0</u> Abs/Excd: <u>0</u>

**RE: Opposition to the UW-Cooperative Extension Multi-County Reorganization Plan**

**WHEREAS**, the process used to develop the UW-Cooperative Extension Multi-County Reorganization plan was flawed, not transparent, raises many unanswered questions, and provided little opportunity for meaningful consideration of County concerns, including asking Counties for options to address any share of revenue shortfall that is used to justify the imposition of the plan; and

**WHEREAS**, the plan likely jeopardizes the partnership between the UW-System and Wisconsin Counties, which implies working together to find solutions, not simply accepting a plan unilaterally imposed by a decision of the Chancellor of UW Colleges and UW-Extension; and,

**WHEREAS**, the current Cooperative Extension system has a proven track record of success for more than 100 years as a single County based model for governance, locally set levy contribution and Individual County determined educational programming priorities under the policy guidance of each County Extension Committee designated by the elected County Board; and

**WHEREAS**, the reduction target allocated by the plan to Cooperative Extension of \$1.2 million annually, is about 5.8% of the Total \$20.46 million County Levy support for Extension by the 72 Counties, and does not justify the complete dismantling of the current County-based Cooperative Extension system when there are multiple options to address the budget shortfall; and,

**WHEREAS**, La Crosse County's share of the budget decrease would be approximately \$18,788 per year which equals 4.4% of annual tax levy support, but would not be needed in Calendar Year 2016 because of the attrition savings due to the vacant Agricultural Agent position; and

**WHEREAS**, there are up to 40 current faculty/academic staff educator vacancies within the system, providing sufficient savings to allow for an inclusive examination of cost saving options with Counties engaged as full partners, to consider if individual Counties are willing to contribute their proportionate share of the revenue decrease, or identify other non-levy revenue, or offer other expenditure reductions to make up their share of the shortfall allocated to Cooperative Extension by County; and

**WHEREAS**, the reorganization plan imposes a drastic and reckless change, eliminating 80 local faculty education positions, a reduction of nearly 50% in direct education staff, while adding an unnecessary bureaucratic layer of at least 18 "area-leader-director" positions who will not provide any face-to-face service and will not be accountable to local elected officials, community partners, program priorities, community needs, volunteers, funders or participants; and

**WHEREAS**, Wisconsin Counties are unlikely to continue the current level of County Tax Levy support in future years if direct educational services are decreased by up to 50%, thereby making the proposed multi-county educational delivery structure financially unsustainable.

**NOW THEREFORE BE IT RESOLVED** that the La Crosse County Board opposes the UW-Cooperative Extension Multi-County Reorganization Plan approved by Chancellor Sandeen on February 10, 2016.

**BE IT FURTHER RESOLVED**, that the La Crosse County Board calls upon University System President Ray Cross and the UW-Board of Regents to direct the Chancellor of the UW Colleges and UW Cooperative Extension to retract all portions of the plan imposing a Multi-County system on County / Tribal Extension offices and engage Counties / Tribes as equal partners to consider Individual County options to address their share of the \$1.2 million reduction target, approximately 21 cents per capita state-wide, which is equal to 1.93% of \$62,071,049 Total State/Federal Direct and Indirect Support plus County Extension Tax Levies, while maintaining the current single County Extension system.



**BE IT FURTHER RESOLVED**, that La Crosse County is willing to appropriate additional County funding to continue with the current level of service including filling the vacant Agricultural Agent position, while preserving the single County Extension service to La Crosse County citizens, program participants and volunteers.

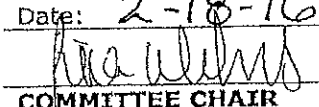
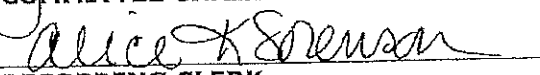
**BE IT FURTHER RESOLVED**, that La Crosse County is not willing to continue providing local tax levy funding at the current level if direct educational faculty services are decreased by up to 50% as described in the plan, while eliminating accountability to the County Extension Committee and Board.

**BE IT FURTHER RESOLVED**, that the La Crosse County UW-Extension Department Director and La Crosse County Administrator are hereby directed to solicit input to the UW-System regarding local concerns about the detrimental impact of the proposed multi-county reorganization plan from the more than 140 local partner organizations and 1,000's of program participants and volunteers in the four program areas: Agriculture, 4-H & Youth, Family Living and Community Natural Resources & Economic Development.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to all 72 Wisconsin County Boards / Extension Education Committee Chairs and County Extension Department Heads, the Wisconsin Counties Association, County Executives and Administrators, Governor Walker, President Ray Cross and the Board of Regents, Senator Shilling, Representative Doyle, Representative Billings, Assembly Speaker Vos and Senate Majority Leader Fitzgerald.

**FISCAL NOTE:** There should be no fiscal impact to La Crosse County in 2016, since there is a current unfilled vacancy in the Agricultural Agent position. The approximate share of the budget cut for La Crosse County is estimated at \$18,788 per year, or 16 cents per capita.

Date: 2-18-16  
  
 COMMITTEE CHAIR  
  
 RECORDING CLERK

Date: 2-18-16  
  
 COMMITTEE CHAIR  
  
 RECORDING CLERK

	Reviewed Only	Recommended	Not Recommended	
Co. Admin.		<u>So</u>		Requested By: Tara Johnson, Board Chair Date Requested: February 18, 2016 Drafted By: Steve O'Malley, County Admin.
Fin. Director	<u>SPD</u>			
Corp. Counsel	<u>SPH</u>			
Board Chair	<u>SPH</u>			

Adopted by the La Crosse County Board this 18 Day of February, 2016

STATE OF WISCONSIN  
 COUNTY OF LA CROSSE

I, Ginny Dankmeyer, County Clerk of La Crosse County do hereby certify that this document is a true and correct copy of the original resolution required by law to be in my custody and which the County Board of Supervisors of La Crosse County adopted at a meeting held on the 18<sup>th</sup> day of February 2016.

  
 Ginny Dankmeyer, La Crosse County Clerk