

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE MEETING
 WEDNESDAY, JANUARY 9, 2013
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Robert Ashbeck, Kenneth Curry, Ruth Moody, William Winch and Dale Gehrke (excused at 12:42 p.m.)

Staff Present: Planning & Zoning Staff – Gary Popelka, Jason Grueneberg, Jeff Brewbaker, Scott Kramar, Julie Akey and Kim Keech, Land Conservation Staff – Jerry Storke and Lori Ruess, UW Extension Staff – Peter Manley.

Others Present: Amy Kaup, Information Systems Director, Dist. #15 Supervisor William Clendenning, Amy Thorstenson, RC&D Executive Director, Jennifer Glad, RC&D Administrative Coordinator & Project Director, Hugh O'Donnell, RC&D Council President, Dist. #14 Supervisor Dennis Polach, Mary Brazeau-Brown

1. **Call to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.
2. **Public Comment.** There was no public comment.
3. **Review Correspondence.** No Correspondence to review.
4. **Consent Agenda.** The Consent Agenda included the following items: 1) minutes of the December 5, 2012 CEED meeting and Public Hearing, 2) bills from UW Extension, Land Conservation and Planning & Zoning and 3) staff activity reports.

William Winch had a question regarding the Saratoga water testing program expenses on the UW Extension Report of Claims. Peter Manley explained the Extension office sold water testing bottles and they received the money before the testing was completed.

Robert Ashbeck asked that the Planning & Zoning staff reports be pulled for clarification on the 2012 Triennial Program Fees. He thought the total revenue amount was incorrect. After reviewing, Julie Akey and Jason Grueneberg verified the amount was correct $2,675 \times \$20.00 = \$53,500$.

Motion by Ruth Moody to accept the minutes from the December 5, 2012 CEED meeting and Public Hearing, bills from UW Extension, Land Conservation and Planning & Zoning and staff activity reports as presented. Second by Robert Ashbeck. Motion carried unanimously.

5. Planning & Zoning.

a. Demonstration of Online Permit Access Project – Kim Keech

Gary Popelka introduced Kim Keech, Planning & Zoning Clerk and explained that Kim would be giving a demonstration on the online permit access project. The Planning & Zoning Department and the Systems Department have been working together on a sanitary permit website and Kim is scanning all the information that will be available on the website. The website will save staff time and allow the general public to access information on-line 24-7.

Kim Keech explained the two folder file organization system she is using for scanning the sanitary permit documents. A bar code sheet is printed for each document and then scanned and filed by year and town. Documents 8 ½ X 14 are scanned on the small scanner, larger plot plans are scanned on a big scanner. Years 1990 through 1996 are complete.

Kim also gave a demonstration of the online permit access project. She demonstrated how in the future plumbers, realtors and the general public will be able to search for sanitary permit information using one of the following: current owner's last name, sanitary permit number, parcel tax key number, sanitary permit issue year, or municipality. Documents available will include: application, state approval letter (if applicable), variance approval letter

(if applicable), soil test, complete design, water meter (if applicable), plot plan, maintenance agreement and inspection report.

Chairperson Henkel thanked Planning & Zoning and the Systems Department for working together on this cost saving project.

[Sidenote: The Sanitary Permit Search project went live on the Planning & Zoning Department web page on January 18th]

b. Holding Tank Pumping Enforcement Project – Jeff Brewbaker & Scott Kramar

Jeff Brewbaker and Scott Kramar briefed the committee on the number of holding tank violations that they are finding. Using the electronic reporting system, searches are done for those residential holding tanks with extremely low average daily flow or no record of service activity between January 1, 2012 and December 1, 2012. The goal is to identify problem areas including but not limited to: a) Property owner/tenant oversight, misunderstanding or non-compliance. b) Service provider reporting errors, oversight or non-compliance. c) Vacated foreclosed or abandoned dwellings and properties. d) Component failures or malfunctions. e) Comparative analysis of water meter data versus pumping data (where available).

In the last 35 days, 62 holding tank violations have been identified. Violations ranged from non-functioning water meters to several residents having pumps either in plain view or permanently installed within the interior of the holding tanks. Onsite inspections are conducted at each site prior to initiating corrective enforcement actions.

William Winch mentioned that the Town of Sigel received a complaint regarding a possible septic system violation at a property on Swedish Road. Planning & Zoning staff are aware of the site and have been out there.

Gary Popelka said he wanted the committee to be fully aware of these activities in case they receive phone calls from constituents. Chairperson Henkel thanked the Planning & Zoning staff for their presentation.

6. Economic Development.

Gary Popelka presented a resolution to amend the 2012 Planning & Zoning budget by \$1,550.00 to account for unanticipated unemployment expenses and a resolution to amend the 2012 CDBG-ED budget for unanticipated revenues (\$3,620.00) and unanticipated expenses (\$3,620.00).

Motion by Ruth Moody to approve and forward to County Board the resolution amending the 2012 Planning & Zoning budget for unanticipated unemployment expenses and the resolution amending the 2012 CDBG-ED budget for unanticipated revenues and expenses. Second by Robert Ashbeck. Motion carried unanimously.

Gary Popelka gave a brief report on the CWED Advisory Committee meeting and the structural changes the board is considering. Jerry Nelson resigned from the committee, Jason Grueneberg replaced Nelson.

7. County Surveyor. No report.

8. UW Extension.

a. Family Living Position Update

Peter Manley reported; the January 21st special CEED meeting to conduct interviews for the Family Living position has been canceled. Due to the low number of applications received the position has been reposted. Interviews will take place in early February.

- b. Saratoga Drinking Water Program Results - Manley.
Peter Manley gave a PowerPoint presentation on the Town of Saratoga Community Drinking Water Program. The full PowerPoint presentation is available at www.uwsp.edu/cnr-ap/watershed. 79 homeowners participated in the program; however some Saratoga landowners had their water tested prior to the program being offered. The presentation included: Groundwater basics: Where does my water come from? Well construction. What do individuals test results mean? General groundwater quality in the Town of Saratoga and Improving your water quality.

Three different types of testing were offered to landowners. Out of the 79 wells tested, there were two wells that tested positive for bacteria. Bacteria is usually a problem with plumbing or the well itself. No wells exceeded the State and Federal limit for safe drinking water of 10 mg/l for nitrates or the 250 mg/l for chloride. There were no triazine pesticides detected in any of the tested wells and none of the samples were above the limit for arsenic. The next step for homeowners to take would be to test their well annually for bacteria, or if water changes color or clarity. If levels are elevated, test again in 15 months for nitrates. If pesticides are detected, perform a more extensive and accurate pesticide analysis.

9. Land Conservation.

- a. Golden Sands RC&D Update.
Amy Thorstenson, Executive Director and Jennifer Glad, Administrative Coordinator & Project Director gave an update on Golden Sands RC&D and the programs offered through RC&D. They explained that in 2011, the federal budget eliminated funding for the RC&D Program. Thanks to strong partnerships with state and county partners, Golden Sands is stable and well-positioned to continue without federal allocations. Projects are mainly funded by various grants and contracts from state, federal, and local governments. They thanked Wood County for paying their dues and handed out information on the active projects in Wood County. They also handed out the Golden Sands RC&D 2011 Highlights, a brochure on Golden Sands RC&D and information on the Prairie Chicken Festival, which will be held April 12 – 14. They invited the committee to view the video on their newly updated website or like them on Facebook for more information on Golden Sands RC&D.
- b. Golden Sands RC&D Council Policy Issue Update – Clendenning
William Clendenning, Wood County RC&D Council Delegate, reported that RC&D is a great organization that is he proud to be part of, but he has concerns on how the closed session of the RC&D Personnel & Finance Committee meetings are being held. He said elected council members are not allowed in any closed sessions of the Personnel & Finance Committee and he feels this is a violation of the open meeting law. Following discussion, Chairperson Henkel stated that every organization has its own rules and suggested if there are concerns, as a delegate, Mr. Clendenning bring them up in the by-law updates and see if enough people support the by-law revisions. It was the consensus of the CEED Committee that is an organizational issue and there is no action necessary on behalf of the CEED Committee.

10. Job Classification Plan – Results of Department Head Meeting.

Peter Manley reported on the job classification plan results from the December Department Head meeting. He stated the consensus was Department Heads are in favor of the job classification plan, but not in favor of pay for performance. They would prefer a modified system, but definitely want some wage plan in place.

Gary Popelka reported that he discussed this with his staff and the Planning and Zoning staff want some kind of wage plan in place and would like to see something soon. The staff differs on what they would like to see but in general support their job classification.

A special County Board meeting to discuss the Carlson-Dettmann wage study will be held Wednesday, January 23, 2013 at 6:30 p.m., in the Courthouse Auditorium.

11. Closed Session - Department Head Evaluations.

Motion by William Winch to enter into closed session at 11:40 a.m. pursuant to Chapter 19.85(1)(c) for the purpose of conducting the annual performance evaluations of the Planning & Zoning Director, County Conservationist and UW Extension Community Resource Agent. Second by Robert Ashbeck.

Roll Call Vote:

Voting Aye: William Winch, Robert Ashbeck, Ruth Moody, Kenneth Curry, Dale Gehrke and Hilde Henkel.

Voting Nay: None

Motion carried unanimously.

Dale Gehrke was excused at 12:42 p.m.

12. Return to Open Session.

Motion by Robert Ashbeck to return to open session at 12:50 p.m. Second by Ruth Moody.

Roll Call Vote:

Voting Aye: Robert Ashbeck, Ruth Moody, Kenneth Curry, William Winch, and Hilde Henkel.

Voting Nay: None

Motion carried unanimously.

13. Schedule next meeting.

The next regular meeting is scheduled for **Wednesday, February 6, 2013 at 9:00 a.m.**

Items to include on February CEED agenda:

Accident/injury report (this is to be on all future agendas per request from Executive Committee)

Resolution to restore base-level funding to Land Conservation Department

14. Adjourn.

Motion by William Winch to adjourn at 12:51 p.m. Second by Ruth Moody. Motion carried unanimously.

Respectfully submitted,



Kenneth Curry, Secretary

Minutes by Lori Ruess, Land Conservation Department

Review for submittal to County Board by: Kenneth Curry (1-21-2013)