

CONSERVATION EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

DATE: Wednesday, February 3, 2016
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse, Room 115

1. Call meeting to order
2. Speeches by First Place Wood County Speaking Contest Winners
 - Elementary Division
Skye Francis- Grove Elementary
 - Junior Division
Jacqueline Sii- Wisconsin Rapids Middle School
 - Senior Division
Carlina Sii- Lincoln High School
3. Public Comments (*brief comments/statements regarding committee business*)
4. Review Correspondence
5. Consent Agenda
 - A. Approve minutes of previous meeting
 - B. Approve bills
 - C. Receive staff activity reports
6. Risk and Injury Report
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
 - B. Discuss North Central Wisconsin Regional Planning Commission membership
 - C. Discuss code enforcement process for Private Sewage Program and status of Triennial Fee payments.
8. Economic Development
9. Marshfield area economic development update from Jason Angell
10. County Surveyor.
11. Land Records.
12. Land & Water Conservation Department
 - A. NCLWCA Area Speaking and Poster Contest.
 - B. Update on Administrative Services position.
 - C. Update on Conservation Specialist position.
 - D. Update on Healthy Soil, Healthy Water Workshop.
13. UW Extension
 - A. UW Extension Reorganization Update Manley
 - B. Check Your Credit History Siegel
14. 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.
15. Schedule next regular committee meeting – 9:00 am Wednesday, March 2, 2016.
16. Schedule any additional meetings if necessary.
17. Adjourn

M E M O

TO: CEED committee; Wood County Board
FROM: Hilde Henkel
DATE: January 27, 2016
RE: January 22 meeting of WCA Agriculture, Environment & Land Use steering committee

The new, combined WCA steering committee meeting last week brought both perspectives to current issues for some lively discussion. Chuck Farrey of Winnebago County is the chair of the new committee. Representative Scott Kru was unable to be present to discuss Regulation of High Capacity Wells due to illness, however, he will be put on the next agenda. Patrick Laughrin, member from Calumet County, voicing concern about permits for high cap wells transferred with property sale and used for other purposes. There was a general consensus that duplicative regulation should be avoided.

After government affairs associate Dan Bahr presented information on current status and discussion of legislation, the committee **supported AB 603/SB 477** with concerns expressed about the limited clarification it provides on the shoreland zoning changes. Many members felt the bills did not go far enough. Larry Jepson, Polk County, explained the background of Act 55 changes which are causing these concerns.

There was also discussion on **AB563/SB 479** which would allow towns in Dane County to unilaterally withdraw from county zoning ordinances. The chair of Dane County Zoning and Regulation Committee, Patrick Miles, detailed the county changes which had been made to both zoning practices and membership to enhance town and county cooperation. The WCA position of opposition also noted that a precedent would be set, and many unintended consequences would result. The steering committee **opposes the bill**. WCA likewise **opposes AB 583/SB 446** which would restrict local governments regulation of rental of residences. The committee agreed. Finally, the committee considered **AB 515/SB 340** which would increase recycling grants to local governments by \$2.4 million in unused segregated funds. Recycling grants have been decreased in recent budgets. Meleesa Johnson, Marathon Co. Solid Waste Administrator explained the wide-support this bill has. Committee also **supports** the bill.

It was apparent from the varying opinions expressed during this meeting that bringing the two steering committees together will lead to consideration of many viewpoints, which should will fulfil the goal: "to debate and discuss issues that will affect the future of county government."

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, JANUARY 6, 2016
WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Ken Curry, Robert Ashbeck, Bill Leichtnam, Gerald Nelson and Harvey Peterson.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Julie Akey, Justin Conner and Heather Marquardt.

Land & Water Conservation Staff: Shane Wucherpfennig and Tracy Arnold.

UW Extension Staff: Peter Manley and Jodi Friday.

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning and Jill Hicks (WNEP)

1. **Call to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.
2. **Public Comment.** None.
3. **Review Correspondence.**
 - a. Robert Ashbeck distributed a copy of a postcard from the Wood County Farm Bureau that was mailed to the attention of Wood County farmers. It highlighted County issues that may impact farms.
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the December 2, 2015 CEED meeting, 2) bills from Planning & Zoning, UW Extension and Land Conservation and 3) staff activity reports from Jason Grueneberg, Justin Conner, April Opatik, Julie Akey, Jeff Brewbaker, Shane Wucherpfennig, Tracy Arnold, Adam Groshek, Lori Ruess, Peter Manley, Matt Lippert, Teri Lessig, Sarah Siegel, Jodi Friday, Chris Viau and Kyli Brown.
 - a. Minutes of December 2 2015. No additions or corrections needed; however, Supervisor Leichtnam requested discussion on the following items:
 - i. Scott Larson's (MACCI) comment on millennial's are choosing where to live based on recreational opportunities over job opportunities. Brief discussion followed later in the meeting under Item #8 Economic Development.
 - ii. The contractor's cost (Veolia) from the 2015 Clean Sweep. Peter Manley provided an explanation.
 - iii. County-wide zoning. It was explained several previous P&Z committees had discussed this matter; however, due to a lack of town support, it was never pursued.
 - b. Department Bills. No additions or corrections needed.
 - c. Staff Activity Reports. No questions or comments.

Motion by Gerald Nelson to approve and accept the December 2, 2015 CEED minutes as presented, bills from Planning & Zoning, Land Conservation and UW Extension as presented and staff activity reports as presented. Second by Ken Curry. Motion carried unanimously.

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

6. **Land Conservation**

- a. Update on County Conservationist Meeting Shane Wucherpfennig reported on the County Conservationist meeting he attended December 3rd and 4th. He reported several roundtable discussions were available on various issues. The next meeting will be held in the Spring.
- b. Update on Healthy Soil Healthy Water Planning Committee The Healthy Soil & Water Workshop will be held February 22nd at Mid-State Technical College. A preliminary flyer has

been prepared as well as a basic agenda for this workshop; however, timelines need to be finalized. It was reported \$3500 in donations have been received to date. The goal is to draw in a diverse group of agricultural groups to share ideas and success stories. Shane Wucherpfennig reported this workshop may become an annual event.

Supervisor Leichtnam requested committee approval be given for committee members to attend this workshop. It was reported attendance at this workshop will be limited due to the venue location. It was the consensus of the Committee that members could attend this workshop contingent upon seat availability.

- c. Update on Groundwater Sub-Committee Meeting It was reported no Mission Statement has been developed yet. Future meetings are scheduled for January 15th and January 29th. Supervisor Nelson reported Rep. Kulp had recently indicated he does not foresee legislation coming up on this matter.
- d. Consider Resolution to Increase Administrative Services 4 position hours from 80% to FTE At last month's CEED meeting, members discussed and approved increasing the Administrative Services 4 position from 80% to full time (2015 hours). It was reported the Executive Committee acted on this matter yesterday and also approved it. The co-sponsored County Board Resolution to increase this position's hours from 80% to 100% and to amend the necessary budgets to fully fund unanticipated expenditures in 2016 will be acted on at the January 19th County Board meeting.
- e. Review Draft Job Description for Conservation Specialist Position for 2017 Budget The Committee reviewed a draft copy of the job description for the proposed Conservation Specialist Position to be included in the 2017 budget. It was further noted Human Resources will also be reviewing this document. Brief discussion followed.

Motion by Gerald Nelson to approve the job description for the proposed Conservation Specialist Position as presented. Second by Harvey Peterson.

Voting Aye: Hilde Henkel, Gerald Nelson, Harvey Peterson, Bill Leichtnam and Ken Curry.

Voting Nay: - Robert Ashbeck (does not support an additional position).

Motion carried 4-1.

- f. Update on Wildlife Damage Fences Tracy Arnold informed the Committee all four fences have been installed. Installation began on November 4th and completed on December 22nd. This is a DNR program and done at no cost to the property owner; however, maintenance of the fences is the responsibility of the owner. It was noted there is now a total of 67 fences in Wood County.

7. UW Extension

- a. UW Extension Reorganization Update Peter Manley reported he has not received any updates on the reorganization so he has nothing new to report. They are waiting for the Chancellor's report.
- b. WNEP Report Jill Hicks and Jodi Friday updated the Committee on the 2015 WNEP activities. It was reported this is a Federally funded program and is done at no cost to Wood County. The Power Point presentation revealed 4,163 educational contacts were made with school age children/youth through a series of lessons in the school classroom in 2015. Currently, four elementary schools in Wisconsin Rapids and one elementary school in Nekoosa are included in this program. Jodi Friday informed the Committee 2016 brings a few minor changes in the way the lessons were previously handled.

- 8. Economic Development** Brief discussion was held on last month's presentation by Scott Larson (MACCI) regarding his comment 'millennials are choosing where to live based on recreational opportunities over job opportunities'. Jason Grueneberg indicated the Park & Forestry Department is taking the lead on recreational aspects; however, the P&Z Department has oversight on the bicycle and pedestrian trails, prepares the maps for the trails and works on the County Resource map.

9. Planning & Zoning

- a. Update on Impact of Wisconsin Act 55 on County Shoreland Zoning. Heather Marquardt gave a brief presentation on the recent changes to the administration of County shoreland zoning as a result of Act 55, which took effect July 14, 2015. It was noted the significant changes were made to the following issues: 1) impervious surface calculations and the use of mitigation affidavits and 2) the regulation of maintenance, repair, replacement, restoration, rebuilding or remodeling of non-conforming structures. Brief discussion was held on when the County's Shoreland Zoning Ordinance would need to be amended to incorporate these recent changes.

10. County Surveyor.

- a. Select Contractor to Complete PLSS Maintenance for Project 1 of 50 Corners and Project 2 of 74 corners in 2016. Justin Conner reported the following:

Project 1 (50 corners) - Seven bids were submitted, with costs ranging from \$220/corner to \$874.94/per corner.

Project 2 (74 corners) - Eight bids were submitted, with costs ranging from \$229.73/corner to \$2,945.07/corner.

Upon reviewing the lowest bidder's proposal, it was determined this was a qualified and acceptable bid.

Motion by Ken Curry to accept the low bid from Steigerwaldt of \$200/corner for Project 1 and \$229.73/corner for Project 2. Second by Gerald Nelson. Motion carried unanimously.

Justin Conner also distributed a copy of the PLSS Corner Status Map showing the 2015 project (66 corners), the 2016 project (124 corners) and the completed corners (2,424). Committee members also reviewed a chart showing the trend of previous contracts (2010 to present) and the amount per corner.

- 11. Land Records.** Justin Conner reported the plan and grant application were submitted to the Dept of Administration in December. The 2016 PLSS projects will be covered by the grant which will free up money to be utilized for scanning surveyor records.

Chairperson Henkel suggested Conner give a brief presentation of the LiDAR project at a future County Board meeting. Staff will coordinate this with the Co Clerk's Office.

- 12. Closed Session.** The Committee went into closed session pursuant to s.19.85(1)(c), Wis. Stats, for the purpose of reviewing annual goals and conducting performance evaluations of the Land Conservation, Planning & Zoning and UW Extension department heads.

Motion by Gerald Nelson to enter into closed session at 11:48 a.m. for the purpose of reviewing annual goals and conduct performance evaluations of the Land Conservation, Planning & Zoning and UW Extension department heads. Second by Robert Ashbeck.

Voting Aye: Hilde Henkel, Robert Ashbeck, Gerald Nelson, Harvey Peterson, Bill Leichtnam and Ken Curry.

Voting Nay: None

Motion carried unanimously.

Motion by Gerald Nelson to return to open session at 12:35 p.m. Second by Bill Leichtnam.

Voting Aye: Hilde Henkel, Robert Ashbeck, Gerald Nelson, Harvey Peterson, Bill Leichtnam and Ken Curry.

Voting Nay: None

Motion carried unanimously.

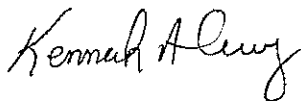
13. Schedule Next Meeting

- a. The next regular CEED meeting is scheduled for Wednesday, February 3, 2016 at 9:00 a.m.

14. Adjourn

Motion by Harvey Peterson to adjourn at 12:36 p.m. Second by Bill Leichtnam. Motion carried unanimously.

Respectfully submitted,



Ken Curry, Secretary

Minutes by Julie Akey, Planning & Zoning Office

Review for submittal to County Board by Ken Curry (approved January 13, 2016)

COUNTY OF WOOD
Report of Claims for Planning and Zoning / Surveyor / Econ Dev
For the Range of Vouchers
22150159 thru 22150161
22160001 thru 22160012

#4

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

Committee Member

Committee Member

1/26/2016 9:34:23 AM

County of Wood

1

Report of Claims for Land & Water Conservation Dept.

For the range of vouchers: 18150124 18150125

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18150124	GROSHEK ADAM	LC - MEAL/MILEAGE REIMBURSEMENT	12/22/2015	41.35	P
18150125	A & B BUTCHERING	WD - VENISON PROCESSING REIMB	12/31/2015	330.00	* P
			Grand Total:	\$371.35	

P= Prepaid

* = 100% reimbursed

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

LC - Land & Water Conservation

WD - Wildlife Damage Abatement & Claims

1/26/2016 9:32:29 AM

County of Wood

1

Report of Claims for Land & Water Conservation Dept.

For the range of vouchers: 18160001 18160013

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18160001	ESRI INC	LC - ArcGIS Maintenance	01/01/2016	700.00	P
18160002	WOODTRUST BANK NA	LC/NMM HALL RESERVATION/TRAIN	01/04/2016	297.08	P
18160003	GRAF RANEE	LC-STIPEND & MILEAGE REIMBURSE	01/07/2016	22.16	P
18160004	STOCKMANN CLAUDINE	LC-STIPEND FOR SPEAKING CONTES	01/07/2016	20.00	P
18160005	PACHECO ANN	LC-STIPEND FOR SPEAKING CONTES	01/07/2016	20.00	P
18160006	CARPENTER CRAIG W	LC-STIPEND FOR SPEAKING CONTES	01/07/2016	20.00	P
18160007	DLT SOLUTIONS LLC	LC - AUTODESK SUBSCRIPT RENEWA	01/05/2016	2092.74	P
18160008	US DEPARTMENT OF AG	WD - 2016 BEAR ABATEMENT FEE	01/11/2016	500.00	* P
18160009	GROSHEK ADAM	LC - MILEAGE REIMBURSEMENT	01/05/2016	73.44	P
18160010	WUCHERPFENNIG SHANE A	LC-MEAL/MILEAGE REIMBURSEMENT	01/15/2016	72.80	P
18160011	WISCONSIN LAND + WATER	LC-2016 DUES	01/04/2016	1595.00	P
18160012	AGRI-VIEW MADISON	LC-SUBSCRIPTION RENEWAL	01/12/2016	59.00	P
18160013	WAL-MART COMMUNITY/RFCSLLC	LC-ENVIRONMENTAL ED SUPPLIES	01/21/2016	162.64	P
			Grand Total:	\$5,634.86	

P = Prepaid

* = 100% Reimbursed

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

LC - Land & Water Conservation
WD - Wildlife Damage Abatement & Claims

Report of Claims for

UWO-Extension
2015 vouchers

For the range of vouchers: 30150175 30150178

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30150175	EO JOHNSON COMPANY INC	COPIER MAINTENANCE FEES	12/29/2015	1079.39	P
30150176	MASTER GARDENER PROGRAM	MASTER GARDENER NAME BADGES	12/29/2015	18.00	P
30150177	UW SOIL TESTING LAB	SOIL SAMPLE FEES FROM 2015	12/29/2015	183.00	P
30150178	LIPPERT MATTHEW	MATT LIPPERT EXPENSES 2015	12/29/2015	243.54	P
			Grand Total:	\$1,523.93	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Report of Claims for

UWO-Extension
2016 vouchers

For the range of vouchers: 30160001 30160010

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30160001	WACAA	WACAA MEMBERSHIP DUES	01/07/2016	100.00	P
30160002	EO JOHNSON CO INC	COPIER LEASE EO JOHNSON	01/12/2016	229.49	P
30160003	POSTMASTER - WISCONSIN RAPIDS	CWAS NEWSLETTER MAILINGS	01/14/2016	103.00	P
30160004	CENTRAL WI STATE FAIR ASSOC	FAIR FEES FOR 2016	01/18/2016	32000.00	P
30160005	LIPPERT MATTHEW	MATT LIPPERT JAN 2016 EXP	01/18/2016	69.00	P
30160006	WAL-MART COMMUNITY/RFCSLLC	WNEP AND KITCHEN SUPPLIES	01/26/2016	28.36	
30160007	WOODTRUST BANK NA	4H MATERIALS- DOLLAR TREE	01/26/2016	8.44	
30160008	SIEGEL SARAH	SARAH SIEGEL JAN EXPENSES	01/26/2016	33.27	
30160009	MANLEY PETER	PETER MANLEY JAN EXPENSES	01/26/2016	291.18	
30160010	VIAU CHRISTOPHER	CHRIS VIAU JAN EXPENSES	01/26/2016	138.78	
			Grand Total:	\$33,001.52	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

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 3, 2016

1. **Planning (Jason Grueneberg)**

- a. River Block Building – In the past month I have been dedicating much of my time to the River Block project. An update of recent activities will be presented to the Executive Committee on February 2, as well as to the full County Board on February 16. Much of the focus in the past few weeks has been on initiating the planning process with Venture Architects and conducting tours of the building with staff and County Board Supervisors. Over 100 people have been on tours of the building.

2. **Economic Development Activity (Jason Grueneberg)**

- a. Central Wisconsin Economic Development Fund (CWED) – On January 21 I had a CWED Meeting. At the meeting the annual budget was approved, discussion took place regarding the future financial projections for the fund, the preliminary findings of the audit presented, and we had a discussion on defederalizing loan funds. Attached are the minutes from the October 15, 2015 meeting and the most recent fund balance sheet.
- b. Heart of Wisconsin Chamber of Commerce – On January 21 I attended the Heart of Wisconsin Annual Awards Dinner. Speakers at the dinner included Governor Walker and Craig Culver, founder of the Culver's Franchise.

3. **Planning (April Opatik)**

- a. Village of Hewitt Parks and Trails – Developing a survey and created a Facebook map for the Village of Hewitt. Met with one of the committee members.
- b. Coordination of Fundraising for United Way – United Way met 100% for their goal.
- c. Wood County Resource Map – Collecting, gathering and updating the 2016 resource map.
- d. Town of Seneca Update – Developing a strategy and plan to update the Town of Seneca's comprehensive plan. A meet and greet meeting will be established in on the first Wednesday of February.

- e. Village of Port Edwards – Update and help finish the final draft of the comprehensive plan.
- f. Housing Study – Help and provide assistance on the steering committee for the city's housing study.

4. Land Records (Justin Conner)

- g. Land Information Plan – Plan is written and first draft was submitted to the DOA. The plan will be peer reviewed in January and the final plan approved in March.
- h. PLSS RFPs – RFPs for PLSS section corner maintenance were due 12/17. There were 7 bids on project 1 and 8 bids on project 2.
- i. Parcel Mapping - The new RPL is editing the parcels on a training basis for now. I review his edits before applying them to the database.
- j. CIS Mobile Mapping – Working with CIS to create tile package for mobile mapping component.
- k. ESRI Wisconsin User Group (EWUG) Meeting – Attended EWUG meeting in Milwaukee. Included a workshop and many sessions about the parcel fabric.

5. POWTS Activity (Julie Akey)

- a. Monthly Sanitary Permit Activity. There were 2 sanitary permits issued through January 27th (2 new) with revenues totaling \$600. There were 4 sanitary permits issued in January, 2015 (1 new and 3 replacements) with revenues totaling \$1,250.

There were 186 sanitary permits issued in 2015. For comparison purposes, following are totals through the same period for the previous five years: 2014 – 187, 2013 – 202, 2012 – 185, 2011 – 207 and 2010 – 198.

- b. 2016 Tax Refund Intercept Program (TRIP) To date, Wood County has not received any fees in 2016.
- c. 2015 Maintenance Notices
 - i. On May 8th, 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 18th.
 - ii. On July 8th, 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 17th to complete this required servicing.

- iii. On July 8th, 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 6th.
- iv. On October 21st, 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 6th, 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 3rd, Program Fee Notice postcards were sent to 2,944 property owners. They were given a deadline date of December 4th to submit their \$20 payment.
- ii. On December 16th, 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 17th, Reminder postcards were sent to 360 property owners who have not yet submitted their 2015 payment.
- iv. On January 22nd, 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 4th.

e. Sanitary Permit Document Imaging Project Status

- i. To date, sanitary permits for the years 1982 – 2007 have been scanned and are available for viewing on the County's website www.co.wood.wi.us/Departments/PZ. The 2008 sanitary permits are currently being scanned.

f. Enforcement Activities Update

g. Small Claims

- i. On January 22nd, 20 property owners were referred to Wood Co Corp Counsel to initiate Small Claims action for failure to pay their 2014 program fee. The necessary paperwork has been completed.

h. Wisconsin Fund Program Update.

- i. FY16 – Eleven of the twelve applicants have received their grant award. The 3rd and Final Payment Request was submitted December 23rd for the remaining applicant. Still waiting to receive the grant award from the 3rd Payment Request.

- ii. FY17 – Currently, there are 15 property owners who have submitted a grant application for funding consideration for FY17. Local review has begun and letters were sent to three applicants who need to submit the necessary evidence of income. To date, only one has replied. If the remaining two applicants do not submit the requested information by today, they will be held over for funding consideration for the next Fiscal Year. Eligible applications will be forwarded to the State by the end of this month.

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

I. Private Sewage Program, Permitting, Maintenance and Violations

- i. (26) on-site investigations/inspections/compliances
- ii. (7) septic system verification letters & failing system investigations
- iii. (11) failing septic system orders, (27) holding tank maintenance violations & settlements
- iv. (3) soil tests reviewed, (0) hydrograph reports reviewed, (0) interpretive soils report reviewed
- v. (1) holding tank plan reviews, (0) conventional plan reviews, (0) mound plan review
- vi. (2) sanitary permits reviewed
- vii. (0) court cases for malfunctioning septic system and overfull holding tanks (116) referrals servicing, (271) referrals invoices
- viii. (0) sanitary system easements
- ix. Answered phone calls, emails and met in office regarding permitting and inspection questions.

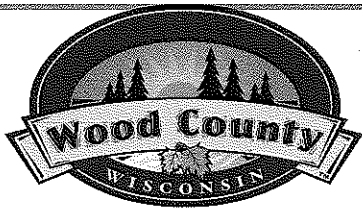
m. Floodplain Ordinance Investigations and Permitting

- i. (3) site inspections, meetings or enforcement
- ii. (1) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. Answered questions from citizens regarding building in floodplain and shoreland areas.

n. Shoreland Ordinance Investigations and Permitting

- i. (1) 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. Reported to CEED Committee on {NA} concerning shoreland zoning changes

- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.
- o. Represented Central District at Wisconsin County Code Administrators Executive Board Meeting in Wausau, WI January 28 & 29



Wood County

WISCONSIN

LAND CONSERVATION DEPARTMENT

Activities Report for Shane Wucherpennig January 2016

- January 4 – Worked on design work, processing bills & reimbursements.
- January 5 – Attended Executive Meeting – Presented Resolution to increase hours for the Administrative Services 4 position in Land & Water Conservation Department from 80% to 100 FTE. Committee motioned to move to County Board with CEED approval.
- January 6 – Attended CEED Meeting – Gave an Update on County Conservationist Meeting. The next meeting will be held in the spring.
 - Update on Healthy Soil Healthy Water Planning Committee - The Healthy Soil & Water Workshop will be held February 22nd at Mid-State Technical College. A preliminary flyer has been prepared as well as a basic agenda for this workshop; however, timelines need to be finalized. It was reported \$3500 in donations have been received to date. The goal is to draw in a diverse group of agricultural groups to share ideas and success stories. This workshop may become an annual event.
 - Update on Groundwater Sub-Committee Meeting - It was reported no Mission Statement has been developed yet. Future meetings are scheduled for January 15th and January 29th. Supervisor Nelson reported Rep. Kulp had recently indicated he does not foresee legislation coming up on this matter.
 - Consider Resolution to Increase Administrative Services 4 position hours from 80% to FTE At last month's CEED meeting, members discussed and approved increasing the Administrative Services 4 position from 80% to full time (2015 hours). It was reported the Executive Committee acted on this matter yesterday and also approved it. The co-sponsored County Board Resolution to increase this position's hours from 80% to 100% and to amend the necessary budgets to fully fund unanticipated expenditures in 2016 will be acted on at the January 19th County Board meeting.
 - Review Draft Job Description for Conservation Specialist Position for 2017 Budget - The Committee reviewed a draft copy of the job description for the proposed Conservation Specialist Position to be included in the 2017 budget. It was further noted Human Resources will also be reviewing this document.
- January 6 – Attended a Follow up/ logistical meeting of the Healthy Soil/Healthy Water workshop planning committee.
- January 7 – Total Maximum Daily Limit (TMDL) Phone conference with DNR, LWCD, a farmer Group from Marshfield and Jon Eron from Portage County..
- January 8 – Worked on Workshop planning, registration and promotion.
- January 11 – Held a department staff meeting.
- January 12 – Worked on Workshop planning, registration and promotion.
- January 13 – Attended NonMetallic Mining Roundtable – hosted at Wood County by Wood County LWCD.
- January 14 – Healthy Soil/Healthy Water workshop planning committee Meeting here at Wood County Hosted by Wood County LWCD.
- January 15 – Attended Wood County Groundwater Protection Sub-Committee meeting.
- January 16 - Attended PACRS meeting at Bay West Resort in Arkdale, WI.
- January 16 – Attended County Towns Association and gave a small presentation on the up-coming Healthy Soil/Healthy Water workshop on February 22, 2016. Also Discussed Wood County Farm Bureau Post Card that went out to Wood County residents.
- January 19 – Attended a feed leachate collection training in Appleton.

- January 20- Met with Warren Kraft and Paula Tracy to discuss the Resolution to Increase Administrative Services 4 position hours from 80% to FTE and the Job Description for Conservation Specialist Position for 2017 Budget.
- January 21 – Attended RC&D meeting in Stevens Point.
- January 22 - Jon Pankratz survey in Lincoln Township for 1200 cow expansion with robot milkers.
- January 25 – CREP Training session with LWCD staff with Brian Loeffelholz from DATCP.
- January 25 – Enforcement Conference with DNR and Flying Dollar Dairy to address runoff discharges.
- January 25 – Attended Friends of Mill Creek Mgt. held at the Eau-Pleine Town Hall at 7:00 p.m. Very well attended and represented. I was asked Present on Buffers, Soil Health, TMDL's and Mill Creek Phosphorus levels.
- January 26 – Phone conference for follow up/ logistical meeting of the Healthy Soil/Healthy Water workshop planning committee.
- January 27 – Attended Contractor Project meeting at Jerry Sternweis farm. All Plumbers, electrical contactors, builders, Robot guys all attended. Jerry is building his second Robot Barn in two years to increase by 130 cows.
- January 27 – Toured the River Block Building purchased by Wood County with the LWCD and P&Z staff.
- January 28 - Worked on Workshop planning, registration and promotion.
- January 28 – Met with Tracy Arnold and Jeremiah Bonitz to discuss his pond and the Nonmetallic Mining Reclamation Options.
- January 29 - Worked on 2016 Summer Intern Job duties and description, Workshop planning, registration and promotion.
- January 30 – Worked on Jerry Sternweis Robot Barn Plans.
- February 1 - Phone conference for follow up/ logistical meeting of the Healthy Soil/Healthy Water workshop planning committee.

Activities Report for Tracy Arnold 2-2016

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Wrapping up the 2015 Venison Donation
- Completed the 15 year permanent fence agreement paperwork and recorded them with Deeds
- Entering 2015 crop damage claims into the DNR database
- Met with DNR to approve or deny 2015 damage claims based on shooting permit numbers
- Working with Lori to submit final 2015 reimbursement to DNR
- Working with Lori to submit 2016 budget to DNR

Non-metallic mining reclamation program

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Processing permit fees for each mine as it comes in and updating files
- Processing financial assurance for each mine as it comes in and updating files
- DNR Enforcement conferences with two sites to gain compliance
- Fielding questions about permit fees and financial assurance increases
- Coordinated the nonmetallic roundtable on Jan 13th
 - Hosted just over 30 regulatory authorities from across the state for the day
 - Presented two case studies
 - Coordinated agenda and speakers for the day

Land Conservation

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Conducted stream flow survey's on Five Mile, Two Mile and Bloody Run
- Turned in OTT Flow Meter to DNR to get calibrated
- Processing 2016 Tree/Wildflower Sale orders
- Hosted nearly 70 residents at Grove Elementary for the Annual Conservation Speaking Contest
- Judged 64 Conservation posters, handed out awards at schools
- CREP training on Friday Jan 25
- Interviewed for the Natural Resource Magazine article about the conservation poster contest
- Continue to be Chair of the Youth Education Committee for the WI Land+Water
- "Pollutions and Solutions" television show played on Dec 20, numerous positive comments from around the state
- Developed list of Mill Creek Watershed landowner addresses
- Planning/Coordinating the North Central Reorganizational meeting that Wood County is hosting
- WI Land+Water offered to send me to the National Envirothon in Petersburg, Ontario July 24-30, due to my work with the statewide Youth Education Committee. All expenses will be covered by WI Land + Water. A resolution to approve out of country travel will be presented at a future CEED meeting.

Activities Report for Adam Groshek – January 2016

- ~Researching the option to add Wood County farmland preservation land to the Clark County Friends of Agriculture Agricultural Enterprise Area (AEA).
- ~Attendance of the Engineering Job Approval Authority Overview training in Appleton.
- ~Setup of Job Approval tracking spreadsheet for future conservation practice Job Approval tracking, eligibility for me to take the Professional Engineering Exam (P.E.), and conservation practice spot checks from DATCP.
- ~Conservation Reserve Enhancement Program (CREP) training with Brian Loeffelholz of DATCP, CREP example site visits at Gary Hilgart's and Jeremy Krings's.
- ~CREP discussion with FSA, NRCS, and DATCP on who is responsible for what in future September 2016 CREP contract expirations, renewals, new contracts, spot checks, and updates.
- ~Working with Jim Podevel on getting pumps and PLC's installed for Russ Weiler's feed leachate collection systems.
- ~Conservation Poster judging with Tracy Arnold for the Land & Water Conservation Department (LWCD) Wood County School's poster contest.
- ~Tree sale orders and assistance to landowners to purchase trees for their property.
- ~Farmer-led watershed group information and grant application process, especially as it relates to the Friends of the Mill Creek watershed group led by John Eron.
- ~Red Sands Beach of Lake Wazeecha contour map from survey data for the Wisconsin Rapids Aqua Skiers Show Ski Team.
- ~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.
- ~Nonmetallic Mining Roundtable meeting with other county and state employees.
- ~Lee DeBoer discharge emergency plan, vegetated treatment area, & waste storage facility design and cost estimates associated with future Notice of Discharge grant application for 2016 project money.
- ~Research associated with Best Management Practices for phosphorus and sediment runoff control associated with upcoming phosphorus reduction strategies for municipalities and non-point sources in Wood County, including cover crops.
- ~Jon Pankratz on-site ground survey, site overview, LiDAR point-cloud CAD work, discussion, and design for future 10 million gallon manure storage facility and approximately 1200 cow barn.
- ~Farmland preservation contracts inventory, zoning look-through, and AEA application checklist for parts of the Towns of Rock and Lincoln near the Friends of Agriculture Clark County AEA.
- ~Wood County watersheds summary reports look-over from DNR in regards to ranking of high-priority conservation areas with the Wisconsin River TMDL.
- ~Working with Shane W. on GIS inventory map setup of existing Farmland Preservation Program (FPP) contracts throughout Wood County.
- ~Cost estimate for Randy Pliska temporary precast manure storage/transfer tank to reduce barnyard polluted runoff.
- ~Attendance of the Leachate Collection, Vegetated Treatment Areas, & Runoff control training in Appleton with Shane W.
- ~Update of ArcGIS to version 10.3.1 for use in current conservation projects.
- ~LiDAR point cloud trail & error for establishing contour surface maps to utilize in CAD on county projects.

Activities Report for Lori Ruess January 2016

- Budget review and reconciliation for year end.
- Logged and deposited Nonmetallic Mining permit fees.
- Entered tree and shrub orders and deposited checks.
- Reviewed and filed December 23rd payroll reports.
- Answered phone and front desk questions.
- Completed a cost-share reimbursement request in the amount of \$121,180.80 and sent to DATCP.
- Completed the 2015 Staff and Support reimbursement request in the amount of \$125.982. Will send to DATCP when signed.
- Vouchered incoming invoices and requested checks.
- Completed December sales tax report and submitted report to Finance.
- Completed journal entry request for monthly fuel charges from Highway Dept. and forwarded to Finance.
- Working with Tracy to submit final 2015 reimbursement to DNR.
- Working with Tracy to submit budget to DNR.
- Attended January Wellness Lunch & Learn.
- Assisted with Speaking Contest preparation – typed program.
- Assisted with set-up for Nonmetallic Mining Roundtable; attended meeting during Tracy's presentation.
- Attended meeting with Chris Hamerla, RC&D.
- Attended CREP training.
- Mailed Healthy Soil, Healthy Water (HSHW) Workshop invitations.
- Recorded and deposited HSHW registration fees.
- Attended tour of the River Block building.
- Typed CEED agenda.
- Organized County Board and CEED packet information for County Clerk's office.

Conservation, Education & Economic Development Committee Report February 2016

Peter Manley

Wood County UW-Extension Community Resource Agent

January began with a meeting on the Health Department's Community Health Improvement Plan for Wood County. I will facilitate the Mental Health and Alcohol/Other Drug Abuse (AODA) Coalitions to update their strategic plans. Planning this year is being coordinated with area hospitals. I monitored the progress of the Healthy Growth and Development Coalition on Jan 6. I made input and processed forms for the CEED Committee, Jan. 6. I was a judge at the Conservation Speaking Contest, Jan. 7. I attended a groups input into the upcoming reorganization and attended three workshops. I attended two days of the BluePrints training, Jan. 12 and 13; where we made progress on developing a proposed project. I also met with a local business to discuss recreational uses of the Wisconsin River. I made input into the South Wood County Leadership Program as a member of its steering committee, Jan. 14. I attended the Wood County Towns Association meeting in Nekoosa, Jan. 15.

At the state level, I attended a Standards, Rank and Promotion Committee meeting to consider tenure for a colleague. Bob Ashbeck and I attended the WI Association of County Extension Committees (WACEC) North Central Regional meeting in Minocqua, Jan. 7. I attended a North Central Region teleconference to discuss the upcoming reorganization, and an in-service on community development tools on January 20 and 21. I also attended a teleconference to mentor a colleague on January 28.

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 attended the Cranberry School held January 20 and 21 at the Holiday Inn Convention Center in Stevens Point. I conducted Pesticide Applicator Training for 50 growers so that they can have Certification. I also coordinated a clicker session that is utilized by state specialists as they apply for grants and design further research. The growers also appreciate the interactive format of the session.
- Evaluation of the speakers, topics and facilities at the Cranberry School are conducted by our UW-Extension office.
- I met with the Wood County Farm Technology Days Executive Committee in Marshfield. The group is selected subcommittee chairs and discussing methods to best share communication between committees.
- The Central Wisconsin Agriculture Specialization Newsletter went out to area farmers and others involved in the industry.
- I met with several Agent mentor teams
- I worked with the area Holstein Breeders as they plan to host the state convention in Marshfield in February. The group is also organizing a calf sale to be held in March and had their annual meeting and awards banquet.
- I met with the MACCI Agri-Business committee and am again organizing the recognition of high school seniors for the agriculture activities. Seniors from 12 area school districts will be recognized
- Addressed one on one questions about pricing feed, pesticide application certifications and farm estate transfer.
- Moderated the Dairy Quiz Bowl Event at both the Wisconsin Junior Holstein Convention and at the state 4-H Dairy Quiz Bowl Contest.

- Served as a content judge for the Wood County Land Conservation Speaking Contest.

Teri Lessig

Wood County UW-Extension Horticulture Educator

- Appeared on WDLB and WFHR. We discussed different options for melting snow and ice that would be safe for plants, indoor insect pests, and some of the upcoming educational opportunities for gardeners.
- Met with several Master Gardener committees to plan for the monthly programs for 2016, approve all of the projects, prepare the budget for the year, and induct the new board members.
- For gardeners, winter is the time for planning and education. I am working with the Master Gardeners to plan the educational events for the upcoming year.

Sarah Seigel

Wood County UW-Extension Family Living Educator

- Submitted my end of the year reporting for UW -Extension. It was an accumulation of my programming/classes, teaching contacts, indirect contacts and impact reports for the 2015 year.
- Taught a Nutrition class to 6th graders at Assumption middle school on January 12. The class focused on how to make nutritious choices using MyPlate.
- Attended the United Way of Inner Wisconsin Recognition banquet on January 12. United Way of Inner Wisconsin provides funding for the Family Living Financial Capability programs/classes.
- Listened and took meeting minutes for the WEAFCs board meeting on January 13. I am the board secretary for WEAFCs.
- Listened to a restructuring/reorganizing webinar/wisline for UW-Extension on January 14. Webinar was addressing the recommendations for restructuring UW-Extension starting in 2016.
- Completed my 4th quarter reporting for the Financial Capability United Way of Inner Wisconsin Funding for 2015.
- Attended a Dollars during Development work group meeting at the Portage County UW-Extension office on January 18. Each member of the workgroup read a children's book with a financial theme and developed a parent facilitation guide. The workgroup spent the work day revising the facilitation guides. Guides will be submitted to the Consumer Financial Protection Bureau (CFPB) to use for their revised "Money as You Grow" curriculum. The facilitation guides will also be used in Wood County libraries to promote financial literacy.
- Listened to a Family Living Healthy Living State team Wisline on January 19. The team reviewed the large team plan of work along with individual work group plans for 2016.
- Listened to a Wisline for the Rent Smart Workgroup on January 20. This workgroup is in the process of revising the Rent Smart Curriculum. We reviewed our individual components and progress regarding the curriculum rewrite.
- Listened to a restructuring/reorganizing webinar/wisline for UW-Extension on January 20. Webinar was addressing the recommendations for restructuring UW-Extension starting in 2016. This webinar allowed us the chance to submit questions regarding the recommendations.
- Attended the Nekoosa/Ho-Chunk Head Start parent meeting on January 20. The group met at the Nekoosa Public Library and had an opportunity to learn how to pull their credit report online. The class was part of the UW-Extension Check your Free Credit Report Campaign 3 times a year. Family Living promotes this campaign and people pulling their report on or around February 2, June 6 and October 10.
- Attended a sub-committee meeting for the south Wood County Hunger Coalition on January 21. This sub-committee is focused on creating a "food hub" and a development coordinator position to assist with the "food hub" action plan.

- Peer reviewed a communication lesson which will be used in the updated Rent Smart Curriculum. January 21-22.
- Talked on the radio (WDLB & WFHR) on January 26 and 28. Topics included the Check your Free Credit Report campaign along with Family Activities to do when it is cold outside.
- Taught a Financial Basics class at the Cranberry Oxford House on January 27
- Listened to a North Central Family Living Wisline on January 29.
- Had a meeting with Wendy Staven the new community impact director for United Way of Inner Wisconsin. We met regarding starting a Financial Network or Coalition for south Wood County on January 29.
- 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, Caring Hands, and south Wood County Hunger Coalition.

Jodi Friday

Wood County UW-Extension WNEP Nutrition Educator

- Taught 24 classrooms of 3rd graders at three WRPS elementary schools for over 400+ teaching contacts. My lessons this month included: MyPlate overview and the Grain Group lesson.
- Taught at the Women, Infants and Children (WIC) clinic four times this month to approximately 24 learners. My lesson focuses on saving money on food.
- Taught one Grove Elementary Parent Night lessons on Healthy Foods from the Pantry.
- Attending two Rapids Family Backpack meetings; one annual board meeting, one monthly committee meeting.
- Attended a joint WNEP meeting between Wood/Portage & Waupaca counties.
- Attended the United Way Volunteer Recognition event.
- Participated in one UW-Extension North Central Region All Colleague Conference planning Wisline
- Participated in one teleconference with WNEP North Central Region District Rep. Cara Cross to plan WNEP Program Time during the All Colleague conference
- Attended four Wood County Staff meetings
- Listened to two Google Hangouts regarding the UW-Extension nEXT Gen. model reorganization

Chris Viau

Wood County UW-Extension 4-H Youth Development Educator

The following is an overview of Youth Development activities:

- 4-H Club and Program Management
 - 4-H Leader's Association Exec Board and full Association Meetings
 - Late member re-enrollment requests
 - Begin Budget process for 2016-17
 - New Volunteer Training
 - Trip and Awards Applications- Recruitment
 - 4-H Club and Volunteer Management concerns-Ongoing
 - Newsletter contributions
- Central WI State Fair
 - Review online entry options
- Other
 - WDLB and WFHR Radio- "5 benefits of video games"

- 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

- A one hour radio program at WDLB radio Half hour radio program at WFHR radio in WI Rapids. Talking about what community service means to 4-H and how it builds life skills for our 4-H youth.
- Finalized my 2015 end of the year reporting to UW-Extension. Which includes impact statements and program development
- Continue to update and maintain the Wood County 4-H Facebook site. We are up to 579 fans.
- Leaders Association Meeting was held on Jan. 25th.
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.

8

Central Wisconsin Economic Development Fund

MINUTES OF BOARD OF DIRECTORS' MEETING

Thursday, October 15, 2015, 10:00 am – 11:30 pm

Central Wisconsin Airport, 200 CWA Drive, Conf. Rm. B, Mosinee, WI 54455

Conference Phone: 715-693-2147 x 3000

Present:

Board Members present: Adams County – Daric Smith (phone); Athens – Lisa Check (phone); Lincoln County – Bob Lussow; Merrill – Adam Rekau; Plover – Richard Holden (phone); Portage County – Patty Dreier; Rib Mountain – Gaylene Rhoden; Stevens Point – Mike Ostrowski; Vilas County- Bob Egan; Wisconsin Rapids – Zach Vruwink; Wood County – Jason Grueneberg.

Not represented: City of Marshfield, City of Mosinee, City of Schofield – vacant; Marathon County – vacant, Village of Weston.

Quorum: Yes (11/17)

Others Present:

Board Alternate(s): Ken Maule

CAP Services: Jonathan Grubb, Laura West, Andrew Soucek

Legal – Laura Callan (phone)

Guests: Chris Berry, WDEC

Proceedings:

- 1) **Call to Order** – Meeting called to order at 10:10 AM Zach Vruwink presiding.
- 2) **Board Minutes**, Richard Holden – Minutes of the meeting of August 18, 2015 were sent out in the board package. There being no additions or corrections Bob Lussow moved to approve the minutes as written, seconded by Bob Egan. Minutes were approved.
- 3) **Financial Reports**, Jonathan Grubb. Jonathan passed out September 2015 financials. Adam noted that we are operating at nearly a \$150,000 deficit year-to-date. Jonathan stated that this is due in part to legal fees, and three months of paying administrative fees paid to both MCDEVCO and CAP Services to change in administrators. He also noted that CAP's service contract was high this year to pay start-up costs but it will drop beginning in year two. Mike Ostrowski asked how much extra was paid in double administrative fees for three months. Jonathan did not have an answer. Jonathan mentioned that we have voted to increase interest rates on loans and raise our fees to close this gap. Adam asked if we are setting up a budget for 2016. Jonathan said we are drawing up a budget but wasn't sure when it would be ready. Jason Grueneberg acknowledged that he will be calling a meeting of the Finance Committee to begin working on a budget along with CAP staff. Bob Lussow moved to approve the financial report, seconded by Jason Grueneberg. Motion passed.

Action Items:

- 4) **Executive Committee**, Zach Vruwink
 - A. **DOA, MOU agreements**, Laura Callan – When we last met the DOA was trying to finalize the documents necessary to unwind the three party agreement executed for CWED loans. The DOA circulated 1st drafts in early September then held a conference call to receive reactions. The DOA listen to the reaction from the 105(a)-15 community but is committed to the structure it has in place. They promised to circulate new drafts to address concerns but we have yet to receive them. The delay may be attributable, at least

in part, to their need to work with HUD on this matter. Laura was aware that the DOA had a conference call with HUD on Tuesday (10/13/15) regarding the drafts and was moving forward with the revisions. The two issues that are the biggest concern are the message we communicate to our member municipalities and our borrowers – what's new to which party who signs the documents. The second area of concern is the DOA's attempt to draft an event of default which does not hold the 105(a)-15 responsible for paying back loan losses through no fault of CWED's. As it is written, the language is ambiguous, as it appears to hold CWED as a guarantor of the loan, which is unreasonable. The state says this is not their intent but the wording needs to be clearer on this point.

Ken Maule asked if there has been any discussion on the ramifications of CWED not being compliant in the past with HUD regulations. Laura Callan's understanding is that the non-compliant loans are these four that are on the list that was circulated. The goal is that when we rescind the MOU and execute the agreements we will be in compliance. They will cure the defects in the documentation to the satisfaction of the DOA and HUD. Zach stated that one loan has been paid off. Laura said that her understanding is that we need signatures on the amendments even if the loan has been paid off.

- B. **Lending moratorium**, Zach Vruwink – The Executive Committee would like to recommend lifting the moratorium on lending “program income” to federally compliant standards. The moratorium on lending non-program income, which is not subject to federal standards, would remain. Jonathan Grubb stated that we currently have \$3,300,000 designated as de-federal funds as we understand the regulations but the regulations are unclear on how funds become non-program income.. He pointed out that we could continue to lend non-program income at federal standards to be safe.

Bob Lussow motioned to lift the moratorium on lending for loans that comply with federal standards, and keep the moratorium on non-program lending while we await clearer guidelines. Motion was seconded by Jason Gueneberg. Zach added that Exec. did discuss walking back the “united front” position that we took with the other 105(a)-15's and it was the committees' opinion that we are beyond that now based on the progress with the DOA. Motion was approved.

- C. **Lender letter**, Zach Vruwink – Now that we've lifted the moratorium it is time to re-engage with the lenders. CAP prepared a draft of a letter that he will circulate for comment electronically before sending the letter out.
- D. **Standardized loan documentation**, Zach Vruwink & Andy Soucek – We use a variety of documents which creates opportunities for error and inconsistent use of terms between documents for the same loan. The documents invite errors as the information to be changed may be buried deep in the body of different documents. Laura West pointed out that we also have documents that are unique to CWED as the cover such things as job creation. Andy explained that the intent is to identify a collection of documents that work together, are simple to complete, and which maximize CWED's ability to recover its funds efficiently in the event of default. Laura Callan said she could work with Laura West and Andy to prepare suitable documents that are customer friendly. Zach added that the Exec. committee had asked Laura Callan for a cost to select/develop a standardized documentation package and she estimated that \$1,000 would likely cover the legal fees. Patty Dreier motioned to approved pursuing standardized loan documentation. Michael Ostrowski seconded the motion. Motion approved.
- E. **Inter-creditor agreement**, Zach Vruwink & Andy Soucek – Zach summarized the situation which is that CWED almost always has a lien which is subordinated to a lien by a bank. The banks often continue to issue loans which tie back to previously filed mortgages and UCC collateral filings. These new loans therefore erode CWED's cash flow and collateral position. CWED may protect itself by having the banks sign an inter-creditor agreement which limits their ability to continue advancing new loans secured by previously existing lien filings. Andy noted that while this helps to protect CWED it also makes it harder

for the bank to continue to lend money to the borrower and provide the support a business needs. If CWED exercises too much control banks will no longer want to work with us. At issue is how do we protect CWED while allowing the banks to continue to work with their borrowers. Andy would like to work with Laura Callan to draw up an inter-creditor agreement that protects CWED but still gives the banks room to operate thus preserving our friendly, collaborative relationship with the banks.

Laura Callan thought the costs of creating a suitable inter-creditor agreement would fall within the cost of developing the standardized loan documents.

Andy added that the inter-creditor agreement would cover more than increases in bank lending as it also sets out the cooperative procedures for hiring and paying for legal counsel, insuring repossessed collateral, splitting insurance proceeds checks, splitting partial payments and more.

Laura Callan also said that she drafts the inter-creditor agreements in a way that creates a cooperative framework with the banks for sharing financial information from the borrower.

Patty Dreier motioned to proceed to develop an inter-creditor agreement with the banks. Motion was seconded by Bob Lussow. Motion was approved.

F. Legal Services budget, Zach Vruwink – In March the board approved a budget for legal services at \$10,000 to address the following issues:

- CWED Bylaws
- Policies and Procedures
- Articles of Incorporation
- DOA Correspondence relating to the de-federalized funds issue.
- Marathon County's legal opinion of their resolution to withdraw from CWED

Jonathan pointed out earlier that we are currently at the \$10,000 level. The Executive committee recommends that we increase the budget to \$15,000 in the next budget. Adam asked if the proposal was to set up a budget for legal expenses in the coming fiscal year at \$15,000. Zach affirmed this. Adam questioned whether we need it at \$15,000 as we have a lot of the "front-end" work done on the matters involving the CWED's compliance with DOA. He suggested dropping the budget to \$10,000. Laura Callan pointed out that we are getting the borrowers to reimburse us for legal fees in connection with documenting individual loans. The legal fees that CWED should consider are those for corporate work. Laura Callan felt that we are close to wrapping up the legal agreements with DOA. We have budgeted for standardizing the loan documents. We need to review the articles of incorporation and bylaws, otherwise CWED is in good shape. Adam asked if we should separate the budget for legal expense into two budgets, one for corporate legal work and one for loans. Laura pointed out that our commitment letter to borrowers always requires them to pay legal fees for loan documentation and collection. Adam summarized saying that the borrowers always pay the loan legal fees and we have the corporate matters well under control so maybe we don't have to increase the legal fees budget. Zach suggested increasing the current budget by \$5,000 to see us through the current projects and budget for this next fiscal year separately. Michael Ostrowski asked what limitations we have from DOA on legal fees or if de-federalized funds can pay for that. Andy said that legal fees may or may not be considered part of administrative fees depending upon the nature of the expense. Loan collection costs are not part of administrative fees, while legal fees for corporate matters may be but he hasn't seen anything in the manuals that specifically address this. Laura Callan said the program administrative costs include costs incurred under third party contracts such as legal and accounting. She also said she is reading that program administrative costs are limited to 20% of the annual grant. Laura Callan will look further into this and follow up with Andy later.

Michael Ostrowski motioned to increase our current 2015 legal budget to \$15,000 providing the legal services, if they are part of administrative costs, do not cause CWED to exceed DOA administrative expense policy. Motion was seconded by Patty Dreier. Motion passed.

- G. Finance Committee, Jason Grueneberg** – The Finance Committee has not met recently. He will organize a meeting in the next few weeks to draw up a budget for the coming year. Jason invited all concerned to email him with issues for the finance committee to address at the next meeting.

5. Advisory Committee – Richard Holden

- A. CWED Loan Fund, Policy & Procedures Manual Revisions** – Richard could not access his electronic copy of the manual to assist in the discussion but relayed that the advisory committee has reviewed the manual several times in the past 18 months and made numerous revisions. While there is still work to be done as we await additional revisions and guidance from the state, the committee felt that it was time to bring the current revisions to the board for review and approval. In general most of the changes are self explanatory and have been discussed by the board.

Zach asked to have the use of the word “de-federalized” changed to “non-program” to comply with HUD’s terminology. The board agreed.

Zach recognized the extensive work done by the advisory committee, especially Paula Cummings.

Michael Ostrowski asked if we were striking Historic Preservation Loans. Laura West said that the DOA is requiring that funds support the National Objectives which for economic development is defined as job creation. Historic preservation loans do not typically create jobs. Michael asked to strike section 2.5 Façade Loans.

Michael asked what MVP loans are. Christine Berry, who was in attendance from the WDEC, answered “Milk Volume Production”. Michael asked if we need to reference that for clarity. Laura West agreed that should be established. Chris asked if we are doing MVP loans as milk producers are looking to expand production and she would like to work with us as opportunities arise. Zach said we don’t have funds allocated to MVP loans.

Michael asked for clarification as the existing manual states on page 13 that we may lend up to 40% of the project costs, with the owner financing 10% and the bank lending 50%. The definition of Match Provision on page 2 of the manual provides for CWED to advance up to 50% of the project costs. The two appear to be in conflict. Andy pointed out that the definition for Match came directly from the CDBG manual. He further stated that the owner’s 10% is matching funds. The way he reads the CDBG manual is that CWED can lend up to 50% of the project cost. Michael read from page 13 of the existing manual that “loans should not represent more than 40% of the project’s total cost”. Patty suggested that to avoid confusion we could include an example in the manual. Laura West pointed out that the loan amount may be much smaller than 50% of the project cost if the owners are funding more, and that CWED does not need to be restrained by the bank’s portion, in which case CWED may fund up to 50%. Jason Grueneberg suggested that we try to follow what the CDBG manual says.

Bob Lussow motioned to approve the revisions to the CWED manual subject to clarification from the DOA on the maximum loan amount that CWED may fund given various levels of funding by other providers of funding; and changing the term defederalized to non-program. Richard seconded the motion. Motion approved.

- B. DOA’s CDBG-ED RLF Manual Revisions, 2015, Laura West** – At the Advisory Committee meeting CAP staff presented a list of ten questions they compiled in their review of the manual revisions, including a question regarding the status of several missing chapters. Two questions were added by the advisory committee. The questions were given to Zach who forwarded them to Lisa Marks at DOA. This was several weeks ago and we have not received a response to our questions, nor have we received the missing chapters. The revisions we have tend to be addressed to UGLG’s and public works projects. There is very little addressing business lending and nothing regarding 105(a)-15’s.

Zach noted that this topic was included in the agenda for informational purposes and there is no action to be taken at this time. We are waiting to hear back from DOA on the questions and to receive the missing chapters.

- C. **Job Creation Penalties**, Andy Soucek -- The current policy provides for a penalty for failure to create jobs at \$500 per job. During the DOA conference call last month, addressing how to complete the new job polling forms, it was mentioned by Deb Wegner that most UGLG's charge between \$500 and \$1,000 per job. It is the advisory committee's concern that \$500 is not punitive enough, and borrowers may consider this as a cost of financing since our rates are low. The advisory committee feels this needs to be raised to discourage borrowers who do not intend to add jobs but wish to access cheap funding for high risk projects. Andy pointed out that job creation is a condition to the loan that is included in the commitment letter and in the loan agreement. Failures to comply with loan conditions are an event of default which may trigger the default rate of interest. Typically our loan documents add 10% to the existing rate as the default rate. This could be a sufficient deterrent except for the fact that the borrower may prepay the loan at any time without penalty. A borrower could enjoy the use of CWED funding for three year then refinance elsewhere to avoid the default rate. Therefore we need to establish a significant penalty in addition to the default rate. The penalty would assure that only borrowers with good intentions apply. The default rate will cause borrowers to refinance elsewhere as the first available opportunity in order to return CWED funds to CWED so that we may re-lend the money to those who truly intend to create jobs. It also provides an incentive, for those who are unable to move their loan, to create jobs as quickly as possible.

The question for the board is, "At what level do we set the penalty at?" Andy had brought his laptop to project an Excel spreadsheet to demonstrate the effects of the different penalties as a cost of borrowing over the remaining term of the loan. It also showed the impact of the default rate over the life of the loan. He was unable to project it as there was no one from the airport to show him how to use the system.

Jason Gueneberg asked how we would go about collecting the fee. Andy said we would bill them and if they didn't pay we would add it to the loan amount. Jason was concerned that the borrowers who did not create the jobs would most likely be ones who were experiencing financial difficulty which precluded them from creating the jobs. Assessing a penalty would add only compound their problems. Andy responded that the penalty would not be assessed automatically. It would be brought before the board who would have discretion regarding the amount. They could reduce or waive the penalty as the situation warrant. The penalty presented today would be the maximum that could be assessed. It would also be the published penalty to discourage prospective borrower who may be seeking cheap funding for a high risk project with no intention to create the required jobs. Laura West added that the board may extend the job creation period with discretion when assessing the default rate and penalty.

Laura Callan recommended either the flat fee, or the default rate but not both. She liked the default rate as we would have a better chance of not raising the question of enforceability. Borrowers who did not intend to create jobs should be paying a market rate of interest. She also liked the flexibility to tailor the penalty to the situation. Andy doesn't prefer the default rate as the borrowers most likely to pay it are the ones that can't refinance elsewhere. They are more likely the ones who are starting a new business or expanding an existing one and have every intention to create jobs but have run in to problems. It is the borrowers who are purchasing an existing business that are the ones most likely trying to take advantage of CWED, and after 3 years, are able to refinance without creating any new jobs. These are the ones the penalty is meant for. Adam and Jason expressed concern about being able to collect the penalty. Andy said it would be collected by adding it to the loan amount. Zach asked if Advisory was recommending a penalty. Laura West said there was "favoritism" over a penalty of \$5,000 but it wasn't really settled.

Laura Callan suggested that rather than setting a policy now, we determine the penalty at the time we present and approve the loan. Andy expressed concern that the DOA prefers us to have a established policy that we follow. He also said that it would be easier for him to sell loans if we had a policy that we could back off of if the situation warrant, rather than negotiate a penalty when structuring the loan. Laura West asked if there could be a claim of bias if we negotiated the penalty every single time. Laura Callan thought that the fact that a penalty that was negotiated and tailored enhances the enforceability rather than it being construed as an unconscionable penalty.

Zach acknowledged Christine Berry who said that at WDEC they have a set loan rate of 4.0% and they divide the loan rate by the number of jobs to be created and increase the loan rate by the figure times the number of jobs failed to be created. This rate applies for the remaining life of the loan. She gave the example of the last loan they had which promised to create 54 jobs. The rate of the loan would increase by 0.074% (4.0%/54 jobs) for every job that was not created after 3 years. If the company created 50 instead of 54 jobs the rate on the loan would increase from 4.0% to 4.28% for the remaining term of the loan. Of course they could reduce the penalty if the situation warranted it. Andy didn't see this as punitive enough. He thought borrowers may consider this to be a cost of borrowing; and they could refinance elsewhere prior to the 3 year deadline to completely avoid the increase. Michael asked if the increase in rate is applied retroactively to the start of the loan. Christine said, no, the rate would be applied moving forward.

Ken asked if we could consider the WDEC approach in addition to the approaches we are currently considering. Zach commented that we have lots of options and perhaps need more time to consider them. Andy will prepare the WDEC option for consideration and presentation for the next meeting.

- E. **Conference Call Policy**, Richard Holden – Richard read an email that Paula Cummings sent him following her conversation with Portage County corporate counsel and researching the matter on the internet. The email concluded that a conference call policy will be on the next agenda for the Advisory Committee. There was no action taken on this matter pending a recommendation from the Advisory Committee.

Laura Callan asked for permission to review our bylaws as it relates to developing a conference call policy ahead of the next advisory committee meeting. Zach approved the request. There was no comment from the board.

F. **Amendments to Loan Agreements for DOA Compliance**, Laura West –

1. Approval Procedure
2. Amendment Language
3. Authorized Signor(s)

Laura felt this was already discussed in Zach's presentation of the Executive Committee topics 4A DOA, MOU agreements.

6. **CAP Services**

Permanent Mailing Address, Jonathan Grubb – CWED has an issue that has arisen with the change in service providers. Some of our time sensitive, critical notices (UCC filing expiration notices, mortgage recordings, legal notices, etc.) are being sent to MCDEVCO when they should be coming to us. We have been using the CAP Services address for all such current matters but CWED will have the problem again the each time they switch service providers. Jonathan suggested that CWED have its own permanent mailing address or PO Box for time sensitive and critical documents that will survive changes in service providers. Zach asked the advisory committee to take up this subject and report back to the board.

Patty Dreier felt that the logistics of picking up the mail from a PO Box and the added cost would complicate getting the mail. Bob Lussow echoed her concern. Patty motioned to have the service provider receive all official CWED mail. Andy pointed out that this is how it is being handled now and some of our official mail,

such as UCC expiration notices, are being sent to MCDEVCO instead of us. Richard asked if we couldn't amend the UCC filings to show the new address. Laura West said it costs \$20 per filing to do so, and we approximately 120 loans to update. Andy pointed out that our loan agreements all list the MCDEVCO address as the official address for sending any legal notices. Patty withdrew her motion. Zach asked the advisory committee to take up the matter and report back to the board.

7. Portfolio Activity, Andy Soucek

- A. **Loan Status Report** – We don't have one yet as it is too early in the month, this hasn't been prepared yet.
- B. **Pipeline Report** – We've had a lending moratorium on since June so there is nothing in the pipeline. We've had inquiries but no one has submitted anything. Now that we have lifted our lending moratorium on program funds we can begin soliciting business again.
- C. **Subordination – Deep Freeze LLC / BlueTipz, LLC** – River Valley Bank has asked CWED to subordinate its loan to their \$150,000 line of credit (see Deep Freeze Subordination Request that was sent out in the board package for this meeting). The company hasn't turned a profit since inception. In December 2014 investors purchased an \$75,000 stake in Deep Freeze. The money was used to pay \$96,000 to buyout the remaining partners in BlueTipz LLC, as sister company to Deep Freeze. Investors have also provided a loan to Deep Freeze to pay off the loan at Community First Bank with a balance of \$58,000. The company does not cash flow but continues to operate as Brad Zdroik has been successful at raising money through investors and increased borrowings. We are secured by business assets but are in a junior position with no remaining collateral value. The River Valley Bank loan further deteriorates our cash flow and collateral position; however the company needs the money from River Valley to meet their highly seasonal sales demand which occurs between now and the end of February. They also need the line of credit to continue making payments on our loan. Laura Callan added that as a condition to this loan, Andy had her draft an assumption of debt agreement in which Deep Freeze formally assumes CWED's note to BlueTipz. She added that the borrower has agreed to pay the fee for Laura to draw up the agreement. Bob Egan provided background on the buyout of the BlueTipz partners. Apparently the partners were bringing the company down. The investors saw this and stepped in to provide funding to get them out and are co-signing the notes to River Valley Bank for this line of credit. Zach had already approved the subordination, so this presentation was for informational purposes. There were no questions.
- D. **Subordination, Lilowe Properties** – Lilowe Properties is owned by Jeremy and Carrie Cordova, who own Cordova Insurance Agency. We loaned them \$45,000 to purchase the agency and a year later we loaned them \$20,000 to purchase the real estate which was in foreclosure. Peoples Bank wishes to refinance their loan with Timberwood Bank in Tomah which provided the bulk of the financing to purchase the agency. It appears that Timberwood Bank, which specializes in financing insurance agencies, used the Cordova's home to secure their loan as the Cordova's did not purchase the real estate at the time they bought the agency. Peoples bank is refinancing \$45,000 to pay off Timberwood Bank and asked us to subordinate. We have a second mortgage on the commercial property in Merrill and are well secured. Cash flow is a little short but this is a refinance, not new money, and they have always made their payments. Zach approved the request based upon the strength of our collateral position and the Cordova's payment history with CWED. There were no questions or comments.
- E. **Espresso Sensory Perception** – This was not on the agenda but was included in the board package that was sent out last week.

Espresso Sensory Perception, owned by Ron and Loreen Glaman, operates as a coffee and wine shop in Weston. As originally approved, CWED was to be in a third mortgage position behind the bank and a SBA mortgage for \$160,000. We received a request from Integrity First Bank to subordinate our

loan to theirs as we filed our mortgage before they did, which placed us in a senior lien position. Normally this wouldn't go to board as our loan was approved subject to their first mortgage, but in this case Integrity First Bank advanced \$100,000 in additional funds to open a second store. This is outside the original CWED loan approval. There is no collateral available even before the increase of \$100,000 and cash flow from operations is slightly negative. Fortunately both Ron and Loreen work full time for the Marathon County Sherriff's Department. Outside personal income is sufficient to service their personal debt and have money left over to cover the \$8,000 business cash flow shortfall 5 times over. Zach approved this request based upon the strength of the Glaman's outside income and the fact that they have never missed a payment with CWED.

- F. **Renewal – B & D Fabricators** – B & D Fabricators is a metal fabrication shop that repairs construction and mining equipment attachments to excavators and loaders. The company has a balloon balance of \$37,386 on their commercial mortgage in the original amount of \$70,000. All payments have been made as agreed. Sales have grown steadily but earnings have fallen due to ever increasing wages and salaries. CWED is well-secured but the company is highly leveraged and no longer cash flows. The loan ballooned with five years remaining but the company has elected to pay it off in two years. Zach approved this renewal as CWED is well-secured, and the borrower has a history of strong earnings, cash flow, never missed a payment and we will be paid off in two years.

- G. **New Loans for Review** – none

5. **Future Agenda Items, Zach –**

- a. Status report on the audit.
- b. Finance Committee budget for f/y/e 2016.
- c. DOA updates.
- d. Standardized loan documentation and inter-creditor agreement update.
- e. Advisory recommendations on the penalty to create jobs,
- f. Advisory recommendation for permanent mailing address

6. **Adjourn, Zach** – We will send out a Doodle to schedule the next meeting. There being no further business the meeting was adjourned at 11:56 am.



Central Wisconsin Economic Development Fund Inc.

Income Statement

Reporting Period: November 2015

Print Date 1/11/2016

Fiscal Year 10/1 - 9/30	November	ACTUAL YTD	ANNUAL BUDGET	% TO GO	BALANCE REMAINING
REVENUE					
2130-4000-0 Loan Interest Inc-FEDeralized:CWE	9,282.24	13,133.52	112,007.00	88%	98,873.48
2135-4000-1 Loan Interest Inc DEFederalized:CWE	9,667.34	14,951.44	119,568.00	87%	104,616.56
2135-4000-2 Loan Interest Inc DEFed MICRO:CWE	393.26	527.93	6,010.00	91%	5,482.07
2150-4000-1 Loan Interest Inc CDBG:CWE	78.72	321.90	3,723.00	91%	3,401.10
2250-4000-0 Rev Bank Interest-FED:CWE	0.05	0.10	0.60	83%	0.50
2250-4000-1 Rev Bank Interest-DEFed:CWE	529.70	1,052.51	5,368.00	80%	4,315.49
2990-4000-1 Other Fees:CWE	80.00	241.13	5,900.00	96%	5,658.87
2995-4000-1 Loan Origination Fees:CWE	0.00	0.00	2,000.00	100%	2,000.00
TOTAL REVENUE	20,031.31	30,228.53	254,576.60	88%	224,348.07
EXPENSES					
CONTRACTUAL/CONSULTANT					
4050-4000-1 Prof Svcs Fees-Audit:CWE	0.00	0.00	8,500.00	100%	8,500.00
4100-4000-1 Prof Svcs Fees-Loan Orig & Servicing:CWE	26,446.58	52,853.16	276,129.00	81%	223,275.84
4200-4000-1 Prof Svcs Fees-Legal:CWE	0.00	540.00	9,000.00	94%	8,460.00
TOTAL CONTRACTUAL/CONSULTANT	26,446.58	53,393.16	293,629.00	82%	240,235.84
SUPPLIES					
5200-4000-1 Loan Origination Expense:CWE	385.00	685.00	2,500.00	73%	1,815.00
TOTAL SUPPLIES	385.00	685.00	2,500.00	73%	1,815.00
OCCUPANCY/OPERATING					
6100-4000-1 Insurance Exp:CWE	0.00	0.00	6,273.00	100%	6,273.00
TOTAL OCCUPANCY/OPERATING	0.00	0.00	6,273.00	100%	6,273.00
OTHER EXPENSES					
8060-4000-1 Interest on NP-State of WI:CWE	0.00	0.00	1,117.00	100%	1,117.00
8270-4000-1 Bad Debt Exp:CWE	0.00	0.00	27,000.00	100%	27,000.00
8950-4000-1 Misc Exp:CWE	0.00	0.00	100.00	100%	100.00
TOTAL OTHER EXPENSES	0.00	0.00	28,217.00	100%	28,217.00
TOTAL EXPENSES	26,831.58	54,078.16	330,619.00	84%	276,540.84
EXCESS OF REVENUE(EXPENSES)	(6,800.27)	(23,849.63)	(76,042.40)	69%	(52,192.77)



Central Wisconsin Economic Development Fund Inc.

Balance Sheet

Report Period: November
Print Date

2015
1/11/2016

CLOSING BALANCE

ASSETS		
Current Assets		
0001-0000-0	PSB Checking	6,535.77
0002-0000-1	PSB DEFED Savings	3,608,552.44
0002-0000-2	PSB (Micro) Savings	88,663.67
0002-0000-3	PSB Savings-Facade	200,000.00
0002-0000-4	PSB Savings CIF	500,000.00
0003-0000-0	PSB FED Savings (Repo)-Federalized	1,199.54
Total Current Assets		4,404,951.42
Other Assets		
0100-0000-0	Loans Receivable-FEDeral	3,369,134.82
0101-0000-0	Accd Int Receivable-FEDeral	0.00
0150-0000-0	Loans Receivable-FEDeral CDBG	163,246.73
0151-0000-0	Accd Int Receivable-FEDeral CDBG	0.00
0200-0000-1	Loans Receivable-DEFederal	4,722,056.61
0201-0000-1	Accd Int Receivable-DEFederal	0.00
0300-0000-2	Loans Receivable-DEFederal MICRO	208,746.97
0301-0000-2	Accd Int Receivable-DEFederal MICRO	0.00
0999-0000-0	Allowance for Doubtful Accounts	(332,932.97)
Total Other Assets		8,130,252.16
TOTAL ASSETS		\$ 12,535,203.58
LIABILITIES		
Current Liabilities		
1000-0000-0	A/P Miscellaneous	0.00
1033-0000-0	Liabilities/Payment Clearing Account	0.00
Total Current Liabilities		0.00
Long-Term Liabilities		
1150-0000-0	Note Payable State of WI	51,875.42
1151-0000-0	Accd Int on Note Payable	0.00
Total Long-Term Liabilities		51,875.42
TOTAL LIABILITIES		51,875.42
Fund Balance		
1900-0000-0	Liabilities/Loan Disbursement Clearing Account	0.00
1930-0000-0	Fund Balance-FEDeral	1,198.84
2???-???-?	To Retained Earnings - Current Year	(23,849.63)
1999-0000-0	Fund Balance-CWED	(193,608.64)
1999-0000-1	Fund Balance-DEFederal	11,697,456.18
1999-0000-2	Fund Balance-DEFederal MICRO	306,611.88
1999-0000-3	Fund Balance-DEFederal Façade	200,000.00
1999-0000-4	Fund Balance-DEFederal CIF	500,000.00
Total Fund Balance		12,487,808.63
TOTAL LIABILITIES & FUND BALANCE		\$ 12,539,684.05