

CONSERVATION EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

DATE: Wednesday, January 3, 2018
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse, Room 114

1. Call meeting to order
2. Public Comments (*brief comments/statements regarding committee business*)
3. Review Correspondence
4. Consent Agenda
 - A. Approve minutes of previous meeting
 - B. Approve bills
 - C. Receive staff activity reports
5. Risk and Injury Report
6. Land & Water Conservation Department
 - A. Presentation on how Wood County soils vary from north to south in susceptibility to groundwater contamination. – Kevin Masarik
 - B. Report on December County Conservationist meeting. – Shane Wucherpennig
 - C. Discuss Golden Sands RC&D presentation to Wood County.
7. UW Extension
 - A. Report from Dale Christiansen, Central WI State Fair Executive Director
 - B. Staffing Update Jason Hausler
8. Economic Development
 - A. Consider resolution amending the 2017 CDBG-ED Budget (56780)
9. County Surveyor
10. Planning
11. Review 2018 goals for County Conservationist and Planning & Zoning Director
12. Discuss hiring in the future without a recruiter.
13. Schedule next regular committee meeting – 9:00 a.m. Wednesday, February 7, 2018.
14. Agenda items for next meeting
15. Schedule any additional meetings if necessary.
16. Adjourn

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, NOVEMBER 29, 2017
 MCMILLAN LIBRARY, ALL PURPOSE ROOM, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Ken Curry, Bill Leichtnam, Robert Ashbeck, Harvey Petersen

Adam Fischer was excused.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg

Land & Water Conservation Staff: Shane Wucherpfennig

UW Extension Staff: Peter Manley, Jason Hausler, Katie Tomsyck,

Others present: Lance Plimi

1. Call to Order- Chairperson Hilde Henkel called the meeting to order at 10:30 am.

2. Public Comments. No public comments.

3. Land & Water Conservation Department

- A. Review/approve change to #801-Animal Waste Storage, Nutrient Management and Groundwater Protection Ordinance. Shane Wucherpfennig overviewed the proposed changes and explained that although the wording has changed, it does not give the LWCD any more or less regulatory authority. Brief discussion followed.

Motion by Ken Curry to approve the changes to the #801 Animal Waste Storage, Nutrient Management and Groundwater Protection Ordinance. Second by Harvey Petersen. Motion carried unanimously.

- B. Approve \$21,924 SEG money transfer from Adams County to Wood County. This money is specifically intended for Nutrient Management and no-till practices. Shane foresees this coming as a budget amendment sometime in 2018. Bob would like the county to have a no-till machine that people could rent out.

Motion by Ken Curry to approve the \$21,924 SEG money transfer from Adams County to Wood County. Second by Bill Leichtnam. Motion carried unanimously.

- C. Review/approve Multi Discharge Variance (MDV) application. Shane Wucherpfennig explained that this is money generated by the WI DNR. In 2018, Wood County will be eligible to receive over \$80,000, which would be earmarked to do conservation work where we set the priorities. By applying, Wood County would agree to develop a Watershed Resource Plan within 14 months. Shane explained that Wood County has already received funding to develop a plan, through the 9-Key Element plan grant. There is a potential that the funds could be larger in the future. Thirty-five percent of these funds can use administratively. Discussion followed.

Motion by Bill Leichtnam to approve the Multi Discharge Variance Application. Second by Harvey Peterson. Motion carried unanimously.

4. UW-Extension

- A. UW-Extension Contracts. Jason passed the new contract out to the committee. This is now a calendar-year contract. The biggest changes are that the contracts now include

the position titles, not the individual names of the educators. Also, the discounts for the projected vacancy positions are included in the contracts. This is to minimize the reconciliation needed later on. Jason Hausler explained that the Corporate Counsel has looked this over and given his consent.

Motion by Ken Curry to approve the UW-Extension contracts. Second by Robert Ashbeck. Motion carried unanimously.

- B. Procedure for filling open & impending vacancies. Youth and Families and Communities Extension Education openings. Jason asked the CEED committee to consider filling the two open positions by reassigning internal UW-Extension educators from other counties whose positions have been cut due to budget constraints, instead of doing an open application process. These would most likely be tenured faculty members. Extension educators whose positions have not been cut or reduced would not be eligible to apply. There would be no cost difference to the county. The committee encouraged Jason to proceed with filling the position internally.
- C. 4-H Program Coordinator update. Jason Hausler and Peter Manley will be reviewing the 19 applicants tomorrow. Jason expects the position to begin on February 1. Ken Curry and Hilde Henkel will be part of the final interviews.

5. Agenda items for next meeting

Hilde reviewed the upcoming agenda for the next meeting. There will be a closed session for personnel reviews. The final agenda will be in the CEED committee packet.

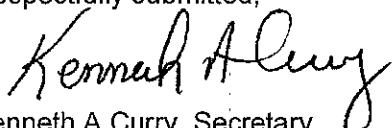
6. Schedule any additional meetings if necessary. No additional meetings scheduled.

7. Adjourn.

Motion by Ken Curry to adjourn at 11:33am. Second by Bill Leichtnam. Motion carried unanimously.

Following the meeting (approximately 12:00 Noon) a session on Envisioning Future Community Needs was held for two open Wood County UWEX positions. A quorum of the CEED Committee was present; however no action by the committee took place.

Respectfully submitted,



Kenneth A Curry, Secretary

Minutes by Katie Tomsyck, UW-Extension

Review for submittal to County Board by Ken Curry (approved on December 06, 2017)

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, DECEMBER 6, 2017
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Kenneth Curry, Robert Ashbeck, Bill Leichtnam, Adam Fischer and Harvey Petersen.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg and Kim Keech.

Land & Water Conservation Staff: Shane Wucherpennig.

UW Extension Staff: Peter Manley.

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Sue Kunferman (Wood County Health Dept), Jason Angell (Marshfield Economic Development Board, Rick Bakovka (Regional Economic Growth Initiative) and Warren Kraft (Wood County Human Resources).

1. **Call to Order.** Chairperson Henkel called the CEED Meeting to order at 9:00 a.m.
2. **Public Comment.** None
3. **Review Correspondence.**
 - A. Chairperson Henkel handed out a memo to the CEED Committee and Wood County Board regarding WCA Agriculture, Environment & Land Use Steering Committee.
 - B. Shane Wucherpennig shared that the Golden Sands RC&D Meeting requested \$14,000 from area counties.
 - C. Bill Leichtnam handed out Golden Sands RC&D active Wood County projects.
 - D. Peter Manley shared that the 2018 Clean Sweep \$16,000 grant has been approved.
4. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the Wednesday, November 1, 2017 CEED meeting, 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, Peter Manley, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber and Jeremy Erickson.
 - A. Minutes of Wednesday, November 1, 2017. No additions or corrections needed.
 - B. Department Bills. No additions or corrections needed.
 - C. Staff Activity Reports. No additions or corrections needed.

Motion by Adam Fischer to approve and accept the November 1, 2017 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Robert Ashbeck. Motion carried unanimously.

5. **Risk and Injury Report.** None.

6. **Land & Water Conservation Department.**

- A. Update on the 9-Key Element Planning Grants for Mill Creek Watershed & 14 Mile Watershed
 Shane Wucherpennig presented a summary of the proposal for the 9-Key Element Planning Grant for Mill Creek Watershed & 14 Mile Watershed. Watershed plans consistent with EPA's 9-Key elements provide a framework for improving water quality within a geographic watershed. The Mill Creek Watershed grant for \$22,000 and 14 Mile Watershed for \$25,000 has been approved by DNR but hasn't been officially received. Shane Wucherpennig and Emily Salvinski

are heading up the grant writing. Shane Wucherpfennig shared that a 9-Key Plan has to be approved both by the DNR and EPA. The county wide Land & Water Resource Management Plan meets 1-6 of the key elements but 7-9 key elements required in writing a 9-key plan are more challenging. The main focus of the Mill Creek Watershed grant will be on phosphorus and the main focus of the 14 Mile Watershed will be on nitrogen. Counties bordering Wood County are also assisting in the Wood County project with Shane Wucherpfennig as the Financial Agent for the grant. Shane Wucherpfennig is hopeful of a partnership with UW Discovery Farms for equipment which might be obtained for monitoring at no cost to the county.

- B. Approval of 2017 crop prices Shane Wucherpfennig presented the 2017 Crop Prices for Field Corn \$3.26/bushel, Soybeans \$9.49/bushel, Other Hay \$73.14/ton, Alfalfa \$104.73/ton and Cranberry (fresh fruit) \$51.40/barrel.

Motion by Harvey Petersen to approve the 2017 Crop Prices. Second by Adam Fischer. Motion carried unanimously.

- C. Discussion of existing county equipment and usage Shane Wucherpfennig shared that the department currently owns 4 tree planters which aren't used much. Shane Wucherpfennig is asking the committee guidance if the department can sell the tree planters retaining the funds and purchase a used No-Till Drill for planting no-till and cover crops. Discussion followed. Chairman Henkel encouraged Shane Wucherpfennig to find out the county practice regarding the sale of department equipment and purchase cost of a Drill updating the committee at a future meeting.
- D. Discuss #5 and #6 of Supervisor Leichtnam's recommendations. Bill Leichtnam introduced recommendation #5 to urge the Wood County Board to fund "clean water research & projects undertaken by the Central Wisconsin Groundwater Group. Bill Leichtnam shared that it would be beneficial for the Central Wisconsin Groundwater Group and Healthy Waters to sit at the same table sharing resources. Shane Wucherpfennig feels it is beneficial to include the groundwater component but needs Healthy Waters approval. Adam Fischer commented that the CEED Committee doesn't have jurisdiction to incorporate with Healthy Waters but can encourage emails and concerns of committee members. Chairman Bill Leichtnam shared that the next meeting of the Central Wisconsin Groundwater Group will be December 18th at the Saratoga Town Hall.

In recommendation #6 Bill Leichtnam would like to urge Wood County Board to support regional groundwater protection initiatives undertaken by other Central Sands counties like Waushara and Portage County. An interconnection with surrounding counties would be beneficial for a regional approach. Chairman Henkel commented that there needs to be some shared approach among counties. Shane Wucherpfennig added that he is aware of what other counties are doing by attending meetings and conferences. Chairman Henkel added that an update from the department of the County Con Meetings would be beneficial to the committee as a future agenda item.

7. UW Extension.

- A. Fair presentation process Peter Manley explained the past practice of disbursing the Central Wisconsin State Junior Fair funds in the amount of \$32,000. Past practice was to disburse ½ of the amount in January and the other ½ after the Fair Financial Report was shared with the committee. Peter Manley stated that the Financial Report hasn't been received from the 2017 Junior Fair. Kenneth Curry commented that any organization that the county gives money to should give a report to the committee sharing use of funds and benefit. Robert Ashbeck feels that all of the money should be disbursed in January to the Fair Association. Chairman Henkel stated that how the funds are disbursed is the decision of the CEED Committee. Discussion followed.

Motion by Kenneth Curry to invite the Central Wisconsin State Fair Director to give a Financial Report of the Junior Fair at the January CEED Meeting releasing the funds with the January vouchers Second by Bill Leichtnam. Motion carried 4-1. Robert Ashbeck voted against the motion because he has concerns that the CEED Committee doesn't trust the fair with the county money.

- B. Visioning Session review Peter Manley explained that the consensus of the CEED Committee is to consider interviewing an internal candidate for the UW Extension Family Living position. A similar position is being eliminated in another county. Chairman Henkel shared that the county would consider an internal employee but the county does not commit to hire them. Discussion followed. Consensus of the committee is to hold a special CEED Meeting on Tuesday, December 19th at 12:30 p.m. to interview an internal applicant.

8. Economic Development.

- A. Update from Marshfield Economic Development Board Jason Angell shared with the committee that he is resigning from the City of Marshfield effective December 22nd and moving to Arizona. The job has been posted with interviews scheduled December 14th and 15th. Jason Angell thanked the committee for their continued support in economic development in Marshfield. The partnership between the City of Marshfield and the CEED Committee has strengthened which is important to expanding economic development opportunities. Chairman Henkel commented that relations are important to working together.
- B. Regional Economic Growth Initiative Update Rick Bakovka feels that the roundtable discussion among Economic Development stakeholders on the future role of Wood County in Economic Development in March was beneficial in sharing ideas and strengthening relations.
- Accomplishments of Regional Economic Growth Initiative:
- i. Mid-State Technical College offering a Hospitality Certification Program
 - ii. Small Business Development Center Tours
 - iii. City of Nekoosa Strategic Planning
 - iv. Possible expansion of strategic planning with City of Pittsville, Village of Rudolph, Village of Vesper
 - v. Legislatures encouraging Economic Development Central Wisconsin Summit
 - vi. Golf Week Magazine article regarding the Sand Valley Golf Course
 - vii. New facility for YMCA/Boys & Girls Club signed and approved.

9. County Surveyor. Nothing to report.

10. Planning. Nothing to report.

11. Preliminary to Closed Session. Warren Kraft discussed with the CEED Committee how to complete the Department Head Performance Evaluations. Discussion followed.

CLOSED SESSION - At 11:13 a.m., it was moved by Adam Fischer, and seconded by Robert Ashbeck, pursuant to Wis Stat 19.85(1)(c) to go into closed session for the purpose of discussing the Land & Water Conservation Department Head's performance and Planning and Zoning Department Head's performance. Roll call taken: Curry – aye, Leichtnam – aye, Fischer – aye, Ashbeck – aye, Petersen – aye. Harvey Petersen was excused at 12:02 p.m.

Return to open session. At 12:22 p.m., it was moved by Bill Leichtnam, seconded by Adam Fischer, to return to open session. All ayes.

12. Schedule Next Meeting.

The next regular CEED meeting is scheduled for Wednesday, January 3, 2018 at 9:00 a.m. at the Wood County Courthouse in Room #115.

13. Agenda items for next meeting.

- A. Kevin Masarik, UWSP Groundwater Education Specialist
- B. Dale Christiansen, Central Wisconsin State Fair Executive Director
- C. County Con Meeting Report


14. Schedule any additional meetings if necessary.

A special closed meeting will be held on Tuesday, December 19th at 12:30 p.m. to interview an internal candidate for the UW Extension Family Living position.

15. Adjourn.

Motion by Adam Fischer to adjourn at 12:35 p.m. Second by Bill Leichtnam. Motion carried unanimously.

Respectfully submitted,



Kenneth Curry, Secretary
Minutes by Kim Keech, Planning & Zoning Office
Review for submittal to County Board by Kenneth Curry (approved on December 12, 2017 @ 9:32 a.m.)

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
TUESDAY, DECEMBER 19, 2017
WOOD COUNTY COURTHOUSE, ROOM 115, WISCONSIN RAPIDS, WI

Members Present: Hilde Henkel, Bill Leichtnam, Ken Curry, Robert Ashbeck, Adam Fischer

Others Present: Jason Hausler, Wood County Area Extension Director; Jackie Carattini, UW Extension Family Living Educator

1. **Call meeting to order.** Chairperson Hilde Henkel called the meeting to order at 12:51pm.
2. **Public Comments.** No public comments.
3. **Review Correspondence.** Jason Hausler gave an update on the UW-Extension Contract.
4. **CLOSED SESSION.** Motion to go into closed session pursuant to the exemption contained in S.19.85(1)(c) Wisconsin Statutes for the purpose of discussing staffing opportunities related to vacant positions within the Wood County UW-Extension Office.

Motion to convene in closed session made by Bill Leichtnam, seconded by Robert Ashbeck. Motion carried unanimously.

5. Return to open session.

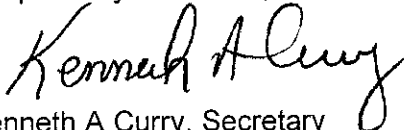
Motion to convene to open session by Adam Fischer, seconded by Bill Leichtnam. Motion carried unanimously.

6. **Agenda items for next meeting.** No items at this time.

7. Adjourn.

Motion to adjourn by Bill Leichtnam at 2:04pm, seconded by Robert Ashbeck. Motion carried unanimously.

Respectfully submitted,



Kenneth A Curry, Secretary

Minutes by Jason Hausler, UW-Extension

Review for submittal to County Board by Ken Curry (approved on December 21, 2017)

4/B

Committee Report

County of Wood

Report of claims for: LAND & WATER CONSERVAITON DEPT

For the period of: DECEMBER 2017

For the range of vouchers: 18170180 - 18170197

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18170180	HOLLAR DANIEL S	SWRM - CS WELL DECOMMISSIONING	11/30/2017	\$125.00	P
18170181	WOODTRUST BANK NA	LWC - TOUR EXPENSES - BUS	10/31/2017	\$230.00	P
18170182	COENEN JAMES	SWRM - CS COVER CROPS	12/01/2017	\$510.00	P
18170183	DEBOER LEE	LC - RETURN OF EARNEST MONEY	12/12/2017	\$1,000.00	P
18170184	GRASS RIDGE FARM LLC	LC - RETURN OF EARNEST MONEY	12/12/2017	\$1,000.00	P
18170185	OTTO BRIAN & JODI	SWRM - CS NO TILL	12/12/2017	\$416.00	P
18170186	BULGRIN GRAND VIEW FARMS LLC	SWRM-CS COVER CROPS & NO TILL	12/13/2017	\$506.00	P
18170187	JAGODZINSKI JAMES & LESLIE	SWRM -CS NUTRIENT MANAGEMENT	12/19/2017	\$12,927.60	P
18170188	STRAIGHT LINE FENCE	SWRM - 75% KEN REZIN'S FENCE	12/15/2017	\$25,143.75	P
18170189	WAYERSKI RYAN & TONYA	SWRM - CS WASTE TRANSFER SYST	12/19/2017	\$15,000.00	P
18170190	ACCOLA LEE	SWRM - PART CS CLOSURE MS	12/13/2017	\$8,000.00	P
18170191	GROSHEK ADAM	SWRM - DATA PLAN REIMBURSEMENT	12/19/2017	\$30.00	P
18170192	WUCHERPFENNIG SHANE A	LWC - DATA PLAN & MEALS	12/19/2017	\$50.00	P
18170193	ARNOLD TRACY	WLD - MILEAGE REIMBURSEMENT	12/15/2017	\$32.10	
18170194	BRANDL CRAIG J	SWRM - CS - MANURE STORAGE	12/26/2017	\$18,600.00	
18170195	BRANDL CRAIG J	EM - RETURN OF EARNEST MONEY	12/26/2017	\$1,000.00	
18170196	ERON JOHN	SWRM - CS GRADE STABILIZATION	12/26/2017	\$5,222.50	
18170197	HAMUS THOMAS & SHERRI	SWRM - CS MANURE STORAGE	12/13/2017	\$49,998.00	
Grand Total:				\$139,790.95	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: UWEX

For the period of: December

For the range of vouchers: 30170167 - 30170180

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30170167	YOUNG WENDY	YOUNG DEC EXPENSES	12/07/2017	\$15.96	P
30170168	BAUM'S MERCANTILE	VISIONING SESSION SUBS	12/07/2017	\$356.25	P
30170169	EO JOHNSON COMPANY INC	COPIER CARE PLAN	12/07/2017	\$544.00	P
30170170	MEISTER MEDIA WORLD WIDE	FRUIT GROWERS MAG	12/07/2017	\$24.00	P
30170171	UW EXTENSION	TECH SERVICES FEE	12/07/2017	\$355.00	P
30170172	WAE4-HYDP	CHRIS WAE4-HYDP	12/07/2017	\$115.00	P
30170173	WOODTRUST BANK	clean sweep, 4-h, MG	12/07/2017	\$387.42	P
30170174	WACEC	WACEC dues	12/26/2017	\$50.00	P
30170175	UW SOIL TESTING LAB	soil tests	12/26/2017	\$39.00	P
30170176	EO JOHNSON CO INC	copier lease	12/26/2017	\$229.49	P
30170177	WACAA	lippert WACAA dues	12/26/2017	\$150.00	P
30170178	WAL-MART COMMUNITY/RFCSLLC	kitchen, visioning, supplies	12/26/2017	\$233.27	P
30170179	HUBER LAURA	huber nov & dec expenses	12/26/2017	\$239.35	P
30170180	VIAU CHRISTOPHER	VIAU Dec expenses	12/26/2017	\$39.59	P
Grand Total:				\$2,778.33	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

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Committee Member:

Committee Report

County of Wood

Report of claims for: Planning & Zoning Department

For the period of: December 2017

For the range of vouchers: 22170149 - 22170165

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
22170149	WOODTRUST BANK NA	Credit Card Charges	11/20/2017	\$299.57	P
22170150	CARMODY DATA SYSTEMS INC	PS-Upgrades/Services (Dec)	12/01/2017	\$299.00	P
22170151	INDUSTRY SERVICES DIVISION	PS-State Sanitary Permit (Nov)	11/30/2017	\$900.00	P
22170152	CENTRAL STAKING INC	SU-33 Corners (\$165 each)	11/21/2017	\$5,445.00	P
22170153	WISCONSIN MEDIA	PL-Public Hearing Notice	11/30/2017	\$57.42	P
22170154	EMMONS BUSINESS INTERIORS	PS-Office Chair	12/05/2017	\$369.95	P
22170155	BOYER KEVIN	SU-Services Per Contract (Dec)	12/12/2017	\$833.00	P
22170156	POSTMASTER - WISCONSIN RAPIDS	PS-Postage 2017 Fee (2nd Rem)	12/13/2017	\$193.91	P
22170157	BREWBAKER JEFF	PS-Expenses (December)	12/14/2017	\$18.42	P
22170158	[REDACTED]	PS-Wis Fund Grant Award	12/18/2017	\$6,100.00	P
22170159	[REDACTED]	PS-Wis Fund Grant Award	12/18/2017	\$4,627.00	P
22170160	[REDACTED]	PS-Wis Fund Grant Award	12/18/2017	\$2,872.00	P
22170161	[REDACTED]	PS-Wis Fund Grant Award	12/18/2017	\$2,200.00	P
22170162	SKINNER STEVANA	PS-Expenses (December)	12/18/2017	\$229.84	P
22170163	GRUENEBERG JASON	PL-Expenses (December)	12/18/2017	\$179.76	P
22170164	DEKLEYN ADAM	PL-Expenses (December)	12/19/2017	\$45.17	P
22170165	WCCA (COUNTY CODE ADMIN)	PS-POWTS Inspector/Soils Train	12/20/2017	\$70.00	P
Grand Total:				\$24,740.04	

Signatures

Committee Chair:

Committee Member:

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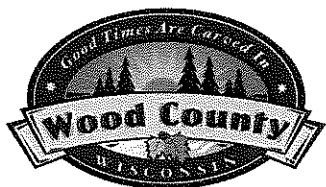
Committee Member:

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**Wood County
WISCONSIN**

**LAND AND WATER CONSERVATION
DEPARTMENT**

Activities Report for Shane Wucherpfennig December 2017

- **December 1** – Attended County Conservationist mgt. At the Mead in WI Rapids.
- **December 6** – Attended CEED meeting..
- **December 7**– Farmers of Mill Creek, annual fall dinner and cover crop field tours.
- **December 8**– Attended PACRS meeting – Northern Bay Island – Arkdale, WI. 54613
- **December 11** – 14 Mile Joint Rome/TriLakes Watershed Committee mgt
- **December 12** - Joan Arnold Open Records Request Landowner contracts
- **December 13** – 14 mile Creek 9 key element plan meeting
- **December 14 & 15** – Cost Share contracts with landowners, project inspections.
- **December 18** – Central Sands Groundwater Group meeting
- **December 19** – County Board, Eron Toe wall
- **December 20 & 21**– Cost Share contracts with landowners & construction projects, 2017 Extension request
- **December 22 – Jan 2** – Vacation & Holidays

Activities Report for Tracy Arnold 12-2017

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Inspections Ken Rezin Cranberry permanent woven wire fence progress
- Drafting up Ken Rezin Cranberry fence contract
- Submitting paperwork to Lori to get checks cut for Ken Rezin Cranberry fence contractors
- 1 fences failed inspections for the year, working on getting back into compliance
- Met with 1 additional landowners interested in permanent fences
- Conducted site visit for a failed fence, repairs were made and it now passes. Submitted required paperwork
- Coordinated the WDACP Venison Donation program for Wood County
- 2017 crop prices to be approved by CEED
- Entering all 2017 field appraisals into DNR database for damage claims

Non-metallic mining reclamation program

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Following up on the status of financial assurance on those expiring soon
- Downloading data from the GPS of all the inspections, uploading them into ArcMap, generating maps for every permitted site, generating the active acres and financial assurance requirements for each permitted site and sending those in the map as completed.
- Tracking permit fees and checking financial assurance as they are submitted
- Received "Request for Review of Determination" from Joan Arnold, landowner of former Badger Sandstone site.
- Met with Shane W and Peter K regarding logistics of the Joan Arnold hearing

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 16 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
- Continue planning the North Central Land and Water Conservation Area Association February meeting in Wisconsin Rapids.
- Highlighted the Tree Sale program and environmental education programs on both WDLB in Marshfield and WFHR in Rapids with Lori
- Attended meeting regarding Regional Pollinator Partnership
- Met with City of Wisconsin Rapids and Bird City about a potential pollinator project
- Answer questions from general public about trees as they come in
- Processing tree order numbers as they come in
- Requested new tree sale program from IT, current one is from 1995

Activities Report for Adam Groshek – December 2017

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

- ~Well decommissioning asbuilts and follow-up for Dan Hollar.
- ~CREP paperwork and follow-up of questions.
- ~MDV application for 2018.
- ~Assisting with field drainage issues.
- ~Survey and site investigation for abandoning a pre-ordinance concrete manure storage facility for Daryl Sternweis.
- ~Planning, cultural resource review, and design for Mike Duckett and his 2018 Slurrystore manure storage, 2 liquid transfer systems, and a solids stacking pad.
- ~Stakeout, construction inspection, asbuilt documentation for Craig Brandl's 2017 new concrete manure storage pit.
- ~As-built documentation and final payment for Tom Hamus's newly reconstructed manure storage facility.
- ~Final manure storage facility fence check and payment to Ryan Wayerski for cost-share on new pit.
- ~As-built documentation for Lee DeBoer, finalization of and closing out of the Notice of Discharge grant money for this project.
- ~Lee Accola site checks and asbuilt documentation for the closure of his pre-ordinance manure storage facility. Coordinating with him and contractor on proper manure spreading on his winter solids spreading field according to his nutrient management plan.
- ~Attendance of the Farmers of Mill Creek field day showcasing cover crops, no-till, and other conservation friendly practices in the Mill Creek watershed.
- ~Brad Kremer asbuilt pit volume questions, pit capacity, spreading, etc.
- ~Nonmettalic mining question investigation for site in Town of Dexter for Lance Pliml.
- ~Investigation of under-barn manure pit abandonment and cost-share contract signing for remaining 2017 \$ to rollover to 2018 for Steve/Jon Pankratz.
- ~Discussion and site check of John Eron's water way control structure construction.
- ~NE Area Engineering technician meeting in Oshkosh with Shane and other county technicians.
- ~Required KnowBe4 IT training taken to become more educated on technology security.

**Activities Report for Emily Salvinski
December 2017**

- **Friday, December 1.** Read through Fenwood Creek 9 Key Plan, looked at what could be similar for our plan.
- **Monday, December 4.** Attended pollinator meeting over the phone. Added Mike Sabel's edits and suggestions to slideshow presentation.
- **Tuesday, December 5.** (Half Day). Middle Mill Creek data gathering.
- **Wednesday, December 6.** Middle Mill Creek data gathering. Attended mini pollinator meeting. Went with Tracy on fence installation inspection.
- **Thursday, December 7.** Mill Creek end of season tour. Cost share mapping.
- **Friday, December 8.** Helped teach the ag class at MSTC in Marshfield.
- **Monday, December 11.** Cost share mapping. Updated DATCP NM checklist excel form.
- **Tuesday, December 12.** Worked on new 590 standard review form. Downloaded STEPL and started to figure it out.
- **Wednesday, December 13.** 14-Mile Creek Planning meeting
- **Thursday, December 14.** SnapPlus Training in Wausau.
- **Friday, December 15.** Helped ag students with nutrient management plans at MSTC in Marshfield.
- **Monday, December 18.** Gathered 3 most common soil types in each sub-watershed of Mill Creek Watershed. Attended Groundwater Group meeting.
- **Tuesday, December 19.** Finished gathering info on percent paved barnyards in upper and middle mill creek.
- **Wednesday, December 20.** Data gathering for lower mill creek and bear creek.
- **Thursday, December 21.** Staff Meeting. Organized all the data.
- **Friday, December 22.** Holiday
- **Monday, December 25.** Holiday
- **Tuesday, December 26.** Participated in IT's online security training. Updated cost share shapefiles.
- **Wednesday, December 27.** Verified/edited mailing list. Farm visit.

Activities Report for Lori Ruess – December 2017

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Compiled non-lapsing account information requested by Finance.
- Reviewed general ledger and payroll registers and completed journal entries to correct payrolls.
- Completed November sales tax report and submitted report to Finance.
- Mailed MDV application to DNR.
- Attended North Central Wisconsin Pollinator Partnership meeting via conference call.
- Pollinator meeting with Penny VanTassel, Tracy Arnold & Emily Salvinski
- Completed cost-share contracts for:
 - Bulgrin Grand View Farms – Zajackowski
 - Otter Creek Farms
 - Stephen & Barbara Pankratz
- Completed reimbursement requests for:
 - Bulgrin-Zajackowski
 - James & Leslie Jagodzinski
 - Brian & Jodi Otto
- Attended staff meeting and took notes.
- Completed 2017 to 2018 SWRM Grant extension and submitted to DATCP along with copies of the signed and notarized cost share contracts.
- Received CREP incentive checks and mailed to the following landowners:
 - Al Weiler
 - Triple "P" Dairy
 - Russ & Elaine Bauer
 - Frank Huser
 - Catherine Warnecke
 - Marlin Laidlaw
 - Fred Miller
- Organized County Board and CEED packet information and took to County Clerk's office.
- Entering tree and shrub orders as they come in.
- Logging of non-metallic mine permit fees as they come in.

Conservation, Education & Economic Development Committee Report for the month of December 2017

PETER MANLEY

Wood County UW-Extension, Community Resource Agent

- I attended and processed paperwork related to the December 3rd CEED meetings.
- I made a presentation to the Wood County Towns Association, December 1, about the changing demographics of Wood County.
- I chaired a day-long workshop, December 6, for a leadership group about diversity in Wood County. Participants learned about Hmong and Ho Chunk culture and their personal perceptions of diversity.
- I met with my mentee, Kenzie Payne, and discussed her programming, December 12.
- The quarterly report of the Central Wisconsin Economic Research Bureau was on December 15 and focused on the issue of attracting and retaining young adults in communities.
- I facilitated the Central Sands Groundwater Group, December 18. We discussed how to appropriately discuss controversial issues related to agriculture and heard from Kara O'Conner from the Wisconsin Farmers Union.
- I facilitated progress on the Nekoosa Community Strategic Plan and made progress on developing strategies to address their two top strategic issues. We also reviewed results from a recently completed community survey.
- I was on two call-in radio shows, December 19 and 21.
- I also worked on year-end reports, budget updates and took some vacation time.

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- I met with the all committee group for the Farm Technology Days Event
- I met with the Central Sands Ground Water committee
- I presented at a program sponsored by Mid State Technical College on surviving the current economic problems in the dairy industry
- I attended a nutrient management update from the department of Soil Science at UW-Madison
- I met with the Wood County Holstein Breeders as they plan their activities for the upcoming year.
- I participated in a field day sponsored by the Farmers of the Mill Creek Group. It included a bus tour featuring the planting of various cover crops such as winter wheat, triticale, brassicas such as tillage radish and some minimum tillage practices.
- The Wisconsin State Cranberry Growers Education committee met and we planned for the upcoming Cranberry School.
- I finalized plans for several Pesticide Applicator Training Sessions to be held this winter. Some will be specifically for Cranberry Growers and others will be for general farm crops.
- The MACCI Agri-Business Committee met and made plans for scholarship programs, tours and other activities.

- I developed a script for a farm transition workshop that will be a component of our upcoming Heart of the Farm program to be held with Clark, Marathon, and Taylor Counties
- I interviewed with WDLB and WFHR radio
- I made an article for the Central Wisconsin Agriculture Specialization
- I met with the Wood County Farm Bureau Board

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Educator

- Taught in 8 classrooms to over 160+ 5th graders to finish our series of lessons (12/5, 7 & 8). I am scheduling lessons with 3rd graders to begin in January.
- Participated in the UW-Extension All Colleague Programming meeting at Chula Vista (12/6)
- Attended the Mead Healthy Families Committee meeting at Mead Elementary (12/8)
- Taught at the South Wood County Emerging Pantry on the selection, storage and use of fresh fruits and vegetables (12/11)
- Participated in the FoodWise Golden Apple Employee Recognition Committee Hangout (12/12). The committee is working hard to establish eligibility and criteria for multiple awards.
- Meet with Emily Stieve from the United Way to discuss the 2018 United WE Can event (12/15).
- Taught the final lessons in the new series Eating Smart Being Active (12/6, 13 & 20). In January, I will begin a 2nd series with Bizzy Bee's Daycare in Nekoosa and a 3rd series is being offered at the YMCA.
- Taught a lesson on "Bring New Life to Leftovers" at the Mead Family Night at Mead Elementary (12/21).
- Participated in the Wood/Portage County FoodWise team meeting (12/19). Our group completed a book discussion training on diversity titled "What If I Say the Wrong Thing."
- Participated in weekly Wood County Staff meetings (12/4, 11, 18) along with the Staff Christmas Pot Luck.

Comment from Little Dears Daycare Owner Caroline Casper regarding the Eating Smart Being Active lessons:

"Thank you again for offering the class. Even though we 'knew' some of the information it brought to our attention several new factors. You were a great presenter!"

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:

- Trip and Award Application Review and Interviews
 - Coordinate Judges, Schedule Interviews, Post Interview Correspondence
- VIP (New Volunteer Training) 6 new volunteers attended
- Leadership Washington Focus Trip Planning and Logistics
 - 2018 program start-up. Answer questions, Reservations
- 4-H Club and Volunteer Management concerns
 - Annual Enrollment

- Volunteer Background Check support (new process implementation)
- 4-H Club transitions
- Leadership changes and club dissolution
- 4-H Club annual Charter Review and File Uploads

Central WI State Fair

- 2017 Fair evaluation, Judge selection process, potential schedule changes
- Market Sale Committee Meeting- Fair Date changes discussion, YQCA implementation

Administrative

- State and Regional Phone Conferences and Meetings
- UW-Extension All-Colleague Meeting
- 4-H Program Coordinator Hiring process
- 4-H Youth Development Liaison Responsibilities- 25% FTE

Laura Huber

Wood County UW-Extension, 4-H Program Assistant

- Attended and assisted with the Central WI 4-H Shooting Sports organizational meeting on 3 December at the Central WI Sportsmens Club, Marshfield.
- Facilitated National 4-H e-Forum training for Wood County volunteers on 7 December at the Wood County Courthouse.
- Assisted with and attended the Jr. Fair Board's Home Environment meeting on 14 December at the Arpin Public Library. Discussed fair book changes as well as planning 2018 Foods & Cake Revue and 2018 Clothing Revue.
- Worked on 2017 end of year reporting for UW-Extension, which includes impact statements.
- Worked on 2018 Civil Rights Action Plan (in response to November's UW-Ext civil rights review)
- Assisted with Jan/Feb issue of Youth Connections, Wood County 4-H newsletter
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 685 followers.
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
- Ongoing coordination of Bowling Tournament (2 Feb), Project Discovery Day (10 Feb), and Creative Arts Day (14 Apr)

Jeremy Erickson

Wood County UW-Extension, Horticulture Educator

- Appear on WDLB Radio-Marshfield
- Appear on WFHR Radio-Wisconsin Rapids
- Attend all UW-EXT staff conference in Wisconsin Dells
- Assist with horticultural inquiries
- Meeting with Master Gardener President

- Finalize Master Gardener Criminal Background Check requirements
- Was a guest speaker for the Community Conversation Podcast series at McMillian Library
- Met with Dale from SWEPS Food Pantry for consultation on building raised garden beds on site
- Schedule upcoming meetings and workshops
- Prepare for CEED Committee Presentation

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 January 3, 2018

1. Economic Development (Jason Grueneberg)

- a. Central Wisconsin Economic Development Fund (CWED) – On December 7th, I participated in a CWED Executive Committee meeting. Agenda items included a loan subordination request, discussion on a strategic planning process for CWED, and exploring the creation of an executive director position.
- b. Marshfield Interviews – On December 15th, I participated in the interview process for the Marshfield Director of Development Services position. Three candidates were interviewed by 2 panels, and they each presented to the people in the interview process.

2. Planning (Adam DeKleyn)

- a. City of Nekoosa Comprehensive Outdoor Recreation Plan (C.O.R.P.) – Final section of plan is being developed. Goals and objectives will be discussed and identified at the next committee meeting.
- b. Plat Review Officer – (2) CSM's were submitted for review/approval. (1) CSM was approved/recorded. (3) CSM's are pending approval.
- c. Wood County Parks, Recreation, and Open Space Plan – 500 community surveys and postcards are being finalized. Tentative date for survey distribution is the beginning of the year. Survey will be administered online.
- d. Nekoosa Strategic Planning – Survey data was entered into a database to be analyzed. A Community Survey Summary was developed and presented before the committee. The summary presents numeric tabulation and graphic representation of the questions and answers in the survey.
- e. CTH U Reconstruction Project – Attended the local officials meeting with OMNNI Associates Inc. to review and provide formal comment on the proposed project.

- f. Heart of Wisconsin (HOW) Leadership Training Program – Attended the HOW leadership session at the Ho-Chunk Community Building. UW Extension, Incourage, Ho-Chunk, and The Family Center presented on diversity in the community.
- g. 2018 South Wood County Community Survey – Assisting in the distribution of a community survey prepared by Incourage. This survey is incorporated into many community planning documents.
- h. Wisconsin County Code Administrators – Attended the WCCA - Central District Meeting. WI-DNR presented on floodplain topics. Discussed legislative updates and changes.
- i. POWTS Inspection Reports – Completed for the year 2017.

3. Land Records (Justin Conner)

- a. Village of Port Edwards Zoning Map – Updating the Port Edwards zoning map after many years without updates.
- b. PLSS Remonumentation – Quest has completed the 2017 remonumentation project. Work has begun to process the tie sheets and incorporate them into GIS mapping.
- c. Parcel Mapping – Updated mapping website data. Continue parcel editing as new deeds and CSMs arrive.
- d. WLIP - Submitted and was granted approval of 2018 WLIP grant.
- e. Deer Camp Map Requests – Numerous requests to create hunting land maps to hang at deer camp.

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

- a. Private Sewage Program, Permitting, Maintenance and Violations
 - i. (82) on-site investigations/inspections/compliances
 - ii. (3) septic system verification letters & failing system investigations
 - iii. (0) failing septic system orders, (0) holding tank maintenance violations & settlements
 - iv. (8) soil tests reviewed, (0) soil on-sites, (1) hydrograph reports reviewed, (2) interpretive soils report reviewed
 - v. (1) holding tank plan reviews, (1) conventional plan reviews, (3) mound plan review
 - vi. (7) sanitary permits reviewed
 - vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals servicing, (0) referrals invoices
 - viii. (0) sanitary system easements
 - ix. (0) camper complaints

- x. Stevana Skinner took and passed her Certified Soil Tester License Exam on December 6.
- xi. Conducted Stevana Skinner's Probationary Review
- xii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (0) site inspections, meetings or enforcement
- ii. (0) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. Evaluated and Discussed Senate Bill 601 with State Floodplain Manager
- vi. Facilitated meeting for Central Wisconsin District of the Wisconsin County Code Administrators
- vii. Jeff was elected to another 1 year term as Central District Representative
- viii. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (0) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (2) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. (2) wetland evaluation
- vi. 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 10 sanitary permits issued in November 2017 (2 New, 71 Replacements, 1 Reconnect and 0 Non-Plumbing) with revenues totaling \$2,475. There were 9 sanitary permits issued in November 2016 (3 New, 6 Replacements, 0 Reconnects and 0 Non-Plumbing) with revenues totaling \$3,400.

There were 187 sanitary permits issued through November 2017. For comparison purposes, following are totals through the same period for the previous five years: 2016 – 158, 2015 – 186, 2014 – 187, 2013 – 202 and 2012 – 185.

- b. 2017 Tax Refund Intercept Program (TRIP) – To date, Wood County has received \$6,173.19 on nine outstanding cases.
- c. 2017 Maintenance Notices

- i. Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight Maintenance Notices and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 24th with a due date of Friday, August 11th. There were 2,413 mailed between the four notices.
 - ii. On September 18th, 387 2nd notices were mailed to those owners who did not meet the August 11th deadline.
 - iii. On November 14th, Wood Co Corp Counsel letters were mailed to those owners for failure to provide servicing documentation. As of December 27th, there were 30 property owners who haven't serviced for 2017.
- d. 2017 Program Fee Notices
 - i. A new exciting feature this year is that the \$20 program fee can be paid online with an electronic check, debit card or credit card. There will be a convenience fee if making payment this way. Cash or check is available for those property owners who want to avoid paying the convenience fee. As of December 27th, there have been 553 property owners who have paid the program fee for 2017 on the Point & Pay online system.
 - ii. Program fee postcard invoices were mailed on Friday, November 3rd with a due date of Wednesday, December 6th. There were 4,551 postcard invoices mailed.
 - iv. On December 18th, 756 2nd program fee invoices were mailed to those owners who did not meet the December 6th deadline. As of December 27th, there were 466 property owners who haven't paid the \$20 program fee for 2017.
- e. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2016 are available for viewing on the Wood County's website www.co.wood.wi.us/Departments/PZ. 2017 Sanitary Permits will be prepped and scanned in fall 2018.
- f. Survey Document Imaging Project Status. Survey documents are being prepped and scanned tentatively scheduled for completion by the end of 2017.
- g. Enforcement Activities Update.
 - i. Small Claims Nothing scheduled.
 - ii. Contempt Hearing Nothing scheduled.

- h. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11th on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021. Please encourage those who may qualify to complete and submit applications for funding.
 - i. (4) Wisconsin Fund Applications FY2018 – State of Wisconsin Fund Grant Program payout was received on Friday, December 15th with property owner checks cut on Wednesday, December 20th. All applicants have received there Wisconsin Fund check.
 - ii. (6) Wisconsin Fund Applications FY2019