

CONSERVATION, EDUCATION AND ECONOMIC
DEVELOPMENT COMMITTEE
AGENDA

DATE: August 7, 2019
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. Introduce new staff.
 - b. Discuss 7 County Regional Groundwater work (now named the Central Sands Groundwater County Collaborative - CSGCC) mission and MOU.
 - c. Presentation by John Eron, Weed Commissioner, on Giant Hogweed and request to declare it noxious.
 - d. Discuss and take action on designating Giant Hogweed as a “noxious weed” along with the former “Wild Parsnip” within the county boundaries. Hogweed is on the state’s prohibited list, which means grants are available for eradication.
 - e. Update Committee on July 19th County Conservationist meeting.
 - f. Future field equipment needs.
 - g. Update on Water Quality Task Force Hearing in Stevens Point.
 - h. Golden Sands RC&D future participation/funding level.
 - i. 2019 Land & Water Continuity of Operations Plan.
 - j. Committee reports
 - i. Citizens Groundwater Group meeting
 - ii. Health Committee report
8. Private Sewage
9. Land Records
 - a. Update on filling Land Records Coordinator/GIS Specialist position
10. County Surveyor
11. Planning
 - a. Discussion/action on Planning & Zoning Department Fee Schedule
 - b. Update on proposal for well location/abandonment program to be administered by Planning & Zoning
12. UW Extension
 - a. General Office Update
 - b. Contract Between Wood County and Board of Regents of the University of Wisconsin System
 - c. Natural Resource Educator Update
 - d. Junior Fair Funding
 - e. Educational Family Living Presentation – Jackie Carattini
13. Schedule next regular committee meeting.
14. Agenda items for next meeting
15. Schedule any additional meetings if necessary
16. Adjourn

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
 WEDNESDAY, JULY 3, 2019
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

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

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Adam DeKleyn, Stevana Skinner and Kim Keech.

Land & Water Conservation Staff: Shane Wucherpfennig and Adam Groshek.

UW Extension Staff: Jason Hausler, Matt Lippert and Nancy Turyk.

Others Present: Dist. #12 Supervisor Douglas Machon, Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendening and Nancy Eggleston (Wood County Health Department).

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. Shane Wucherpfennig shared that Portage County recently passed a resolution in support of controlling CAFO livestock siting. Bill Leichtnam commented that Trempealeau County is on the verge adopting a resolution similar to Portage County.
 - B. Shane Wucherpfennig shared that the 14-Mile Watershed Joint Committee meeting is on July 8th in Town of Rome and Adams County Lake Alliance meeting is on July 13th at Wallendal Farms in Grand Marsh.
 - C. Jason Grueneberg commented that the Regional Economic Growth Initiative might be closing. The status will be known July 11th.
 - D. Kenneth Curry encourages everyone to get their well tested yearly.
 - E. Kenneth Curry briefed the committee on the State Budget.
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the June 5, 2019 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Adam DeKleyn, Jeff Brewbaker, Stevana Skinner, Kim Keech, Victoria Wilson, Shane Wucherpfennig, Adam Groshek, Emily Salvinski, Lori Ruess, Matt Lippert, Nancy Turyk, Jackie Carattini, Janell Wehr, Laura Huber and Kelly Hammond.
 - A. Minutes of June 5, 2019. Bill Leichtnam pulled agenda item 7e from the minutes regarding Ken's comment that it might not be best for supervisors to participate in a Nitrate Workgroup as validity could be questioned. Kenneth Curry explained that any action on policy be based on scientific evidence.
 - B. Department Bills. No additions or corrections needed.
 - C. Staff Activity Reports. No additions or corrections needed

Motion by Dave LaFontaine to approve and accept the June 5, 2019 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Robert Ashbeck. Motion carried unanimously.

6. **Risk and Injury Report.** None.

7. Land & Water Conservation Department.

- A. Open and approve low bid for Todd Bores's grassed waterway and rock crossing project. Adam Groshek designed a grassed waterway and rock crossing for Todd Bores. 5 bids were mailed to contractors with 1 bid returned. This is a voluntary program utilizing DATCP funds. Esser Trucking & Excavating sealed bid was \$7,250. Bulk of the project is to protect the soil until the seed grows. Adam Groshek estimated the cost of the grassed waterway project at \$5,260.

Motion by Dave LaFontaine to defer action at this time until Land & Water Conservation Department staff confers with contractor if project can be done at a lower price. Second by Mark Holbrook. Motion carried 4-2. Robert Ashbeck feels that if there is extreme damage that it should be fixed now. Harvey Petersen feels if the money is in the budget that the project should be completed.

Kenneth Curry would like staff to contact the contractor to discuss concerns and put on the agenda for the Tuesday, July 16th Special CEED Economic Development meeting.

- B. Approval for Bob Ashbeck to attend County Conservationist meeting in Stevens Point on July 18th and 19th Reimbursement for Bob Ashbeck for per diem and mileage to attend County Conservationist meeting in Stevens Point.

Motion by Bill Leichtnam to approve request per diem for Robert Ashbeck to attend County Conservationist meeting in Stevens Point on July 18th and 19th. Second by Mark Holbrook. Motion carried unanimously.

- C. Staff update; future staff needs Shane Wucherpennig shared that there was 23 applicants interviewing 4 finalists. The Conservation Program Coordinator is Rodney Mayer with a start date of July 8th. A summer intern lined up 1-1/2 months ago but declined the summer intern position after accepting a full-time job. Shane Wucherpennig interviewed 2 summer interns. Maria Lewandoski who is a junior at UWSP has accepted the summer intern position. Mill Creek 9-Key element Plan & TRM Grant position is dependent on grant funding. Shane Wucherpennig is unsure if the position will be a limited term employee position without benefits or a full-time position with benefits. Grant position will require CEED Committee approval and is dependent on grant funding.
- D. Mill Creek 9-Key element Plan & TRM Grant Shane Wucherpennig wrote the Mill Creek 9-Key element Plan submitted in December 2018 & TRM Grant submitted in April 2019. TRM Grant is a long-term 3-year grant to kick off the watershed grant with an option to be extended every 3 years up to 10-15 years. Watershed plans consistent with EPA's nine key elements provide a framework for improving water quality within a geographic watershed. The nine elements help assess the contributing causes and sources of nonpoint source pollution, involve key stakeholder prioritizing restoration and protection strategies addressing water quality problems.
- E. Central Sands Groundwater Study, future funding Shane Wucherpennig shared that Adams County, Juneau County and Wood County are the primary counties involved in the Central Sands Groundwater study. There are 7 counties interested in a Groundwater Study. Regional approach would be more beneficial especially going to legislature for state support. There has not been a proposal submitted from Mark Borchardt as to a total cost for the study. Nancy Eggelston shared that when the technical group drafts research questions Mark Borchardt can give a proposal.
- F. Request per diem from Bill Leichtnam for 7-County Supervisors Water Committee Reimbursement for Bill Leichtnam for per diem and mileage to attend 7-County Supervisors Water Committee meeting. Bill Leichtnam is the Chairman/Facilitator of the committee.

Motion by Mark Holbrook to approve requested per diem for Bill Leichtnam to attend the 7-County Supervisors Water Committee. Second by Dave LaFontaine.

Kenneth Curry asked what would be gained by having the county supervisors attend the 7-County Water Committee. Bill Leichtnam commented there is a lot to gain and explain to county supervisors. Shane Wucherpfennig shared that supervisor involvement is crucial. Discussion followed.

Motion by Kenneth Curry to amend the requested per diem to be paid from June 24, 2019 through April 2020 for Bill Leichtnam to attend the 7-County Supervisors Water Committee. Second by Mark Holbrook. Motion carried unanimously.

Discussion on the original motion with the amendment.

Motion by Mark Holbrook to approve requested per diem for Bill Leichtnam to attend the 7-County Supervisors Water Committee. Second by Dave LaFontaine. Motion carried unanimously.

G. Committee Reports

- i. Citizens Groundwater Group meeting Bill Leichtnam commented that the Citizen's Groundwater Committee meeting was held on Monday, June 17th with over 20 people in attendance.

Key items that came from the meeting:

- Governor's Budget and Joint Finance Committee removal from the budget.
- Speaker Robin Vos Water Quality Task Force meeting will be July 24th at the UWSP Science Building with a tour of the science lab and public comment approximately at 2:00 p.m.
- Jason Fuller "Manure Composting" – Salesman selling a product. Need to look at other approaches to control agriculture waste.
- "Steps needed to Protect Wisconsin Waters" (36 ideas) prioritized to share with state legislators.
- Bill Leichtnam was elected Chair and Bruce Dimick elected Vice-Chair
- By-Law discussion at July meeting
- Green Fire by Nancy Turyk
- Future Farmer Speaker
- Rep Katrina Shankland shared state budget concerns.

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 Nancy Eggelston shared that she spoke at Speaker Robin Vos Water Quality Task Force meeting in Mauston. A YouTube link of the testimony at the Mauston hearing is <https://www.youtube.com/watch?v=0DGKOvoznhw&list=PLAjg6KX05NEZ5u6hwN0hc7LBAM7VMM1ze&index=4>.

Nancy Eggelston commented that the next MOU monthly conference call is Thursday, July 11th. Of the self-samplers, there was confirmatory sampling of 33 that were high in nitrates of which 3 declined the confirmatory sampling. There are an additional 480 residents in Port Edwards and Armenia area that have not tested yet. Limited term employee from the Health Department has been following up on the well reports.

Harvey Petersen asked for an update on wild parsnip. Shane Wucherpfennig shared that Wild Parsnip is about 3-1/2 weeks behind due to the wet spring weather. Wood County Highway Department has been spraying. Townships are mowing but only getting that first pass and still seeing some plants where they stopped mowing but are getting the majority of wild parsnip.

Harvey Petersen excused at 10:35 a.m.

8. **Private Sewage.** Staff report in the packet.

9. **Land Records.**

- A. Update on filling Land Records Coordinator/GIS Specialist position Jason Grueneberg shared that the Land Records Coordinator/GIS Specialist job posting has been extended until July 14th.

10. **County Surveyor.** None

11. **Planning.**

- A. Discussion/Action on resolution approving amendments to the Town of Grand Rapids Zoning Ordinance Adam DeKleyn explained the request for the Zoning Ordinance Amendment approval for the Town of Grand Rapids. The Planning & Zoning Department received a request to approve an amendment to the Town of Grand Rapids Zoning Ordinance replacing the term "Land Use Permit" with "Zoning Permit". The Town of Grand Rapids adopted and administers their own town zoning ordinance. Wood County adopted the Wood County Zoning Ordinance #700 many years ago. In counties having a county zoning ordinance, no town zoning ordinance or amendment or a zoning ordinance may be adopted unless approved by the County Board of Supervisors, which also includes town zoning ordinance amendments. Planning & Zoning staff has reviewed the request and recommends forwarding the resolution to the County Board of Supervisors approving the zoning ordinance amendment to the Town of Grand Rapids.

Motion by Dave LaFontaine to approve the resolution approving a zoning ordinance amendment to the Town of Grand Rapids. Second by Bill Leichtnam. Motion carried unanimously.

- B. Discussion/action on Planning & Zoning Department Fee Schedule Jason Grueneberg commented that at last month's CEED Committee meeting that the committee wanted clarification of a few situations before taking action approving the Planning & Zoning Department Fee Schedule.

Changes made to the fee schedule:

- #703 Floodplain Ordinance: 3c Board of Adjustment - \$700 originally proposed, changed to \$500 proposed (state average \$500)
- #704 Shoreland Zoning Ordinance: 4c Board of Adjustment - \$700 originally proposed, proposed to \$500 proposed (state average \$500)
- #701 Land Subdivision Ordinance: 1e Variance Fee - \$125 added to fee schedule (was not in PowerPoint presentation presented at the June CEED Meeting)

The next step is to draft a resolution to accompany the fee schedule and in that resolution to identify the rationale considered by the committee putting the fee schedule together. Fees structured to be in place 8-10 years versus changed every year. Fees have not been adjusted in many cases for at least 10 years.

Fee schedule increase will not be popular with the county board. Jason Grueneberg asked if you want a shift on the tax levy or the people who use the services. Fee schedule was kept simple. Fees proposing do not cover full staff costs. Triennial POWTS Program Fee is billed to the people who use the services to cover the cost versus all taxpayers. Need committee action and support on proposed fee changes. Discussion followed.

Motion by Dave LaFontaine to defer CEED Committee action and resolution to the August CEED Committee meeting. Second by Robert Ashbeck. Motion carried unanimously.

- C. Proposal for well delegation program to be administered by Planning & Zoning Stevana Skinner explained that the Wisconsin DNR currently administers the NR812 Private Well Code. The

Wisconsin DNR currently requires a well construction notification number and fee prior to construction. Wisconsin DNR offers to all counties can apply and administer the program. Stevana Skinner is proposing that the county apply with the DNR for delegation to administer well location permits (level 1) and well and drillhole abandonment (level 5) of Private Well Code (NR812).

Well Delegation levels are:

- Level 1 – Issue well permits authorizing the location for new and replacement private wells, including driller, driven point, dug, bored or jetted wells or the reconstruction of existing private wells.
- Level 2 – Issue permits for the installation of a pump on new, replaced or reconstructed private water systems.
- Level 3 – Follow-up on all initial unsafe well sample results in the county.
- Level 4 – Inspect new wells during the actual construction phase to ensure compliance with NR812.
- Level 5 – Abandonment of wells and drillholes.

Permit fees proposed include the Location Site Permit fee for \$125.00 and Location Transfer Fee for \$35.00. Jason Grueneberg added that he is hoping to rollout the Well Delegation Program January 1, 2020.

Motion by Dave LaFontaine to accept the Well Location and Abandonment Program and draft an ordinance. Second by Mark Holbrook. Motion carried unanimously.

A break was taken at 11:45 a.m. Meeting reconvened at 11:55 a.m.

12. UW Extension.

A. General Office Update

Jason Hausler shared the following office updates:

- July 1st - UW-Extension transferred to Madison as an administrative function. New staff name tags, apparel, signage and business cards will be ordered.
- Staff may not be in the office during the summer months because they are involved in field demonstrations, horticulture activities, summer camps, fairs and conferences. Heavy programming season.
- Office/Contractual Budget - Office will be discussing the county budget. State budget will draft contract for services that needs signing before the end of the year. There will be a flat fee for service approach versus a tiered fee for educator positions. Goal is to be budget neutral for 2020. Adjustment for cost of living projected to be included in the contract for services of approximately 2-3% in 2021.
- Jason Hausler and Matt Lippert will present the annual report at a Wood County Board meeting.
- Civil Rights Review process completed.
- Office Space - Contacted to host a 4-H Regional Educator Specialist in Wood County for office space. 4-H Educator Specialist would serve around 16-20 counties. May convert ETN conference room to an office.
- Stevens Point/Marshfield Economic Impact Meeting - Jason Hausler attended the Stevens Point meeting. Economic impact to Stevens Point/Marshfield campus was \$35.9 million that accounts for 327 jobs and brings in \$1.7 million from state and local tax revenue. \$1 state dollar generates \$21 in the community.

- B. Natural Resource Educator Update Jason Hausler explained the draft position description of the Natural Resources Educator position. Partnership will be a half time county funded position with a half time external partner. The external partner is the Wisconsin DNR Central Wisconsin Basin program.

The position programming focus will include:

- supporting ongoing water quality improvement efforts by engaging stakeholders to create and implement an information and outreach strategy
- supporting farmer-led initiatives focused on soil health, water quality and related subjects, including organizational and content support
- working as the Regional Natural Resource Educator colleagues to fulfill funding partners' requirements around non-point source agricultural pollution

- C. UW-Madison research Update-Nitrates above 30 ppm Jason Hausler shared that he had a conversation with Kevin Masarik, UW-Extension Groundwater Education Specialist regarding nitrates above 30 ppm. The question asked of Kevin Masarik was what scale (small or large) are you trying to change or remedy? There are no case studies on how to fix this because no one wants to tackle the problem and stick it. How do we engage in agricultural practices not make the problem worse? Retiring land from production and putting land back into wetlands. There are many variables. Benchmark to see what works. Jason Hausler will follow-up with Kevin Masarik to find out best agricultural practices and mechanical methods in controlling nitrates above 30 ppm.
- D. Junior Fair Funding Discussion Robert Ashbeck expressed that Wood County helps fund the Central Wisconsin State Junior Fair \$32,000 each year for the last 18 years. Robert Ashbeck asked the committee if Wood County would be willing to increase Junior Fair funding by \$3,000-\$4,000. Costs increase each year to run the fair with an increase in premiums and less state aid. Kenneth Curry shared that the \$32,000 is tax-levied money from Wood County. Dave LaFontaine shared that the Central Wisconsin State Fair is an economic development area and brings in people from outside the county. Exhibitor participation and attendance has declined over the years. The county has to give youth in your county access to exhibit at a state sponsored fair. Consensus of the committee is to have Dale Christiansen give a presentation on the Central Wisconsin State Fair with documentation on revenue and expenses of the fair.

Robert Ashbeck excused at 12:57 p.m.

- E. Educational Agriculture Presentation-Matt Lippert Matt Lippert gave a presentation on Wood County Farm Technology Days that was in July 2018. Key benefactors and sponsors will receive a plaque. A presentation of a plaque to Wood County presented at the July county board meeting. Committee leaders have awarded over \$300,000 to non-profit, public and community organizations in Wood and surrounding counties to increase agricultural-related educational opportunities or enhance rural communities and agriculture awareness. There was 50 organizations applying for over \$400,000 in grant requests. Donations over \$113,000 to 32 local charities and organizations that volunteered during the show. Funds awarded based on grant applications and designated by the Wood County Farm Technology Executive Committee.

13. Schedule Next Regular Committee Meeting. The next regular CEED meeting is scheduled for Wednesday, August 7, 2019 at 9:00 a.m. at Wood County Courthouse in Conference Room #115.

14. Agenda items for next meeting.

- A. Junior Fair Funding – Dale Christiansen, Central Wisconsin State Fair Executive Director/Manager
- B. Planning & Zoning Department Fee Program Resolution
- C. Well Location Program

15. Schedule any additional meetings if necessary. A special CEED meeting is scheduled for Tuesday, July 16, 2019 @ 1:00 p.m. on Economic Development at Wood County Courthouse in Conference Room #114.

16. Adjourn. Chairman Curry declared the meeting adjourned at 1:13 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Kenneth A. Curry".

Kenneth A. Curry, Chair

Minutes by Kim Keech, Planning & Zoning Office

Review for submittal to County Board by Kenneth A Curry (approved on July 10, 2019 @ 8:07 a.m.)

Committee Report

County of Wood

Report of claims for: LAND & WATER CONSERVATION DEPT

For the period of: JULY 2017

For the range of vouchers: 18190114 - 18190119

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18190114	PHEASANTS FOREVER	LWC - PRAIRIE SEED	05/09/2019	\$176.62	P
18190115	PHEASANTS FOREVER	LWC - PRAIRIE SEEDS	06/26/2019	\$65.47	P
18190116	WI LAND + WATER CONSERVATION	CC - COUNTY CON MEETING REGIST	07/09/2019	\$55.00	P
18190117	WI LAND + WATER CONSERVATION	LC - COUNTY CON MEETING REGIS	07/09/2019	\$110.00	P
18190118	COUNTRY TODAY THE	LWC - 1 YR SUBSCRIPTION RENEWA	07/16/2019	\$52.00	P
18190119	GOLDEN SANDS RC D	LWC - 2019 DUES	06/01/2019	\$800.00	P
Grand Total:				\$1,259.09	

Signatures

Committee Chair: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____
Committee Member: _____

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Committee Member: _____

Committee Report

County of Wood

Report of claims for: Planning & Zoning Department

For the period of: July 2019

For the range of vouchers: 22190062 - 22190071 38190018 - 38190020

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
22190062	WOOD TRUST BANK	Credit Card Charges	06/20/2019	\$523.49	P
22190063	INDUSTRY SERVICES DIVISION	PS-State Sanitary Permit(June)	06/30/2019	\$2,600.00	P
22190064	CARMODY SOFTWARE INC	PS-Upgrades/Services (July)	07/02/2019	\$299.00	P
22190065	SCHMIDTKE KEVIN	PS-Privy Fee Refund (Partial)	07/03/2019	\$150.00	P
22190066	BOYER KEVIN	SU-Services Per Contract(July)	07/10/2019	\$833.00	P
22190067	BREWBAKER JEFF	PL-Expenses (June)	06/26/2019	\$27.25	P
22190068	DEKLEYN ADAM	PL-Expenses (June)	06/28/2019	\$146.74	P
22190069	GRUENEBERG JASON	PL-Expenses (May/June)	07/09/2019	\$124.70	P
22190070	WOOD COUNTY PLANNING & ZONING DEPT	PL/LR-Petty Cash Reimbursement	07/11/2019	\$48.28	P
22190071	WOOD TRUST BANK	Credit Card Charges	07/21/2019	\$46.21	P
38190018	SOUTH WOOD CO AIRPORT COMM	ED-Annual Aid (2019)	07/16/2019	\$10,000.00	P
38190019	MARSHFIELD CONVENTION & VISITORS BUREAU	ED-Annual Aid (2019)	07/25/2019	\$2,500.00	P
38190020	WOOD TRUST BANK	ED-WEDA Dues (2019)	07/21/2019	\$325.00	P
Grand Total:				\$17,623.67	

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: Extension Wood County

For the period of: July 2019

For the range of vouchers: 30190109 - 30190123

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30190109	EO JOHNSON COMPANY INC	Contract - Copy Expenses	06/28/2019	\$748.74	P
30190110	CARATTINI JACKIE	Travel + Lunch & Learn Expense	06/28/2019	\$198.65	P
30190111	LIPPERT MATTHEW	Lippert June Expenses	06/28/2019	\$1,606.48	P
30190112	AMAZON CAPITAL SERVICES	Office Supplies	07/10/2019	\$5.99	P
30190113	ENTERPRISE RENT-A-CAR	Rental Car - Turyk	07/10/2019	\$70.52	P
30190114	OPPORTUNITY DEVELOPMENT CENTER	4-H Newsletter	07/10/2019	\$227.34	P
30190115	EO JOHNSON CO INC	Copier Lease	07/17/2019	\$229.49	P
30190116	UW SOIL TESTING LAB	Soil Testing Charges	07/17/2019	\$105.00	P
30190117	WAL-MART COMMUNITY/SYNCB	July Statement - FoodWIse	07/31/2019	\$39.88	
30190118	WOODTRUST BANK	July Statement	07/31/2019	\$134.87	
30190119	CARATTINI JACKIE	Carattini - July Expenses	07/31/2019	\$164.72	
30190120	HUBER LAURA	Huber - July Expenses	07/31/2019	\$210.54	
30190121	LIPPERT MATTHEW	Lippert - July Expenses	07/31/2019	\$143.84	
30190122	TURYK NANCY	Turyk - July Expenses	07/31/2019	\$227.36	
30190123	WEHR JANELL	Wehr - July Expenses	07/31/2019	\$38.28	
Grand Total:				\$4,151.70	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

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Committee Member: _____



Activities Report for Shane Wucherpennig - July, 2019

- **July 1** – Interview of candidates for Summer Intern.
- **July 2** – Crop Appraisals for Marti Farms.
- **July 3** – Interview of candidate for Summer Intern.
- **July 3** – Attended CEED Meeting. Attended Data Sharing/GIS mgt. with Regional Groundwater Study.
- **July 4** – Non-metallic mine follow-ups.
- **July 8** – Worked on Leslie Brandt on Non-metallic mining permit for former Completion Minerals site.
- **July 9**– Wildlife damage program.
- **July 10**– Farmers of Mill Creek Lunch & Learn at John Eron's Event Barn.
- **July 11 & 12** – Non-Metallic Mining & Wildlife Damage programs With Rodney Mayer.
- **July 15 – 23** – Vacation.
- **July 24** – Presentation at Groundwater Task Force Hearing in St. Point.
- **July 25 & 26** –Worked on a 2019 Projects.
- **July 29** – Met with John Dorshorst for no-till and cover crops.
- **July 30** – Phone calls and correspondence.
- **July 31**– Worked with Rodney on Non-metallic and wildlife damage projects.

Activities Report for Adam Groshek – July 2019

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

- ~Jagodzinski asbuilt documentation for her 2019 barn manure channel transfer system.
- ~No-till drill scheduling and promotion to Wood/Portage County landowners.
- ~Permitting discussions, cost estimate, bidding, and landowner discussions for the grassed waterway/rock crossing for Todd Bores.
- ~Water sample bottle distribution & collecting for the on-going County-wide groundwater Nitrate study.
- ~Discussion with LWCD staff over the annual BOND \$ and project implementation.
- ~Assistance with other LWCD staff in the training process for Rodney in the Conservation Program Coordinator position as well as assisting our summer 2019 intern Maria.
- ~Wellness lunch n learns.
- ~Assistance with DATCP engineer in the design/planning for a new manure storage pit for Pankratz Farms.
- ~Permit and design for streambank riprap project for the Wilson's on Fourmile Creek.
- ~Continuing to try to find the source of sediment discharges into the WI River at Jackson St. with Verso Paper, the City of WI Rapids, and the DNR.
- ~Assistance with a CREP landowner in the writing of a grazing plan with a private plan writer to allow cattle to occasionally be on the CREP property after approval from DATCP.
- ~Conservation partners meeting with DNR, NRCS, Fish & Wildlife Service, and other conservation entities on how we can partner and share information and work with each other better to more efficiently deliver more conservation to Wood & Portage Counties.
- ~October CEED tour planning and correspondence.
- ~Streamflow monitoring for 5 sites on Two Mile Creek, Bloody Run Creek, and 5 Mile Creek.
- ~Assistance with call and complaint of the Dairy State Cheese process water spill into a water of the state.
- ~Attendance of the Citizens Groundwater meeting to represent the Wood Co. LWCD.
- ~Construction plan review, permit issuance, and pre-con meeting for the Duckett manure stacking pad, contaminated rainwater collection, milkhouse wastewater transfer line, another tank wastewater transfer line, and Slurrystore liquid manure storage tank.
- ~Site visit to a DNR forwarded complaint of manure spreading on a fallow field. Site had less than 2 acres of manure applied and no runoff was witnessed. Not a problem unless that field is intended on being fully spread on with no plans for crops next year.
- ~Reber manure storage pit site visit, survey, and discussion of how to properly abandon and fill in the pit to remove the liability hazard.
- ~Wood County Wildlife Committee discussion on how to provide better wildlife habitat for the Sandhill Recreation Area.
- ~Site visit with Deanna, the environmental manager to try to track down where the sediment discharges are coming from that people are witnessing being discharged into the WI River.
- ~Attendance of part of the WI Task Force Water Hearing with Legislatures from around the State to try to grasp the scope of the water problems in WI.
- ~Computer file organization for the LWCD files.

Activities Report for Rod Mayer

July 2019

(Employment Began July 8th)

- Completed alfalfa deer damage appraisals on five fields (one landowner).
- Completed Transect Survey throughout Wood County.
- Recommended sandhill crane damage abatement to MSTC Ag Instructor.
- Processed Act 82 shooting permits for strawberry farm – met with owner – delivered to DNR.
- Completed Base Flow measurements on five sites (including: Two Mile Creek, Bloody Run, and Five Mile Creek).
- Completed Wood County Safety Training Power Points.
- Sprayed Wild Parsnip along CTH HH right-of-way – Located in the Town of Sigel - Sections 26 and 22.
- Met with Dan from Wood Co. IT in regards to new Tree & Shrub Database setup.
- Reserved Trees & Shrubs for 2020 tree sale.
- Received two reports for storm damage Cranberry marsh fences – completed field inspections – repaired temp. to keep deer out – reported findings and solutions to landowners – working on getting materials from contractor for repair of ripped wire on one marsh – instructed staple repair on other.
- Met with Cranberry owner to inspect heaving issues of fence – discussed solutions – obtained material for repair – dropped off and instructed landowner.
- Met with Brad Koele, DNR Wildlife Damage Specialist – to go over the Wildlife Damage Abatement and Claims Database.
- Completed Wood Co. Civil Rights training.
- Misc. Training – go over manuals – learning programs - etc.

Activities Report for Emily Salvinski
July 2019

- **Monday, July 1.** Added City compost to pollinator garden. Checked a reported wild parsnip location. Processed checklists.
- **Tuesday, July 2.** Updated parsnip database with photos, new points, and updated information on old points.
- **Wednesday, July 3.** Completed a portion of a deer damage appraisal (Marti's). Attended farmer group meeting.
- **Thursday, July 4.** Independence Day.
- **Friday, July 5.** Field verified a parsnip tip-it was a native cow parsnip. Found another spot elsewhere. Updated parsnip map.
- **Monday, July 8.** FMLA
- **Tuesday, July 9.** Crop appraisals with Rodney.
- **Wednesday, July 10.** Started transect survey.
- **Thursday, July 11.** Transect.
- **Friday, July 12.** FMLA.
- **Monday, July 15.** Mill Creek water sample collecting (phosphorus and total suspended solids).
- **Tuesday, July 16.** Transect survey.
- **Wednesday, July 17.** Updated parsnip map in GIS and EDDmaps. Prepared acreage info for cost-share contract.
- **Thursday, July 18.** Finished transect survey. Started entering transect info into snap.
- **Friday, July 19.** FMLA.
- **Monday, July 22.** Entered transect info into snap. Worked on improving pollinator garden with plant labels.

Activities Report for Lori Ruess – July 2019

- Answered telephone and front desk questions.
- Mail pickup/delivery - Courthouse.
- Deposit of incoming checks on Fridays.
- Reviewed general ledger.
- Reviewed payroll reports and payroll registers.
- Completed the steps to terminate Ben Gruber's 15 year CREP Contract and forwarded state penalty payment to DATCP.
- Working with Mike Greiner to terminate his 15- year CREP contracts.
- Approved Maria Lewandowski's time card and forwarded to UWSP.
- Training Rodney Mayer on Wildlife Damage quarterly reimbursement requests
- Working with Maria Lewandowski, summer intern, on electronic file updates.
- Attended Continuity of Governance – Cyber Attack Training at McMillan Library.
- Meeting with Dan Brandl, IT and Rodney Mayer on our new tree and shrub sale program.
- Attended July 24th staff meeting and completed minutes.
- Completed Nutrient Management Cost-Share contracts for 177 acres.
- Completed Cover Crop Cost-Share contracts for 266 acres.
- Organized CEED packet and County Board packet and took to County Clerk's office.
- Working on 2020 budgets. Meeting with Finance for budget input is August 2nd.

Activities Report for Maria Lewandowski July, 2019

- Assisted in transect work
- Assisted in strawberry assessment
- Researched trees to sell this year
- Assisted in testing mill creek water
- Introduced to wild parsnip
- Conduct base flow maps of Mill creek
- Aided in Cranberry fence inspections
- Looked over proposed manure pit plans
- Attended ground water hearing
- Surveyed old abandoned pit
- Weeded prairie garden
- Made labels for prairie plants
- Attended grazing, pasture walk

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
 Adam DeKleyn, County Planner
 Jeff Brewbaker, Code Administrator
 Stevana Skinner, Code Technician
 Kim Keech, Admin Services 5
 Victoria Wilson, Admin Services 4

RE: Staff Report for August 7, 2019

1. Planning (Adam DeKleyn)

- a. Land Subdivision - Plat Review – (4) CSMs were submitted for review/approval. (4) CSMs were approved/recorded. (5) CSMs are pending approval.
- b. WI Rapids Water Quality Management (WQM)/Sewer Service Area (SSA) Plan – South Wood County Airport submitted a petition requesting DPZ to amend the WI Rapids SSA/WQM Plan to allow sanitary sewer to be extended to a proposed hanger building. Additionally, the existing airport terminal building is proposed to be added to the SSA. The proposed boundary amendment would add 3.74 acres to the SSA and remove an area of equal size. Letters and petition documents have been forwarded to the City of WI Rapids and Town of Grand Rapids for review and comment. Continuing to navigate through amendment procedures.
- c. Town of Lincoln Comprehensive Plan – Final element of the plan is being prepared (Implementation). Draft goals, objectives and policies for each element will be presented and reviewed at next Plan Commission Meeting.
- d. Town of Grand Rapids Comprehensive Plan – Developing draft community survey.
- e. Wisconsin Rapids Downtown Steering Committee – Committee met to discuss city updates and direction moving forward with potential future projects in the downtown area.
- f. Request for Zoning Amendment Approval – Town of Grand Rapids – Request approved by CB. Approved ordinance has been posted on the DPZ webpage. Follow-up approval letter sent to town.
- g. Floodplain – Developed GIS maps for Flooded Agriculture District – Cranberry Farm (FAD-C) permits.
- h. City of Nekoosa – Met with city officials to discuss/present downtown concept plans.

- i. Town Planning and Zoning Assistance – Provided planning and zoning assistance for several town officials. Developing a town zoning amendment checklist for independently zoned towns.
- j. Planning & Zoning Website Updates – Town zoning resources page has been updated to include (6) approved town zoning ordinances. These resources are intended to assist the general public and town officials.

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

6/27/19 - Mound re-inspection TN 12, website review, conventional review and approval TN 18, soil report review, hydrograph review, soil test, mound plan/pressurized sewer, permit review TN 17

6/28/19 - Abandonment letters calls, website review, HT review and approval, soil test review, soil test, plan, holding tank permit TN 04

7/1/19 - Abandonment letter calls, JB vacation

7/2/19 - prepared for CEED meeting, received calls on abandonment letters, issued mound permit TN 20

7/3/19 - CEED Meeting, soil test review, holding tank application review, inspection 18114 mound plow, reviewed soil test TN 11, completed inspection report for holding tank TN 11

7/4/19 - 4th of July holiday off

7/5/19 - Mound re-inspection TN 16, assist with locating permit for receipting (1 hour), 2 abandonment letter calls, 1 mound review, JB Dr. appointment for wife

7/8/19 - Reviewed 26 sites that received abandonment orders and did not contact me by the deadline today. Reviewed my portion of CEED minutes and made corrections, 2 mound review and approval TN 12 & 15, 2 soil reports reviewed, reviewed soils, mound plan/pressurized sewer review, and sanitary permit TN 08

7/9/19 - emails to STAR Environmental regarding soils/plot plan changes, undersized system affidavit TN 17, conversation with HT applicant about farmers exempt (application to be mailed with sanitary permit), email to Clark County regarding reconnection permit question, discussion with home owners regarding flooded basements

7/10/19 - worked on application for Well Delegation, checked Tri-county well, which was 1" above assigned high, checked flooding on Ranger Road.

7/11/19 - HT plan approval, answered phone calls regarding POWTS, building suitability, floodplain permits, took complaint in TN18 regarding failing septic, scanned and emailed permits to contractor for POWTS work at Nasonville school and scheduled soils onsite, investigated 4 sites in TN 04 without permits

7/12/19 - 2 soil evaluation reviews, 1 mound review, 1 system in fill review, document cancellation mailed, complaint investigation letter mailed TN18

7/15/19 - Mound Plow TN 08, Soils onsite with JB for Nasonville School, Soils onsite with Certified Soil Tester TN 02

7/16/19 - Mound Plow TN 15, 2 Soil report reviews, 2 Mound reviews and approvals TN 20 & TN 21, mound plow inspection, return insp, TN 14, reviewed soil test TN 17

7/17/19 - Mound Plow TN 01, Re-inspect TN 01, Re-inspect 08, Mound Plow TN 10, Mound review and approval TN 20, soil report review, mound soils, pressurized plan review, sanitary permit TN 19, mound inspection TN 08

7/18/19 - Mound Plow TN 08, Re-inspect TN 08, HT inspection TN 10, Mound re-inspect TN 10, Mound tank inspection TN 12, Conventional review and approval TN 07, soil report review, hydrograph review, soil review, mound plan/pressurized plan review, sanitary permit TN 15

7/19/19 - Mound Plow TN 01, 2 mound plows TN 10, soil review, mound plan/pressurized sewer, sanitary permit TN 15

7/22/19 - JB/SS compliant investigation TN 18, Soils onsite with Certified Soil Tester TN 08, Re-inspection TN 01, conventional review and approval, soil report review, hydrograph review, soils review/hydrograph, conventional plan, sanitary permit TN 08

7/23/19 - Mound plow TN 12, Re-inspect TN 12, Shoreland permit request TN 10, set up repair for truck window

7/24/19 - SS off for Appts, Inspection report TN 14, Airport system check TN 07, Seed and mulch final mound insp TN 08

7/25/19 - 2 Soil reported reviewed, Mound tanks inspected TN 15, inspection report mound TN 08, complaint investigation mobile home park TN 13

7/26/19 - 1 conventional review, 1 soil report, 1 hydrograph, abandonment inspection TN 20. Phone call and email about Sanitary, Shoreland/Floodplain Zoning, and wetlands in TN 06, JB off

7/29/19 - Mound plow, mound reinspect, 2 soil report reviewed, 1 mound plan approved, 1 shoreland permit issued, call to plumber regarding signature, gathered information for another plumber regarding geomat, SS worked 8.75 hours, conventional inspection TN 07, inspection report TN 07

7/30/19 - Conventional inspection TN 07, system-in-fill inspection TN 13

3. Office Activity (Kim Keech and Victoria Wilson)

- a. Monthly Sanitary Permit Activity – There were 27 sanitary permits issued in June 2019 (8 New, 18 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$9,775. There were 22 sanitary permits

issued in June 2018 (10 New, 11 Replacements, 1 Reconnects and 0 Non-Plumbing) with revenues totaling \$9,000.

There were 73 sanitary permits issued through June 2019. For comparison purposes, the following are through the same period for the previous five years: 2018 – 68, 2017 – 82, 2016 – 83, 2015 – 61 and 2014 – 70.

- b. 2019 Tax Refund Intercept Program (TRIP) – As of July 31st, Wood County received an additional \$0.00 for a total of \$5,611.40 on eight outstanding cases for 2019.
- c. 2019 Maintenance Notices – Septic Maintenance Notices, ATU (Aerobic) Maintenance Notices, White Knight (Aerobic) Maintenance Notices, and Farmer Exempt Holding Tank Maintenance Notices are scheduled to be mailed approximately Monday, April 22nd with a due date of Friday, August 9th. There were 2,858 scheduled to be mailed between the four notices. Service providers in Wood County have been reporting that they have maintenance servicing appointments scheduled over 1 month in advance. As of July 30th, 1,348 septic service reports have yet to be reported to our office. Septic maintenance 2nd reminders are scheduled to be mailed on Monday, September 23rd.
- d. 2019 Program Fee Notices – The approximately 4,612 program fee notices are tentatively scheduled to be mailed late October with a due date of Monday, November 25th. 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) – None Scheduled.
- f. 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. However, if approved in Governor Tony Evers budget the sunset date of the Wisconsin Fund Grant Program will be eliminated.
 - i. (5) Wisconsin Fund Applications FY2020 – 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 2019.
 - ii. (1) Wisconsin Fund Applications FY2021 – The deadline to apply is January 31, 2020.
- g. Sanitary Permit Database System Project – The next phase for the sanitary permit system database will consist of creating a service provider and comments interface. This phase will consist of service providers reporting pumping, inspections and maintenance service events on the

Wood County Sanitary Permit system. Information Technology Department continues work on the design phase of the project.

h. Kim attended the following meetings/trainings:

- i. CEED Committee Meeting on July 3^d
- ii. Citizens (Wood County) Groundwater Meeting on July 15th
- iii. Wellness Committee Meeting on July 16th

i. Victoria attended the following meetings/trainings:

- i. CEED Committee Meeting (Econ Dev) on July 16th
- ii. Wood County CDBG Housing Committee meeting on July 18th



CEED Committee Report *July 2019*

LAURA HUBER

Wood County UW-Extension, 4-H Program Coordinator

- Met with 4-H Fundraising/Platbook Committee re: the 2020 Wood County Platbook (2 July)
- Conducted Extension Volunteer Training for one new 4-H volunteer (9 July)
- Led Cloverbud Camp: Story Book Series at Nekoosa's Public Library (10 July)
- Assisted at State 4-H Dairy Judging Contest at the Marshfield fairgrounds (15 July)
- Assisted at Foods, Cake, and Clothing Revue at the Marshfield High School (16 July)
- Assisted at Pre-Fair Rocket Launch Contest near Nasonville (16 July)
- Led Cloverbud Camp: Storybook Series at Vesper's Public Library (17 July)
- Attended Junior Fair Board meeting (17 July)
- Appeared on WFHR radio to talk about shooting sports tournament and Cloverbud Camp series (18 July)
- Assisted with the Triple Crown Shooting Sports Tournament (19-20 July)
- Led Cloverbud Camp: Storybook Series at Wisconsin Rapids' Public Library (24 July)
- Assisted with the 4-H Volleyball Tournament (26 July)
- Wood County 4-H Leaders Association meeting (29 July)
- Met with John Franseen and Mark Cournoyer to plan this fall's Youth Meat Processing Contest (30 July)
- Met with Stephanie Boehnlein, Taylor County 4-H Program Coordinator about LWF and 4-H Intermediate Camp (30 July)
- Led Cloverbud Camp: Storybook Series at Marshfield's Public Library (31 July)
- Worked with Teen Leadership Group on raffle calendar, plan volleyball tournament, (ongoing)
- Assisted with Fair Entry for youth exhibitors (ongoing throughout month)

Ongoing responsibilities:

- Updated and maintained the Wood County 4-H, WI Facebook page that currently has 798 followers.
 - Assisted with maintenance of the Central WI 4-H Shooting Sports Facebook page which has 301 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

Wood County UW-Extension, Agriculture Agent

- I assisted with the Farm Technology Day display for Extension in Jefferson County.
- I organized the recruitment of animals and classes for the State 4-H Dairy Judging Contest that was held in Marshfield this year.
- I assisted with the Wisconsin Jersey Show that had about 100 animals from across the state in attendance.



- I participated in a discussion with the Farm Service Agency and Mid State Technical College about new dairy support programs available through the farm bill.
- Our office produced two issues of the Cranberry Crop Management Journal available both electronically and by mail to every cranberry grower in Wisconsin.
- I joined fellow dairy team members as we worked on the next set of dairy workers modules that outline Standard Operating Procedures and best practices for dairy workers.
- I was on both WFHR and WDLB with interviews about current programs and farm conditions.
- I met with the Market Animal Sale Committee as they make plans for the upcoming fair.
- I joined the Wood County Farm Bureau for a policy meeting and met with them for their summer member picnic.
- There have been a number of questions with farmers and insurance agents about late planted crops and prevented planting insurance provisions. There are many questions also about hay pricing and inventories. We also have had many questions about wind damage to buildings, fence lines and trees.
- I attended the Wood County Holstein Breeders Twilight meeting and arranged for a speaker for this event.
- I coordinated with the fair manager about some issues with junior fair livestock exhibits.

NANCY TURYK

Wood County UW-Extension, Community Development Extension Educator

Economic Development

- Facilitated a meeting of collaborative partners in Wisconsin Rapids area. (City of Wisconsin Rapids, Heart of Wisconsin Chamber of Commerce, Wisconsin Rapids Area Convention and Visitors Bureau, Ho-Chunk casino).
- Met the core REDI team from Purdue and Univ. Kentucky via conference call with Jason Grueneberg, Supervisor Curry, and Chair Machon via conference call.
- Met to discuss REDI preliminary process and economic development with Jason Grueneberg, Supervisor Curry, and Chair Machon.
- Attended and contributed to CEED ED meeting.
- Addressed logistics for the Small Community Forum - communication with the coordinating team and the City of Nekoosa, food and beverage arrangements, advertising.
- Discussed Downtown Market Analysis options with Wisconsin Rapids planning team and Bill Ryan, Extension state specialist.
- Met with Josh Miller, City of Marshfield to identify the timeline for the development of the Marshfield Economic Development Board strategic plan. Discussed his interest in a potential Downtown Market Analysis with Bill Ryan, Extension. Introduced Josh Miller to Dr. Kristin Runge, Extension state specialist via email for a potential collaboration on 2nd St. redevelopment.
- Met with Karen Olsen, MACCI to discuss childcare initiatives and potential presentations/discussions on challenges associated with retail in the Marshfield area.
- Introduced Karen Olsen and Jodi Friday, South Wood County United Way to Dr. Kristin Runge for potential collaboration to address childcare issues.
- Radio show on WFHR. Discussed REDI grant/economic development planning and Small Communities forum.

Strategic Planning

- Updated department heads on the timeline for the county's strategic plan.

Renewable Energy / SolSmart

- Corresponded with National Renewable Energy Labs (NREL) regarding their modeling economic and feasibility analysis results for four County properties. Searched for incentives and funding options.
- Worked with Clean Green Action community group and invited speakers to the October 3rd event to discuss individual and community adaptation to extreme events.
- Attended Wood County's Renewable and Sustainable Committee's first meeting. Following up on information requested during the meeting.

UW-Madison Division of Extension

- Participated in In Service for northern region community development staff to discuss programming.
- Participated in state community development institute's webinar.
- Participated in Google transition webinar.
- Participated in Wood County Extension staff meeting.
- Participated in Program Team Leadership webinar.
- Participated in Leadership group conversation.
- Participated in New Workforce webinar with Chair Machon.

Other

- Attended CPR certification training by Wood County HR staff.
- Attended County Board meeting.
- Facilitated central sands groundwater group meeting. Reorganized the group into smaller work groups to increase efficiency; technical, communication/outreach, policy and funding.
- Prepared agenda and coordinated logistics with Adams County for the July 29th meeting.
- Attended Wood County groundwater group meeting.
- Facilitated meeting with the central sands groundwater group - technical work group. Called each member in advance of the meeting to increase efficiency during the time together and identify frustrations. Invited technical guests Dr. Ken Bradbury (Wisc. Geologic and Natural History Survey), Dr. Mark Borchardt (USDA Ag Research Services), and Kevin Masarik (Extension state specialist). Prior to the meeting, met with Masarik in Stevens Point and Borchardt and Bradbury over the phone.
- Attended Incourage recognition for Wisconsin's financial contribution to the Tribune Building.
- Distributed materials to advertise Clean Sweep.

JACKIE CARATTINI

Wood County UW-Extension, Family Living Educator

- Attended a Section Zoom from "Family Development"
- Attended an Administrative Committee Zoom
- Attended a national PILD planning meeting on zoom
- Taught "Rent Smart" at SWEPS food pantry
- Taught a Wood Co. Lunch N Learn



- Attended a Staff the Bus Planning Meeting
- Taught 6 financial education sessions at the Boys and Girls Club
- Attended a Leadership professional development
- Taught a "Real Colors" program in Green Bay
- Attended a professional development zoom on "Small Acts of Leadership"
- Attended a Civil Rights zoom meeting

JANELL WEHR

Wood County UW-Extension, Horticulture Coordinator

- Appear on WFHR
- Appear on WDLB
- Participate in the State Master Gardener Monthly Web Meeting
- Attend Master Gardener membership meeting
- Respond to many horticultural inquiries from the community (majority of time focused on these this month)
- SWEPS Garden Class 7/2- Taught herb plant propagation to SWEPS clients and community members- partnership with FoodWise Coordinator
- Observed WI Horticulture Update (weekly meeting updating horticulture issues throughout the state)
- Working with Tracy Moua from The Family Center to organize Hmong Garden Day Event
- Final preparations made for Online Reporting System (ORS) training for Wood County Master Gardeners (2 training sessions - Marshfield and Wisconsin Rapids)
- Continue planning for Master Gardener Level 1 training - scheduled for January - April 2020 at the Town of Wood Community Hall
- Developing Mentor Program for 2020 new recruits to the Wood County Master Gardeners
- Host ORS Training at UWSP - Marshfield

KELLY HAMMOND

Wood & Portage Counties UW-Extension, FoodWise Nutrition Coordinator

- Programming at SWEPS Food Pantry, lesson on grains and farmers markets on a budget. Comment from participant, "You're really good at teaching this, I learn something every time!"
- Continued collaboration with Wood County Health Department to offer Farmers Market Tours and Tastings, Third Thursday of the month at the Wisconsin Rapids Farmers Market
- Completed Cohort new colleague training with 2-day conferences in Stevens Point
- Participated in Cooking with Families committee, working towards offering more interactive cooking classes to parents and children
- Developing partnership between Wood and Portage County Health Departments to partner on expanding access to FoodShare credit/debit at local farm stands and farmers markets throughout both counties

RESOLUTION#

Introduced by

CEED

Page 1 of 1

Motion:	Adopted:	
1 st	Lost:	
2 nd	Tabled:	
No: _____	Yes: _____	Absent: _____
Number of votes required:		
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds	
Reviewed by: _____, Corp Counsel		
Reviewed by: _____, Finance Dir.		

LAR

INTENT & SYNOPSIS: To encourage the Board of Supervisors for the County of Wood to designate Giant Hogweed (*Heracleum mantegazzianum*) as a "noxious weed" within the County boundaries.

FISCAL NOTE: none.

WHEREAS, Canada thistle, leafy spurge, field bindweed, purple loosestrife and multiflora rose are currently listed as noxious weeds in WI State Statute 66.0407(1) (b); and

WHEREAS, Wood County is authorized by WI State Statute 66.0407(1) (b) to designate any weed as noxious within County boundaries; and

WHEREAS, Giant Hogweed creates health and ecological threats and has a presence within the County; and

WHEREAS, Giant Hogweed is listed by the WI DNR as an invasive species with control required by WI Administrative Rule NR 40; and

WHEREAS, WI Administrative Rule NR 40 lists Giant Hogweed as a **Prohibited Invasive Species** (Not yet in the state or only in a few places; likely to cause environmental and/or economic harm; eradication and prevention is feasible); and

WHEREAS, NR 40 regulations say one cannot transport, possess, transfer, or introduce without a permit. **Control is required.** DNR may order or conduct a control effort; and

WHEREAS, directing the control of invasive species is listed as a priority action in the County Land and Water Resource Management Plan.

WHEREAS, by designating Giant Hogweed (*Heracleum mantegazzianum*) as a "noxious weed" within the County boundaries, Wood County may be eligible for grant dollars for the eradication of this weed.

NOW, THEREFORE, THE WOOD COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES to, designate Giant Hogweed (*Heracleum mantegazzianum*) as a "noxious weed" within the County.

BE IT FURTHER RESOLVED, that a copy of this resolution be directed to the attention of the current Weed Commissioner, Portage County Land & Water Conservation Committee, the state legislators, the governor, the directors of WDNR and DATCP, and the Wisconsin Counties Association.

()

Kenneth Curry

Mark Holbrook

Robert Ashbeck

Dave LaFontaine

Bill Leichtnam

Harvey Petersen – Citizen Member

Adopted by the County Board of Wood County, this _____ day of _____ 20 19 .

County Clerk

County Board Chairman



1856 - 2006
Celebrating 150 Years

Continuity of Operations (COOP)/ Continuity of Government (COG)

OPERATIONS PLAN For Wood County

Department of: Land and Water Conservation

July 2019

FOREWORD

Upon the completion of the Continuity of Operations (COOP)/Continuity of Government (COG) Plan Template for Wood County, each County Department will have a plan of action that can be implemented during emergencies, so as to assure that essential government operations can be sustained for up to 30 days from a different location if the situation warrants. This template covers not only initial implementation procedures, i.e. activation and relocation (0-12 hours) and Alternate Facility Operations (12 hours-termination), but will include detailed information on five key planning elements:

- Essential Functions
- Line of Succession
- Alternate Facilities
- Interoperable Communications
- Vital Records/Databases

Upon completion of this template, County departments will know what resources they have and what they need to do if they must relocate to an alternate facility.

If you have questions on this template, please contact Emergency Management at 715-421-8500.

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2. PURPOSE

This plan outlines the **Wood County Department of Land & Water Conservation Department's** plan for Continuity of Operations (COOP) (i.e., providing essential functions to customers from a different location, due to the primary facility becoming unusable, for long or short periods of time) and Continuity of Government (COG) (i.e., the continued performance of essential department functions and support of County and State government during emergency or disaster situations.) This COOP/COG plan ensures that each department will:

- Maintain a high level of readiness
- Implement the plan both with and without warning
- Become operational no later than 12 hours after activation of the plan
- Maintain sustained operations for up to 30 days
- Take maximum advantage of available County facilities and equipment.

3. AUTHORITIES

- A. WI State Statutes Chapter 323 – (1) During a state of emergency, the governor may designate emergency temporary locations for the seat of government and may take necessary actions to transition the affairs of state government. (2) Actions taken at a temporary location are valid and binding.
- B. Municipal Code of Wood County. In the event of a declared state or local emergency covered under State law or Wood County ordinance, the County Board Chairman shall take all necessary steps to provide for the safe keeping of all County records and documents essential to the function of government, administer the relocation of County government and provide for its functional ability during an emergency.

4. OBJECTIVES OF THE COOP/COG PLAN

- A. Ensuring the continuous performance of the County's essential functions and operations during an emergency
- B. Protecting essential facilities, equipment, records and other assets.
- C. Reducing or mitigating disruptions to operations.

- D. Reducing loss of life and minimizing damage and losses.
- E. Achieving a timely and orderly recovery from an emergency and resumption of full service to customers.

5. COOP/COG IMPLEMENTATION

A. *Phase I – Activation and relocation (0-12 hours)*

The Wood County Emergency Management Office (421-8500) has the authority to activate the plan. (After hours please contact dispatch at 715-421-8700 and they will contact the Emergency Management On-Call personnel.) Upon activation, the Emergency Management Director will be notified of the impending activation and the actual relocation requirements. Additionally, all appropriate departments will be notified of the decision to relocate and the time of execution or activation of the COOP/COG plan. Upon notification of activation of the COOP/COG plan, departments should do the following:

- Activate plans, procedures and schedules to transfer activities, personnel, records and equipment to alternate operating facility(ies)
- Notify initial COOP/COG succession staff to relocate
- Instruct all personnel as to what they are to do
- Assemble all necessary documents and equipment required to continue performance of essential operations at alternate operating facility(ies)
- Order equipment and supplies, if not already in place
- Transport documents and designated communications, automated data processing and other equipment to the alternate operating facility(ies), if applicable
- Secure the normal operating facility physical plant and non-moveable equipment and records to the extent possible
- Continue essential operations at the normal operating facility, if available, until alternate facility(ies) is/are operational
- Update Facility Manager on the status of succession personnel.

B. Phase II – Alternate Facility Operations (12 hours – termination)

- Provide guidance to other key staff and non-emergency employees
- Identify replacements for missing personnel and request activation as necessary
- Commence full execution of essential operations at alternate operating facility(ies)
- Notify Wood County Emergency Management (421-8500) and all other appropriate departments immediately of the department's alternate location, operational and communications status and anticipated duration of relocation, if known
- Develop plans and schedules to phase down alternate facility(ies) operations and return activities, personnel, records and equipment to the primary facility when appropriate.

C. Phase III – Reconstitution (termination and return to normal operations) Upon receiving information that buildings are ready to reoccupy, the Wood County Emergency Management Office (421-8500) has the authority to terminate the COOP/COG and begin the process of resuming normal operations. They will take steps to notify all personnel. Upon notification, departments should take the following steps:

- Supervise an orderly return to the normal operating facility or movement to other temporary or permanent facility(ies)
- Report status of relocation to Wood County Emergency Management (421-8500)
- Conduct an after-action review of COOP/COG operations and effectiveness of plans and procedures as soon as possible.
- Identify areas for correction and develop a remedial action plan.

Department of Land and Water Conservation

6. PLANNING ELEMENTS

A. Essential Functions:

1. List each **essential** function of your department and prioritize them from highest to lowest.

<u>Function</u>	
<ol style="list-style-type: none"> 1. Attend oversight committee meetings. 2. Attend department head meetings. 3. Attend county board. 4. Attend multi agency meetings. 5. Keep in contact with a multitude of agencies: DNR, DATCP, NRCS, FSA, RC&D, Emergency Management. 6. Time reporting. 7. Review plans for permits for multiple ordinances. 8. Issue permits and exemptions. 9. Perform inspections. 10. Respond to discharge complaints. 11. Engineer & draft conservation practice plans, fence abatement projects. 12. Coordinate meetings for new department initiatives. 13. Data entry into GIS/ Access data bases. 14. Stakeout construction projects. 15. Access the NRCS/DATCP websites for conservation related standard drawings and standards for conservation practices. 16. CAD/GIS use for mapping and construction plan set preparation. 17. Sign cost-share with landowners/operators 18. Survey using GPS and other survey equipment. 19. Email access and phone use to stay informed about construction projects, practices and standards. 20. Financial reimbursements. 21. Crop appraisals. 22. Host public hearings. 23. Tree Sale. 24. Reconcile budgets. 25. Answer incoming phone calls. 26. Voucher all incoming invoices. 27. Deposit incoming revenue. 	

2. Identify unduplicated staffing requirements for each essential function identified above.

- | | |
|----|--|
| 1. | County Conservationist – Shane Wucherpennig |
| 2. | Conservation Program Specialist – Rodney Mayer |
| 3. | Engineering Technician – Adam Groshek |
| 4. | Administrative Services – Lori Ruess |
| 5. | Conservation Specialist – Emily Salvinski |

All members of the Department assist in completing the essential functions.

3. List any/all resources (i.e. equipment, tools, etc.) required for each essential function identified above.

<u>Function</u>	<u>Resources</u>
1. Computers	
2. Printers	
3. Copiers	
4. Telephone	
5. Survey/Field Equipment	

4. Identify critical data, data systems, software, etc. needed for each essential function identified above.

<u>Function</u>	<u>Critical Data/Data Systems</u>
Access to data in <ol style="list-style-type: none"> 1. L Drive 2. H Drives 3. R Drive As well as Internet access, Email access, and access to CAD, GIS, and SNAP Plus	

5. Attach your department's plan for attaining operational capability of essential functions at a different location within 12 hours.

Contact will be made with Mid-State Technical College and space there will be utilized as an alternate location. Employees will be contacted and will be asked to report there for work in the event of COOP/COG plan activation.

6. List processes and procedures to acquire all necessary resources (staff, equipment, supplies, etc.) that are needed to continue and sustain your department's essential functions at a different location for up to 30 days.

If necessary equipment such as desks/computers are needed the alternate location of Mid-State Technical College would have those to use. In the event that laptop computers or desktop computers need to be purchased, the County Conservationist, Conservation Program Specialist or the Engineering Technician can purchase those items.

B. Line of Succession:

1. Identify a line of succession three deep for the highest position of authority.

a. County Conservationist _____

<u>Name</u>	<u>Title</u>	<u>Phone</u>
Shane Wucherpennig	County Conservationist	715-486-5370
Adam Groshek	Engineering Technician.	715-347-3139
Rodney Mayer	Conservation Program Spec	715-937-0633

2. List any limitations on delegate/authority (i.e. only certain functions can be performed by certain people/positions, etc.)

There are no limitations

C. Alternate Facility Requirements:

1. Does the department have the immediate capability to operate under any potential threat conditions including Weapons of Mass Destruction?

Yes X No ____ Unsure ____ Non-Applicable

2. Please identify your department's **minimum** employee and equipment needs in the event you are required to move to an alternate facility. **Please note:** Once COOP/COG plans have been received from all departments they will be reviewed in

5. List below provisions for establishing communications methods/systems with all identified internal and external organizations, customers, public, etc.

Communication can be made through cell phones.

7. List below how you will address health and safety concerns of relocated employees.

The primary guidelines of the county will be followed in the alternate location.

8. List how you will address physical security and access controls at the alternate facility.

Closed/locked doors.

E. Interoperable Communications:

1. List below procedures/plans for communications with contingency staff, management, emergency personnel and other organizational components.

Communications will be by cell phone until a landline is set up.

2. List below procedures/plans for access to data and data/software systems necessary to conduct essential activities/functions.

Through county IT department.

3. If the cyber network was compromised, how would you conduct business without the use of cell phones and computers?

Paper and pencil.

F. Tests, Training & Exercises:

1. List below how your department will test/train and exercise annually COOP/COG emergency personnel (including refresher orientation for COOP/COG staff) and review your department's COOP/COG plans and procedures. List the department Point-of-Contact who will coordinate this.

In order to measure the County's COG/COOP capability, tests, training and exercises will be conducted as needed to build this capability. The first exercise will be conducted within the next 12 months.

2. List plans how your department will test/exercise emergency alert and notification procedures of key personnel and how your department will train/exercise its COOP/COG Plan with other county departments (if applicable or feasible).

In order to measure the County's COG/COOP capability, tests, training and exercises will be conducted as needed to build this capability. The first exercise will be conducted within the next 12 months.

G. Plans and Procedures

1. List procedures how the COOP/COG Plan is activated and employees are notified.

After notification from Emergency Management or the County Board chair to the County Conservationist, he will contact the remaining staff and inform them of the situation and the alternate work location (if needed).

2. Attach or list below provisions for personnel accountability throughout the duration of the emergency.

Personnel will still have to keep track of time worked just as if they were utilizing their primary workspace.

3. List below procedures to assure that an annual review/update of your department's COOP/COG Plan will take place. List the Point-of-Contact who will coordinate this.

The County Conservationist will review the plan annually and update Emergency Management with any changes.



RESOLUTION#

ITEM#

DATE August 20, 2019

Effective Date September 1, 2019

 Introduced by Conservation, Education and Economic Development
 Page 1 of 2

Committee

JRG

Motion:	Adopted: <input type="checkbox"/>
1 st	Lost: <input type="checkbox"/>
2 nd	Tabled: <input type="checkbox"/>
No: <input type="checkbox"/> Yes: <input type="checkbox"/> Absent: <input type="checkbox"/>	
Number of votes required:	
<input checked="" type="checkbox"/> Majority	<input type="checkbox"/> Two-thirds
Reviewed by: _____, Corp Counsel	
Reviewed by: _____, Finance Dir.	

INTENT & SYNOPSIS: To amend the Planning and Zoning Office Fee Schedule.

FISCAL NOTE: An estimated 25% to 35% annual increase in revenue.

Source of Money: All fees included in the attached Fee Schedule.

		NO	YES	A
1	LaFontaine, D			
2	Rozar, D			
3	Feirer, M			
4	Zaleski, J			
5	Fischer, A			
6	Breu, A			
7	Ashbeck, R			
8	Hahn, J			
9	Winch, W			
10	Holbrook, M			
11	Curry, K			
12	Machon, D			
13	Hokamp, M			
14	Polach, D			
15	Clendenning, B			
16	Pliml, L			
17	Zurfluh, J			
18	Hamilton, B			
19	Leichtnam, B			

WHEREAS, The Planning and Zoning Office is responsible for administering the County Private Sewage Ordinance, Floodplain Zoning Ordinance, Shoreland Zoning Ordinance, and Land Subdivision Ordinance, and

WHEREAS, the Planning and Zoning Office is also responsible for a variety of other development service reviews and hearings, and

WHEREAS, most fees have not been adjusted in over 10 years, resulting in most fees being well below regional and state averages, and in some cases the lowest fees of any county in the state, and

WHEREAS, some new fees are being added for review services that should have had fees before, or the office has recently assumed responsibility for, and

WHEREAS, some fees are being eliminated because they are being bundled with another fee, or eliminated because the product or service is no longer provided, and

WHEREAS, regional and state averages for fees were referenced to establish a fee schedule that is in line with other counties, and

WHEREAS, the CEED Committee also considered the inherent difficulty in making comparisons among counties due to how some development services and permit fees are bundled into one fee or itemized into multiple fees, and

WHEREAS, it is the intent of the CEED Committee that permit fees help offset the costs associated with the programs the Planning and Zoning Office is responsible for and reducing the burden on all County taxpayers that contribute to the County general fund, and

WHEREAS, it is the intent specifically that the Private Sewage Program administered by the Planning and Zoning Office remains a non-tax levied annual budget funded by households served by private sewage systems, and

()

KENNETH CURRY (Chair)

BILL LEICHTNAM

MARK HOLBROOK

ROBERT ASHBECK

DAVE LAFONTAINE

Adopted by the County Board of Wood County, this _____ day of August 20 19 _____.

County Clerk

County Board Chairman

**RESOLUTION#** _____

WHEREAS, fees are being established at a level where they may not need to be adjusted for another 6 to 10 years, and

WHEREAS, the CEED Committee has studied and discussed the fee schedule in three consecutive open meetings and recommends the attached fee schedule.

NOW, THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors hereby approve and authorize the changes as shown in the attached Planning and Zoning Fee Schedule.

()

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Adopted by the County Board of Wood County, this _____ day of _____ 19 ____ .

County Clerk

County Board Chairman

WOOD COUNTY PLANNING & ZONING
FEE SCHEDULE

1. #701 LAND SUBDIVISION ORDINANCE

A. <u>Preliminary Plat Review Fee.</u>		
(1)	\$75.00	<u>Proposed</u> \$500.00
B. <u>Final Plat Review Fee.</u>		
(1)	\$35.00	<u>Proposed</u> \$250.00
C. <u>Certified Survey Map Review Fee.</u> (creation of new lots 10 acres or less)		
(1)	\$30 1 ST Lot + \$20 2 nd lot (\$50 maximum)	<u>Proposed</u> \$150.00
D. <u>Condo Plat Review Fee</u>		
(1)	\$75.00	<u>Proposed</u> \$350.00
E. <u>Variance Fee</u>		
(1)	\$0.00	<u>Proposed</u> \$125.00

2. #702 PRIVATE SEWAGE SYSTEM ORDINANCE

A. <u>Fees.</u>		
		<u>Proposed</u>
Conventional	\$300.00	\$450.00
Holding Tank	\$400.00	\$650.00
Alternative Systems (pressure systems)	\$400.00	\$650.00
Systems-In-Fill	\$400.00	\$650.00
Tank Replacement (all systems)	\$225.00	\$375.00
Drainfield Repair	\$225.00	\$375.00
Modification to State Plans	\$225.00	\$ 85.00
Reconnections (all systems)	\$150.00	\$250.00
Non-Plumbing (Privies/Self-contained)	\$150.00	\$250.00
Public Buildings		Eliminate
Normal fee plus \$1.60 for every 100 gallons over 1500 gallon septic tank capacity.		
Transfers/revisions/renewals	\$ 25.00	\$100.00
Return inspections/field inspections	\$ 35.00	\$100.00
Groundwater monitoring	\$ 50.00	\$ 50.00
Water Meter (5/8")	\$115.00	\$120.00
Water Meter (3/4")	\$165.00	\$150.00
Holding Tank Plan Review Fee	\$ 60.00	\$ 60.00
Low Flow Holding Tank Waiver Application Fee	\$ 50.00	\$ 50.00
Low Flow Holding Tank Annual Fee	\$200.00	\$200.00
Pressurized Status Plan Review Fee	\$0	\$250.00
Triennial POWTS Program Fee	\$ 20.00	\$ 25.00
Wis. Fund Grant Application Fee	\$150.00	\$150.00
or 10% of the grant award, whichever is less.		

- B. Double Fee. A double sanitary permit fee shall be assessed to all permit applicants where site activity requiring a permit commences before a sanitary permit is applied for and issued, except for emergency repairs authorized in Section 702.05(18). No Changes **State Average is Triple Permit Fee**

3. #703 FLOODPLAIN ORDINANCE

A. <u>Floodplain Zoning Permit Fee.</u> - \$50.00	<u>Proposed</u> \$300.00
** Combine Floodplain Zoning and/or Structural Permit.	
B. <u>Structural Building Permit Fee.</u>	<u>Proposed</u> Eliminate
\$1.00 per \$1,000 of construction cost. (Minimum - \$25.00; Maximum - \$75.00).	
C. <u>Board of Adjustment.</u>	
Hearing for Appeals including Variances-\$350.00	<u>Proposed</u> \$700.00 <u>Proposed</u> \$500.00
D. <u>Permit Renewal</u>	
(1) Permit Renewal \$0.00	<u>Proposed</u> \$50.00 New Fee
E. <u>Flooded Agriculture District Cranberry Farm Certification Fee</u>	<u>Proposed</u> \$400.00 New Fee

4. #704 SHORELAND ZONING ORDINANCE

A. <u>Zoning Permit.</u>	0' to 300' OHWM	<u>Proposed</u> \$300.00
	301' to 1000' OHWM	\$100.00
Eliminate Current Fee- \$25.00 plus \$1.00 for each \$1,000 of construction over \$20,000 but not to exceed \$75.00.		
B. <u>Special Exception Permit.</u> -		<u>Proposed</u> \$300.00
Eliminate Current Fee- \$25.00 plus \$1.00 for each \$1,000 of construction over \$25,000 not to exceed \$100.00. Regional Average: \$325.00 State Average: \$537.00		
C. <u>Board of Adjustment Public Hearing.</u>		
(1) Special Exception Request - \$350.00	<u>Proposed</u> \$700.00	<u>Proposed</u> \$500.00
(2) Variance Request - \$350.00	\$700.00	\$500.00
(3) Administrative Appeal - \$350.00	\$700.00	\$500.00
D. <u>Permit Renewal.</u>		<u>Proposed</u>
(1) Permit Renewal \$15.00		\$50.00

5. FEE STRUCTURE FOR MAPS/MAPPING SERVICES/PHOTOCOPIES

A. <u>Photocopies.</u> No charge for first four pages; 25¢ per page after that (plus tax). No changes	
B. <u>Mapping.</u>	
(1) Custom mapping - \$31.50/hr.	<u>Proposed</u> \$42.50/hr
(2) Plots (B-, C-, D- or E-size) - \$7.50 each.	<u>Proposed</u> \$10.00 each
(3) Print/Copy (Black or Color) - \$0.00 each	<u>Proposed</u> \$0 1 st Copy, >2 \$1/Copy
(4) Black & White Laser Print/copy – No charge for first 2 copies; \$1.00 for each copy after that.	Eliminate

- | | |
|--|-----------|
| (5) Color print/copy –
No charge for first copy, \$2.50 for each copy after that. | Eliminate |
| (6) CD - \$6.00 each | Eliminate |
| (7) Digital image (e-mailed) – Same rate as custom mapping. | Eliminate |

6. #708 PRIVATE WATER SYSTEM ORDINANCE

NEW PROPOSED PROGRAM

- A. County Well Location Permit Fee \$125.00
- B. County Well Location Permit Transfer Fee \$35.00

7. SEWER SERVICE AREA (SSA)/WATER QUALITY MANAGEMENT (WQM) REVIEW NEW FEE

- A. WQM Review – 208 Compliance Letter/Review \$100.00
- B. Type 1 Amendment \$500.00

Wood County Planning & Zoning Fee Schedule

2019

1. #701 LAND SUBDIVISION ORDINANCE

Preliminary Plat

Current: \$75 -----

Proposed: \$500 (SA: \$450, High: \$3,000, Low: \$75)

Final Plat

Current: \$35 -----

Proposed: \$250 (SA: \$350, High: \$3,000, Low: \$35)

Certified Survey Map

Current: \$30-\$50-

Proposed: \$150 (SA: \$170, High: \$650, Low: \$30)

Condo Plat

Current: \$75 -----

Proposed: \$350 (SA: \$450, High: \$3,000, Low: \$50)

Variance

Current: \$0.00 -----

Proposed: \$125.00 New Fee

2. #702 PRIVATE SEWAGE SYSTEM ORDINANCE

A. Fees.

	<u>Current</u>	<u>Proposed</u>	<u>Regional Avg.</u>	<u>State Avg.</u>
Conventional	\$300.00	\$450.00	\$393.00	\$400.00
Holding Tank	\$400.00	\$650.00	\$496.00	\$520.00
Alternative Systems (pressure systems)	\$400.00	\$650.00	\$471.00	\$530.00
Systems-In-Fill	\$400.00	\$650.00	\$471.00	\$530.00
Tank Replacement (all systems)	\$225.00	\$375.00	\$225.00	
Drainfield Repair	\$225.00	\$375.00		Note: Many counties charge full amount
Modification to State Plans	\$225.00	\$ 85.00		Note: State charges \$85.00
Reconnections (all systems)	\$150.00	\$250.00	\$188.00	\$150.00
Non-Plumbing (Privies/Self-contained)	\$150.00	\$250.00	\$201.00	\$170.00
Public Buildings		Eliminate		

Normal fee plus \$1.60 for every 100 gallons
over 1500 gallon septic tank capacity.

2. #702 PRIVATE SEWAGE SYSTEM ORDINANCE (continued)

Transfers/revisions/renewals	\$ 25.00	\$100.00	\$63.00 Regional Avg
Return inspections/field inspections	\$ 35.00	\$100.00	
Groundwater monitoring	\$ 50.00	\$ 50.00	
Water Meter (5/8")	\$115.00	\$120.00	
Water Meter (3/4")	\$165.00	\$150.00	
Holding Tank Plan Review Fee	\$ 60.00	\$ 60.00	
Low Flow Holding Tank Waiver Application Fee	\$ 50.00	\$ 50.00	
Low Flow Holding Tank Annual Fee	\$200.00	\$200.00	
Pressurized Status Plan Review Fee	\$0	\$250.00	
Triennial POWTS Program Fee	\$ 20.00	\$ 25.00	
Wis. Fund Grant Application Fee	\$150.00	\$150.00	

or 10% of the grant award, whichever is less.

B. Double Fee. A double sanitary permit fee shall be assessed to all permit applicants where site activity requiring a permit commences before a sanitary permit is applied for and issued, except for emergency repairs authorized in Section 702.05(18).

No Changes

State Average is Triple Permit Fee

3. #703 FLOODPLAIN ORDINANCE

A. Floodplain Zoning Permit Fee. - \$50.00

Proposed
\$300.00

**** Combine Floodplain Zoning and/or Structural Permit.**

B. Structural Building Permit Fee.

Proposed
Eliminate

\$1.00 per \$1,000 of construction cost. (Minimum - \$25.00; Maximum - \$75.00).

C. Board of Adjustment.

Proposed
~~\$700.00~~

(1) Hearing for Appeals including Variances-\$350.00

State Ave
\$500.00

D. Permit Renewal

Proposed
\$50.00 New Fee

(1) Permit Renewal \$0.00

E. Flooded Agriculture District Cranberry Farm Certification Fee

Proposed
\$400.00 New Fee

4. #704 SHORELAND ZONING ORDINANCE

A. Zoning Permit.

0' to 300' OHWM
301' to 1000' OHWM

Proposed
\$300.00
\$100.00

Eliminate Current Fee- \$25.00 plus \$1.00 for each \$1,000 of construction over \$20,000 but not to exceed \$75.00.

B. Special Exception Permit.

Eliminate Current Fee- \$25.00 plus \$1.00 for each \$1,000 of construction over \$25,000 not to exceed \$100.00.
Regional Average: \$325.00
State Average: \$537.00

Proposed
\$300.00

C. Board of Adjustment Public Hearing.

- (1) Special Exception Request - \$350.00
- (2) Variance Request - \$350.00
- (3) Administrative Appeal - \$350.00

Proposed
\$700.00
\$700.00
\$700.00

Proposed
\$500.00
\$500.00
\$500.00

State Ave
\$500.00
\$500.00
\$500.00

D. Permit Renewal.

- (1) Permit Renewal \$15.00

Proposed
\$50.00

5. FEE STRUCTURE FOR MAPS/MAPPING SERVICES/PHOTOCOPIES

A. Photocopies. No charge for first four pages; 25¢ per page after that (plus tax). No changes

B. Mapping.

(1) Custom mapping - \$31.50/hr.

Proposed
\$42.50/hr

(2) Plots (B-, C-, D- or E-size) - \$7.50 each.

Proposed
\$10.00 each

(3) Print/Copy (Black or Color) - \$0.00 each

Proposed
\$0 1st Copy, >2 \$1/Copy

(4) Black & White Laser Print/copy –
No charge for first 2 copies; \$1.00 for each copy after that.

Eliminate

(5) Color print/copy –
No charge for first copy, \$2.50 for each copy after that.

Eliminate

(6) CD - \$6.00 each

Eliminate

(7) Digital Image (e-mailed) – Same rate as custom mapping.

Eliminate

6. #708 PRIVATE WATER SYSTEM ORDINANCE

NEW PROPOSED PROGRAM

A. County Well Location Permit Fee **\$125.00**

B. County Well Location Permit Transfer Fee **\$35.00**

7. SEWER SERVICE AREA (SSA)/WATER QUALITY MANAGEMENT (WQM) REVIEW

NEW FEE

A. WQM Review – 208 Compliance Letter/Review **\$100.00**

B. Type 1 Amendment **\$500.00**

WOOD COUNTY ORDINANCE #708 PRIVATE WATER SYSTEM ORDINANCE

708.1	Title
708.2	Authority and Adoption
708.3	Jurisdiction
708.4	Purpose
708.5	Intent
708.6	Effective Date
708.7	Severability and Nonliability
708.8	Repeal
708.9	Definitions
708.10	County Responsibilities
708.11	Cooperation
708.12	Administration
708.13	Permits
708.14	Appeals
708.15	Violations
708.16	Administrator Directives and Orders
708.17	Enforcement Actions
708.18	Fee Schedule for Permits and Inspections

708.1 Title

This chapter shall be referred to as the Wood County Private Water Systems Ordinance.

708.2 Authority and Adoption

- (1) This ordinance is adopted under the authority granted to the County by ss. 59.70(6) and 280.21, Wis. Stats., and ch. NR 845, Wis. Adm. Code.
- (2) This ordinance is subject to the provisions of ss. 59.70(6) and 280.21, Wis. Stats., and all rules promulgated thereunder regulating private water systems.
- (3) This ordinance may not be more lenient nor more stringent than the rules promulgated pursuant to ch. 280, Wis. Stats.
- (4) Failure to comply with any of the provisions of such regulations shall constitute a violation of this ordinance, actionable according to the penalties provided herein.
- (5) This ordinance applies to the entire county and includes cities, towns, villages and sanitary districts in the county.

708.3 Jurisdiction

The provisions of this ordinance shall apply to all private water systems within Wood County pertinent to well location and well and drillhole abandonment.

708.4 Purpose

The purpose of this ordinance is to protect the drinking water and groundwater resources of the county through regulating new private well location and well and drillhole abandonment.

708.5 Intent

The intent of this ordinance is to regulate the location of newly constructed private wells, the abandonment of all wells and drillholes, and the administration and enforcement of this ordinance.

708.6 Effective Date

This ordinance shall be effective upon its adoption by the Wood County Board of Supervisors.

708.7 Severability and Nonliability

If any section, provision or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected. The county asserts that there is no liability on the part of the County Board of Supervisors, its agencies, or employees for any health hazards or damages that may occur as a result of reliance upon, and compliance with, this ordinance.

708.8 Repeal

All other county ordinances or parts of ordinances inconsistent or conflicting with this ordinance, to the extent of the inconsistency only, are repealed.

708.9 Definitions

In this ordinance:

- (1) **Administrator** The person who is authorized by the Wood County Board of Supervisors to administer this ordinance, or that person's duly authorized representative(s).
- (2) **Central Office** means the Bureau of Drinking Water and Groundwater of the Department of Natural Resources, located in Madison, Wisconsin, which functions as the coordinating authority for the statewide water supply program.
- (3) **Community water system** has the meaning designated in s. NR 811.02(7), Wis. Adm. Code.
- (4) **County office staff** means county office personnel trained to answer general private well location and well and drillhole abandonment questions.
- (5) **Delegation level** means the program level, as set forth in s. NR 845.05, Wis. Adm. Code, at which a county is authorized to administer and enforce ch. NR 812, Wis. Adm. Code.
- (6) **Department** means the Wisconsin Department of Natural Resources.
- (7) **Existing Installations** has the meaning designated in ch. NR 812, Wis. Adm. Code.
- (8) **Health hazard** means a condition, which constitutes:
 - (a) A violation of ch. NR 812, Wis. Adm. Code, regarding the installation, construction, operation or maintenance of a private well.
 - (b) Confirmed bacteriologically unsafe well water quality.
 - (c) A threat to safety or groundwater quality.
- (9) **Noncommunity water system** means a public water supply system that is not a community water system. It serves at least 25 persons per day at least 60 days each year. A noncommunity water system commonly serves a transient population rather than permanent year round residents. (Note: Examples of a noncommunity water system include those serving schools, motels, restaurants, churches, camp-grounds and parks.)

- (10) **Noncomplying well** means a private water system not in compliance with all provisions of ch. NR 812, Wis. Adm. Code.
- (11) **Person** means an individual, corporation, company, association, cooperative, trust, institution, partnership, state, public utility, sanitary district, municipality or federal agency.
- (12) **Personal interest** means having a financial interest in a property or being related by marriage or birth to a person having a financial interest in a property.
- (13) **Primary drinking water standards** means those maximum contaminant levels, which represent minimum public health standards, set forth in ch. NR 809, Wis. Adm. Code.
- (14) **Private water system** means the water collection, storage and treatment facilities and all structures, piping and appurtenances by which water is provided for human consumption by other than community water systems. For the purpose of this ordinance, it includes noncommunity water systems.
- (15) **Private water system ordinance** means a county ordinance, approved by the Department, regulating private water systems at the county's authorized delegation level.
- (16) **Private well** means any drilled, driven point, dug, bored or jetted well constructed for the purpose of obtaining groundwater for potable use, including wells constructed in special well casing depth areas and noncommunity wells. It does not include springs, or private or public wells that require written plan approval from the Department.
- (17) **Public Water System** has the meaning designated in ch. NR 811, Wis. Adm. Code.
- (18) **Reconstruction** means modifying the original construction of a private well. It includes but is not limited to deepening, lining, installing or replacing a screen, undermining, hydrofracturing and blasting.
- (19) **Region Office** means the Department office located in Wisconsin Rapids, Wisconsin.
- (708) **Variance** means an approval issued by the Department under ch. NR 812, Wis. Adm. Code, allowing a private water system to vary from ch. NR 812, Wis. Adm. Code, requirements if Department approved conditions are met, and strict compliance with ch. NR 812, Wis. Adm. Code, is not feasible.
- (21) **Water system** means the water collection, storage, treatment facilities and all structure, piping and appurtenances by which water is provided.
- (22) **Well** has the meaning designated in s. 280.01(6), Wis. Stats.
- (23) **Well Construction** means the procedures, methods, materials and equipment used during the construction or reconstruction of a private well.

- (24) **Well Location Permit** means the county/state well location permit issued by the county which allows for the construction or reconstruction of a private well.

708.10 County Responsibilities

- (1) Private Well Location Permit. It is the county's responsibility to:
 - (a) Issue permits authorizing the location of new and replacement private wells, including drilled, driven point, dug, bored or jetted wells, or the reconstruction or rehabilitation of existing private wells.
 - (b) Conduct inspections of wells for which well location permits are required as soon as possible after the well is constructed.
 - (c) Determine whether the casing height of a permitted well complies with ch. NR 812, Wis. Adm. Code, and that there is a properly sealed vermin-proof cap or seal on the upper terminus of the well.
 - (d) Require the abandonment of wells not in service, or wells that will be taken out of service, if the wells are unused, noncomplying or bacteriologically unsafe. A county may require abandonment of a well with water exceeding a primary drinking water standard listed in ch. NR 809, Wis. Adm. Code, or other chemical compounds for which state health advisory limits have been issued including inorganic and organic compounds, after consultation with and approval by the Department.
 - (e) Require upgrading or replacement of all inspected private wells that are not in compliance with the minimum private well separation distances in ch. NR 812, Wis. Adm. Code, and wells where the casing height or well cap does not comply.
- (2) Well and Drillhole Abandonment. The county shall require the proper abandonment (filling and sealing) of wells and drillholes in accordance with standards established in s. NR 812.26, Wis. Adm. Code. The County may also require the abandonment of a well with water exceeding a primary drinking water standard listed in ch. NR 809, Wis. Adm. Code, or other chemical compounds for which state health advisory limits have been issued including inorganic and organic compounds, after consultation with and approval by the Department.

708.11 Cooperation

The Administrator shall cooperate with all other governmental units and agencies in the enforcement of all state and local laws and regulations pertaining to matters in this ordinance.

708.12 Private Water Systems Administrator

Pursuant to NR 845.06, the Wood County Board of Supervisors created the position of Private Water Systems Administrator for Wood County. The Administrator shall have the power and duty to enforce the provisions of this ordinance and all other ordinances, laws and orders of the county and of the State of Wisconsin which relate to the location of all private water wells and the abandonment of all wells and drillholes within the county at the county's authorized delegation level.

- (1) Qualifications of Administrator. The Administrator shall be informed on the principles and practices of private well location and well and drillhole abandonment.
- (2) Powers. The Administrator shall have all the powers necessary to enforce the provisions of this ordinance commensurate with the level or levels of the County's delegated authority including the following:
 - (a) In the performance of his or her duties, the Administrator or an authorized assistant may enter any building or property upon presentation of the proper credentials, during reasonable hours for the purpose of inspecting the private water system and may request the owner or operator to produce the private well location permit required under this ordinance. No person may interfere with the Administrator or authorized assistants in the performance of their duties. Any person interfering shall be in violation of this ordinance and is subject to penalty as provided by this ordinance. If consent to enter a property for inspection purposes is denied, the Administrator may obtain a special inspection warrant under s. 66.0119(2), Wis. Stats.
 - (b) Order any person owning, operating or installing a private water system to abandon, modify, repair or replace it in a complying, safe and sanitary condition if the system is found to be unused, bacteriologically unsafe or not in compliance with ch. NR 812, Wis. Adm. Code, or the county ordinance.
 - (c) Appoint assistants to aid in processing activities associated with private well location and well and drillhole abandonments.
 - (d) Enforce any or all ordinances applicable to private water systems in accordance with Department rules.
 - (e) If the Administrator of the private water systems ordinance or an authorized assistant determines that the location or construction of a private well does not comply with this ordinance, the Administrator or assistant shall post, in a conspicuous place upon the site, a suspension of work order demanding cessation of work. The Administrator shall notify the well constructor and property owner in writing of the noncompliance and the nature of the work to be discontinued and corrected, identifying the location and the name of the person issuing the order. It shall be a violation of this ordinance to engage in work at conflict with the terms of an order or to make an unauthorized removal of a posted order. Work may resume on the site only under the direction of the Administrator.

- (3) Duties of Administrator. It shall be the duty of the Administrator to enforce the provisions of this ordinance and perform the following duties commensurate with the level or levels of the county's delegated authority.
 - (a) Record all permits, fees, inspections and other official actions, and make an annual report to the County Board of Supervisors.
 - (b) Provide the Department with copies of all permits, abandonment inspection forms and correspondence as required by ch. NR 845, Wis. Adm. Code.
 - (c) Inspect the location of new private water systems upon completion.
 - (d) Investigate cases of noncompliance with this ordinance, ch. NR 812, Wis. Adm. Code, and ch. 280, Wis. Stats., issue orders to abate the noncompliance and submit violations to the District Attorney or County Corporation Counsel for enforcement.
 - (e) Refer complaints and cases of noncompliance that are believed to be or known to be beyond the scope of the county's delegation level to the Department.
 - (f) Cooperate with all other government units and agencies in the enforcement of all state and local laws and regulations of matters related to this ordinance.
 - (g) Assist the Department as specified in ch. NR 845, Wis. Adm. Code.
 - (h) Refer variance requests and actions, which require Department approval to the Department.
 - (i) The Administrator, a trained county inspector or county office staff shall be available at the Administrator's office for answering questions regarding permit applications and for accepting applications for well location permits and well and drillhole abandonments for a minimum of four regularly scheduled hours each working day.

708.13 Permits

- (1) No person may install a private well or reconstruct or rehabilitate an existing private well unless the owner of the property on which the private water supply system is to be installed holds a valid permit issued by the county or has received authorization from the county to proceed with the construction of the well.
- (2) No private well may be constructed within the jurisdictional limits of the county without the appropriate permit and without being in full compliance with the provisions of this ordinance and all other applicable state and local laws and regulations. Permit applications for the location of a well shall be made by the property owner or the property owner's designated agent. Permits shall be issued from the office of the Administrator.
- (3) The well location permit application shall be on forms provided by the Administrator.

- (4) Well location permit applications shall be signed by the property owner or the property owner's designated agent. Well location permit applications shall be submitted to the Administrator at least 2 working days prior to construction or installation if the owner or well constructor is interested in receiving information about potential contamination sources such as landfills; underground storage tanks; primary and replacement on-site sewage disposal system areas on the development site and on adjacent properties; and special casing areas. Where a well location permit application is submitted less than 2 working days prior to construction, the well constructor shall be responsible for maintaining full compliance with all provisions of ch. NR 812, Wis. Adm. Code.
- (5) The Administrator shall assist applicants in preparing applications and approve, disapprove or notify an applicant of the need to seek a variance or special approval from the Department or return the permit application due to incompleteness for all private water systems to be constructed or modified in the county within 2 working days following submission of the permit application. A county may reserve final approval or disapproval action of a permit, which requires Department action, until the variance or special approval request has been acted on by the Department.
- (6) The Administrator shall issue written notice to each applicant whose permit application is disapproved. An application shall be disapproved if the well's construction would result in noncompliance with ch. NR 812, Wis. Adm. Code, or if a construction variance or special approval request was denied by the Department. Each notice shall:
 - (a) State the specific reason(s) for denial.
 - (b) Inform the applicant of the right to request a special approval or a variance from the Department and the procedures for making such a request.
- (7) In emergency situations well construction may proceed immediately without the required county permit provided the property owner or the property owner's designated agent gives notice to the Administrator prior to construction. Notification shall include the owner's name, address, property legal description, proposed starting date and identification of the person who will be obtaining the permit. Unless other arrangements are made with the Administrator, the permit shall be applied for on the first workday following initial construction. The well constructor shall be responsible for maintaining full compliance with all provisions of ch. NR 812, Wis. Adm. Code.
- (8) A permit transfer application shall be submitted to the county when there is a change of well constructor, or property owner after the application is submitted, but before well construction is completed. Failure to submit a transfer application to the county shall invalidate a previously-issued permit. The application shall be on a form made available by the Administrator.
- (9) As soon as the well location permit is received it shall be displayed conspicuously at the well site during construction for a minimum of 7 days

following completion of construction or until the well has been inspected by county staff, whichever occurs first.

- (10) A well location permit shall be valid for a period of one year or until construction is completed, whichever occurs first. If the permit expires, a new application shall be submitted to the Administrator. Reapplications shall be evaluated so that construction will comply with the provisions of ch. NR 812, Wis. Adm. Code, in effect at the time of the reapplication. The Administrator may require additional inspection and fees for reapplications.
- (11) A well location permit is not required nor shall be issued by the county for private water systems requiring written plan approval from the Department.
- (12) Any permit issued under this section shall be void if any false or inaccurate statement is made or if any inaccuracy is shown on any application for a permit.
- (13) No permit may be issued to any property owner or well constructor who is in violation of this ordinance, until the violation has been corrected, unless the permit is to allow correction of the violation.

708.14 Appeals

Persons seeking to appeal decisions of the Administrator under this ordinance shall file written letters of appeal with the Administrator. The Administrator shall place the appeal on the agenda of the County Board/Committee) and the appeal shall be given a due process proceeding. The (Board/Committee) shall decide whether to uphold, uphold with modifications or reverse the Administrator's decision based upon the terms and intent of this ordinance and of relevant state laws and administrative rules. No appellate decision of the (Board/Committee) shall have the effect of approving an existing or proposed condition that would violate this ordinance or state law or administrative rule. Appeals that may only be approved by the granting of a variance to ch. NR 812, Wis. Adm. Code, shall be referred to the Department pursuant to s. NR 845.09(11)(b), Wis. Adm. Code. The (Board/Committee) appellate decisions shall be made in writing and shall be filed in the Administrator's office. Appeals of decisions made by authorized agents on the behalf of the Administrator, shall be made first to the Administrator and then be appealable as provided herein.

708.15 Violations.

The Administrator shall investigate violations of the Private Water System Ordinance and ch. NR 812, Wis. Adm. Code, relating to the county's authorized delegation level(s), issue orders to abate the violations and submit orders to the County Corporation Counsel for enforcement.

708.16 Administrator Directives and Orders

- (1) Field Directive. The Administrator, after investigation and a determination that a violation exists, may issue a written field directive. This field directive may consist of a hand written note on an inspection report, or similar paper, identifying the violation that has occurred and assigning a date by which the violation must be corrected, and shall include the inspector's telephone number and office address.
- (2) Formal Directive. A formal letter may be issued, which states the violation, the ordinance (administrative rule or statutory) section violated, the date the violation was noted, the inspector who noted the violation and assigns a date by which the correction must be made.
- (3) Correction Order. Upon discovery, and after documentation of a violation, the Administrator may issue a corrective order. The Administrator may use a stepped enforcement procedure by issuing a directive before an order or may proceed directly to issuing a correction order. An order shall include the following:
 - (a) The location of the violation (site).
 - (b) The names of the parties involved such as the, owner, permittee, well constructor, or pump installer.
 - (c) The section(s) of the ordinance and Wisconsin Administrative Code section(s) violated.
 - (d) The date of inspection of the site where the violation occurred.
 - (e) The name of the person who conducted the inspection which revealed the violation.
 - (f) The date by which the correction(s) must be completed.
 - (g) The name of the person who must be contacted regarding subsequent inspection of the site.
 - (h) A statement that, if the order is not complied with, the Administrator will refer the violation to the District Attorney or County Corporation Counsel with a recommendation to seek injunctive relief and/or forfeitures from the Circuit Court of Wood County. (Orders must be signed by the Administrator of the private water system ordinance.)
 - (i) Orders shall be served on the property owner by certified mail. Where appropriate the Administrator may request the Wood County Sheriff to serve any particular order.
 - (j) The Administrator shall report all orders that have not been complied with to the County Corporation Counsel for enforcement.

708.17 Enforcement Actions

- (1) An enforcement action may be brought by the County Corporation Counsel against a person or persons for any of the following violations:
 - (a) Failure to comply with any provision of this ordinance.
 - (b) Failure to comply with any permit specification or requirement.
 - (c) Failure to comply with any directive or order issued by the county Administrator.
 - (d) Resisting, obstructing or interfering with the county Administrator's, or an authorized assistant's, actions undertaken pursuant to this ordinance.
- (2) The County Corporation Counsel may, for any violation, seek:
 - (a) Injunctive relief.
 - (b) Forfeitures of not less than \$25.00 nor more than \$250.00, or both for each violation. (Each day a violation exists is a separate offense.)
- (3) Any person who has the ability to pay any forfeiture entered against him or her under this ordinance but refuses to do so may be confined in the County Jail until such forfeiture is paid, but in no event to exceed thirty (30) days. In determining whether an individual has the ability to pay a forfeiture imposed under this section, all items of income and all assets may be considered regardless of whether or not the income or assets are subject to garnishment, lien or attachment by judgment creditors under the laws of this state.

708.18 Fee Schedule for Permits and Inspections

- (1) The fee for well siting permit shall be \$125.00.
- (2) The fee for a transfer of well siting permit shall be \$35.00.

OR

708.18 Fee Schedule for Permits and Inspections.

The private water systems inspection and permit fees will be established by the Wood County Conservation and Economic Development Committee and may be modified by motion of that committee.

**Contract Between Wood County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between **Wood County**, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines. The broad disciplines currently include the Department of Agriculture & Natural Resources and the Department of Youth, Family & Community Development that oversee programmatic and academic functions;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2020 through December 31, 2020, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.a. through the notice period. In addition, if the contract is cancelled

before the end of the term, the discount identified in Section 3.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
 - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
 - b. Invoice the County semi-annually, by March 31st and September 30th for amounts due under this agreement.
3. **County Responsibilities.** In consideration of the programs that Extension provides to County under this contract, the County agrees to:
 - a. Pay to Extension the County share of up to **\$298,268.00** for the period of January 1, 2020 through December 31, 2020 as allocated below.

Positions	Fee	FTE	Total
Agriculture Extension Educator	\$41,500.00	1.0	\$41,500.00
Human Development and Relationships Educator	\$41,500.00	1.0	\$41,500.00
Discount			(\$10,000)
Subtotal			\$ 73,000.00
Professional Development	\$500	5	\$2,500.00
4-H Program Coordinator	\$69,888.00	1.0	\$69,888.00
Community Development Educator	\$80,080.00	1.0	\$80,080.00
Horticulture Program Coordinator	\$65,520.00	.5	\$32,760.00
Natural Resources Educator	\$80,080.00	.5	\$40,040.00
Final Total			\$298,268.00

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
4. **General Conditions** This contract is established under the following conditions:

- a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
- b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty or academic staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents of the University of Wisconsin System, and, or Extension. Any volunteer engaged by Extension to further the purposes of this contract will be considered a volunteer of Extension. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, in interactions with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals that are employed by the County in order to satisfy obligations under Section 3.b. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, in interactions with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2020 through December 31, 2020, Extension shall bill the County for the total amount under Section 3.a. of this contract. The County will be billed for the first half of the total contract by March 31st and the second half of the total contract by September 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of

its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
**Area Extension Director
UW-Madison, Division of Extension**

Date:

By: _____
County Representative

Date:

By: _____
**Director of Financial Services
UW-Madison, Division of Extension**

Date:

By: _____
**On Behalf of Board of Regents of
The University of Wisconsin System**

Date:

Junior Fair Expenses

Item:	Amount:	Other:
Premiums	\$11,927.00	624 exhibitors & 4,466 exhibits
Judges	\$4,978.60	
Mileage Paid	\$2,342.60	
Manure	\$3,552.00	
Ribbons	\$2,779.00	
Fair Entry	\$2,500.00	
Utilities / Water / Sewer	\$3,806.78	
Free or discounted tickets	\$2,500.00	
Labor	\$2,775.00	
PA System	\$250.00	
Equipment Rental	\$2,150.00	
Junior Fair Expense Total:	\$39,560.98	

Other Fair Expenses

Item:	Amount:	Other:
Open Class Premiums	\$14,540.00	413 exhibitors & 2,656 exhibits
Senior Premiums	\$271.75	15 exhibitors & 118 exhibits
Expense Total:	\$14,811.75	
Junior Fair Total:	\$39,560.98	
Grand Total:	\$54,372.73	