

CONSERVATION, EDUCATION AND ECONOMIC
DEVELOPMENT COMMITTEE
AGENDA

DATE: Wednesday, March 4, 2020
TIME: 9:00 a.m.
LOCATION: Wood County Courthouse, Room 115

1. Call meeting to order.
2. Declaration of Quorum.
3. Public Comments (*brief comments/statement regarding committee business*)
4. Review Correspondence.
5. Consent Agenda.
 - a. Approve minutes of previous meeting
 - b. Approve bills
 - c. Receive staff activity reports
6. Risk and Injury Report
7. Land & Water Conservation Department
 - a. Welcome new Conservation Specialist – Caleb Armstrong
 - b. Update on Farmer Led Conference & Cover Crop Conference held on February 19th and 20th in Stevens Point.
 - c. Update on Joint Farm Bureau meeting held on February 25th.
 - d. Committee reports
 - i. Citizens Groundwater Group meeting.
 - ii. Health Committee report.
 - iii. Central Sands Groundwater County Collaborative (CSGWCC) committee report.
8. Private Sewage
9. Land Records
10. County Surveyor
11. Planning
 - a. Discuss creating a Broadband Forward Community Ordinance.
12. Economic Development
 - a. Update on the Rural Economic Development Innovation Initiative.
 - b. Consider funding request for a City of Marshfield Sports Tourism Strategic Plan.
 - c. North Central Wisconsin Regional Planning Commission update.
 - d. Consider sponsorship request for Wisconsin Rural Partner Summit in Marshfield on April 22 to 23.
13. Extension
 - a. General Office Update
 - b. Delegation of Budget Authority Form
 - c. Cranberry Position Update
 - d. Educational Presentation – Matt Lippert
14. Schedule next regular committee meeting.
15. Agenda items for next meeting
16. Schedule any additional meetings if necessary
17. Adjourn

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, FEBRUARY 5, 2020
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Robert Ashbeck, Mark Holbrook, Dave LaFontaine and Carmen Good.

Members Excused: Bill Leichtnam

Staff Present:

Planning & Zoning Staff: Jason Grueneberg and Kim Keech.

Land & Water Conservation Staff: Adam Groshek.

UW Extension Staff: Jason Hausler, Nancy Turyk and Rachael Whitehair.

Others Present: Dist. #14 Supervisor Dennis Polach, Dale Christiansen (Central Wisconsin State Fair Association) and Shannon Rohde (Central Wisconsin Windshed Partnership).

1. **Call to Order.** Chairperson Curry called the CEED Meeting to order at 9:00 a.m.
2. **Declaration of Quorum.** Chairperson Curry declared a quorum.
3. **Public Comment.** None
4. **Review Correspondence.**
 - A. Jason Grueneberg gave an update on three county appointed positions to the North Central Wisconsin Regional Planning Commission.
 - i. Wood County Board Chairperson appoints county appointed position.
 - ii. Joint position appointed by the County and Governor which is vacant.
 - iii. Governor appointed position which is vacant.

The two vacant positions have not been filled for many years because Wood County has not been a paying member. Wood County is now a paying member and are moving forward to have those positions filled. Chairperson Doug Machon discussed with Peter Kastenholz and they agreed by statutes that the County Board Chairperson could make recommendations on those positions. County Board Chairperson Machon has forwarded his name for the joint position as well as Supervisor LaFontaine. The hope is that County Board Chairperson Machon is appointed for the joint position and Supervisor LaFontaine is considered for the Governor appointed position. Position appoints are not high priority. Jason hopes that the two vacant positions will be filled within several months but may not be filled until the end of the year. County Board Chairperson Doug Machon and Supervisor Dave LaFontaine will continue attending the Regional Planning Commission meetings until appointments are made for the vacant positions. Chairperson Curry stated that this should be a standing agenda item under Economic Development.

Jason Grueneberg commented that the Regional Planning Commission has several meetings throughout the year and packets for those meetings will be made available to the CEED Committee.
 - B. Jason Grueneberg shared that Wisconsin Rural Partners 2020 Rural Summit will be on April 22-23 at Hotel Marshfield. Wood County has been asked to be a gold sponsor for the event. Jason encourages CEED Committee members to attend. Chairperson Curry asked for it to be a future agenda item.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the January 8, 2020 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Paul Bernard, Jeff Brewbaker,

Stevana Hamus, Kim Keech, Victoria Wilson, Shane Wucherpennig, Adam Groshek, Rod Mayer, Lori Ruess, Matt Lippert, Nancy Turyk, Jackie Carattini, Hannah Wendels, Kelly Hammond, Laura Huber and Rachael Whitehair.

- A. Minutes of January 8, 2020. No additions or corrections needed.
- B. Department Bills. Dave LaFontaine asked for clarification on DLT Solutions LLC 3 year subscription renewal in the amount of \$5,693.80. Adam Groshek explained that it is AutoCAD software program for civil engineering.
- C. Staff Activity Reports. No additions or corrections needed

Motion by Dave LaFontaine to approve and accept the January 8, 2020 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW-Madison Division of Extension-Wood County, and staff activity reports as presented. Second by Mark Holbrook. Motion carried unanimously.

6. Risk and Injury Report. None.

7. Land & Water Conservation Department.

- A. Central Wisconsin Windshed Partnership Update Shannon Rohde (Project Manager) of Central Wisconsin Windshed Partnership shared that they provide tree and shrub planting services, including windbreak and living snow fence design, fabric installation and maintenance. The Central Wisconsin Windshed Partnership is administered through the Portage County Planning & Zoning Department. A cooperative venture consisting of Land & Water Conservation Committees and Departments of Adams, Juneau, Portage, Waushara, and Wood Counties. Working with Marathon, Green Lake, Langlade, Lincoln, Marquette, and Waupaca Counties. The Department of Transportation has partnered with the Central Wisconsin Windshed Partnership planting living snow fences along highways such as Highway I-39.
- B. Request extending county-wide nitrate water sampling into 2020 Chairperson Curry presented a county resolution to extend county-wide nitrate water sampling into 2020. The county approved nitrate well water sampling in 2019 for \$8,500 which came from contingency. The goal was to test 10 sites in every township in the county. Adam Groshek shared that the goal was to test 1 well in every section of the county. The Land & Water Conservation Department is at 40% of their goal and have approximately \$4,100 remaining. The request is to extend county-wide nitrate water sampling into 2020.

Motion by Mark Holbrook to accept and extend county-wide nitrate sampling into 2020. Second by Dave LaFontaine. Motion carried unanimously.

- C. Discuss Land & Water Conservation Association Board elections Chairperson Curry shared that this is a state organization with four people running for election on the Land & Water Conservation Board. Consensus of the committee is to have Shane Wucherpennig vote for Land & Water Conservation Board elections.
- D. Discuss Statue 92.06 Chairperson Curry shared Wisconsin Stats. 92.06 "the county board shall appoint to the land conservation committee a person who is the chairperson of the county farm service agency committee created under 16 USC 590h (b) or other county farm service agency committee member designated by the chairperson of the county farm service agency committee". The chairperson of the Farm Service Agency committee designated Carmen Good to be the Farm Service Agency representative on the CEED Committee.
- E. Committee Reports
 - i. Citizens Groundwater Group meeting Minutes in committee packet.
All committee meetings are the third Monday of the month at 2:00 p.m. at the Wood County Riverblock Building, Room #206.

- ii. Health Committee report Chairperson Curry shared that Peter Kastenholtz (Wood County Corporation Counsel) and David Lasker (Juneau County Corporation Counsel) have been pushing Cameron Fields (counsel for AGC) to set up a meeting with the AGC and other interested parties which has not happened. Charles Mikalian (EPA's counsel) requested an update. Peter Kastenholtz shared an update. Charles Mikalian has since communicated with Cameron Fields (counsel for AGC). Wisconsin DNR representatives have initiated scheduling of a meeting with the hope that the AGC will attend.
- iii. Central Sands Groundwater County Collaborative (CSGCC) Committee report
Organizational planning meeting. Meetings are open to the public. Rep Katrina Shankland updated the committee with proposed bills from Senator Vos's Task Force Committee.
 1. Appoint CEED member to the CSGCC
Chairperson Curry shared that Bill Leichtnam has been representing Wood County.

Motion by Kenneth Curry to appoint Bill Leichtnam to the Central Sands Groundwater County Collaborative Committee. Second by Mark Holbrook. Motion carried unanimously.

Chairperson Curry shared a letter that he drafted in support of AB 790/SB 723 funding for county conservation staff. The proposed bill is part of Senator Vos's Task Force Committee report. \$10 million package. Discussion followed.

Motion by Dave LaFontaine to approve and authorize Chairperson Kenneth Curry to sign the letter to support AB 790/SB 723 funding for county conservation staff. Second by Mark Holbrook. Motion carried 4-1. Robert Ashbeck voted against the letter because he wants to know how funds will be matched for farmers.

8. **Private Sewage.** Staff report in committee packet.
9. **Land Records.** Staff report in committee packet.
10. **County Surveyor.** None

11. Planning.

- A. Consider a resolution supporting an application to the Wisconsin Department of Transportation 2020-2024 Transportation Alternatives Program (TAP) Award Cycle, requesting funding to update the Wood County Bicycle and Pedestrian Plan. Jason Grueneberg shared that the last Wood County Bicycle and Pedestrian Plan was completed in the late 1990's. Resolution would apply for a Wisconsin Department of Transportation (WisDOT) 2020-2024 Transportation Alternatives Program (TAP) grant to update the plan. Total project cost is \$80,000. This is an 80%/20% local match grant program where WisDOT TAP funds will total \$64,000 and the 20% match of \$16,000 will be covered by the North Central Regional Planning Commission local planning funds reserve account. Wood County will incur approximately \$500 of WisDOT charges in processing this application if grant funding is awarded.

Chairperson Curry expressed that the North Central Wisconsin Regional Planning Commission should be a standing agenda item for Wood County projects.

Motion by Dave LaFontaine to authorize Wood County Director of Planning & Zoning, Jason Grueneberg to apply for a Wisconsin Department of Transportation (WisDOT) 2020-2024 Transportation Alternatives Program (TAP) grant to update the Wood County Bicycle and Pedestrian Plan. Motion carried unanimously.

12. Economic Development

- A. Update on the Regional Economic Development Innovation Initiative Jason Grueneberg shared that the steering committee met for two days in December 2019. Steering committee

will continue discussion on goals and strategies on Thursday, February 13th at MSTC in room 133/L34 in Wisconsin Rapids @ 12:30 p.m. Goals and strategies are being developed that promote economic development and improve quality of life. Draft is targeted for completion in June with the completed document in September.

Motion by Kenneth Curry to approve per diem and mileage for Dave LaFontaine to attend the Regional Economic Development Innovation meeting on February 13th at MSTC in Wisconsin Rapids. Second by Robert Ashbeck. Motion carried unanimously.

Carmen Good was excused at 11:05 a.m.

13. UW Extension.

A. General Office Update

Jason Hausler shared the following office updates:

- UW-Madison Division of Extension Area Meeting will be held on Thursday, May 21st tentatively scheduled for Wausau.
- Cranberry Specialist position – Interviews are scheduled for February 13th with a possible start date in early March. This position is a regional position serving several counties with the job location in Wood County.
- Horticulture position – Janell Wehr was hired as a full-time Horticulturist for Marathon County. The part-time position in Wood County is taking applications until February 24th.
- UW-Madison Division of Extension-Wood County is partnering with the Central Wisconsin State Fair Association and Dale Christiansen to transition junior fair administrative responsibilities to the fair. UW-Madison Division of Extension will still be involved in the fair as Educators.
- Class & Comp wage study for Human Resources is being completed for support staff.

- B. Fair Financial Allocation-Dale Christiansen 2019 fair attendance up by 30% with 6 days of great weather. It has been well received moving the fair 1 week earlier from Labor Day weekend. City of Marshfield transferred administrative duties to the Central Wisconsin State Fair Association. 2020 Fairground events list was shared. White Tiger Educational exhibit had a lot of attention prior and during the fair from PETA. The White Tiger exhibit passed inspection with the USDA. Dale Christiansen shared that there were 1,275 junior fair exhibitors and 4,012 exhibits in 2019. Exhibit numbers were down in 2019 from 2018 due to a decrease in rural farms/farm families.

Central Wisconsin State Junior Fair expenses:

Item	2019	2018
Premiums	\$10,793.50	\$11,927.00
Judges	\$5,103.50	\$4,978.60
Mileage Paid	\$2,132.86	\$2,342.60
Manure	\$3,125.00	\$3,552.00
Ribbons	\$4,548.50	\$2,779.00
Fair Entry	\$2,500.00	\$2,500.00
Advertising	\$2,500.00	
Insurance	\$4,500.00	
Utilities/Water/Sewer	\$3,542.62	\$3,806.78
Free or Discounted Tickets	\$2,500.00	\$2,500.00
Labor	\$3,775.00	\$2,775.00
PA System	\$550.00	\$250.00
Equipment Rental	\$1,900.00	\$2,150.00
Junior Fair Yearly Expense Total	\$47,470.98	\$39,560.98

Motion by Kenneth Curry to approve releasing to the Central Wisconsin State Fair Association \$32,000 allocation for 2020 Junior Fair expenses. Second by Dave LaFontaine. Motion carried unanimously.

- C. Educational Presentation-Rachael Whitehair Rachael Whitehair shared that a field day planning committee meeting met on January 27th with a field day planned in early December. This field day is a revamp of the Healthy/Healthy Soils Workshop held in past years. Planning Committee members consist of Sam Warp (Marshfield Wastewater Plant), Carissa Freeh (Pheasants Forever), Shane Wucherpfennig (Wood County Land & Water Conservation), Rick Georgeson (Petenwell and Castle Rock Stewards), Joshua Benes (Golden Sands RC&D) and Rachael Whitehair (UW-Madison Division of Extension-Wood County). The focus and goal of the field day will be on land practices and economic profitability for farmers.

Rachael Whitehair has drafted an Agricultural Producer Needs Assessment with a target date to be mailed in May-June 2020. The purpose of the needs assessment is to assess opinions and behaviors of agricultural producers throughout Central Wisconsin regarding their farming practices. This would include farmers who engage in the production of cash crops, vegetable crops, cattle and dairy. Collected data will be analyzed and then utilized to guide future programming.

- 14. Schedule Next Regular Committee Meeting.** The next regular CEED meeting is scheduled for Wednesday, March 4, 2020 at 9:00 a.m. at Wood County Courthouse in Conference Room #115.

- 15. Agenda items for next meeting.** Agenda items are due February 26th.

- A. North Central Wisconsin Regional Planning Commission – Wood County vacant appointed positions
- B. Wisconsin Rural Partners – 2020 Rural Summit
- C. North Central Wisconsin Regional Planning Commission projects in Wood County

- 16. Schedule any additional meetings if necessary.** None.

- 17. Adjourn.** Chairperson Curry declared the meeting adjourned at 11:34 a.m.

Minutes by Kim Keech, Planning & Zoning Office

Committee Report

County of Wood

Report of claims for: LAND & WATER CONSERVATION

For the period of: DECEMBER 2019 (3)

For the range of vouchers: 18190177 - 18190180

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18190177	WILSON ROBERT OR EVELYN	SWRM - CS STREAMBANK PROTECTIO	12/31/2019	\$4,852.50	P
18190178	J & S PROCESSING LLC	WD - VENISON PROCESSING REIMB	12/31/2019	\$335.00	
18190179	PITTSVILLE MEATS	WD - VENISON PROCESSING REIMB	12/31/2019	\$130.00	
18190180	STRICKLY WILD MEAT PROCESSING	WD - VENISON PROCESSING REIMB	12/31/2019	\$65.00	
Grand Total:				\$5,382.50	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: LAND & WATER CONSERVATION

For the period of: FEBRUARY 2020

For the range of vouchers: 18200011 - 18200023

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18200011	CLARK COUNTY UW EXTENSION	LWC - ANNUAL CAFO UPDATE REGIS	01/24/2020	\$45.00	P
18200012	HENRICKSEN AND COMPANY INC	LWC - DEPOSIT - STAND-UP DESK	01/22/2020	\$1,476.51	P
18200013	NORTH CENTRAL LAND & WATER CONSERVATION	LWC - REG FOR WINTER MTG & CON	01/27/2020	\$34.00	P
18200014	STAPLES ADVANTAGE	LWC - OFFICE SUPPLIES	01/28/2020	\$17.05	P
18200015	AWARDS 'N MORE	LWC - POSTER CONTEST TROPHIES	01/14/2020	\$27.00	
18200016	SHAWN DUPEE CONSTRUCTION LLC	NMM - RETURN FINANCIAL ASSURAN	02/27/2020	\$497.78	
18200017	STAPLES ADVANTAGE	LWC- OFFICE SUPPLIES	02/11/2020	\$7.94	
18200018	STAPLES ADVANTAGE	LWC - OFFICE SUPPLIES	02/11/2020	\$20.05	
18200019	US BANK	LWC - CONFERENCE REGISTRATION	02/18/2020	\$120.00	
18200020	US DEPARTMENT OF AGRICULTURE	WLD - BEAR ABATEMENT COOP AGRE	02/12/2020	\$800.00	
18200021	WAL-MART COMMUNITY/SYNCB	LWC - EDUCATIONAL MATERIALS	02/03/2020	\$180.00	
18200022	WCCA (COUNTY CODE ADMINISTRATORS)	NMM - SPRING CONFERENCE REGIST	02/25/2020	\$40.00	
18200023	WI LAND + WATER CONSERVATION	LWC/NMM/WD - CONFERENCE REGIST	02/13/2020	\$825.00	
Grand Total:				\$4,090.33	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: Planning & Zoning Department

For the period of: February 2020

For the range of vouchers: 22200012 - 22200022

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
22200012	CARMODY SOFTWARE INC	PS-Upgrades/Services (Feb)	02/01/2020	\$299.00	P
22200013	WOOD COUNTY CLERK OF COURTS	PS-Small Claims Filing Fee (3)	01/30/2020	\$298.50	P
22200014	INDUSTRY SERVICES DIVISION	PS-State Sanitary Permits(Jan)	01/31/2020	\$600.00	P
22200015	MAPLOGIC CORP	LR-2020 Annual Software Mtce	01/29/2020	\$250.00	P
22200016	WCCA (COUNTY CODE ADMINISTRATORS)	PS-2020 WCCA Spring Conf Reg 2	02/07/2020	\$250.00	P
22200017	BOYER KEVIN	SU-Services Per Contract (Feb)	02/11/2020	\$833.00	P
22200018	WOOD COUNTY CLERK OF COURTS	PS-Small Claims Filing Fee(10)	02/11/2020	\$995.00	P
22200019	ACCUSOFT	PS-Priority Support/Upgrade	02/14/2020	\$2,988.00	P
22200020	US BANK	Credit Card Charges	02/18/2020	\$116.06	P
22200021	WOOD COUNTY CLERK OF COURTS	PS-Small Claims Filing Fee(10)	02/20/2020	\$995.00	P
22200022	OUTAGAMIE COUNTY SHERIFF'S DEPT	PS-Service Fee (2)	02/20/2020	\$100.00	P
Grand Total:				\$7,724.56	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Report

County of Wood

Report of claims for: Extension

For the period of: February 2020

For the range of vouchers: 30190246 - 30190246 30200014 - 30200031

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30190246	US BANK	4Imprint - Promotional Items	02/26/2020	\$616.72	
30200014	AMAZON CAPITAL SERVICES	Office Supplies	02/05/2020	\$19.66	P
30200015	ENTERPRISE RENT-A-CAR	Car Rental - Turyk	02/05/2020	\$34.15	P
30200016	AMAZON CAPITAL SERVICES	4-H Event Materials	02/12/2020	\$51.20	P
30200017	EO JOHNSON CO INC	Copier Lease	02/12/2020	\$229.49	P
30200018	STAPLES ADVANTAGE	Office Supplies	02/12/2020	\$42.15	P
30200019	UW SOIL TESTING LAB	Soil Testing Fees	02/12/2020	\$55.00	P
30200020	POSTMASTER - WISCONSIN RAPIDS	Ag Mailing Postage	02/14/2020	\$92.05	P
30200021	AMAZON CAPITAL SERVICES	Office Supplies	02/26/2020	\$21.95	
30200022	ENTERPRISE RENT-A-CAR	Car Rental - Turyk	02/26/2020	\$34.15	
30200023	STAPLES ADVANTAGE	Office Supplies	02/26/2020	\$134.59	
30200024	US BANK	February Statement	02/26/2020	\$384.20	
30200025	WAE4-HYDP	2020 Dues - Huber	02/26/2020	\$115.00	
30200026	CARATTINI JACKIE	February Expenses	02/26/2020	\$478.80	
30200027	HUBER LAURA	February Expenses	02/26/2020	\$166.40	
30200028	LIPPERT MATTHEW	February Expenses	02/26/2020	\$108.45	
30200029	TURYK NANCY	February Expenses	02/26/2020	\$146.63	
30200030	WHITEHAIR RACHAEL	February Expenses	02/26/2020	\$37.00	
30200031	YOUNG WENDY	February Expenses	02/26/2020	\$35.65	
Grand Total:				\$2,803.24	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____



Activities Report for Shane Wucherpennig - February, 2020

- **February 3** – Attended Executive committee meeting.
- **February 4** – Worked on proposal 2020 MDV Funds.
- **February 6** – Attended Adaptive Management meeting in Stevens Point. Attended Mill Creek 9 key plan update meeting with Portage County LWCD.
- **February 7** – Attended meeting in Marshfield with MARS.
- **February 10** – Worked on GIS Projects.
- **February 11** – Attended Mill Creek Farmers Lunch & Learn.
- **February 12 & 13** – Worked on proposal 2020 MDV Funds
- **February 17** – Worked with Caleb Armstrong new Conservation Specialist for LWCD. Attended the Citizens Groundwater Group Meeting.
- **February 18** – Attended Executive Committee Meeting & Wood County Board Meeting.
- **February 19** – Attended Producer Led Conference in Stevens Point.
- **February 20** – Attended Cover Crop Conference in Stevens Point.
- **February 21** – Worked on MDV plans for HUC 8 Watersheds.
- **February 24** – Attended the MSHA training in Tomah.
- **February 25** – Held a meeting with Verso on their Non-Metalic Mining permit. Presented at Joint Farm Bureau meeting at Ag. Research Station.
- **February 26** – Attended Department Heads Meeting.
- **February 27** – Worked with County Lidar and produced maps.
- **February 28** – Worked on MDV plans for HUC 8 Watersheds.

Staff Activities Report

February 2020

For Caleb Armstrong

- 02/17/2020 – New Employee Orientation and Trainings, moved into my new office, attending Citizens Groundwater Meeting.
- 02/18/2020 – Started and completed the necessary training exercises assigned for new employees. Started reading and learning about the Mill Creek 9-key watershed program.
- 02/19/2020 - Continued on with the Mill Creek 9-key program, also familiarized myself with the other ongoing programs and learning about them and how they contribute to this department.
- 02/20/2020 – Attended Cover Crop Conference located in Stevens Point, conference was about new and advanced ways to farm crops while also being better off financially, and economically.
- 02/21/2020 – Reviewed and did some further research on highlights from the Cover Crop Conference, explored and familiarized myself with Snap and GIS, also started to review the Nutrient Management Plans being sent in.
- 02/24/2020 – Reviewed the Mill Creek mailing list and checked throughout GIS to see if they are in and urban or rural living and if they have ties into agriculture and farming.
- 02/25/2020 – Finished the Mill Creek mailing list for Wood County, registered for new employee training in Madison for WI Land & Water, studied the Nutrient Management Plan Code 590, studied the Conservation Reserve Enhancement Program.

Activities Report for Adam Groshek – February 2020

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

- ~Tree sale/misc item orders and assistance to landowners with tree sale/wildflower questions.
- ~Continuation of Nitrate water test kit distribution and delivery to Health Department for testing.
- ~Working through name change to Pep Acres, LLC and cancelation of some contracts that were not eligible to start into CREP for Glen Peplinski, etc.
- ~Manure storage abandonment discussion and sizing calculations with Don Mrozek to convert to fresh water pond.
- ~Assembling JDQ for the Engineering Technician position of the LWCD for the job study.
- ~New desktop computer and engineering laptop software, hardware, and various program installs setup with IT.
- ~Assistance with 2nd interview to fill the Conservation Specialist position in the LWCD department.
- ~Discussion on rolling over some 2018 BOND money to attempt to construct the Coenen waterways in 2020.
- ~Jagodzinski manure storage pit test hole questions for possible 2020 NRCS construction.
- ~Aaron Gorst planning for 2020/2021 manure storage/transfer system.
- ~Behrend culvert crossing site visit, project planning, mapping, and investigation for 2020 project.
- ~Culvert/Crossing design technical training in Appleton.
- ~Filling in for Shane at the February CEED meeting and emailing senators in support of water quality bills.
- ~CREP annual update of GIS records.
- ~Required February KnowB4 IT security training.
- ~Assisting with Annual Report write-up for state tracking of conservation throughout the state.
- ~Multi-discharge variance discussions and receiving of 2020 cost assistance for phosphorus reduction projects in 2020 and 2021.
- ~Discussion of Cashen streambank severe erosion on Tenmile Creek and setup of site visit/project planning in March.
- ~Discussion with private engineering firm and NRCS the plans for a 2020/2021 manure storage addition for Marti Farms.
- ~2020 Prairie Chicken Festival planning meeting for preparation of April 18, 2020 festival.
- ~Kueffer creek crossing asbuilt documentation, discussion with landowner and contractors on final project completion and cost-share payments.
- ~Assisting with training and orientation for new Conservation Specialist employee – Caleb Armstrong.

Activities Report for Emily Salvinski

February 2020

- **Wednesday, February 5.** Prepped mailing for senators/ reps. Processed checklists.
- **Thursday, February 6.** Gathered Mill Creek NMP stats from 2015-2019 for DATCP. Processed checklists.
- **Monday, February 10.** Worked on mapping all of extensions contracts from the watershed group.
- **Tuesday, February 11.** Attended farmer group meeting. Learned about STRIPs program.
- **Wednesday, February 12.** Appointment with farmer to download new snapplus, update their soil tests, update their field names. Made logo options for farmer group.
- **Thursday, February 20.** Attended cover crop conference in Stevens Point.
- **Friday, February 21.** Processed checklists. Made phone calls/emails for NMFE class. Updated new workstation with GIS download, connection to server. Sent website update to IT. Assisted new position. Worked on mailing for Mill Creek.

Activities Report for Lori Ruess – February 2020

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Fridays.
- Reviewed general ledger and reconciliation of 2019 Budgets and submitted necessary year-end information to Finance.
- Reviewed payroll reports and payroll registers.
- Completed January sales tax report and forwarded to Finance.
- Completed LWCD payroll percentages and forwarded to Finance prior to the February 13 and February 27 payroll.
- Processed tree, shrub and wildflower orders as they came in – 203 orders received in 2020.
- Assisted Rod with Nonmetallic Mining report due to DNR.
- Completed cost-share contracts, change orders and reimbursement request for Soil and Water Resource management grants.
- Completed JDQ for Administrative Services 5 position.
- Logged and deposited MDV checks received.
- Completed February KnowB4 IT security training.
- Continue to work with Adam on completing name change to Pep Acres LLC and cancellation of some of Glen Peplinski's CREP acres.
- Assistance with 2nd interview to fill the Conservation Specialist position.
- Organized CEED packet and County Board packet and took to County Clerk's office.
- Vacation – February 11th – 19th.

Activities Report for Rod Mayer
February 2020

- Reviewed and completed all paperwork for 2019 claims – met with landowners and obtained signatures – updated DNR database – mailed all forms into DNR.
- Completed all WM-40 (wildlife 2020 enrollment for landowners with 2019 claims of \$1000 or more) – met with landowners to discuss fields to enroll – completed all paperwork and updated database – submitted all to DNR.
- Updated financial assurance info for non-metallic mines – issued one refund for funds held in escrow that is covered under new letter of credit.
- Placed final tree sale order to nurseries.
- Spoke to 4th and 5th grade students at Grant Elementary and K-2nd grade students at Our Lady Queen of Heaven School about the future of Conservation and pollinators.
- Presented poster contest awards to winners at three schools.
- Contacted and obtained paperwork from all venison donation processors and pantries for 2019 season.
- Reviewed and processed all deer donation paperwork – total of 8 deer donated to 3 processors – with 284# of ground venison going to 4 pantries.
- Working with engineering company for going forward with reclamation of Reber mine.
- Met with landowner to discuss options to move forward on mine site that was in bankruptcy.
- Completed updated map binder for active mine site inspections.
- Visited Twin Lakes Cranberry to take inventory on materials dropped off for fence build.
- Completed wildlife fence inspection map binder – 29 fences currently under contract.
- Released one fence from contract due to expiration of contract period.
- Multiple site visits to farm with stored crop damage – initially enrolled in Act 82 with shooting permits issued – placed barricade of feeders around portion of high moisture corn – placed deer fencing over bailage – issued additional permits – continuing to work with landowner and closely monitoring. Contacted APHIS and DNR for further advice.
- Reviewed and re-organized pond exemption paperwork – completed organized file system and spreadsheet to track expiration dates.
- Completed bear abatement contract.
- Attended Mine Safety and Health Association training in Tomah.
- Met with mine operator to discuss needing name transfer on permit and new reclamation plan submitted due to the 3 year policy and current plan done in 2003.
- Completed DNR 4th quarter reimbursement report – including 2019 deer donation report.

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
 Adam DeKleyn, County Planner
 Paul Bernard, Land Records Coordinator
 Jeff Brewbaker, Code Administrator
 Stevana Hamus, Code Technician
 Kim Keech, Admin Services 5
 Victoria Wilson, Admin Services 4

RE: Staff Report for March 4, 2020

1. Economic Development (Jason Grueneberg)

a. Rural Economic Development Innovation (REDI) Initiative

- I. REDI Conference Call - On February 3rd, I attended a REDI Conference call with Purdue staff to check in on progress of Wood County's economic development strategy.
- II. REDI Steering Committee – On February 13th, the REDI Steering Committee met at the Mid-State Technical College campus to continue work on Quality of Place and Economic Development strategies and prioritization.
- III. REDI Conference Call – On February 26th, I participated in a REDI conference call with University of Wisconsin staff that have been subcontracted to assist Purdue with the Wood County economic development strategy. The purpose of the call was to discuss and define the role that UW would play in the strategy development process.

b. Heart of Wisconsin Chamber Municipal Roundtable – On February 4th, I attended a municipal roundtable meeting at the Heart of Wisconsin Chamber of Commerce. This meeting was an attempt to provide an opportunity for Wisconsin Rapids area communities to provide updates on what is happening in their municipality. Due to low attendance at this meeting, outreach efforts will be made to encourage more participation at a future roundtable meeting.

c. Land Information Council Meeting – On February 6th, I participated in the Wood County Land Information Council meeting. Agenda items included project updates from the Land Records Coordinator/GIS Specialist and lengthy discussion on the County parcel number format.

d. Strategic Plan Presentation – On February 18th, I participated in the presentation of the Wood County Strategic Plan draft to the County Board and staff, and participated in the follow-up discussion on the Economic Vitality section.

e. Wisconsin Land Information Association Annual (WLIA) Conference – On February 20th and 21st, I attended the WLIA Annual Conference in Middleton. Some of the sessions I attended included effective broadband mapping, aerial photography planning and acquisition, local redistricting

mapping, creating mobile mapping applications, and the past presidents breakfast.

- f. US Census Complete Count – On February 24th, I attended a webinar hosted by the Wisconsin Counties Association on the topic of Census Complete Count. The session talked about the importance of accurate Census count on the future allocation of funding for the area. Part of the session focused on the many Census employment opportunities available, and how to go about applying for positions.
- g. Department Head Meeting – On February 26th, I participated in the Wood County Department Head meeting. Some of the items discussed included Renewable and Sustainable Committee grants, IT updates, roundtable department updates, employee recognition, non-supervisory performance evaluation forms, and Job Description Questionnaires (JDQs).
- h. Wood County Economic Development Roundtable – On February 28th, I facilitated a quarterly Wood County economic development roundtable hosted by Ho-Chunk Gaming Nekoosa. Meeting notes will be shared with the CEED Committee and County Board once they are finalized.
- i. Job Description Questionnaires – The 7 Planning and Zoning staff each completed their JDQs as part of the Classification and Compensation study.

2. Planning (Adam DeKleyn)

- a. Land Subdivision - Plat Review – (3) CSMs were submitted for review/approval. (2) CSMs were approved/recorded. (5) CSMs are pending approval.

Preliminary plat for Hidden Chapel Subdivision (Town of Saratoga) submitted for review/approval. Sent out to all review authorities. Waiting on town approval. Review/Action by CEED in March.

Currently drafting amendments/updates to the Wood County Land Subdivision Ordinance #701. Review/Action by CEED in near future.

- b. Farmland Preservation Zoning – Working with the Town of Lincoln along with DATCP to draft a farmland preservation zoning ordinance. Ordinance seeks to promote agricultural growth, restrict non-agricultural uses, and limit potential land use conflicts. Attended town zoning committee meeting to present on farmland preservation zoning.
- c. Town of Grand Rapids Comprehensive Plan – Attended Plan Commission (PC) meeting. Presented the Issues and Opportunities Element for review/discussion. PC and TB approved the community survey. Survey will be tentatively mailed out March 9th with a return deadline of March 25th.
- d. Town Planning and Zoning Assistance – Provided planning and zoning assistance for several town officials.

- e. US 2020 Census – Help shape your future and your community's future. Participate in the 2020 Census. Visit [2020CENSUS.GOV](https://2020census.gov) to learn more.

3. Land Records (Paul Bernard)

- a. Addressing – Continuing development of layers that will support dispatching as well as keeping up with State standards.
- b. Parcel Mapping – Updating the parcel mapping with new splits and combines, preparing to do the yearly data submission to the state which requires more attributes.
- c. Custom Maps – Preparing custom maps for citizens and departments.
- d. Conference – attended the Wisconsin Land Information conference to network and stay in tune with the rapidly changing technology that we rely on.

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

Stevana Hamus is out on approved FMLA.

01-30-20 Applied replacement orders to a septic system that discharges to South Squaw Creek TN 02, evaluated proposal for (2) WI-DNR parking lots in floodplain areas TN 14

01-31-20 verified tank abandonment TN 21, Reviewed soil test, screened for shoreland zoning, driveway location < 75' to navigable stream TN 10

02-03-20 Sick Day

02-04-20 Reviewed soil test A+0 mound site TN 11, reviewed holding tank plan, and permit TN 12

02-05-20 Answered complex land use questions for land buyer TN 07, numerous phone calls, inspection report for a mound site TN 09, insp. report for mound site TN 22, insp. report for conventional site TN 07

02-06-20 Inspection report conventional site TN 07, insp. report mound site TN 19, insp. report mound site TN 17

02-10-20 Inspection report mound site TN 19, (2) plumbing easement review, pressurized plan review and mound permit TN 11

2-11-20 Correspondence with attorney representing owner of illegal placement within dam failure analysis of Lake Wazeecha TN 07, reviewed mound permit TN 15

2-12-20 Reviewed Stevana's JDQ, inspection report holding tank site TN 17, insp. report mound site TN 07, insp. report conventional site TN 18

2-14-20 Inspection report mound site TN 15, insp. report fill system site TN 19, inspection report mound site TN 13

2-17-20 Floodplain zoning permit issued for hunter parking area TN 14

2-18-20 Worked on Board of Adjustment materials

2-19-20 Continued preparation work for Board of Adjustment

2-20-20 Several program fee violations discussed amongst staff, office meeting with accused violator regarding property TN 14

2-21-20 Worked on program fee and septic maintenance court cases, permit renewal system in fill permit TN 07, soils review holding tank site TN 01, reviewed soils, hydrograph, plan, and permit new conventional TN 07

2-24-20 Reviewed soils, hydrograph, plan, permit new conventional site TN 07, IT training, reviewed holding tank replacement permit TN 01, reviewed replacement mound site permit TN 17

2-25-20 Meeting in office with Wood County Health Dept. Rep regarding campgrounds in floodplain areas, reviewed tanks replacement permit & plan TN 11

2-26-20 Issued permit for mound site renewal TN 15, reviewed soils, plan, permit for new mound site TN 15, floodplain call with American Transmission Co project TN 07-18

5. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 6 sanitary permits issued in January 2020 (3 New, 3 Replacements, 0 Reconnects and 0 Non-Plumbing) with revenues totaling \$2,875. There were 5 sanitary permits issued in January 2019 (3 New, 1 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$1,250.

There were 6 sanitary permits issued through January 2020. For comparison purposes, the following are through the same period for the previous five years: 2019 – 5, 2018 – 4, 2017 – 3, 2016 – 3 and 2015 – 4.

- b. 2020 Tax Refund Intercept Program (TRIP) – As of February 28th, Wood County received an additional \$54.00 for a total of \$54.00 on one outstanding case for 2020.

- c. Enforcement Activities Update (Small Claims)

- i. Small Claims Court Cases Scheduled

Date	
<u>Small Claims</u>	<u># Cases & Court Case Type</u>
3/03/2020	(6) Failure to provide Servicing or Maintenance Report (2019)

Date	
<u>Small Claims</u>	<u># Cases & Court Case Type</u>
3/10/2020	(3) Failure to provide Servicing or Maintenance Report & failure to pay \$20 program fee (2019)

Date	
<u>Small Claims</u>	<u># Cases & Court Case Type</u>
3/17/2020	(10) Failure to pay \$20 program fee (2019)

- ii. Small Claims Court Cases Not Scheduled forwarded to Wood Co Corp Counsel – Planning & Zoning Department pending payment to Wood County Clerk to Courts. Check is expected to be cut on February 27th.

Date	
<u>Forwarded</u>	<u># Cases & Court Case Type</u>
2/18/2020	(10) Failure to pay \$20 program fee (2019)

- iii. PENDING Small Claims Court Cases – Court Cases are being scheduled in groups of a maximum of ten (10)

<u># Cases & Court Case Type</u>
(6) Failure to pay \$20 program fee (2019)

- d. Wisconsin Fund Grant Program – 2017 Wisconsin Act 59, the 2017 biennial budget act, repealed, effective June 30, 2021 the Wisconsin Fund Grant Program for failing septic tanks. If approved, 2019 Assembly Bill 791 delays the elimination of the Wisconsin Fund Grant Program to June 30, 2023.

- i. (4) Wisconsin Fund Applications FY2021 – Wisconsin Fund Grant Applications was 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 2020.

- e. Sanitary Permit Database System Project – The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. Information Technology Department continues work on the design phase of the project.

- f. Survey Document Indexing Project – There are over 4,000 survey documents that are being indexed with a tentative completion by the end of 2020.

- g. Kim attended the following meetings/trainings:

- i. CEED Committee meeting on February 5th
 - ii. Citizens Groundwater Group meeting on February 17th

- h. Victoria attended the following meetings/trainings:

- i. Land Information Council meeting on February 6th
 - ii. Economic Development Roundtable on February 28th



CEED Committee Report *February 2020*

LAURA HUBER

Extension Wood County, 4-H Program Coordinator

- Attended and taught at Fire & Ice Teen Leadership Winter Camp (31 Jan - 2 Feb) - 6 Wood County Youth were among the 23 campers
- Attended Wood County Extension staff meeting (5 Feb)
- Project Discovery Day set up (7 Feb)
- Project Discovery Day (8 Feb) - 80 youth participated in this hands-on learning day
- Visited the McMillan Mavericks 4-H Club meeting (10 Feb)
- Met with members of the CWSF Fair Board, Junior Fair Board, and fair staff to discuss the roles of Extension in the fair (11 Feb)
- Met with other members of the WI 4-H Volunteer Development - Club Leader Support Subgroup via Zoom (13 Feb)
- Attended the Upham Woods Summer Camp Zoom re: camp counselors meeting via Zoom (14 Feb)
- Met with other members of the WI 4-H Policy Advisory Standing Committee (17 Feb)
- Met with colleagues from Clark County and Marathon County 4-H programs (18 Feb)
- Appeared on WDLB (18 Feb)
- Met with colleagues to review Fire & Ice Winter Camp via Zoom (19 Feb)
- Attended the Junior Fair Board meeting (19 Feb)
- Met with colleagues via Zoom to plan "All Things Summer" meetings (20 Feb)
- Attended a Zoom Webinar to learn about facilitating the Real Solutions program (20 Feb)
- Attended Volunteer Development Team Zoom re: Project Leader Training (20 Feb)
- Worked with Teen Leadership Group - curling and business meeting (23 Feb)
- Met with WI 4-H Policy Advisory Standing Committee via Zoom (24 Feb)
- Attended WI 4-H Volunteer Team Zoom meeting (25 Feb)
- Participated in my annual Performance Review/Evaluation with Jason Hausler (26 Feb)
- Attended "All Things Summer" meeting in Merrill (27 Feb)
- Met with Jason Hausler and Jay Dampier to screen applicants for the Horticulture Coordinator position (28 Feb)

Special Projects:

- Planning for new 4-H Tech Changemakers program
- Planning for Creative Arts Day
- Preparing for Performance Evaluation
- Planning for summer camp
- Developing Club Treasurer Training

Ongoing Responsibilities:

- Working cooperatively with state programs and club leaders and volunteers to address insurance and other logistical questions
- Updated and maintained the Wood County 4-H, WI Facebook page which currently has 868 followers
- Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 337 followers



- Updated and maintained the Wood County 4-H Instagram page with currently has 17 followers
- Responded to communications to the office including general questions, 4-H enrollment, planning meetings, etc.
 - Ongoing assistance for new leaders and the volunteer background checks

MATT LIPPERT

Extension Wood & Clark Counties, Agriculture Agent

- I met with the Wood County Farm Bureau as they planned a Farm Talk program on cover crops and no-till practices.
- I moderated a panel for the area Farm Bureau on cover crops and no-till practices.
- I interviewed on the Extension hour on WDLB radio.
- I attended a DNR and Extension sponsored program for farmers and consultants and CAFO compliance. This was an interesting follow up to my attendance in the presentation "Right to Harm" which is a documentary/editorial style program held free for the public at Roger's Cinema in Wisconsin Rapids.
- I conducted Pesticide Applicator Training and Certification at the Marshfield Agriculture Research Station.
- I participated in an area colleague's annual performance review.
- I presented for the Portage County Forage Council on fiber digestibility and forage particle size.
- I attended the Wisconsin Animal Well-Being Conference held in conjunction with the Wisconsin Cattleman's Association Conference by Extension.
- I toured several dairy facilities with the Wisconsin Holstein Association.
- I assisted the MACCI- AgriBusiness Committee and participated in the Marshfield Mall Farm Show.
- I helped organize a Farm Succession series to be held in Marshfield
- I organized and promoted the upcoming Heart of the Farm Program to be held March 17 at UW-Stevens Point Marshfield Campus.
- I participated in a group working to promote more successful recycling of agriculture plastic barrier films.
- I participated in an evening program on dairy cattle conformation in Marathon County.
- I participated in a post conference review of the Wisconsin Cranberry School which relocated to Wisconsin Dells this past January.
- I met with the local Holstein club which will be having a calf auction to assist 4-H and FFA youth early in March.

NANCY TURYK

Extension Wood County, Community Resource Development Educator

Economic Development

- Continued coordinating with USDA REDI facilitating team and Wood County team.
- Continued discussions with UW Madison Extension about their involvement with the USDA REDI project.
- Attended the Governor's Economic Development conference in Madison.



Strategic Planning

- Met several times with Vice Chair Rozar regarding the draft strategic plan. Held a meeting for department heads and County Board supervisors to discuss plan content. Updated the plan based on suggestions given during the meeting.
- Discussed strategy for strategic planning session with Wisconsin Forest History group in March.

Energy

- Continued to work with the graduate student intern from the UW Madison Resource Energy Demand Analysis (REDA) on his baseline analysis of Wood County energy use. Provided his report to the Renewable and Sustainable Committee and some property managers. Responded to questions by a couple property managers.
- Initiated conversations with UW Platteville faculty on support for internal building energy analyses, as requested by the Renewable and Sustainable Committee.
- Contribute to the Renewable and Sustainable Committee, as requested by committee members.

UW-Madison Division of Extension

- Submitted 18 month Plan of Work for Extension.
- Participated in Wood County Extension Team meeting.
- Listened to webinar on the UW performance review management system.
- Assisted the UW-Madison Extension Climate Change Leadership Team with the preparation of a pre-proposal to the National Fish and Wildlife Foundation's Resilient Communities program.
- Interviewing UW-Madison Extension staff who are working on climate change initiatives.
- Presentation for the New Hope Family Forest Alliance focusing on forest and water management in a changing climate.

CSGCC

- Developed a survey for the CSGCC team with Portage County Extension colleague. Sent and summarized survey. Sent agenda to CSGCC and public posting in Wood County. Discussed organizational options for CSGCC with Extension colleagues.

JACKIE CARATTINI

Extension Wood County, Human Development and Family Relationships Educator

- Attended a Faculty Senate meeting
- Attended a programming meeting with the Job Center
- Attended a Central WI partnership for Recovery meeting in Neillsville.
- Attended a Behavioral Health team zoom
- Facilitated two WEAFCS by-law revision zoom meetings
- Attended a meeting with a men-tee
- Facilitated 3 individual financial coaching sessions
- Presented on Credit on WFHR radio
- Taught a financial program for Scouts at the Samoset Council in Marshfield
- Attended a Department of Extension Faculty zoom meeting
- Attended the National PILD planning meeting zoom



- Taught "Check Your Credit" at SWEPS food pantry
- Attended a Peer Mentor training zoom
- Attended the Dept of Extension Faculty Administrative Committee meeting
- Taught "Understanding Your Credit Report" at Bulls Eye Country Club
- Attended the Financial Stability Coalition meeting
- Taught "Using Herbs" for the Bradford Circle
- Taught "Taking Care of You" for Farm Appreciation Dinner.
- Attended a training on "Culturally Responsive Practices in Extension Programming".
- Attended the "Rent Smart" Objective Reduction zoom meeting
- Attended the "Peer Mentor Onboarding" zoom training
- Attended the Youth Mental Health work group meeting
- Taught "Real Colors" at a Farm Couples Weekend.
- Met with men-tee in person
- Attended the Human Development and Relationships program planning day
- Attended a PILD National conference planning meeting zoom
- Presented on "The new Food Label- 2020" on WFHR
- Presented on a Area 3 Civil Rights Coaching zoom
- Met with the Job Center about future youth programming
- Taught "Taking Care of You- Week 2" at SWEPS food pantry
- Taught "Planning for Picky Eaters" at the Born Learning Academy in Nekoosa

HANNAH WENDELS & KELLY HAMMOND

Extension Wood County, FoodWise Nutrition Educator and Coordinator

- New Colleague training: Continue training and shadowing Nutrition Educators throughout the region (Wendels)
- 2/11 Started series of five third grade nutrition lessons at Mead Elementary school
- Cohort Training, February 12-13 in Madison (Wendels)
- 2/18 SWEPS Food Pantry Lesson
- FoodWise Coordinator Meeting, February 26-27 in Madison (Hammond)
- Met with the Wood County Health Department to plan for 2020 Farmers Market year which includes event promotions
- Completed Zoom Yuck to Yum series

RACHAEL WHITEHAIR

Extension Wood County, Natural Resources Educator

- Drafted needs assessment survey instrument to aid field day planning effort (February 3)
- Presented needs assessment draft and update on field day planning effort to the CEED committee (February 5)
- Visited with state and regional DNR staff to build relationships and gather resources (February 6)
- Presented interactive programming using the groundwater model kit to high school students at the UWP-Wausau Career Expo (February 7)



- Presented to the 14-mile watershed committee at their monthly meeting to introduce my position and review group's mission, accomplishments, and future goals (February 10)
- Gave a presentation on the conservation practice, prairie strips, at a Lunch and Learn event put on by and for the Farmers of Mill Creek Watershed Group (February 11)
- Participated in UW employee cohort training in Madison (February 12-13)
- Attended the Precision Ag workshop to engage with conservation staff around the Midwest and learn about innovative techniques for precision agriculture (February 14)
- Assisted with break-out session facilitation at the producer-led conference in Point (February 19)
- Attended the WI Cover Crop Conference to network with regional colleagues, meet area farmers, and learn more about innovative farming practices that can be utilized by WI farmers (February 19)
- Attended the EPPIC strategic planning meeting and spoke to the group about the field day planning effort (February 24)
- Attended the Farm Bureau's cover crop farmers talk event at the MARS station to support presenting colleagues and hear farmer accounts using no-till and cover crop practices (February 25)
- Hosted two educational webinars in collaboration with WI DNR on Targeted Runoff Management grant application and administration (February 26)

CITIZENS (WOOD COUNTY) GROUNDWATER GROUP MEETING

DATE: Monday, February 17, 2020
 TIME: 2:00 p.m.
 LOCATION: Wood County Riverblock Building, Conference Room 206

Present: Caleb Armstrong, Bill Clendenning, Bruce Dimick, Nancy Eggleston, Keith Iverson, Kim Keech, Bill Leichtnam, Logan Manthe, Rick Potter, Cecile Stelzer Johnson, Ken Winters and Shane Wucherpennig.

1. **Call Meeting to Order:** Chairman Bill Leichtnam called the meeting to order at 2:00 p.m.

2. **Public Comment:** None

3. **Correspondence/Updates:**

Bill Leichtnam shared that he heard from a retired conservationist at the Golden Sands Resource Conservation & Development Council Inc. meeting on January 16th that residents from Town of Armenia, Juneau County and Town of Port Edwards, Wood County lawsuit may be 5 years before scheduled with Circuit Court. Bill Leichtnam shared that he received a telephone call indicating that the lawsuit may proceed significantly faster.

Bill Leichtnam shared news articles as handouts at the meeting:

- A. "GOP Bill Would Give Farm Groups More Control Over Wisconsin Livestock Siting Standards"
- B. "A thinly veiled attempt by polluters to influence unbiased groundwater standards process"

9 out of the 13 proposed bills from Speaker Voss's Task Force on Groundwater Quality are expected to be voted in the Wisconsin Assembly on February 18th.

4. **Status of 13 proposed "water bills" in public hearing/committee before Wisconsin Assembly & Senate**

Bill Leichtnam shared that he follows the Wisconsin Politics website of www.wispolitics.com for Wisconsin political updates. Rick Potter commented that Wisconsin Conservation Voices website of www.conservationvoices.org has updates. Bill Clendenning shared that WisconsinEye website www.wiseye.org is a cable network stream live programming from the Wisconsin State Capitol.

9 out of the 13 proposed bills from Speaker Vos's Task Force on Groundwater Quality are expected to be voted in the Wisconsin Assembly on February 18th. Bill Leichtnam commented that he participated in a hearing in Madison on AB800/SB722 bills supporting the Center for Watershed Science and Education, creating a statewide hydrogeologist position, funding research on phosphorus recovery and reuse, creating grant programs for counties to test wells and provide public education, granting rule-making authority, and making an appropriation. There was no opposition for that bill at the hearing.

The Wisconsin Senate will be meeting into the month of March.

UPDATE 2/18/2020: Wisconsin Assembly approved a \$10 million package on February 18, 2020 of 13 Water Quality Bills designed to combat groundwater contamination in the state. The Senate was not scheduled to vote on the measures until March.

5. **CGG ACTION ITEMS:**

A. Recommendations to CEED Committee – Please don't forget that the Citizens (Wood County) Groundwater Group can make recommendations to the Wood County CEED Committee.

- i. Coordinate with "6 County Water Collaborative" against WCA/MTA effort to advocate legislation that would take local control away with regard to "livestock siting"

AB894/SB808 – Introduced by Senators Marklein, Bernier, Feyen, LeMahieu and Olsen, cosponsored by Representatives Tranel, Tauchen, Kurtz, Novak, Ballweg, Summerfield

and Tusler. This bill makes changes concerning the siting and expansion of livestock facilities giving state government more control over the process and granting agriculture groups considerably more power over changing the standards in the future. Future changes would have to be approved or rejected by a panel of nine stakeholders, five of whom would be chosen from farm groups. The Livestock Facility Technical Review Board created under the bill would be composed of nine people. Five of them would be submitted by the Wisconsin Farm Bureau Federation, the Wisconsin Farmer's Union, the Dairy Business Association, the Wisconsin Dairy Alliance, the Wisconsin Pork Producers, the Wisconsin Cattlemen's Association. The Wisconsin Towns Association, the Wisconsin Counties Association and the Land and Water Conservation Association would each choose a member. Environmental groups would also get one member on the board.

Discussion followed: Bill is in the process and does not allow for public input. Eliminates opposition. Wisconsin Towns Association, Wisconsin Counties Association and Wisconsin Land and Water Conservation Association are the minority. County or Town would not have any say on any changes. Some counties have livestock siting ordinances that their counties have adopted and physically have staff that administer those ordinances which then would strip those authorities away. This bill does not have many co-sponsors and is not bipartisan. This is a stand-alone bill and can be vetoed by Governor Evers.

Motion by Bruce Dimick that the Citizens (Wood County) Groundwater Group totally opposes all provisions in companion legislation AB894/SB808 ("Livestock Siting") and is particularly concerned that this legislation pre-empts local control. Citizens (Wood County) Groundwater Group requests the Wood County CEED Committee and the Wood County Judicial and Legislative go on record opposing this legislation also. We also request that one or both committees put this motion to the full County Board, and if it passes, forward it to all State Legislatures that represent Wood County. Second by Bill Clendenning. Motion carried unanimously.

Resolution will be drafted by the Citizens (Wood County) Groundwater Group and send the resolution to the Wood County CEED Committee for support.

CAFO animal threshold is based on weight and production volume. A 1,400 pound dairy cow is 1.4 animal units. So, it is 1,000 animal units which is equivalent to 750-800 milk cows. Chicken CAFO could be based on 10,000 chickens based on weight and production volume. A CAFO is an animal feeding operation with more than 1,000 animal units. Animal units considered 0-999 is unregulated.

- ii. Wood County Board will be reorganized in April. Discuss the future of the Citizens (Wood County) Groundwater Group at the March meeting. Agenda item for March.
- B. Report of lobbying efforts at Wisconsin Conservation Voters Lobby Day on January 30th – Attendance was fantastic and very informative. Representative Krug was supportive of the 13 “water bills” in the Wisconsin Assembly. Senator Testin was non-committal. Wisconsin Conservation Voters had evaluation forms for those in attendance.
 - Other highlights:
 - Wisconsin Conservationists fully funded.
 - Lead and Water funding – Test lead in water in daycare centers, schools and camps. Set health standards for PFA's and funding.
- C. Future Lobbying? – Possible lobbying for AB894/SB808 livestock bill. Lobby Senator Testin heavily. Members are encouraged to follow the 13 “water bills” through the legislator particularly the senate.
- D. Report on February 4th & 5th WCA “Legislative Exchange” (Madison) – The “Legislative Exchange” is held in Madison every year for county supervisors to have access to state legislators. Governor Tony Evers was a speaker. Bill Leightnam shared that state legislators Senator Scott Fitzgerald (Senate Republican Majority Leader), Senator Jennifer Shilling (Senate Democrat Minority Leader), Rep

Robin Vos (Assembly Republican Majority Leader) and Rep Gordon Hintz (Assembly Democrat Minority Leader) addressed county supervisors together. A person could clearly see the partisan divide that exists on the state legislator. Bill Clendenning shared that this is his 14th year in attendance, feels this was the best one yet and better than most conferences that they have. Wood County Board representatives were Dist. #12 Supervisor Doug Machon, Dist. #15 Supervisor Bill Clendenning, Dist. #16 Supervisor Lance Pliml and Dist. #19 Supervisor Bill Leichtnam. Bill Leichtnam commented that county legislators work better together than state legislators.

6. **Next Projects:**

- A. Groundwater Protection presentation in area schools (2-3 presenters) – Bill Leichtnam shared that a few years ago Bruce Dimick and himself gave a charter school in Nekoosa a Groundwater Protection presentation. Does anyone have a similar interest to go to any area schools? Bruce Dimick added that this a good idea. Bruce Dimick will draft a letter to area schools districts if they are interested in a Groundwater Protection presentation.
- B. “How to do Water Testing in a Wood County Town” seminar – Town of Saratoga has experience doing water testing in the town. Bruce Dimick shared that attending a town board meeting giving a 15 minute presentation on water testing would be effective.
- C. Coordinate with/assist UW-Extension Natural Resources Educator on outreach event – Shane Wucherpfennig shared that a remake of the Healthy Water/Healthy Soils Workshop field day is planned in early December 2020. The focus and goal of the field day will be on land practices and economic profitability for farmers. Rachel Whitehair will be invited to a future meeting when more planning has been completed.

Bill Leichtnam commented that the 72nd Alice in Dairyland Abigail Martin was on Channel 7 at noon on February 17th giving a cover crop demonstration. The cover crop demonstration showed the difference of heavy rain water on bare soil versus a cover crop demonstrating the advantage of cover crops. Video presentation found at <https://www.wsaw.com/video?vid=567944542>.

- D. Other “outreach” event planning – Shane Wucherpfennig added that there is a resolution to extend county-wide nitrate water sampling from Land & Water Conservation Department 2019 budget into 2020. The county approved nitrate well water testing in 2019 for \$8,500 which came from contingency. The Land & Water Conservation Department is at 40% of their goal and have approximately \$4,100 remaining. The resolution passed the CEED Committee on February 5, 2020. The resolution is expected to be approved by the Executive Committee and Wood County Board on February 18th.

UPDATE 2/18/2020: Wood County Board resolution to amend the Land & Water Conservation Department 2020 budget – function for the purpose of carrying over funds for the County-wide nitrate sampling effort of private wells. Motion carried unanimously.

7. **Future Speakers:**

- A. March – Lance Pliml (Wood County Board)
- B. April – Open

Wood County Supervisor Lance Pliml has agreed to be a speaker at the March 16th Citizens (Wood County) Groundwater Group meeting. Wisconsin Senator Jerry Petrowski has been contacted but has not responded.

C. **Roundtable**

- A. Brue Dimick – Vote tomorrow - Wisconsin Primary is February 18th.
- B. Cecile Stelzer Johnson –
 - February 20th – Portage County Groundwater Citizen Advisory Committee meeting
 - February 22nd – Raging Grannies singing at the Wisconsin State Capital
 - February 29th – Our Wisconsin Revolution at Labor Temple in Madison from 1:00-4:00 p.m.

- C. Shane Wucherpennig – Feel free to promote the free county-wide nitrate water sampling. Land & Water Conservation Department has been following the 13 proposed “water bills” before the Wisconsin Assembly & Senate. Introduced new employee, Caleb Armstrong. Educational efforts this summer: 9-Key Element Watershed Plan, No Till & Cover Crops, Water Quality Practices, School Groundwater Program and Prairies & Pollinators.
- D. Caleb Armstrong – Excited to share skillsets with Wood County.
- E. Nancy Eggleston – Town of Armenia meeting is on February 19th at 6:00 p.m. at the Armenia Township Hall.
- F. Rick Potter – Welcome Caleb Armstrong. Senate bill SB808 will be voted on February 17th.
- G. Ken Winters – Will free water testing be available in Juneau County? Nancy Eggleston shared that kits will be available this summer.
- H. Keith Iverson – A person can’t beat the taste of well water. Built a house near Wilderness Park installing a point well. There wasn’t a nitrate test taken at the time the house was built. A bacteria test was completed. Installed a new well a couple of years ago. Nitrate test for his house revealed 35 ppm nitrates. Health Department and Armenia Coalition nitrate test revealed 27 ppm. A shallow well located in his pump house on his property revealed .0017 ppm.

Shane Wucherpennig commented that the science is unknown about groundwater. Shallower wells could be better as water runs through soil quicker. High nitrates didn’t happen overnight. Nitrate reduction will take decades to fix. Water runs slowly through the ground. It is unknown where water flows through the soil but they suspect water runs towards the river.

- D. **Announcements of members / visitors (upcoming parallel events / meetings)** Upcoming events announced throughout the meeting.
- E. **Agenda Items for next meeting**
The next regular Citizens (Wood County) Groundwater Group meeting is scheduled for Monday, March 16, 2020 at 2:00-4:00 p.m. at Wood Co Riverblock Building, Room 206.

Agenda Items:
 - A. Speaker: Lance Pliml (Wood County Board)
 - B. Discussion/Action to retain Citizens (Wood County) Groundwater Group as advisory to CEED Committee.
- F. **Adjourn Groundwater Group Meeting** Bill Leichtnam adjourned @ 3:58 p.m.

Notes by Kim Keech, Planning & Zoning Office

Broadband Forward! Community Model Ordinance



Public Service Commission of Wisconsin
610 North Whitney Way
Madison, WI 53705

RESOLUTION # _____

RESOLUTION TO CREATE BROADBAND FORWARD! COMMUNITY
ORDINANCE

WHEREAS, broadband access is increasingly important to our economy, education and daily life, and

WHEREAS, the state as a whole—citizens, governments, providers, schools and businesses—have an interest in expanding broadband access and usage in underserved areas of the state, and

WHEREAS, the Public Service Commission of Wisconsin (Commission) has been authorized to certify communities as being “broadband ready” by issuing a Broadband Forward! Certification that signals a local unit of government has taken steps to reduce obstacles to broadband infrastructure investment, and

WHEREAS, under Wis. Stat. § 196.504(4) a city, village town or county may apply to the Commission for certification as a Broadband Forward! Community, and

WHEREAS, by adopting the Broadband Forward! Community Model Ordinance, which meets the meets the statutory criteria in Wis. Stat. § 196.504(5), Washburn County will be eligible for Broadband Forward! Certification, and

WHEREAS, by obtaining the Broadband Forward! Certification it ensures that Washburn County has streamlined its administrative procedures by appointing a single point of contact for all matters relating to a broadband network project, will adhere to a timely approval process, will charge only reasonable fees for reviewing applications and issuing permits, will impose only reasonable conditions on a permit and will not discriminate between telecommunications service providers.

THEREFORE, BE IT RESOLVED that the Washburn County Board of Supervisors hereby adopts the Broadband Forward! Community Model Ordinance as attached.

FISCAL IMPACT: Unknown

Approved by the Washburn County Board of Supervisors on the 21st day of August, 2018

Thomas Mackie, County Board Chair

BROADBAND FORWARD! COMMUNITY ORDINANCE

An ordinance to create Chapter 68 - Technology; relating to approval of broadband network projects.

The County of Washburn does enact as follows:

Chapter 1. Broadband Network Project Applications

SECTION 1. GENERAL PROVISIONS.

1.1 Purpose and policy. The purpose of this chapter is to encourage the development of broadband access in the County of Washburn by reducing administrative obstacles to broadband service providers and coordinating the review of applications to ensure such applications are timely processed. This chapter shall at all times be construed consistent with the aforesated purpose.

1.2 Definitions. In this chapter:

(1) "Applicant" means a person applying for a permit for a broadband network project.

(2) "Broadband network project" means the construction or deployment of wireline or wireless communications facilities to provide broadband communications services in the County of Washburn.

(3) "Permit" means any local permit, license, certificate, approval, registration, or similar form of approval required by policy, administrative rule, regulation, ordinance, or resolution with respect to a broadband network project.

(4) "Written" or "in writing" means information that is inscribed on a tangible medium or that is stored in an electronic or other intangible medium and is retrievable in perceivable form.

1.3 Point of contact. The County of Washburn shall appoint a single point of contact for all matters related to a broadband network project. The County of Washburn shall provide on its public website the contact information, including the e-mail address, for the point of contact authorized to receive a broadband network project application.

SECTION 2. ELECTRONIC SUBMISSION OF APPLICATIONS. An applicant may sign and file all forms, applications and documentation related to a broadband network project electronically.

SECTION 3. REVIEW OF APPLICATIONS. Notwithstanding any other provision in the County of Washburn's ordinances, resolutions, regulations, policies or practices to the contrary, the following process shall apply exclusively upon receiving a broadband network project application:

3.1 Completeness review. Upon receiving a broadband network project application the County of Washburn shall:

(1) Determine whether an application is complete and notify the applicant of the determination by the County of Washburn in writing within 10 calendar days of receiving an application. If the County of Washburn does not notify the applicant in writing of its completeness determination within 10 calendar days of receiving the application, the application shall be considered complete.

(2) If the County of Washburn determines that an application is not complete, the written notification to the applicant shall specify in detail the required information that is not complete. The applicant may resubmit an application as often as necessary until the application is complete.

3.2 Approval or denial of complete applications.

(1) Within 60 calendar days of receiving an application that is complete, or considered

complete under sub. (1), the County of Washburn shall approve or deny the application and provide the applicant written notification of the approval or denial. If the County of Washburn does not notify the applicant of its approval or denial within 60 calendar days of receiving a complete application, the application shall be considered approved and any required permit shall be considered issued.

(2) If the County of Washburn denies an application, the written notification of the denial under sub. (1) shall include evidence that the denial is not arbitrary and capricious.

SECTION 4. FEES. Any fee imposed by the County of Washburn to review an application, issue a permit, or perform any other activity related to a broadband network project shall be reasonable. An application fee that exceeds \$100 is unreasonable.

SECTION 5. INITIAL APPLICABILITY. The treatment of this ordinance first applies to applications received by the County of Washburn on or after the effective date of this ordinance.

SECTION 6. EFFECTIVE DATE. This ordinance takes effect on the day after publication.

9 1 2

WISCONSIN RURAL PARTNERS SUMMIT

April 22 - 23, 2020



HOTEL
MARSHFIELD



BRONZE

SPONSORSHIP - \$350



EXHIBITOR

REGISTRATION - \$250

VALUE:

- ◆ ONE (1) - 2-Day Summit Registration - \$100
- ◆ Logo/link on the Summit web site page - 1 year
- ◆ Exhibitor Booth
- ◆ Logo /Mention on site at the Summit
- ◆ Sponsor Logo - Summit program

VALUE:

- ◆ ONE (1) - 2-Day Summit Registration - \$100
- ◆ Logo/link on the Summit Exhibitor web site page - 1 year
- ◆ Exhibitor Logo - Summit program

SUMMARY

- ◆ Register your Sponsorship level by clicking on the specific Sponsorship/Exhibitor Button on the Summit web site page.
- ◆ You can pay for your Sponsorship/Exhibitor by check or credit card when registering on line. Just follow the instructions during the registration process. Payment must be made before you have secured your Summit Sponsor Option.
- ◆ Exclusivity means that you would not have a business competitor sponsoring the same Sponsor Option as you are. This does not pertain to being an Exhibitor with a booth.
- ◆ The 2-Day Registrations have to be used by one person. You cannot send 1 person from your company on Wednesday and then another person on Thursday. Only one registration packet per registrant. If a special circumstance comes up, please contact Steve Peterson immediately to clear up the issues so there is no delays at the registration table area.
- ◆ If you are having a 2nd person working your Booth on Thursday, they must be registered as an Attendee, unless you are a Gold or Silver Sponsor.
- ◆ You'll receive 1 - 6 ft. table. Please bring table cloth if needed. Electricity - bring extension cord and power strip
- ◆ SET UP TIMES: Wed., April 22 - 1:00pm - 5:00pm. Thurs., April 23 - 7:00am - 8:00am TEAR DOWN: 4:00pm
- ◆ Each Sponsor/Exhibitor is responsible to send a high resolution logo in either a jpeg, png, tif or pdf version by e-mail to Steve Peterson at steve@wiruralpartners.org as soon as the Sponsorship is registered. If you think the Summit already has a high res logo for your business/organization, please contact Steve to confirm.
- ◆ REGISTER: <https://www.wiruralpartners.org/sponsorship-plans>

WISCONSIN RURAL PARTNERS SUMMIT

April 22 - 23, 2020



HOTEL
MARSHFIELD



GOLD SPONSORSHIP - \$1,000



VALUE:

- ◆ THREE (3) - 2-Day Summit Registrations - \$100 each
- ◆ Choice of one Summit Sponsor Option listed (see right)
- ◆ Mention in WRP Social Media Campaign
- ◆ Logo/link on Summit web site page - 1 year
- ◆ Logo /Mention on site at the Summit
- ◆ Sponsor Logo - Summit program
- ◆ Sponsor mention - news releases & announcements at the Summit

SUMMIT SPONSOR OPTIONS:

(choose one listed below - first come, first serve)

- ◆ Booth - 8 ft. x 10 ft. - *listed on the Exhibitor web site page - preferred booth placement at Marketplace*
- ◆ Wednesday Evening Reception Sponsor - (3 available)
- ◆ Thursday Breakfast Sponsor - (2 available)
- ◆ Thursday Morning Break Sponsor - (1 available)
- ◆ Thursday Luncheon Sponsor - (3 available)
- ◆ Thursday Afternoon Break Sponsor - (1 available)



SILVER SPONSORSHIP - \$600



VALUE:

- ◆ TWO (2) - 2-Day Summit Registrations - \$100 each
- ◆ Choice of one Summit Sponsor Option listed (see right)
- ◆ Mention in WRP Social Media Campaign
- ◆ Logo/link on Summit web site page - 1 year
- ◆ Logo /Mention on site at the Summit
- ◆ Sponsor Logo - Summit program

SUMMIT SPONSOR OPTIONS:

(choose one listed below - first come, first serve)

- ◆ Booth - 8 ft. x 10 ft. - *listed on the Exhibitor web site page - preferred booth placement at Marketplace*
- ◆ Wednesday Evening Reception Sponsor - (3 available)
- ◆ Thursday Breakfast Sponsor - (2 available)
- ◆ Thursday Morning Break Sponsor - (1 available)
- ◆ Thursday Luncheon Sponsor - (3 available)
- ◆ Thursday Afternoon Break Sponsor - (1 available)



Extension
UNIVERSITY OF WISCONSIN-MADISON

February 13, 2020

Dear County Partner,

As we continue to evaluate Extension's role and our important work with our county government partners, we have identified an important gap in our signatory authority that needs to be resolved. Historically, Extension Department Heads and, more recently, Area Extension Directors have provided signatory authority for a variety of county related activities and accounts. Examples of signatory items include time approvals, purchase requisitions, internal budget transfers, invoices, rental space agreements, etc. Current business practice and law suggests that UW-Madison employed Area Extension Directors do not have budget authority for funds that are not directly managed in a UW-Madison account.

We understand the important signatory role that Area Extension Directors provide when it comes to overseeing Extension faculty and staff working in the county and county support staff working in support of Extension. An immediate, pragmatic resolution to this issue is for Counties to provide Area Extension Directors a Delegation of Authority (DoA) to continue to provide signatory authority for Extension related county accounts and business activities as described above. Putting the DoA in place will allow Area Extension Directors to continue to support Extension activities at the local level.

A longer-term solution to the signatory authority issue is for Area Extension Directors to work with you to determine an effective and efficient process and county official to provide signatory authority on behalf of your county for Extension activities.

Please review the enclosed document and share it with the County Finance Director or appropriate persons for discussion. If you have questions, please contact your AED who has oversight of the Extension programs in your county. DoAs are expected to be in place until we work with you to identify alternative processes and individuals who will be responsible to provide county signatory authority for Extension activities. As this is reviewed and executed, please share a copy with your Area Extension Director who will forward a copy to be filed centrally.

We greatly appreciate our partnerships with county partners and look forward to determining a longer-term solution while continuing to function as efficiently and effectively as possible. If you have any questions don't hesitate to reach out to your Area Extension Director. To avoid delays in upcoming Extension activities we would like to have these completed as soon as possible and ideally by March 1st, 2020.

Sincerely,

Karl Martin
Interim Dean and Director
UW-Madison Division of Extension

Division of Extension

University of Wisconsin-Madison 601 Extension Building 432 North Lake Street Madison, Wisconsin 53706
608-263-2775 Email: karl.martin@wisc.edu extension.wisc.edu

Delegation of Financial Budget Authority Form

Please send a copy of the completed form to:

Katharine Widlak
Chief Financial Officer
Katharine.Widlak@wisc.edu

Part 1: To be completed by the Individual(s) accepting Delegation of County Authority (add lines if necessary)

_____ Area Extension Director (Print)	_____ County
_____ Area Extension Director Address	_____ Area Extension Director Phone

My signature confirms that as an Area Extension Director delegated Budget Authority from the County for the Extension Department, I will review transactions for the following:

- Receipt of the good/services
- Availability of funds within the budget to cover the expense
- Compliance with county policies and UW-Madison policies, when applicable
- Unit approval of the expense

***By signing this form, I attest that I have read the policies and procedures associated with the authority assigned or delegated to me and I further understand that I have the authority to deny a request for authorization. ***

Area Extension Director Signature(s)

Part 2: To be completed by the county administrator or county official delegating budget authority

I delegate budget authority for the Extension Department, as permitted and authorized by county policy, to the _____ County Area Extension Director.

☐ Check here if transactions also require committee level approval

Please check all that apply

- | | |
|--|---|
| <input type="checkbox"/> Invoices | <input type="checkbox"/> Travel Reimbursements |
| <input type="checkbox"/> Supply and Expense Reimbursements | <input type="checkbox"/> Inter-departmental transfers |
| <input type="checkbox"/> Bank account signatory | <input type="checkbox"/> Purchase Requisitions |
| <input type="checkbox"/> Time/leave approvals | <input type="checkbox"/> Internal Budget transfers |
| <input type="checkbox"/> County-specific space agreements | <input type="checkbox"/> Other (please list) |
| for educational programs (not 4-H or MG Associations activities) | |

This authorization is effective through December 31, 2020

Budget Authority signature: I am aware this constitutes a delegation of my budget authority allowing the above individual(s) to sign on my behalf. I understand that delegating my authority does not release me, or _____ County, from full responsibility as Budget Authority.

County Administrator/County Official(s) signature

Date

County Administrator/County Official(s) (Printed name, email address and Phone)

**Please provide a copy to the AED to file with UW-Madison
The AED is expected to provide an electronic copy to the Office of Financial Services**