

CONSERVATION, EDUCATION AND ECONOMIC
DEVELOPMENT COMMITTEE
AGENDA

DATE: Thursday, July 5, 2018
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse, Room 115

1. Call meeting to order
2. Public Comments (*brief comments/statement regarding committee business*)
3. Review Correspondence
4. Consent Agenda
 - a. Approve minutes of previous meeting
 - b. Approve bills
 - c. Receive staff activity reports
5. Risk and Injury Report
6. Land & Water Conservation Department
 - a. Presentation by the Portage County Citizen Groundwater Advisory Committee (GCAC) from Jen McNelly of Portage County & Groundwater issue discussion.
 - b. Truck replacement discussion.
 - c. Conservation Tour discussion.
 - d. Discuss conflict with August 1st CEED meeting (Badger Sandstone/Joan Arnold hearing) and discuss options.
 - e. Update on no-till drill donations.
 - f. Wild Parsnip update with discussion of potential funding for contracted services.
 - g. Discuss the draft Wood County Nonferrous Metallic Mining Ordinance & possible action.
 - h. Discuss Joan Arnold hearing expenses.
7. Economic Development
 - a. Wood County ATV Trail committee update
8. Private Sewage
9. County Surveyor
10. Planning
11. UW Extension
 - a. Situational Analysis
12. Schedule next regular committee meeting
13. Agenda items for next meeting
14. Schedule any additional meetings if necessary
15. Adjourn

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, JUNE 6, 2018
WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Robert Ashbeck, Bill Leichtnam, Mark Holbrook, and Harvey Petersen. (Dave LaFontaine was excused)

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn, Jeff Brewbaker and Stevana Skinner
Land & Water Conservation Staff: Shane Wucherpennig, Adam Groshek and Alex Delaney
UW Extension Staff: Jason Hausler and Katie Tomsyck

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Nancy Eggleston (Health Dept.), Jeremy Sickler (Alexander Field), Jeff Gaier (Roy Shwery Airport)

1. **Call meeting to order.** Chairperson Curry called the meeting to order at 9:03am
2. **Public Comments.** None
3. **Review Correspondence.** None.
4. **Consent Agenda.** The Consent Agenda included the following items: 1) minutes of the May 2, 2018 CEED meeting, and the April 24th special 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, Alex Delaney, Matt Lippert, Jodi Friday, Chris Viau, Laura Huber, Jackie Carattini and Jeremy Erickson

Motion by Robert Ashbeck to approve and accept the minutes of the May 2, 2018, and April 24th, 2018 meetings, the bills from Planning & Zoning, Land & Water Conservation, and UW-Extension, and the staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.

5. **Risk and Injury Report.** None.
6. **Economic Development**
 - a. Activity update Alexander Field and Roy Shwery Airport. Jeremy Sickler gave a report on the projects happening at Alexander Field in Wisconsin Rapids. They received grant funds from the state and the FAA to increase capacity and safety at the airport. There has been a large spike in airport activity since the opening of Sand Valley Golf Course. They will be increasing the capacity for 20 more aircraft. There will not be any renovations to the terminal at this point. Jeff Gaier shared a report on the Roy Shwery Airport in Marshfield. They are currently working on a hangar development project. Last year, they hosted a law enforcement canine training for aviation. They recently acquired a 12ft broom and truck to help with snow removal. They have also been working with the Sheriff's Department to get drone applications for the vendors at Farm Tech Days. They are expecting anywhere from 20 to 50 aircraft for the event. LifeLink III will now be based from the Marshfield Clinic, so helicopter activity will increase. The Marshfield Hamburger Social will be during Farm Tech Days on July 11th. The Wisc. Rapids Hamburger social is Wednesday, June 27th. These are both fundraisers for the local EAA chapters.
 - b. Wood County ATV Trail committee update- A committee met on May 17th between the Highway, Planning & Zoning and the Parks and Forestry departments. They asked the municipalities in

Wood Co. about their current ATV ordinances and collected information on all the ATV trails in the county. They want to identify some mainline routes in the county, and possibly try to link up some key destinations in the county. They are also identifying routes that go through county forests to determine if there is potential for ATV trails. They are looking at different funding sources and connecting with ATV clubs in the area. There are many things to consider including state standards and the county's liability if ATVs are allowed on county roads. The next meeting will be held June 13th. Mark Holbrook suggested having a multi-purpose trail system, not just ATV trails to include things like snowmobiles and off-road biking. This will stay as an agenda item.

7. Private Sewage

- a. Presentation on Private Onsite Waste Treatment permitting, maintenance and compliance. Jeff Brewbaker gave an overview of his background in soil science. He gave an educational presentation on the oversight of onsite waste systems. There are 12,000 total septic systems in the county. He educated the committee on the bacteria and microbes in septic systems and explained how mound systems work. People seem to be seeking out mounds more than before. He then explained how a conventional septic system works.

8. County Surveyor. Nothing to report.

9. Planning. Nothing more to report.

10. Land & Water Conservation Department

- a. Groundwater Committee discussion. In July, there will be a representative from the Portage County Groundwater Committee speaking to the CEED Committee. The Wood County Health Department will be giving a report in August. Bill Leichtnam shared that the Central Sands Citizens Groundwater Committee is continuing to meet and reorganize. The next meeting will be held at Riverblock on June 18th at 2:00pm. At the last meeting, the group took action steps to rename themselves to the Central Sands Citizens Groundwater, to send a letter to invite all municipal heads and to make a regularly scheduled meeting on the third Monday of each month at the Wood County Riverblock building. Shane also shared that the Land & Water Conservation department is going through the process of writing the 9-key element plan for Mill creek, which is due in September. Shane will present it to the DNR for approval, and then on to the EPA for approval. At that time, Shane will need the committee's approval to open an account to receive funds for this into.
- b. Open and approve low bid for closure of a manure storage facility on property owned by Michael Van Wyhe. Six bid packets were sent out. One bid was received from Troy Weichert in the amount of \$3,282.50.

Motion by Ken Curry to approve the bid for the Michael Van Wyhe manure storage facility closure to base the low bid for cost sharing on. Second by Harvey Peterson. The motion carried unanimously.

- c. Update on Notice of Discharge for Schiferl & Accola. Shane Wucherpfennig and Adam Groshek passed out a report on the Lee Accola manure abandonment situation. During an inspection in April, Groshek discovered definite evidence that liquid manure from Accola's farm was reaching the Black River. Accola has had continuous violations over the past 15 years, despite many conservation projects in which he received over \$100,000 in aid. Wood County is working with the current contractor to finish abandoning the western pit, and then will let the Department of Justice and the Wisconsin DNR deal with the legal proceedings. To date, the DNR has not fined this individual, but the county has.
Schiferl Discharge: The Randy/Alan Schiferl farm has had a 10 year history of poor manure management and questionable manure spreading. In 2016, a complaint of manure discharge resulted in 100,000+ gallons of manure flowing into Mill Creek. The facility was found out to be of CAFO size without a CAFO permit. Cost share assistance and multiple other sources of funds were offered to assist the Schiferl farm if they reduced their facility below the CAFO threshold,

but they refused to do so. They denied access to DNR to come on to the farm. The DNR is taking this to the Department of Justice. Wucherpfennig stated that unless we have state legislative changes that allow us to regulate more, there is not much more the county can do.

- d. Update on Notice of Noncompliance for Dave Huser slurry-store system overflow. In this case, the solids were a foot above the rim of the slurry-store system. The owner took immediate corrective action and was therefore not fined.
- e. Discuss Capital Improvement Plan request for pickup truck. The 5-year capital plan earmarked the replacement of a 14-year-old 2WD truck. This will be brought to the Executive Committee as part of the Land & Water Conservation Department's budget plan.

Motion by Mark Holbrook to recommend to the Executive Board that the truck be replaced. Second by Harvey Peterson.

Discussion: Robert Ashbeck will support this if they finance it on a 4-year plan.

Motion carried unanimously.

- f. Discussion on concerns with small dairy businesses going out of business. Shane Wucherpfennig explained that there is a big concern in Wisconsin with small dairy business being forced out of business. Some counties are taking action in the form of a moratorium to limit CAFO expansion until some kind of a plan is developed on how these expansions should occur. Portage County is looking into this. Discussion followed. The committee directed Shane to bring back what the other counties are doing in print.
- g. Update on Badger Sandstone contested court hearing. Wucherpfennig gave an update on the hearing. There was a site visit on May 25th and a hearing was on May 26th which was rescheduled for August 1st. Wucherpfennig and Tracy Arnold will testify. The contested hearing will be overseen by a hearing officer, Bill Weiland. The LWCD will likely be billed for this.
- h. Nonferrous Metallic Mining & Reclamation Ordinance review & possible action. Adam DeKleyn shared that the Wisconsin Counties Association published a model zoning ordinance this morning. Taylor County has not received comment from their outside attorney on their licensing ordinance. The CEED committee gave the following guidance for the licensing ordinance:
 - 803.08- Administrator shall be the Land & Water Conservation Department.
 - 803.10-the metallic mining committee shall be the Wood Co. CEED committee.
 - 803.13- Use direction from the WCA ordinance to see how they address financial assurance.
 - 803.15- fee shall be \$25,000
 - 803.17 (2)- fee shall be \$25,000.
 - 803.20- fee shall be \$50,000.
 - 803.21- The CEED committee shall be in charge of overseeing the administration of the ordinance.
 - 803.22- fee shall be \$50,000.
 - 803.25- The committee gave direction to contact the Highway commissioner to see if \$100,000 is sufficient.
 - 803.25 (5) (b)- the Trust Administrator shall be Land & Water Conservation Department Head.
 - 803.26 (1) - In regards to workload, the LWCD will likely hire outside consulting. The CEED committee will absorb the workload then direct it to LWCD.
 - 803.26 (2) In regards to workload, the LWCD will likely hire outside consulting. The CEED committee will absorb the workload then direct it to LWCD.
 - 80329- Land and Water Conservation

DeKleyn and Wucherpennig will continue to review the WCA model ordinance and Taylor County's ordinance.

- i. Update on Juneau/Wood County well testing program in the Armenia area. Shane Wucherpennig and Nancy Eggleston gave an update on the program. Eighteen wells were tested in Wood County of the 104 total wells that were sampled. A \$25.00 discount was given to participants. After the results are received, the sites that come back high will be resampled. This would be a good project that the Central Wisconsin Citizens Groundwater Group could give a recommendation to the CEED committee on what else needs to be done.
- j. North Central Land & Water Conservation Assoc. meeting report – Robert Ashbeck gave a report on the meeting.
- k. LCC supervisor training. This will be held on July 24th in the Lincoln County Board room from 4:00-6:00pm.

Motion made by Bill Leichtnam to pay supervisor attendees per diem and mileage. Second by Mark Holbrook. Motion carried unanimously.

- l. 2018 National Envirothon.

Motion made by Mark Holbrook to approve Conservation Program Coordinator, Tracy Arnold to travel to the 2018 National Envirothon in Idaho at no cost to the county. Second by Robert Ashbeck. Motion carried unanimously.

11. UW Extension

- a. Staffing Update – Fifteen people applied for the Extension Communities Educator position. Six people were interviewed and two people received final interviews. Jason Hausler is currently making reference checks and will extend an offer to one of the candidates.
- b. Office Furniture Update- Jason shared three quotes for the office furniture and requested that savings from wages be transferred into office supplies to purchase the furniture. Emmons had the lowest quote including installation. If the money is not spent, it will go back to the general fund at the end of the year.

Motion by Bill Leichtnam to appropriate the unused wage funds for office supplies, not to exceed \$21,000 and to accept the lowest furniture quote. Second by Ken Curry. Motion carried unanimously.

- c. Organizational Update / Presentation. Jason met with Chairman Machon about this presentation and shared what he will be presenting with the CEED committee.
- d. UW-Extension presentation to County Board.

Motion by Ken Curry for the UW-Extension Department head to present to the Wood County Board at the July 17th meeting. Second by Robert Ashbeck. Motion carried unanimously.

- e. Area 7 Situational Analysis. Jason Hausler explained that UW-Extension is undergoing a statewide needs assessment and a formal process is happening in every county. The CEED committee will schedule a special meeting on July 18th at 9:00am to cover this and UW-Extensions other agenda items.

12. Schedule next regular committee meeting –

The next regular CEED Committee meeting is scheduled for Thursday, July 5th, 2018 at 9:00am at the Wood County Courthouse, Room 115.

13. Agenda items for next meeting.

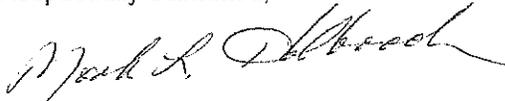
- a. Wisconsin LWC Association annual meeting.
- b. Groundwater County Committee discussion and direction.

14. Schedule any additional meetings if necessary-

There will be a special CEED committee meeting on Wednesday, July 18th at 9:00am at the Wood County Courthouse, Room 115 to discuss the UW-Extension Situational Analysis.

Chairperson Ken Curry declared the meeting adjourned at 1:03pm.

Respectfully submitted,



Mark Holbrook, Secretary

Minutes by Katie Tomsyck, UW-Extension

Review for submittal to County Board by Mark Holbrook (approved on June 12, 2018)

4b

Committee Report

County of Wood

Report of claims for: Land & Water Conservation Dept

For the period of: June 2018

For the range of vouchers: 18180121 - 18180127

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18180121	WUCHERPFENNIG SHANE	LWC - DATA PLAN & MEAL REIMB	04/30/2018	\$42.00	P
18180122	TRACTOR SUPPLY CREDIT PLAN	WLD - SOLAR FENCERS - BRANDL &	06/12/2018	\$599.96	P
18180123	HAMUS THOMAS & SHERRI	EM - RETURN OF EARNEST MONEY	06/19/2018	\$1,000.00	P
18180124	GROSHEK ADAM	LWC - DATA PLAN REIMBURSEMENT	06/19/2018	\$30.00	P
18180125	WOODTRUST BANK NA	TS - TREE SHELTERS	05/29/2018	\$4,014.00	
18180126	HAJEK GREGORY	TS - REFUND FOR REDBUD	06/19/2018	\$20.05	
18180127	WUCHERPFENNIG SHANE A	LWC-DATA PLAN & MILEAGE REIMBU	06/20/2018	\$39.81	
Grand Total:				\$5,745.82	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: Planning & Zoning Department

For the period of: June 2018

For the range of vouchers: 22180061 - 22180070 38180012 - 38180014

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
22180061	WOOD TRUST BANK	Credit Card Charges	05/20/2018	\$224.11	P
22180062	INDUSTRY SERVICES DIVISION	PS-State Sanitary Permits(May)	05/31/2018	\$1,800.00	P
22180063	CARMODY SOFTWARE INC	PS-Upgrades/Services (June)	06/01/2018	\$299.00	P
22180064	CONNER JUSTIN	LR-Expenses (May/June)	06/04/2018	\$227.85	P
22180065	BOYER KEVIN	SU-Services Per Contract(June)	06/12/2018	\$833.00	P
22180066	WOOD TRUST BANK	Credit Card Charges	06/20/2018	\$103.92	P
22180067	CONNER JUSTIN	LR-Expenses (June)	06/25/2018	\$225.10	P
22180068	GRUENEBERG JASON	PL-Expenses (June)	06/21/2018	\$34.00	P
22180069	BREWBAKER JEFF	PS-Expenses (June)	06/25/2018	\$29.98	P
22180070	DEKLEYN ADAM	PL-Expenses (June)	06/26/2018	\$61.04	P
38180012	MARSHFIELD AIRPORT	ED-2018 Annual Aid	06/04/2018	\$7,500.00	P
38180013	SOUTH WOOD CO AIRPORT COMM	ED-2018 Annual Aid	06/05/2018	\$10,000.00	P
38180014	GRUENEBERG JASON	ED-Expenses (June)	06/21/2018	\$133.53	P
Grand Total:				\$21,471.53	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Report

County of Wood

Report of claims for: UWEX

For the period of: June 2018

For the range of vouchers: 30180066 - 30180079

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30180066	EO JOHNSON CO INC	copier lease	06/19/2018	\$229.49	P
30180067	UW SOIL TESTING LAB	soil tests	06/19/2018	\$634.00	P
30180068	TOMSYCK KATIE	interviews reimbursement	06/19/2018	\$77.19	P
30180069	ERICKSON JEREMY	lets garden & erickson expense	06/19/2018	\$165.82	P
30180070	EO JOHNSON COMPANY INC	copies	06/27/2018	\$438.80	
30180071	UW SOIL TESTING LAB	auditorium rental agreement	06/27/2018	\$100.00	
30180072	WAL-MART COMMUNITY/SYNCB	FoodWise & Food preservation	06/27/2018	\$433.42	
30180073	WOODTRUST BANK	promo, office supplies, 4-Hmal	06/27/2018	\$733.97	
30180074	CARATTINI JACKIE	carattini expenses, summer sch	06/27/2018	\$267.27	
30180075	ERICKSON JEREMY	lets garden & erickson exp.	06/27/2018	\$386.21	
30180076	HUBER LAURA	huber milage, first aid, educa	06/27/2018	\$121.21	
30180077	LIPPERT MATTHEW	lippert june expenses	06/27/2018	\$446.36	
30180078	TOMSYCK KATIE	Tomsyck june expenses	06/27/2018	\$44.70	
30180079	VIAU CHRISTOPHER	Viau june expenses	06/27/2018	\$79.03	
Grand Total:				\$4,157.47	

Signatures

Committee Chair: _____

Committee Member: _____

4C



Activities Report for Shane Wucherpennig June, 2018

- **June 1** – Staff Meeting, Worked on Mill Creek Watershed 9 Key Element Plan.
- **June 4 & 5** – Worked on Mill Creek Watershed 9 Key Element Plan.
- **June 6** – Attended CEED meeting.
- **June 7** – Hosted Wild Parsnip Training for Wood & Portage County mowing crews.
- **June 8** – Worked on Mill Creek Watershed 9 Key Element Plan, Otter Creek Farms Design.
- **June 11-15** – Worked on Mill Creek Watershed 9 Key Element Plan
- **June 18** – Update GIS projects.
- **June 19**– County Board, Budget & Accounts meeting with Marla Cummings.
- **June 20** – Farmers of Mill Creek Summer Tour.
- **June 21** – Worked on Mill Creek Watershed 9 Key Element Plan
- **June 26** – Budget training with finance director & department heads.
- **June 27** –Staff Meeting.
- **June 28** – Discovery Farms presentation in front of the board as part of the request for Edge –of-Field monitoring equipment to be installed in Wood County to monitor runoff in the Mill Creek Watershed and determine the effectiveness of conservation practices in reducing phosphorous on the landscape.
- **June 29** - Worked on Mill Creek Watershed 9 Key Element Plan, Otter Creek Farms Design.

Activities Report for Tracy Arnold 06-2018

Wildlife Damage Abatement and Claims Program

- Maintaining DNR database with current Wood County information
- Enrolling Wood County landowners for the 2018 crop year
- Coordinating paperwork for the WDACP 2018 season
- Designed 2 WDACP permanent fences for 2018. Working with landowners for final approval and will submit them to DNR for funding approval
- Start the designs for 4 additional permanent fences to submit to DNR for approval
- 2 fence approved by DNR, working with landowners for final design and then work on bidding procedure
- Preparing for 2018 WDACP Fence inspections
- Completed 260 acres of alfalfa appraisals

Non-metallic mining reclamation program

- Met with Peter K several times regarding the Joan Arnold/Badger Sandstone hearing (170 hours to date invested)
- 2nd day for Joan Arnold/Badger Sandstone hearing scheduled for Aug 1st
- Updating NMM databases
- Working with Adam D and Shane W to draft a metallic mining ordinance
- Processing pond exemptions as they come in
- Working with CIM bankrupt issues as they arise

Land and Water Conservation

- Entering stream flow data into the SWIMS database for 11 sites (authorized by state to enter data)
- Completed stream flow on Two Mile, Blood Run and Five Mile
- Chair of the Youth Education Committee for the WI Land+Water
- Secretary of the North Central Land and Water Conservation Area Association
- Ordering re-supplies for tree sale needs
- Supervising Alex regarding my programs in the office and field and taking him along on assignments
- Counselor at the WI Land+Water Conservation Camp
- Team taught with Dan O'Connell regarding prairies to 64 5th graders from Grant School
 - Also planted seeds and transplants with the students
- Conducted 2018 Transect with Emily and Alex
 - Completed the idea of using the data in SnapPlus applications
- Co-coordinated the 2018 Dairy Berry Breakfast with the Chamber of Commerce
- Set up/staffed LWCD booth for the Dairy Berry Breakfast
- Released purple loosestrife beetles on infestations in the county
- Wrote article for newsletter
- Successfully completed the "Spot the Phish" IT Security Training.
- Requested new tree sale program from IT, current one is from 1995

Activities Report for Adam Groshek – June 2018

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

- ~Planning for soil test holes, NMP, and potential future manure storage pit for farm near Nasonville.
- ~Planning for a streambank improvement project.
- ~Accola manure abandonment site visits, ongoing working with contractor to get the abandonment done in a timely fashion.
- ~Another site visit to Barry Richardson’s farm to work out barnyard pump problems and plan for future cattle/truck access concrete or gravel drive to alleviate manure spreading equipment problems with road traffic. Pump out options discussed.
- ~Design checking, site inspection, and asbuilt documentation for manure transfer hopper for Mike Duckett to tie into future manure bedding stacking pad to prevent daily hauling and ensure 6 months storage through winter months.
- ~Multi-discharger phosphorus variance municipal funding to LWCD updating estimates.
- ~Well sampling for 16 Southern Wood Co residents along with Juneau County well testing efforts. Results came back with over 40% of samples testing above 10ppm nitrates. Health Dept. in process of retesting and there will be ongoing updates.
- ~Finished setting up new LWCD laptop.
- ~Permanent CREP easement summary sent to DATCP, site visits and GPS locating of corners will follow to ensure compliance.
- ~Bid prep and opening for abandonment of a manure pit for Mike Van Whye. Troy Weichelt selected as the contractor for the project, work likely in fall after harvest of nearby fields in order to spread manure.
- ~CREP site visits and maintenance discussion with Miller, Mrozek, Ceyress, and Bauer.
- ~Prairie plant planting near WI River and Riverblock building.
- ~Blue truck maintenance.
- ~Working with City of WI Rapids on the continued sediment laden discharges into the WI River that are occurring near the Jackson Street Bridge from the storm sewer. Believed to come from the Verso storm sewer but it is unknown from where underground the scouring/damage is coming from on the property.
- ~Update from Randy Pliska in the Town of Rudolph that he is no longer milking but raising youngstock and will have temporary manure stacks on his concrete barnyard about every 2 months until he can get it spread onto his fields.
- ~Assisting Wood County various landowners with questions relating to growing blueberries, conservation programs, and forestry cost-sharing in the Town of Seneca.
- ~Farm Tech Days staking setup for the tents of Tent City with Wood Co. Planning & Zoning staff.
- ~Participation in the annual LWCD Transect survey for erosion and crop types on Wood Co. fields.
- ~Worked at the June Dairy Breakfast at the WI Rapids East Junior High School.
- ~GPS survey/site visit for Jim Coenen’s future grassed waterways and buffers along trib. of Mill Creek.
- ~Phishing email training as required by IT.
- ~LWCD summer newsletter article and editing.
- ~Attendance of the summer Mill Creek Farmers Council producer-led watershed field day and tour.
- ~Start of well abandonment for Russ Bauer.
- ~Final site check for Tom Hamus’s 2017 constructed manure storage facility and return of earnest \$.

Activities Report for Emily Salvinski
June 2018

- **Friday, June 1.** Staff meeting. Worked on wild parsnip map packet for weed commissioner.
- **Monday, June 4.** Errands: picked up root gel from DNR, received tree shelters from forestry garage, dropped off truck at highway, dropped of package to forestry garage. Finished map packet for weed commissioner.
- **Tuesday, June 5.** Worked on wild parsnip map packet specifically for highway.
- **Wednesday, June 6.** Picked up plants for prairie plot. Sent out mailing for NMP checklists that didn't come in. Completed maps for highway.
- **Thursday, June 7.** Planted donated prairie/pollinator plants near courthouse. Attended parsnip presentation at river block.
- **Friday, June 8.** Worked on articles for newsletter with new information presented at Thursday's parsnip meeting.
- **Monday, June 11.** Entered field information to transect Snap Plus database.
- **Tuesday, June 12.** Entered field information to transect Snap Plus database.
- **Wednesday, June 13.** Entered field information to transect Snap Plus database.
- **Thursday, June 14.** Distributed parsnip information to contracted township workers. Visited parsnip site in field to see what stage it was in. Picked up second half of donated prairie plants.
- **Friday, June 15.** Attended dairy berry breakfast with office. Distributed parsnip info catered to individual. Finished up prairie/pollinator planting at river block.
- **Monday, June 18.** Added to wild parsnip database in preparation for 2018. Started adding average soil tests to transect snap plus database so snap can complete its calculations. Attended part of water group meeting.
- **Tuesday, June 19.** NMP Review. Prep for farmer meeting. Met with farmer (Abel) to complete NMP.
- **Wednesday, June 20.** Attended Farmers of Mill Creek field day.
- **Thursday, June 21.** Checked out a tip on wild parsnip-not there. Shovel treated wild parsnip site by Dog Park. Finished adding soils to transect snap database for calculation.
- **Friday, June 22.** Worked on slide show to play continuously at farm tech days. Prepped results of snap plus erosion in snapmaps.
- **Monday, June 25.** Added to and edited wild parsnip arc database, planned this year's driving route hitting new roads.
- **Tuesday, June 26.** Attended NMP specialist meeting. Recorded the year's parsnip activities so far for the 2018 report.

AC

Activities Report for Lori Ruess – June 2018

- Attended June 1st staff meeting and completed minutes.
- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Wednesdays & Fridays.
- Calculated and mailed payroll percentages for specific budgets to Finance for June payrolls
- Reviewed general ledger and payroll registers and completed journal entries to correct payroll (WRS).
- Completed May sales tax report and submitted report to Finance.
- Completed and mailed bids summary for Michael Van Whye.
- Assisted with prairie/pollinator planting by River Block.
- Worked at the Dairy Berry Breakfast on June 15th at East Jr. High.
- Attended June 19th meeting with Marla Cummings and Shane to discuss budget changes for 2019 budgets.
- Attended June 26th budget training for Dept. Heads and Accountants.
- Attended June 27th staff meeting and completed minutes.
- Completed cost-share contract for James & Joanne Coenen.
- Completed Chart of Account Maintenance Forms for new accounts and emailed them to Finance.
- Working on Conservation Connection newsletter.
- Printed over 2,000 envelopes for mailing of Conservation Connection newsletter.
- Successfully completed the "Spot the Phish" IT security training.
- Working on cleaning/organization of electronic files.
- Organized County Board and CEED packet information and took to County Clerk's office.

AC

Activity Report for Alex Delaney-June 2018

- Mapping fields with no NMP in Mill Creek Watershed using GIS ArcMap
- Set up Nutrient Management game and go through it with the office staff to decide if it is appropriate for Farm Tech Days. (Too complicated)
- CREP site inspections (walking field to check plant cover and checking to make sure landowner is mowing/burning CREP site)
- Organized tree nets for next year's tree sale
- Plant/water prairie plants in front of River Block building
- Appraising wildlife damaged fields (checking for eaten buds, corn seeds ripped from ground, and thin patches of alfalfa)
- Inspecting concrete pour and review batch ticket for a manure hopper tank at Mike Duckett's farm
- Relocate Purple Loostrife eating beetles to areas where Purple Loostrife is very common (~200 beetles)
- Conduct transect of Wood County by collecting data which includes cover crop type (if any), residue on field percentage, tillage method, and if erosion is present or not.
- Collect stream discharge data from 5 Mile Creek, Bloody Run Creek, and 2 Mile Creek.
- Input stream flow data on SWIMS and on ArcMap from the stream monitoring that took place in mid-May and also on June 14th.
- Set up and attend Dairy Berry Breakfast in Wisconsin Rapids. Sit at Wood County LWCD table and answer questions about various topics and projects including wild parsnip, CREP programs, invasive species, and also wildlife damage.
- Attend Mill Creek farm tour to view new and upcoming farm practices and equipment. We witnessed the planting of a cover crop on a corn field and a rainfall simulation on three different field types.
- Dig up and control wild parsnip along roadsides in Wood County.
- Attend various presentations and discussion groups including a CEED meeting at the courthouse, CSGG meeting in River Block, and a nutrient management presentation in Marshfield.

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 July 5, 2018

1. Economic Development (Jason Grueneberg)

- a. ATV Trail and Route Planning – On June 13th, staff from Parks and Forestry, Planning and Zoning and Highway met to continue discussions on developing ATV trails and routes in the County. The main exercise that was held at this meeting was identifying both primary and secondary destinations and establishing criteria for each. Once the destinations were established a discussion took place on identifying “main line” routes and trails that connect destinations. The work resulting from this meeting will be mapped and discussed at the next meeting on July 16 from 9am to 11am. In addition staff are mapping the current County forest trails/roads to determine if they could accommodate ATVs in the future. Staff are also conducting a variety of field checks to determine accuracy of ATV route signage, and potential for ATV trails.
- b. Marshfield Economic Development Board – On June 7th, I attended the Marshfield Economic Development Board meeting. Agenda items discussed included and update on the Wenzel Plaza, an update on the City housing study, and 2019 budget parameters.
- c. Central Wisconsin Economic Development Fund (CWED) Finance Committee – On June 12th, I chaired the CWED Finance Committee. The purpose of the meeting was to talk about investment options for an expiring \$2.5 million certificate of deposit, and develop a process for creating a list of financial institutions to be authorized as depositories for CWED.
- d. Wood County Economic Development Roundtable – On June 15th, I hosted a roundtable discussion of Wood County Economic Development partners that are receive funding annually from the County. The purpose of the meeting was to provide updates on projects and create awareness of County-wide projects and collaborations. The next roundtable will take place in about 6 months.

- e. Central Wisconsin Economic Development (CWED) Fund Board of Directors Meeting – On June 20th, I participated in a CWED Board meeting. At the meeting a loan request and collateral release were considered, a monthly fund status, activity report and financials were reviewed.

2. Planning (Adam DeKleyn)

- a. Plat Review Officer – (3) CSM's were submitted for review/approval. (6) CSM's were approved/recorded. (2) CSM's are pending approval. (1) CSM was not approved by the Town of Cameron.
- b. Water Quality Management (WQM) Review – '208' Review Compliance Letter issued for proposed sanitary sewer extensions servicing a new 160 unit multi-family housing development located in the City of Marshfield.
- c. Sewer Service Area Planning (Type I Amendment) – Village of Biron submitted a petition requesting P&Z to amend the Sanitary Sewer Area Map of the Wisconsin Rapids SSA/WQM Plan- 2030 to allow over 2 miles of sanitary sewer extensions within the village. Public hearing scheduled for July 9th. Final approval is required from WDNR.
- d. Town of Lincoln Comprehensive Plan Update – Plan Commission finalized community survey to be sent out to all town residents on July 2nd. Existing conditions inventory is being performed. Issues and opportunities element is being prepared.
- e. Town of Saratoga Community Survey Summary – Town of Saratoga requested P&Z prepare a community survey summary for a questionnaire that was sent out to all town residents. The town will utilize the survey results for the development of a Strategic Plan.
- f. Wood County Parks, Recreation, and Open Space Plan – Updated Wood County demographic information, social characteristics and physical landscape characteristics are being incorporated into the plan.
- g. Wisconsin Rapids Downtown Steering Committee –Met to review downtown ownership maps and discuss the WI Main Street Program.
- h. Heart of Wisconsin (HOW) Community Leadership Program – Graduated from the 2017-2018 HOW Community Leadership Program.
- i. ATV/UTV Planning – Work group met to identify potential destinations and future trail/route connections. In preparation for next meeting, the west Wood County line was inventoried for existing trails/routes into Jackson and Clark Counties.
- j. Wisconsin Farm Technology Days – Assisted with staking out Tent City in preparation for the arrival 600+ exhibitors.

- k. Economic Development Roundtable – Attended an economic development roundtable discussion in Pittsville to share how P&Z is incorporating practical economic development framework/guidance into current planning projects.
- l. Fee Schedule Update – Developed updated fees for Plat Review and SSA/WQM Review.

3. Land Records (Justin Conner)

- a. Wisconsin Land Information Association (WLIA) Spring Meeting – Attended WLIA Spring meeting in Delavan. Workshop on using crash data from the WisTransPortal database. Updates on Wis. Regional Orthophoto Consortium, Wis. Land Information Program grants.
- b. Farm Technology Days – Part of team staking out tent/vendor locations of the tent city.
- c. Sheriff's Dept. Farm Technology Days App development – Developing mobile app to track patrol locations and communicate that with dispatch.
- d. Healthy Wisconsin Leadership Institute (HWLI)
 - i. 6/11 - Participated in HWLI on-site workshop in Auburndale
 - ii. 6/19-6/21 - Participated in HWLI off-site workshop in Appleton
- e. ATV Trails – Attended meeting to discuss ATV trails. Created and printed various maps.
- f. Parcel Mapping – Parcel editing as new deeds and CSMs arrive. Updated website with fresh data.
- g. Surveyor Records – Last of the surveyor records have been scanned. Scanned documents are available here:
<http://opendata.woodcogis.com/pages/survey-records>

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

- a. Private Sewage Program, Permitting, Maintenance and Violations
 - i. (27) on-site investigations/inspections/compliances
 - ii. (5) septic system verification letters & failing system investigations
 - iii. (0) failing septic system orders, (0) holding tank maintenance violations & settlements
 - iv. (15) soil tests reviewed, (1) soil on-sites, (9) hydrograph reports reviewed, (0) interpretive soils report reviewed
 - v. (1) holding tank plan reviews, (12) conventional plan reviews, (4) mound plan review, (2) system and fill plan
 - vi. (8) sanitary permits reviewed

- vii. (0) court cases for malfunctioning septic system and overfull holding tanks (0) referrals invoices & maintenance
- viii. (0) sanitary system easements (0) Undersized System Affidavit
- ix. (0) camper complaints
- x. (0) court cases for failure to comply with septic tank maintenance program
- xi. (0) meetings with holding tank offenders in office (0) meetings at property owners residence regarding holding tank violations
- xii. Answered phone calls, emails and met in office regarding permitting and inspection questions.

b. Floodplain Ordinance Investigations and Permitting

- i. (3) site inspections, meetings or enforcement
- ii. (2) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. (10) Meetings in office regarding citizens building near floodplain
- vi. Answered questions from citizens regarding building in floodplain and shoreland areas.

c. Shoreland Ordinance Investigations and Permitting

- i. (4) general shoreland permits reviewed & issued
- ii. (1) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (13) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. (2) wetland evaluation/site visit
- 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 19 sanitary permits issued in May 2018 (14 New, 4 Replacements, 1 Reconnect and 0 Non-Plumbing) with revenues totaling \$5,700. There were 19 sanitary permits issued in May 2017 (4 New, 13 Replacements, 2 Reconnects and 0 Non-Plumbing) with revenues totaling \$6,175.

There were 46 sanitary permits issued through May 2018. For comparison purposes, the following are through the same period for the previous five years: 2017 – 65, 2016 – 53, 2015 – 41, 2014 – 50 and 2013 – 66.

- b. 2018 Tax Refund Intercept Program (TRIP) – As of June 27th, Wood County has received \$1,784.00 on six outstanding cases.

- c. 2018 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices were mailed on Monday, April 23rd with a due date of Friday, August 10th. There were 3,041 scheduled to be mailed between the four notices.
- d. 2018 Program Fee Notices – The approximately 2,871 program fee notices are tentatively scheduled to be mailed late October with a due date of Wednesday, November 28th. The \$20 program fee can be paid online with an e-check, debit card or credit card. There will be a convenience fee if making payment by e-check, debit card or credit card. The \$20 program fee can also be paid by cash or check.
- e. Enforcement Activities Update (Small Claims)
 - i. Small Claims Court Cases Scheduled – None.
- f. Document Imaging Projects
 - i. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2016 are available for viewing on Wood County's website www.co.wood.wi.us/Departments/PZ. 2017 Sanitary Permits will be prepped and scanned in fall 2018.
- g. Wisconsin Fund Grant Program – The Joint Finance Committee on Thursday, May 11, 2017 on a 12-4 vote adopted ongoing funding for the Wisconsin Fund Grant Program through June 30, 2021.
 - i. (7) Wisconsin Fund Applications FY2019 – Wisconsin Fund Grant Applications were emailed to the State of Wisconsin on January 30th meeting the deadline date of January 31st. Disbursement of Wisconsin Fund Grant is expected late fall 2018.
 - ii. (0) Wisconsin Fund Applications FY2020
- h. Victoria attended the ATV Route Discussion on June 13th.
- i. Kim attended the Wellness Committee meeting on June 19th.
- j. Kim attended Budget Training for Support Staff on June 27th.

CEED Committee Report *June 2018*

MATT LIPPERT

Wood County UW-Extension, Agriculture Agent

- We gained access to the site for Farm Technology Days this month. I met with the Executive committee for the Farm Technology Days Event, also the financial committee and the all committee group. Planning is now in its final and results stage.
- Farm Technology Days held a media day, to make a coordinated effort to assist state media with providing information about our event. Tours were given to the media of the host farm site and each committee of the event had information in a booth about their specific area.
- I traveled to Green Bay with FTD Chair Dennis Bangart to tell the story about the Farm Technology Show to a statewide agricultural news network.
- I attended Dairy Breakfasts in Marshfield (2X) Auburndale and Pittsville. At the Mayor's dairy breakfast I worked with MACCI to recognize outstanding seniors, the Farm Medicine Center as the Agricultural Group/ firm of the year and two area century farms. Currently our office is coordinating the outstanding senior recognition program for agriculture students from 12 area school districts. The youth each receive \$100 and recognition in the media.
- The Cranberry Crop Management Journal was produced during the month. This is sponsored by a grant from the Wisconsin Cranberry board and is available to every cranberry grower in the state, and is produced ten times each season during the growing season. We will not produce any more issues of this until after Farm Technology Days is over.
- I was on the radio with both WDLB and WFHR during the month.
- I met with the Groundwater committee for the county. The group is reorganizing somewhat. At this meeting Tom Lochner from the Wisconsin State Cranberry Growers Association discussed the use of water in the cranberry industry.
- I attended the Four States Dairy Nutrition Conference which is one of the best training and in-service events for me to keep current with trends in the dairy industry. It is a two day event held in Dubuque, IA.
- I attended the summer field day of the Mill Creek Watershed. The group met and viewed some no till planting practices on area farms. They discussed combining no-till with cover crop planting.
- A number of home owner questions about specific insects, plant blights, land rent, flood abatement were addressed as I do on an ongoing basis.

JODI FRIDAY

Wood County UW-Extension, FoodWise Nutrition Educator

- Completed a series of four lessons with the Huntington House Senior Dining participants (6/5, 12, 19 & 26). Lessons focused on balanced meals, cooking for one or two, dining out and food safety. A second series was planned for Cedar Rail Apartment Senior Dining participants in Marshfield, but lack of registration cancelled the program.
- Participated in the 6th annual United We Can event (6/7). Twelve can sculptures were built by various organizations, raising over 7,000 pounds of food for local hunger relief organizations.

- Attended the Aging and Disability Resource Center's Nutrition Advisory Council meeting (6/13).
- Taught "Healthy Cents at the Pantry" at the South Wood County Emerging Pantry. The topic was 'Healthy Snacks. (6/19)
- Participated in a tech training on Chromebooks (6/27)
- Attended the South Wood County Hunger Coalition meeting (6/28)
- Taught a lesson at The Neighborhood Table on using spices/herbs in place of salt (6/28)
- Participated in weekly Wood County Staff meetings (6/4, 18, 25)

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:

- Leadership Washington Focus Trip Planning and Logistics
 - Pre-Travel Logistics-shirt sizes and ordering, rooming lists
 - Cancellation management and replacement recruitment
 - Pre-Trip Risk Management- Health form Review
 - Adult Advisor meeting
- 4-H Club and Volunteer Management concerns

Central WI State Fair

- Junior Fair Board Meeting-UWEX coverage @ Jr. Fair Bldg. Premium withholding
- FairEntry software updates and prep for 2018
- UW-Ext Staff Roles and Responsibilities Guide- develop from scratch
- Market Sale Committee Meeting-next meeting July 2018

Other

- 4-H Night with the Rafters- Public Awareness and fun night at the ballpark.
- WDLB and WFHR Radio- Teens, Social Media, and Technology 2018
- Dairy Berry Breakfast Table- Represent all UWEX programs

Administrative

- Summer Intern on boarding and supervision
- State and Regional Phone Conferences and Meetings
- UW-Extension All Colleague Meeting
- 4-H Youth Development Liaison Responsibilities- 25% FTE (50% beginning July 1)

Laura Huber

Wood County UW-Extension, 4-H Program Assistant

- Participated in Area 7 Situational Analysis Committee meeting at MARS (1 June)
- Began training and supervising 4-H Summer Intern, Amanda Kyle (4 June & ongoing)

- Taught 4-H Innovators engineering for UW-Wood County's Continuing Education STEM Day (6 June)
- Attended Webster 4-H meeting (11 June) to introduce myself and discuss upcoming opportunities
- Participated in the Ho-Chunk Nation tour for teachers (12 June)
- Attended Farm Tech Days Future Generations Committee meeting (13 June)
- Listened to state 4-H program area Wisline (14 June)
- Set up and represented UWEX at the Wisconsin Rapids Dairy and Berry Breakfast (15 June)
- Assisted at 4-H Night at the Rafters (17 June)
- Planned and taught Cloverbud Camp (theme: the Circus is Coming to Town) at Vesper Recreation Center (20 June)
- Taught at Robotics 4-H SPIN Club meeting (20 June)
- Attended Junior Fair Board meeting (20 June)
- Coordinated 4-H Photography 101 class at McMillan Memorial Library (taught by Tom Loucks of Wisconsin Rapids Community Media) (21 June)
- Coordinated Wood County Clothing Revue held at McMillan Memorial Library (21 June)
- Taught "Rockets 101" at Everett Roehl Marshfield Public Library (22 June)
- Worked with volunteers to develop special summer opportunities like Shooting Sports – shotgun, Rockets 101, Robotics, Quilt Camp, and Wood County Youth Llama Project
- Assisted planning the "Triple Crown Summer Blast" 4-H shotgun tournament scheduled for 22 July at the Marshfield Trap and Skeet Club. This is the first year this event will take place in Wood County.
- Attended UWEX Onboarding in Madison (26-27 June)
- Attended Area 7 Situational Analysis Committee meeting at MARS (29 June)

Ongoing responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 720 followers.
 - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 271 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
 - Enrollment is currently 715 youth members
 - Adult volunteer enrollment is 184
- Ongoing assistance for new leaders and the volunteer background checks
- Assisted with 4-H newsletter

Jackie Carattini

Wood County UW-Extension, Family Living Educator

- Attended two Area 7 Situational Analysis team meetings in Marshfield.
- Attended a Regional Family Living Farm Tech Days booth planning meeting.
- Attended a quarterly Department of Family Development meeting.
- Led the JCEP Board meeting.
- Attended a professional development webinar on Credit on June 6th.

- On June 7th, attended United We Can on behalf of the Financial Stability Coalition and gathered financial surveys.
- Attended the Digital Parenting Team Meeting.
- Taught a program on Food Preservation at the Marshfield Library on June 11th.
- Provided information on Food Preservation and upcoming summer programs on WFHR and WDLB.
- Attended the ADRC of Central WI.'s Nutrition Advisory Council meeting in Marshfield.
- Recorded a podcast on Food Preservation at the WI Rapids Library.
- Taught a program on Food Preservation at the WI. Rapids Library on June 13th.
- Attended the June Dairy Breakfast on June 15th.
- Taught a program on Food Preservation at the Nekoosa Library on June 26th.
- Taught two sessions on Food Preservation at Woodside Elementary for Summer School.

Jeremy Erickson

Wood County UW-Extension, Horticulture Educator

- Host and Facilitate "Garden and Coffee Talks" educational program at Rapids Public Library
- Work at 'Ask a Master Gardener' booth at Rapids Farmers Market
- Attend Wood County Farmers Market meetings
- Meeting with Area Extension Director
- Teach 2 classes on Growing Microgreens at Woodside Elementary summer school
- Co-Host and facilitate Hmong Gardening Workshop at Rapids Community Garden
- Attend and facilitate Master Gardener committee meetings
- Appear on WFHR Rapids Radio and WDLB Marshfield
- Respond to horticultural inquiries from the community
- Planning for upcoming events, workshops, and meetings
- Attend Master Gardener monthly program meeting
- Attend the South Wood County Hunger Coalition meeting