

CONSERVATION, EDUCATION AND ECONOMIC
DEVELOPMENT COMMITTEE
AGENDA

DATE: Wednesday, September 5th
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse, Room 115

1. Call meeting to order
2. Public Comments (*brief comments/statement 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. Presentation by Cathy Lotzer on the Marshfield Utilities Groundwater Guardian Program
7. Land & Water Conservation Department
 - a. Report and possible action on the Non-Ferrous Metallic Mining Ordinance.
 - b. Wood County Water
 - i. Report to Committee: Purposed county water testing/sampling plans status
 - ii. Groundwater discussion
 - c. Open bids for David Brehm (Highlander Cranberry) woven wire fence.
 - d. Open bids for Pankratz Farms waste storage facility closure.
 - e. Consider/take action on resolution to amend the 2018 Wildlife Damage Abatement & Claims Program (WDACP) budget.
8. Economic Development
 - a. Wood County ATV Trail committee update
 - b. Presentation and discussion on Wood County Economic Development Efforts
9. Private Sewage
10. County Surveyor
11. Planning
12. UW Extension
 - a. 2019 Contract Update
 - b. Presentation- UW Extension Agriculture Agent, Matt Lippert
13. Schedule next regular committee meeting
14. Agenda items for next meeting
15. Schedule any additional meetings if necessary
16. Adjourn

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, AUGUST 15, 2018
WOOD COUNTY RIVER BLOCK - AUDITORIUM, 111 W. JACKSON ST., WISCONSIN RAPIDS

Members Present: Kenneth Curry, Mark Holbrook, Robert Ashbeck, Dave Lafontaine, Bill Leichtnam and Harvey Petersen.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn, Jeff Brewbaker
Land & Water Conservation Staff: Shane Wucherpennig, Tracy Arnold, Lori Ruess
UW Extension Staff: Jason Hausler, Nancy Turyk, Chris Viau

Others Present: Dist. #12 Supervisor Douglas Machon, Dist. #15 Supervisor Bill Clendenning, Dist. #14 Supervisor Dennis Polach, Peter Kastenholz, Corporation Counsel, Sue Kunferman, Health Department Director, Nancy Eggleston, Environmental Health Supervisor, Marla Cummings, Finance Director.

1. **Call to Order.** Chairperson Curry called the CEED meeting to order at 9:01 a.m.
2. **Public Comment.** None
3. **Review Correspondence.** None
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the July 5, 2018 and July 18, 2018 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Justin Conner, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Shane Wucherpennig, Tracy Arnold, Adam Groshek, Emily Salvinski, Lori Ruess, Alex Delaney, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber, Nancy Turyk, Jackie Carattini, and Jeremy Erickson.
 - A. Minutes of July 5, 2018. No additions or corrections needed.
 - B. Minutes of July 18, 2018. No additions or corrections needed.
 - C. Department Bills. No additions or corrections needed – Bill Leichtnam reminded UWEX to include "Nature of Claim" explanations for all vouchers.
 - D. Staff Activity Reports. No additions or corrections needed.

Motion by Bill Leichtnam to approve and accept the July 5, 2018 and July 18, 2018 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Mark Holbrook. Motion carried unanimously.

5. **Risk and Injury Report.** None.
6. **Discuss and set date for special CEED meeting in late August to approve department budgets.**

Following discussion, Monday, August 27th at 9:00 a.m., was the date set for the special CEED meeting to approve budgets. The meeting will be held in Room 115 of the Wood County Courthouse.
7. **Health Department Water Presentation – Sue Kunferman & Nancy Eggleston.**

Nancy Eggleston and Sue Kunferman gave a presentation on Agricultural Concerns and Public Health Authority. They shared information on the potential public health impacts of poor air quality, and ground and/or surface water contamination and reviewed the authority granted to the Health Department to address human health hazards by Wisconsin Chapter 254 and the Wood County Public Health Ordinance. They also reviewed the roles of state and local Health Departments.

Following the presentation, Sue Kunferman updated the committee on the water testing results from the 104 wells that were tested in Armenia and Wood County. Juneau County Board provided \$20,000 for testing of nitrates and possible nitrate testing equipment which would allow counties to test for nitrates at a reduced rate. There is a cost to be certified for nitrate testing too. It is not their intent to compete with local labs, but to offer a reduced rate for water testing in the corridor of concern.

Armenia Growers Coalition wants to help supply clean, safe water to landowners who have a well that tested high in nitrate levels. They have offered to provide bottled water and a treatment system along with filters and maintenance on the system for one year.

Lengthy discussion followed with several committee members expressing concerns. It was the consensus of the committee that the Health Department, Land & Water Conservation, UWEX and Planning and Zoning start providing more education on safe drinking water, increase awareness of potential health impacts of surface and groundwater contamination, and encourage landowners throughout the county to periodically test their private wells.

8. Land & Water Conservation Department.

A. Discuss and possible action on CEED's roles and responsibilities with the groundwater discussions. Chairperson Curry share; the Groundwater Committee was originally formed by the Legislative Committee and a motion was made in the past by the CEED not to fund any per diem or staff time for the Groundwater Committee meetings. He presented the question, does the CEED want to leave the committee "as is" or take concerted effort to bring the committee back to the CEED?

Supervisor LaFontaine commented that the problem with the current groundwater committee is they aren't working on specific goals and only the people on the committee are getting educated. There is a need to educate the public.

Shane Wucherpfennig agreed that it would be of great value to the group if they took on educating the public. Someone needs to take the lead.

Supervisor Ashbeck added that Marshfield & Milladore have volunteers that do groundwater education. The southern portion of the county is missing that and needs more people to volunteer for groundwater education. Lengthy discussion followed.

Motion by Bill Leichtnam to have the Wood County Citizen's Groundwater Committee report to the Wood County Board & suggest policy revision. Second by Mark Holbrook.

Bill Leichtnam amended his motion to:

Request the County Board Chair to form an ad hoc committee composed of members of each committee, appointed by the Chair, to bring policy and revision to the County Board as a whole. Second by Mark Holbrook. Motion carried unanimously.

Final recommendations that come from the ad hoc committee would go to the County Board, but members from their standing committee would bring information back to their committee.

Chairman Curry will talk to County Board Chairman Machon about forming the ad hoc committee and report back to the CEED in September.

The committee agreed on the importance of developing programs to educate the public on groundwater and encouraging landowners throughout the county to have their well water tested periodically.

Supervisor Lafontaine suggested including educational material with future tax bill mailings.

- B. Discuss and take action on payment associated with a recent non-metallic mining reclamation hearing.** Wucherpfennig reported that the J. Arnold versus Wood County hearing has concluded in terms of witnesses. The hearing took three nine-hour days and Corporation Counsel and Land & Water Conservation have received the first invoice for some of the hearing expenses. Wucherpfennig explained that the Land & Water Conservation Department doesn't have money in their budget to cover these unanticipated expenses. Peter Kastenholz has offered to take the first invoice (over \$2,000) to his oversight committee for approval to pay out of the Corporation Counsel budget.
- C. Update on LCC Supervisor Training (CEED) held in Merrill. – Ashbeck Bob** Ashbeck reported briefly on the LCC Supervisor Training he attended in Merrill. He gave each committee member a copy of the WI Land + Water Land Conservation Committee Supervisors Handbook that he picked up at the training.
- D. Update on fall CEED tour.** The fall CEED tour is scheduled for Friday, September 21st. Tracy Arnold is working on setting up the tour and has requested suggestions for tour stops from the UWEX, Planning & Zoning and Land Water Conservation Departments. Stops have yet to be finalized, but will be by the end of the week.
- E. Report on Non-ferrous Mining Ordinance – possible action.** Adam DeKleyn reported Taylor County is not going to update or amend their existing ordinance. Land & Water Conservation Department and Planning & Zoning plan to meet in the near future to finish up the draft of the Wood County Non-ferrous Mining Ordinance.

9. Economic Development

- A. Wood County ATV Trail committee update.** Jason Grueneberg reported the Wood County ATV Trail committee has been meeting on a monthly basis, sometimes twice a month. He updated the committee on several ATV route connections via roads/trails to surrounding counties that they are working on. He has been in contact with officials from connecting towns and villages working out some safety concerns with bridges and some roads that are not open to ATV's. He also mentioned possible trailheads and stated that Sandy Huber from Parks and Forestry is checking on grant possibilities. A committee member expressed the importance of trailhead amenities. Another stated he has attended two of the ATV meetings and the only problem he has is the focus is on one recreational activity, as opposed to multiple recreational activities. It was stated that the County needs to invest in the future and needs to look at this as a true economic development and look at future investment in trails.

10. **Private Sewage.** Nothing to report.

11. **County Surveyor.** Nothing to report.

12. **Planning.**

- A. Consider resolution amending the Wisconsin Rapids Sewer Service Area Plan 2030, with changes of the boundary in the Village of Biron.** Adam DeKleyn had exhibits at the front of the meeting room to guide in his discussion of a request from the Village of Biron to amend the Wisconsin Rapids Sewer Service Area (SSA). Supplemental exhibits were also included in the packet with his staff report. Adam explained SSA planning is a process designed to anticipate a

community's future needs for wastewater treatment. The plan identifies the most cost-efficient and environmentally sound 20-yr sewage growth boundaries. The primary reason for the amendment to the Wisconsin Rapids SSA plan is to add ½ mile of Huffman Road right-of-way to the SSA so sanitary sewer can be extended from the Biron Business Park north to the future Bridgewater Development and neighboring areas. Additionally, three other sites with existing residences are proposed to be added to the SSA. In total, the amendment proposed the addition of 8.58 acres to the SSA and removal of an area of equal size. Adam explained existing wastewater treatment facilities have adequate capacity to treat additional flows. The proposed changes are consistent with the Wood County Comprehensive Plan and Future Land Use map. All amendment procedures have been followed. Adam recommended the committee approve the Village of Biron's amendment request. Discussion followed.

Motion by Dave LaFontaine to approve the resolution amending the Wisconsin Rapids SSA plan adding 8.58 acres and removing equal acres. Second by Kenneth Curry. Motion carried unanimously.

13. UW Extension.

- A. **Staffing and Office Updates.** Jason Hausler reported:
The new office furniture has been installed and staff is very happy with it.
Jeremy Erickson resigned as Horticulture Educator. Jason will be looking at options for posting and refilling the position.
Jodi Friday will be acting FoodWise Coordinator through the end of the year.
The 2019 UWEX budgets were submitted to the Finance Department by the August 13th deadline and UWEX met the budget parameters.
The Wood County Clean Sweep will be held Saturday, September 29th from 8:00 a.m. to Noon at the Marshfield Fairgrounds (brochures were handed out).
Nancy Turyk is working with Chair Mahon on developing possible strategies for the development of a county strategic plan.
- B. **2019 Contract Update.** Jason updated the committee on the 2019 contract process. One change this year is the State would like all contracts signed and in their office by the end of 2018. He will bring the proposed contract to the next meeting and will have the contract ready for signatures at the December meeting.
- C. **Presentation-Chris Viau - 4-H Youth Development Educator.** Chris Viau gave a presentation on Leadership Washington Focus. This is a summer program in Washington that teaches middle school students (grades 5, 6, & 7) about citizenship and government. Participants practiced inter-personal communication skills through group discussions and public speaking and worked with others to create and accomplish goals. They also had the opportunity to participate in the Nightview and view many of D.C.'s monuments and memorials at night. 31 youth from 15 counties participated including 4 youth from Wood County.
- D. **Clean Sweep Grant Application – Resolution.** Jason presented a resolution to authorize the submittal of a state grant application and the subsequent appropriation of County funds and outside donations for the 2019 Agricultural and Household Hazardous Waste Clean Sweep Program. County cost-share - \$10,000 and anticipated DATCP State Grant - \$ 9,000. The grant application is due in September.

Motion by Bill Leichnam to approve the resolution to authorize the submittal of a state grant application and the Clean Sweep funding. Second by Mark Holbrook. Motion carried unanimously.

14. Schedule Next Regular Committee Meeting.

The next regular CEED meeting is scheduled for Wednesday, September 5, 2018 at 9:00 a.m. at the Wood County Courthouse in Room 115.

15. Agenda items for next meeting.

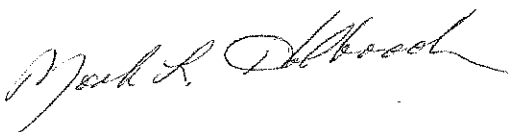
- A. Update on Groundwater Ad-Hoc Committee – Curry
- B. Groundwater presentation by Kathy Lotzer, Marshfield Groundwater Guardians
- C. Proposed 2019 UWEX Contract.
- D. National Night Out community-building campaign - Holbrook

16. Schedule any additional meetings if necessary. A special CEED meeting is scheduled for Monday, August 27th at 9:00 a.m. at the Wood County Courthouse in Room 115.

17. Adjourn.

Chairperson Kenneth Curry declared the meeting adjourned at 12:30 p.m.

Respectfully submitted,



Mark Holbrook, Secretary
Minutes by Lori Ruess, Land & Water Conservation Department
Review for submittal to County Board by Mark Holbrook (approved on August 27, 2018 at 9:13 a.m.)

4B

Committee Report

County of Wood

Report of claims for: Land & Water Conservation Dept

For the period of: August 2018

For the range of vouchers: 18180136 - 18180141

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18180136	AGSOURCE COOPERATIVE SERVICES	LWC - WATER TEST	08/03/2018	\$30.25	P
18180137	NORTH CENTRAL LAND & WATER CONSERVATION	LWC/CC NCLWCA TOUR REGISTRATIO	08/14/2018	\$150.00	P
18180138	OTTER CREEK FARMS	SWRM - CS NUTRIENT MANAGEMENT	08/13/2018	\$15,280.00	P
18180139	BAUER RUSSELL J	SWRM - CS WELL DECOMMISSIONING	08/29/2018	\$465.50	P
18180140	GROSHEK ADAM	LWC - DATA PLAN REIMBRUSEMENT	08/27/2018	\$30.00	P
18180141	VRUWINK PHILLIP OR STACEY	SWRM - CS RESIDUE MANAGEMENT	08/02/2018	\$1,936.22	P
Grand Total:				\$17,891.97	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Planning & Zoning Department

For the period of: August 2018

For the range of vouchers: 22180086 - 22180088 38180020 - 38180020

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
22180086	GRUENEBERG JASON	PL-Expenses (August)	08/16/2018	\$59.90	P
22180087	WI DEPT OF FINANCIAL INSTITUTIONS	PS-Notary Renewal (Kim)	08/28/2018	\$20.00	P
22180088	SKINNER STEVANA	PS-Expenses (Aug)	08/28/2018	\$24.47	P
38180020	GRUENEBERG JASON	ED-Expenses (August)	08/16/2018	\$109.55	P
Grand Total:				\$213.92	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: UWEX

For the period of: AUGUST

For the range of vouchers: 30180096 - 30180110

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30180096	EMMONS BUSINESS INTERIORS	furniture	08/07/2018	\$14,865.98	P
30180097	WAL-MART COMMUNITY/SYNCB	kitchen, FL, ed materials	08/07/2018	\$169.21	P
30180098	WOODTRUST BANK	foodwise & jackie conference	08/07/2018	\$435.89	P
30180099	POSTMASTER - WISCONSIN RAPIDS	cranberry newsletter	08/21/2018	\$40.29	P
30180100	ERICKSON JEREMY	Erickson July Expenses	08/23/2018	\$152.60	P
30180101	CARATTINI JACKIE	Carattini Aug Expenses	08/30/2018	\$122.63	
30180102	HUBER LAURA	Huber Aug expenses	08/30/2018	\$59.95	
30180103	KYLE AMANDA	Kyle Aug Expenses	08/30/2018	\$322.64	
30180104	LIPPERT MATTHEW	Lippert Aug Expenses	08/30/2018	\$547.18	
30180105	VIAU CHRISTOPHER	VIAU AUG EXPENSES	08/30/2018	\$383.25	
30180106	EO JOHNSON CO INC	copier lease	08/30/2018	\$229.49	
30180107	OPPORTUNITY DEVELOPMENT CENTER	4-H newsletter	08/30/2018	\$138.72	
30180108	QUALITY PLUS PRINTING INC	4-H newsletter	08/30/2018	\$197.50	
30180109	UW SOIL TESTING LAB	soil testing	08/30/2018	\$255.00	
30180110	WAL-MART COMMUNITY/SYNCB	PALS-volleyballs	08/30/2018	\$19.92	
Grand Total:				\$17,940.25	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Activities Report for Shane Wucherpennig August, 2018

- **August 1** – In court all day for the Joan Arnold Contested hearing.
- **August 2** – In court all day for the Joan Arnold Contested hearing.
- **August 6** – Worked on Mill Creek Watershed 9 Key Element Plan, Otter Creek Farms Design.
- **August 7** – Attended County Executive meeting.
- **August 8** – Phone conference with Emergency Management to discuss the Land Conservation Coop/Cog Plan
- **August 9** – Attended Wood & Portage County meeting on Wild Parsnip Project in Stevens Point.
- **August 10** – Attended NCLWCA Summer Tour - Portage Co.
- **August 13** – Staff Meeting, Worked on Mill Creek Watershed 9 Key Element Plan.
- **August 14** – Meet with NRCS Technician to Discuss KMA Dairy expansion.
- **August 15** – Attended CEED meeting. Attended Groundwater monitoring/well testing with Wood County LWCD, Health & UW Ext.
- **August 16** – Met with Adams & Waushara County staff in Friendship for 9 Key element plan for the 14 Mile.
- **August 17** – PACRS TMDL Celebration & Update (Pontoon & Politics event) in New Lisbon on Castle Rock
- **August 20** – Attended citizen's "water" committee meeting at River Block.
- **August 21** – Attended County Board.
- **August 22** – Worked on Otter Creek Waste Storage Facility design
- **August 23** – Wisconsin Rapids Radio spot on drinking water testing & water quality protection. Met with NRCS
- **August 27** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **August 28** – Nutrient Management Snap Plus Training in Oshgosh.
- **August 29** – Met with Dan Tritz from Twin Lakes Cranberry to discuss his deer abatement fence.
- **August 30** – Worked on Otter Creek Waste Storage Facility design.
- **August 31** – EPA/DNR Phone Conference on the Armenia/South Wood County well testing.

Activities Report for Tracy Arnold 08-2018

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Enrolling Wood County landowners for the 2018 crop year
- Coordinating paperwork for the WDACP 2018 season
- Sent out bids notices for 1 approved permanent fences
- Meeting with fence contractors interested in bidding on the fence project
- Preparing a budget amendment with Lori's help
- Continually working with 1 landowner for an approved fence to finalize design
- Start the designs for 6 additional permanent fences to submit to DNR for approval
- Following up on failed fences to bring them back into compliance
- Numerous site visits to verify crop damage in order to apply for shooting permits

Non-metallic mining reclamation program

- Completed testimony for the Joan Arnold/Badger Sandstone hearing (202 hours to date invested)
- Attended CEED meeting regarding bills from Joan Arnold/Badger Sandstone hearing
- Updating NMM databases
- Processing pond exemptions as they come in
- Working with Peter K regarding CIM bankrupt issues
- Processing numerous public record request
- Working with Coulee Frac regarding a new permit application and permit transfer
- Numerous meetings/phone calls with Town of Rock residents regarding the proposed Coulee Frac Sand mine site
- Attended the Coulee Frac Sand mine site tour of the Pinecrest facility in Jackson Co with the Town of Rock residents to answer questions
- Attended the Town of Rock informational meeting regarding the proposed Coulee Frac Sand mine site

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 11 sites (authorized by state to enter data)
- Completed stream flow on Two Mile, Blood Run and Five Mile
- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Reserving trees for our 2019 tree sale
- Supervising Alex regarding my programs in the office and field and taking him along on assignments
- Coordinating the 2018 CEED Tour with LWCD, P&Z and UWEX
- Requested new tree sale program from IT, current one is from 1995
 - Checked on the status of the new tree sale program



Activities Report for Adam Groshek – August 2018

Land and Water Resource Management Program/Animal Waste Storage Ordinance/CREP Activities:

- ~Permanent CREP easement discussion with DATCP, site visits, and GPS locating of corners for Don Furo.
- ~CREP site visit and maintenance discussions with Glen Peplinski and Russ Biebl.
- ~Planning of CEED committee September 2018 tour.
- ~CREP discussions, paperwork, and meeting set-up with Milz and Lobner.
- ~Additional site visit, design, calculations, and Cultural Resource investigation for 2 grassed waterways for Jim Coenen.
- ~Budgeting assistance for LWCD bond money and future MDV expectations.
- ~Pankratz Farms manure tank abandonment plan design, site visits, bid prep, cost estimate, and bid packet deliveries. Multiple discussions with DATCP staff and original engineer on the safety issues with abandoning the tank.
- ~Discussion on Armenia Coalition of Farmers providing water/water treatment to Port Edwards/Armenia area high nitrate well landowners.
- ~Assisting landowners with various questions on grassed waterways, CREP, prairie plantings, no-till, cover crops, prairie chicken habitat planting, and other cost-share practices in Wood County.
- ~Lee Accola manure abandonment ongoing delays, estimate of work left to be done, and discussions on working with another contractor to do the work instead of initial contractor.
- ~Assisting NRCS and Insight FS with planning for 2019 manure storage/transfer structures for Mike Duckett.
- ~Attendance of the 2018 NCLWCA summer tour in Portage County of the Feltz Farm and Farmstore, MREA, and Little Plover River watershed improvements.
- ~Working with IT on issues with computer network drives on my computer.
- ~Huser enforcement conference discussion on future NOD and maintenance of problematic Slurrystore manure storage structure.
- ~As-built documentation paperwork for the abandonment of an old 6" barn well for Russ Bauer.
- ~Nitrogen use efficiency webinar attendance.
- ~Phone calls on project start date status: Sternweis manure abandonment to wait until 2019, Van Whye manure abandonment still on track to start in October 2018.
- ~Complaint received from Town of Rock wetland fill, discussion with Landowner, DNR, Planning and Zoning on resolution of it.

4C

Activities Report for Emily Salvinski August 2018

- **Wednesday, August 1.** NMP database maintenance.
- **Thursday, August 2.** Landowner visit for cost-share signatures. Visited Hwy S parsnip site. Updated cost-share shapefile to reflect new contract and parsnip database.
- **Friday, August 3.** Database updating
- **Monday, August 6.** Prepped maps for parsnip meeting. Prepped information about landowner interested in cover crop cost-sharing.
- **Tuesday, August 7.** Re-organized contract mapping tracking.
- **Wednesday, August 8.** Combined three cover crop/no till shapefiles into one for better organization. Prepped another map for parsnip meeting.
- **Thursday, August 9.** Improved Hwy Department parsnip spraying records in arcmap. Meeting with landowner to discuss cost share.
- **Friday, August 10.** Area meeting and tour.
- **Monday, August 13.** Staff meeting. Put together stats for zoning's brochure.
- **Tuesday, August 14.** Added shapefiles for possible cost-share people. Processed checklist-started updating large farms added/deleted fields.
- **Wednesday, August 15.** Reviewed NMP, added updated fields in arcmap.
- **Thursday, August 16.** Put together central sands area map based on soils.
- **Friday, August 17.** Worked on shapefile for 9-key plan.
- **August 20-23.** Vacation Days.
- **Friday, August 24.** Finished up mapping non-NMP ag land and put it in map for 9-key plan. Also made no-till/cover crop map for 9-key plan.
- **Monday, August 27.** Added to 9-key gis database.
- **Tuesday, August 28.** Attended NMP Work Group that introduced SnapPlus 2018 in Oshkosh.

Activities Report for Lori Ruess – August 2018

- Attended August 13th staff meeting and completed minutes.
- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Calculated and mailed payroll percentages for specific budgets to Finance for August payrolls
- Proofed North Central Land & Water Conservation minutes.
- Attended August 15th CEED meeting and completed minutes.
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll (WRS).
- Mailed the Wildlife Damage Abatement and Claims second quarter reimbursement request to DNR.
- Met with Marla and Shane to discuss budget issue.
- Completed the 2019 Land & Water Admin, DATCP, Wildlife Damage, Nonmetallic Mining, Mill Creek, Multi Discharger Variance (MDV) and 14-Mile Creek budgets. LWCD is meeting the requested budget parameters.
- Requested and mailed payment to Otter Creek Farms in the amount of \$15,280 for their nutrient management.
- Completed a cost-share reimbursement form for Otter Creek Farms and emailed to DATCP for processing.
- Completed change order for Russell & Elaine Bauer – well decommissioning and mailed payment to them in the amount of \$465.50.
- Completed 39.99 acre new 15-year CREP Agreement for Ron & Sandy Lobner.
- Completed a CREP Practice Payment Reimbursement Request in the amount of \$498.00 for Russ & Tara Biebl. Emailed the request to DATCP for processing.
- Requested and mailed payment in the amount of \$1,936.22 for residue management to Phillip and Stacy Vruwink.
- Completed resolution to amend the WDACP budget for \$21,000 in unanticipated revenue.
- Attended August 27th CEED meeting and recorded minutes.
- Working on cleaning/organization of electronic files.
- Organized County Board and CEED packet information and took to County Clerk's office.

Activity Report for Alex Delaney-August 2018

- 9-Key Plan: Mapping fields with no NMP in Mill Creek Watershed using GIS ArcMap
- CREP site inspections (walking field to check plant cover and checking to make sure landowner is mowing/burning CREP site)
- Mulch, weed, and water prairie plants in front of River Block building
- Appraising wildlife damaged fields (checking for chewed buds, corn seeds ripped from ground, and thin patches of alfalfa, etc.)
- Collect stream discharge data from 5 Mile Creek, Bloody Run Creek, and 2 Mile Creek. Also, input data into SWIMS on DNR website.
- Determine tree species for upcoming tree sale and also choose which local nursery we will be ordering from.
- Working with AutoCAD doing tutorials and reviewing well abandonment projects that were completed by Adam Groshek.
- Surveying two agricultural fields for a grass waterway installation project.
- Non-metallic mining appraisal for a reclamation project. Landowners have to dig out and slope bank on southwestern end of pond.
- Attend the NCLWCA farm tour in Portage County. Our tour included a visit to the Feltz Farm and also Midwest Renewable Energy Association (MREA).
- Capture and tag migrating Monarchs at Knuth Farm located outside Wisconsin Rapids.
- Attend soil investigation training in Waupaca County. We logged and classified soils in pits to determine whether or not that area would be able to withstand a manure holding pit. Three soil pits were dug in various areas around the property. One was in an area with a high water table and the other two were at a higher elevation which meant they were able to withstand a manure pit.
- Surveying permanent CREP site at Don Furo's. We walked the edge of his CREP to find 6 metal posts and mark each point with a GPS.
- Conduct a non-metallic mining site inspection. We looked for any differences from last year's inspection including raised/lowered berms, amount of fill, and depth of mine.
- Attend monthly CSGG meeting in River Block building.

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
Adam DeKleyn, County Planner
Justin Conner, GIS Specialist
Jeff Brewbaker, Code Administrator
Stevana Skinner, Code Technician
Kim Keech, Admin Services 5
Victoria Wilson, Admin Services 4

RE: Staff Report for September 5, 2018

1. Economic Development/Planning (Jason Grueneberg)

- a. Central Wisconsin Economic Development Fund Board – On August 8th, I participated in the CWED Board meeting. Agenda items included extending CAP Services administrative services contract until the end of 2018, loan fund update, financial update, and initiating a strategic planning process for the Board.
- b. ATV Route and Trail Planning – On August 20th, I presented an update on Wood County's ATV Trail and Route planning efforts to the Ho-Chunk Land Development Team in Black River Falls. On August 23rd, an ATV trail planning meeting was held at the Courthouse.
- c. Central Housing Region – On August 23rd and August 24th, I shared information about the Central Housing Region home repair program with Central Wisconsin State Fair attendees.
- d. TID #5 Escrow Review Board – On August 29th, I participated in a TID #5 Escrow Review Board meeting to consider an incentive request for a business expansion in the Mill Creek Business Park.
- e. Marshfield Economic Development Board – The Marshfield Economic Development Board met on August 30th to discuss cleanup of a property near East Industrial Park, the 2019 budget, and a funding request for a water display for the new cougar display and welcome center at Wildwood Zoo.

2. Planning (Adam DeKleyn)

- a. Plat Review Officer – (5) CSM's were submitted for review/approval. (2) CSM's were approved/recorded. (4) CSM's are pending approval.
- b. Sewer Service Area Planning (Type I Amendment: Village of Biron) – SSA amendment was approved by County Board and forwarded to WDNR for final approval/decision.
- c. Town of Lincoln Comprehensive Plan Update – All survey responses have been reviewed and compiled into a community survey summary

report. Survey results were presented to Plan Commission for review and discussion. Survey results will be incorporated into the plan update.

- d. Town of Saratoga Community Survey Summary – All survey responses have been reviewed and compiled. Survey summary report is being developed and will be presented at the Town of Saratoga Plan Commission meeting in September. The town will use the survey results in the development of a Strategic Plan.
- e. Wood County Parks, Recreation, and Open Space Plan – Continuing to prepare plan update.
- f. Central Wisconsin Regional Rally – Attended rally hosted by Wood, Marathon and Portage County. Discussion topics included biking and transportation in Central WI, creating biking equity and public and active transit.

3. Land Records (Justin Conner)

- a. ATV Trails – Attended meeting to discuss ATV trails.
- b. Parcel Mapping – Parcel editing as new deeds and CSMs arrive. Updated website with fresh data.
- c. Map and Printing Requests
 - I. Created and printed a series of address maps for Rudolph FD
 - II. Printed numerous posters for Health Dept and UW Extension

4. Code Administrator's (Jeff Brewbaker and Stevana Skinner)

- a. Private Sewage Program, Permitting, Maintenance and Violations
 - i. (35) on-site investigations/inspections/compliances
 - ii. (3) septic system verification letters & failing system investigations
 - iii. (0) failing septic system orders, (1) holding tank maintenance violations & settlements
 - iv. (8) soil tests reviewed, (4) soil on-sites, (3) hydrograph reports reviewed, (1) interpretive soils report reviewed
 - v. (4) holding tank plan reviews, (3) conventional plan reviews, (1) mound plan review, (0) system-in- fill plan
 - vi. (3) sanitary permits reviewed
 - vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals invoices & maintenance
 - viii. (0) sanitary system easements (0) Undersized System Affidavit
 - ix. (1) camper complaints
 - x. (0) court cases for failure to comply with septic tank maintenance program

- xi. (1) meetings with holding tank offenders in office (1) meetings at property owners residence regarding holding tank violations
- xii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (2) site inspections, meetings or enforcement
- ii. (1) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (1) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. (2) Meetings in office regarding citizens building near floodplain
- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (1) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (6) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. (2) wetland evaluation/site visit
- vi. Stevana attended wetland training 8/6-8/8 & Jeff attended 8/9-8/10. The training was held in Wood County. The training was a workshop presented by UW-LaCrosse Office of Continuing Education and Extension.
- vii. Answered phone calls and met with various people at the counter regarding shoreland zoning requirements.

5. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 19 sanitary permits issued in July 2018 (7 New, 9 Replacements, 2 Reconnect and 1 Non-Plumbing) with revenues totaling \$4,550. There were 16 sanitary permits issued in July 2017 (7 New, 7 Replacements, 2 Reconnects and 0 Non-Plumbing) with revenues totaling \$7,425.

There were 87 sanitary permits issued through July 2018. For comparison purposes, the following are through the same period for the previous five years: 2017 – 98, 2016 – 93, 2015 – 88, 2014 – 93 and 2013 – 108.

- b. 2018 Tax Refund Intercept Program (TRIP) – As of August 29th, Wood County has received \$1,784.00 on six outstanding cases.
- c. 2018 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 23rd with a due date of Friday, August 10th. Septic

maintenance 2nd reminders are scheduled to be mailed on Monday, September 24th.

- d. 2018 Program Fee Notices – The approximately 2,871 program fee notices are tentatively scheduled to be mailed late October with a due date of Wednesday, November 28th.
- e. Zoning Permits Database for Shoreland and Floodplain – The new zoning permit database program has been completed by the Information Technology Department. Zoning permits have been transferred from the old TIPfe program to the new zoning permit database system created by the Information Technology Department. Office staff will be reviewing the zoning permits in the new database system for accuracy and updating zoning permits as time permits. This will be an ongoing task.
- f. Enforcement Activities Update (Small Claims) – None.
- g. Document Imaging Projects
 - i. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2016 are available for viewing on Wood County's website www.co.wood.wi.us/Departments/PZ. 2017 Sanitary Permits will be prepped and scanned in fall 2018.
- h. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11, 2017 on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021.
 - i. (7) Wisconsin Fund Applications FY2019 – Wisconsin Fund Grant Applications were emailed to the State of Wisconsin on January 30th meeting the deadline date of January 31st. Disbursement of Wisconsin Fund Grant is expected late fall 2018.
 - ii. (1) Wisconsin Fund Applications FY2020
- i. Kim attended the Wellness Committee meeting on August 21st.
- j. Victoria attended the ATV Route Discussion on August 23rd.

CEED Committee Report

August 2018

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- The Central Wisconsin State Fair was held in August. It was moved up one week from when it has been traditionally held. I assisted with swine entry, emceed the junior beef show, assisted in the ring for the junior and open dairy show, worked with Marshfield ARS to judge the junior haylage samples and coordinated the carcass evaluation from the junior show that was held on the Thursday after the fair. I also assisted at the Market Animal Sale with the radio broadcast of the event.
- The carcass evaluation event mentioned above as part of the fair has about 100 youth involved and is now held at Custom Meats in Marathon City as there are no meat processors in the county available to hold this event. Carcass evaluation is a combination of inspection of hanging carcasses and ultrasound evaluation of live animals for muscle mass, fat cover and marbling. We work with Pinter's in Abbotsford, Smith Brothers Meats and Custom Meats in Marathon City for this event.
- The Market Animal Sale generated over \$280,000 going to the youth exhibitors and a 5% commission to support youth livestock programs.
- Two issues of the Cranberry Crop Management Journal were produced during the month. We took a brief break from the normal schedule for this publication last month due to Farm Technology Days.
- Farm Technology Days is now on the books. Meetings we reconvene in September to assess our financial status and to collect committee reports for future shows.
- I was on the radio with both WDLB and WFHR during the month.
- I met with a group of people that provide input and need to be aware of USDA NRCS programs.
- I assisted with the Wisconsin Rapids Community Picnic.
- A number of home owner questions about specific insects (armyworm) (Japanese beetle), plant blights and land rent, were addressed as I do on an ongoing basis.
- During July and August most of the county suffered a damaging drought, especially on hillsides and lighter soils. At month end the drought broke and while there has been considerable crop loss some crops will benefit from the restored soil moisture. Some damage from wind and hail occurred but we were spared most of the flooding and damage that occurred in other areas of the state.
- With the vacancy of the Horticulture Educator position I met with the Master Gardeners to stay updated on their activities.
- I met with the county Farm Bureau several times and assisted with their activities at the fair. The Farm Bureau is a sponsor of our forage judging at the fair.
- I worked with local producers on questions about pesticide application and courtesy and responsibility to local bee keepers, hay quality questions and budgeting with continues depressed commodity prices.

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Educator

- Participated in the EFNEP Quarterly Wisline (8/7)

- Listened to the monthly FoodWise Wisline (8/8)
- Participated in a Google Hangout with State staff regarding the EFNEP program in Wood/Portage County (8/10)
- 1st Day as Interim Nutrition Coordinator for Wood/Portage County project (8/13)
- Meet with Jill Hicks to discuss FY19 planning (8/13)
- Listened to Tech Talk Hangout on Google Drives (8/14)
- Meet with Jill Hicks to plan additional FY19 teaching events (8/14)
- Participated in Early Childhood Education Training series Part 1 via Zoom (8/14)
- Attended farewell luncheon for Jeremy Erickson (8/15)
- Attended Healthtide Wave Maker Rally at Hotel Mead (8/16)
- Co-lead Wood/Portage County FoodWise team meeting (8/20)
- Participated in Early Childhood Education Training series Part 2 (8/21)
- Taught Healthy Cents at the Pantry at SWEPS. The lesson focused on extending the harvest, specifically tomatoes, as pantry participants learned to grow their own tomato plant during a cross programmatic lesson with Jeremy & myself (8/21)
- Meet with my mentor Tammy Hanson (8/23)
- Meet with Family Living Educator Jackie Carattini to discuss future joint programming with Ho Chunk Head Start (8/24)
- One on One meeting with AED Jason Hausler (8/27)
- Meeting with SWEPS pantry program manager Dale Davis to discuss future programming needs (8/28)
- Participated in the Early Childhood Education Training series Part 3 (8/29)
- Attended the FoodWise Regional Meeting in Lincoln County (8/30)
- Started the month on a family vacation to Tennessee and ended by moving my oldest daughter to college!

CHRIS VIAU

Wood County UW-Extension, 4-H Youth Development Educator

The following is a summary of Youth Development activities:

4-H Club and Program Management:

- 4-H Club and Volunteer Management concerns- Ongoing

Central WI State Fair

- Pre-Fair preparation and support
 - Jr Fair Superintendent Training & Jr Fair Board August 9
 - Junior Fair Support on site- Sunday August 19-Sunday August 26
 - Market Sale Committee Meeting-next meeting September 2018

Other

- Office furniture installation and cleaning
- Incourage Community Foundation Community Picnic set-up crew

Administrative

- State and Regional Phone Conferences and Meetings

- UW-Extension All Colleague Meeting
- 4-H Youth Development Liaison Responsibilities- 50% FTE

LAURA HUBER

Wood County UW-Extension, 4-H Program Coordinator

- Helped set up community picnic
- Presented with two youth 4-H members at the Wilderness Sportsmen's Club meeting (2 August) about Wood County 4-H program and the 4-H shooting sports program
- Assisted with youth fair entry questions
- Met online with colleagues from four other counties to discuss 4-H camp 2019 (8 August)
- Participated in online onboarding training (9 August)
- Attended Junior Fair Board meeting (9 August)
- Appeared on Insight on WDLB radio (14 August)
- Appeared on Morning Magazine program on WFHR radio (16 August)
- Participated in Area 7 Situational Analysis summary meeting (16 August)
- Served as educational support for the 2018 Central WI State Junior Fair – every day from 19-26 August)
- Central Wisconsin State Junior Fair wrap up

Ongoing responsibilities:

- Compiled articles for the September/October issue of Youth Connections newsletter.
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 735 followers.
 - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 280 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
 - Enrollment is currently 716 youth members
 - Adult volunteer enrollment is 184
- Ongoing assistance for new leaders and the volunteer background checks
- Training and supervising intern Amanda Kyle (ongoing)

NANCY TURK

Wood County UW-Extension, Community Development Extension Educator

Meet & Greet. Discussion of partner initiatives and challenges and potential assistance from UWEX.

- Director of Development Services, City of Marshfield
- Director of Leadership, Talent & Workforce Development, Heart of Wisconsin Chamber of Commerce
- Director of Workforce Development, Midstate Technical College
- County Land and Water Conservation Dept. Staff
- UWEX Center for Land Use Education Staff

County Assistance

- Developed and submitted Countywide Strategic Planning proposal.

- Provided information about cost savings and programs associated with energy efficiency.
- Secured contracts related to Clean Sweep (fairgrounds and hazardous waste disposal). Helped develop and disseminate marketing materials.
- Attended Groundwater Group meeting.
- Participated in discussions about groundwater monitoring with County Health Dept. and Land and Water Conservation Dept. staff.
- Continued discussions with Director of Planning and Zoning

Learning and Networking Opportunities

- North Central Workforce Development Board meeting
- Small City Community Forum, New Glarus
- Viewed community sites with UWEX Community Development Specialist
- UWEX and County onboarding activities
- Clark County Community Development Extension Educator

JACKIE CARATTINI

Wood County UW-Extension, Family Living Educator

- Attended two Area 7 Situational Analysis team meetings in Marshfield.
- Attended two statewide mentoring committee meetings.
- Attended a quarterly Department of Family Development meeting.
- Attended and led the annual JCEP Board meeting in Stevens Point.
- Attended a professional development conference on Poverty at Wausau West High School on August 20.
- On Aug 15 and Aug 18, attended the Stuff the Bus and Stuff the Desk distribution events.
- Provided information on Food Preservation and upcoming summer programs on WFHR and WDLB.
- Taught a program on Food Preservation at the WI. Rapids Library on Aug 8th.
- Taught a program on Food Preservation at the Nekoosa Library on Aug 14th.
- Taught two sessions of Rent Smart at the Hannah House in Marshfield.
- Taught a program on Food Preservation at the Pittsville Library on August 28th.
- Tested pressure canner lids at a variety of locations including the courthouse, the WI. Rapids Farmers Market and Marshfield Ag Research Station.
- Completed one individual financial coaching session.
- Attended the HealthTide meeting in Wisconsin Rapids.

RESOLUTION#

Conservation, Education and Economic Development and Executive Committees

Introduced by
Page 1 of 1

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

LAR

INTENT & SYNOPSIS: To seek County Board approval to amend the 2018 Wood County Wildlife Damage Abatement and Claims Program (WDACP) budget for unanticipated state aid monies and to appropriate those monies to Wildlife Damage expenditures.

FISCAL NOTE: No cost to Wood County. The source of the funding is unanticipated revenues from the Wisconsin Department of Natural Resources to be received in 2019. For 2018 the funding will be from contingency and recouped in 2019. The adjustment to the budget is as follows:

Account	Account Name	Debit	Credit
56123	Wildlife Damage Abatement		\$ 21,000
51590	Contingency	\$ 21,000	

WHEREAS, the Wisconsin Department of Natural Resources has amended the Wildlife Damage Abatement Grant to Wood County from \$ 59,785 to \$ 80,785 and

WHEREAS, the \$ 21,000 increase will be for the Highlander Cranberry woven wire fence project.

WHEREAS, the payment made for the installation of the fence project will have no impact on the county tax levy, and

THEREFORE BE IT RESOLVED, that the Wood County Land & Water Conservation account – 56123 be amended to accept \$ 21,000 of state aid monies and funded with a transfer from contingency to be recouped in 2019 in account 43586-481, and

BE IT FURTHER RESOLVED, that pursuant to Wis. Stats 65.90(5) the County Clerk is directed to publish as Class I notice of the budget change within ten (10) days.

Ken Curry, Chair

Bill Leichtnam

Mark Holbrook

Robert Ashbeck

Dave LaFontaine

Harvey Petersen

Douglas Machon, Chair

Donna Rozar

Bill Clendenning

Adam Fischer

Ken Curry

William Winch

Dennis Polach

Adopted by the County Board of Wood County, this _____ day of _____ 20 _____

County Clerk

County Board Chairman

DRAFT

Contract Account # XXXXXXXXXXXX

**Contract Between [COUNTY NAME] County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between [COUNTY NAME] County, State of Wisconsin (County), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Extension, Cooperative Extension Division (**Cooperative Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Cooperative Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines. The broad disciplines currently include the Department of Agriculture & Natural Resources and the Department of Youth, Family & Community Development that oversee programmatic and academic functions;

Whereas, Cooperative Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Cooperative Extension staff. Cooperative Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Cooperative Extension staff delivering programming to them;

Whereas, Cooperative Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Cooperative Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Cooperative Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2019 through December 31, 2019, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Cooperative Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount

of fees under Section 3.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Cooperative Extension Responsibilities.** Cooperative Extension agrees to:
 - a. Hire local Cooperative Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Cooperative Extension agree to continue to support the desired program and position, Cooperative Extension will seek County input when filling vacant positions.
 - b. Invoice the County semi-annually, by March 31st and September 30th for amounts due under this agreement.
3. **County Responsibilities.** In consideration of the programs that Cooperative Extension provides to County under this contract, the County agrees to:
 - a. Pay to Cooperative Extension the County share of up to \$_____ for the period of January 1, 2019 through December 31, 2019 as allocated below.

Positions	Fee	FTE	Total
<i>[Enter Positions]</i>			
Discount			(\$10,000)
	Subtotal:		\$
Professional Development	\$500		\$
<i>[Add Any Other Fees]</i>			
Final Total			\$

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
4. **General Conditions** This contract is established under the following conditions:

- a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Cooperative Extension shall be sent to Area Extension Director.
- b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Cooperative Extension under Section 2.a. of this contract are employees of Cooperative Extension, and are subject to the personnel rules, policies, and procedures for faculty or academic staff, as appropriate to the respective appointment in Cooperative Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents of the University of Wisconsin System, and, or Cooperative Extension. Any volunteer engaged by Cooperative Extension to further the purposes of this contract will be considered a volunteer of Cooperative Extension. Cooperative Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, in interactions with third parties, that they are employees or volunteers of Cooperative Extension. Cooperative Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Cooperative Extension, Cooperative Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals that are employed by the County in order to satisfy obligations under Section 3.b. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, in interactions with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2019 through December 31, 2019, Cooperative Extension shall bill the County for the total amount under Section 3.a. of this contract. The County will be billed for the first half of the total contract by March 31st and the second half of the total contract by September 30th. If services are not rendered or excess services are provided to the County by Cooperative Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Cooperative Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program.

- e. **Nondiscrimination/Affirmative Action.** The County and Cooperative Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Cooperative Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Cooperative Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
Area Extension Director
Cooperative Extension

Date:

By: _____
County Representative

Date:

By: _____
Brian Diebling, Director of Financial Services
Cooperative Extension

Date:

By: _____
On Behalf of Board of Regents of
The University of Wisconsin System

Date: