

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE
WEDNESDAY, MAY 6, 2020
WOOD COUNTY COURTHOUSE, ROOM #114, WISCONSIN RAPIDS WI

Members Present: Kenneth Curry, Bill Leichtnam, Robert Ashbeck, Dave LaFontaine and Jake Hahn.

Members Excused: Carmen Good.

Staff Present:

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

Land & Water Conservation Staff: Shane Wucherpennig.

UW Extension Staff: Jason Hausler, Jackie Carattini, Allison Jonjak and Nancy Turyk.

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning and Dist. #16 Supervisor Lance Pliml.

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.** None
5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the March 4, 2020 and Tuesday, April 28, 2020 CEED meetings, 2) bills from Planning & Zoning, Land & Water Conservation and UW-Madison Division of Extension and 3) staff activity reports from Jason Grueneberg, Adam DeKleyn, Paul Bernard, Jeff Brewbaker, Kim Keech, Victoria Wilson, Shane Wucherpennig, Adam Groshek, Rod Mayer, Emily Salvinski, Caleb Armstrong, Lori Ruess, Matt Lippert, Nancy Turyk, Jackie Carattini, Laura Huber, Hannah Wendels, Kelly Hammond, Rachael Whitehair and Allison Jonjak.
 - A. Minutes of March 4, 2020. No additions or corrections needed.
 - B. Minutes of April 28, 2020. No additions or corrections needed.
 - C. Department Bills. No additions or corrections needed.
 - D. Staff Activity Reports. No additions or corrections needed

Motion by Dave LaFontaine to approve and accept the March 4, 2020 and April 28, 2020 CEED minutes, bills from Planning & Zoning, Land & Water Conservation and UW Extension, and staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.

6. Risk and Injury Report.

- A. Planning & Zoning COVID-19 Update (Jason Grueneberg)
 - Staff: 2 working in office, 4 working remotely and 1 on leave.
 - Thanks to IT Department for providing support for employees to work remotely.
 - Network connections provided by IT.
 - Follows-up with staff on projects.
 - Sanitary Permits are up by 17 permits as of 4/30/2020.
 - Current workload is acceptable.
 - Town of Grand Rapids surveys entered in Survey Monkey by office staff.
 - Mapping and address updated by Victoria.
 - Economy – Inspections continue to increase.
 - Plastic shields on counter.

- Office routinely cleaned.
 - Social distancing office challenges due to space. Plans to keep some staff working remotely.
- B. UW-Madison Division for Extension COVID-19 Update (Jason Hausler)
- Staff working remotely. Staff comes into the office sporadically rotating into the office.
 - Social distancing office challenges due to space.
 - Plastic shields placed on counter.
 - COVID-19 signage available through Wood County Health Department.
 - Programming continues through virtual programming.
 - Some in-person meetings on hold (i.e. 4-H).
 - Public internet speed can be challenging.
 - Child care challenges.
 - Services are still be being delivered but may look differently than in the past.
- C. Land & Water Conservation COVID-19 Update (Shane Wucherpfennig)
- Majority of staff is working remotely.
 - Staff come into the office every few days.
 - Telephone calls go directly to the computer to be answered.
 - No-till drill rental is booking up.
 - Child Care challenges for some staff.
 - Plenty of work.

7. Land & Water Conservation Department.

- A. Approval of 2021-2025 Capital Improvement Requests (CIP).
- 12' Crimper Roller - \$7,500
A Crimper Roller would benefit no-till and organic farmers with cover crop management. No-till drills and cover cropping will help minimize ground disturbance for soil erosion, phosphorus and Nitrogen movement to streams, lakes and rivers. A \$2,000 grant was received from Farm Technology Days. Donations are an option to help pay for the Crimper Roller. Crimper Roller will pay for itself through rental fees.
 - GPS Receiver - \$23,000
Current GPS Receiver has no issues but is 9 years old. A GPS Receiver usually lasts approximately 10 years.

Motion by Dave LaFontaine to approve 2021-2025 Capital Improvement Requests (CIP). Second by Bill Leichtnam. Motion carried unanimously.

- B. Approval for Jeremy Kring's MIG plan for CREP acres. Jeremy Kring's MIG plan for CREP acres is being revised to allow more limited access through CREP acres. There is a struggle to get animals from point A to point B. A grazing plan is needed. Final version needs CEED Committee approval before going to DATCP for approval. Jeremy Krings incurring own costs. Staff have reviewed the contract and have no resource concerns. Bill Leichtnam mentioned that this could be a possible field trip in the fall.

Motion by Bill Leichtnam to approve Jeremy Kring's MIG plan for CREP acres. Second by Dave LaFontaine. Motion carried unanimously.

- C. Discuss intergovernmental Agreement for the Mill Creek Watershed between Wood & portage Counties. Shane Wucherpfennig shared that the Intergovernmental Agreement has been drafted to address the Implementation of a Large Scale Watershed Targeted Runoff Management Grant Project for the Mill Creek Watershed which overlaps the political boundaries of Wood and Portage Counties. Portage County did not apply for the Mill Creek Watershed grant. Shane Wucherpfennig has agreed to fund Portage and Wood County. 2019 Grant is \$660,000.

- D. Discuss cancellation of 2020 tree sale. Shane Wucherpennig mentioned that it was a tough decision to cancel the 2020 tree sale due to the COVID-19 pandemic. The Health Department did not feel comfortable to pull 300+ people from their homes due to Safer-At-Home orders. All tree sales have been refunded. There is a liability issue from the tree nurseries due to cancellation of the tree sale. Trees will be rebundled, resold or destroyed by the nurseries. Resolution needs to be drafted to pay bills from contingency approval from CEED Committee and County Board. Approximates liability is \$13,000.
- E. Update on Surface Water Grant Agreement for the Bear Creek monitoring project. This project will pay for the lab costs for additional sampling of the Bear Creek to fill gaps for the Mill Creek 9-Key Element Plan. The monitoring will be used to identify potential high nutrient load areas in the sub-watershed. Project activities include: six surface water sampling points over the growing season, flow monitoring and load calculation. DNR approved the project with the grant covering the project. There is no cost to county or committee approval.
- F. Update on TRM Grant application for Serenity River, LLC in Saratoga - \$40,000 grant. Wisconsin DNR reached out to department staff for a co-sponsoring agency regarding a privately engineered project on the Wisconsin River. The TRM Grant would need a resolution for unanticipated funds with the grant then distributed to landowner. There is no cost to Wood County.
- G. No-till drill use update. No-till Drill has been booked the last 3 weeks. Office staff have been getting the no-till drill from farmer to farmer. One Wood County farmer has purchased a no-till drill after using the counties. The next push will be in the fall.
- H. Committee Reports
- i. Citizens Groundwater Group meeting Bill Leichtnam commented that the Citizen's Groundwater Committee meeting did not meet in March or April due to COVID-19. Lance Pliml was supposed to be the speaker for the March meeting. A possible virtual meeting is being discussed for the May meeting.
 - ii. Health Committee report A conference call is scheduled with the Armenia Growers Coalition (AGC) with an update on the MOU on Wednesday, May 20th @ 10:00 a.m.
 - iii. Central Sands Groundwater County Collaborative (CSGWCC) Committee Report. A virtual meeting is scheduled for Friday, May 29th with the 6 counties.
8. **Private Sewage.** Staff report in the packet. Sanitary permits are up by 17 permits through April 2020 versus April 2019. Shoreland/Floodplain permits and CSM's are up. The Planning & Zoning fee schedule that was updated in 2019 helps with the increase in revenue.
9. **Land Records.** Staff report in the packet. The aerial flight was completed the last week of April by Ayres & Associates. This is a cooperative project with the City of Marshfield, City of Wisconsin Rapids, Water Works & Lighting Commission and Marshfield Utilities.
10. **County Surveyor.**
- A. Review proposals and select Registered Land Surveyor to complete Public Land Survey System Maintenance of 206 corners. Jason Grueneberg shared that Rutzen Survey Services has the low bid of the PLSS 206 corner maintenance. Rutzen Survey Services project proposed for \$42,219.70 with \$204.95 per corner.

Motion by Kenneth Curry to approve the low bid from Rutzen Survey Services contract for Public Land Survey System 206 corner maintenance. Second by Bill Leichtnam. Motion carried unanimously.

11. Planning.

- A. Review/Action on Preliminary County Plat of Hidden Chapel Subdivision. Adam DeKleyn explained the request for the Preliminary County Plat of Hidden Chapel Subdivision in the Town of Saratoga. The parcel is owned by William and Cheryl Miles proposing 12 lots ranging from 2.0-4.5 acres in lot size. The Wood County Land Subdivision Ordinance is administered countywide within the unincorporated areas of the county. This ordinance regulates procedures and standards for dividing a parcel of land into smaller parcels. Preliminary plat was sent to the town of Saratoga for comment/review. Additional, copies of the preliminary plat were sent to the following review agencies for comment /review: County Treasurer's Office, County Surveyor, Emergency Management, Sheriff's Department and applicable utilities. All agencies having the authority to review the preliminary plat. Planning & Zoning staff has reviewed the request and recommends to conditionally approve the preliminary county plat of Hidden Chapel Subdivision.

Motion by Kenneth Curry to conditionally approve the Preliminary County Plat of Hidden Chapel Subdivision with developer to review the diameter or radius of cul-de-sac for emergency vehicles in the Town of Saratoga. Second by Bill Leichnam. Motion carried unanimously.

- B. Discuss creating a Broadband Forward Community Ordinance. Public Service Commission administers broadband development by certifying local communities as being Broadband Forward. A Broadband Forward Community Certification signals that a local unit of government has taken steps to reduce obstacles to broadband infrastructure investment. Jason Grueneberg discussed creating a Wood County Broadband Forward Community Ordinance. The purpose of the ordinance is to expedite the review process for Broadband and by having a point of contact in the county. A Wood County ordinance would create an additional review process step for the contractor to go through and for the department to review something it is not familiar with. Broadband will be addressed with REDI Grant.
- C. Discuss Planning & Zoning COVID-19 response and strategy to reopen office in future. Jason Grueneberg shared that he would like feedback how to proceed to reopen office in the future mentioning that some staff will continue to work remotely. Chair Curry mentioned that it is a day-to-day process. Dave LaFontaine commended the county offices for addressing the Safer-At-Home order.

12. Economic Development

- A. Update on the Rural Economic Development Innovation Initiative. Nancy Turyk shared that USDA has extended the completion of the REDI Grant to 1 year. Purdue University meets once per month with the coordinators of all of their REDI projects. The Purdue team is willing to engage in conversations about how to help the business community become more resilient. Continue to develop strategies for planning and funding initiatives. Planning and funding initiatives conversations on businesses being more resilient. Continue to develop strategies for planning and funding initiatives. Jason Grueneberg shared that the Economic Development Roundtable has been meeting weekly every Thursday @ 9:00 a.m. discussing business needs. REDI Grant is not a priority due to COVID-19. Chambers of Commerce have been guiding any businesses and non-profits, not just members. Revenue is down for businesses and governments. City of Marshfield and City of Wisconsin Rapids created grant opportunities for small business to assist in rent/mortgage payments, but businesses outside of the cities lack this type of support.
- B. Update on the status of \$5,000 funding request for proposed City of Marshfield Sports Tourism Strategic Plan. Visit Marshfield has temporarily put the project on hold.
- C. North Central Wisconsin Regional Planning Commission update. North Central Wisconsin Regional Planning Commission is in weekly conversation at the Economic Development Roundtable. A letter was sent to the municipalities regarding Wood County as a first year paid member. Appointments have been approved from the State of Wisconsin. The following appointments: Dave LaFontaine (State appointee) and Jerry Nelson (Wood County appointee). The Wood County and State joint approval of Doug Machon has not yet been acted on yet.

Break @ 11:37 a.m. Reconvened @ 11:44 a.m.

13. UW-Madison Division of Extension.

A. General Office Update

Jason Hausler shared the following office updates:

- See Staff Report regarding COVID-19 Safer-At-Home order.
- Social distancing office challenges due to space.
- Springtime planning.
- Following Public Health best practice.
- Office looks different.
- State Staff will be furloughed between May 15th – October 31st. Furlough days are based on current salary. County share will be returned.

B. Introduction – Allison Jonjak, Cranberry Outreach Specialist. Jason Hausler explained that Matt Lippert was the Agriculture and Cranberry Specialist with Wood County. His position is a shared Agriculture position between Wood County and Clark County. The shared position had a cost savings of \$20,000. The Cranberry Outreach Specialist was created with cost savings funds of Matt Lippert position.

Allison Jonjak grew up on Cranberry Farm in Sawyer County. The start date of her position was on April 1st but is currently living in St. Louis due to the Safer-At-Home COVID-19 order. The plan is to move to the Wisconsin Rapids area. Allison Jonjak is serving on the Education Committee and Research Farm Advisory Committee for the Wisconsin State Cranberry Growers Association.

C. Horticulture Coordinator position update. Jason Hausler mentioned that there is a hiring freezing of all UW-Madison Division of Extension positions due to COVID-19. Janell Wehr of Marathon County is offering support until position is filled.

D. FoodWise Agreement. UW-Madison Division of Extension FoodWise program has been offering nutrition education programming to the SNAP/FoodShare-eligible residents of Wood County since 1997. The copy of FoodWise Agreement is in the packet. A Wood county official needs to sign the agreement. Funds are already in the budget with no extra cost to Wood County.

Motion by Dave LaFontaine to approve the UW-Madison Division of Extension FoodWise Agreement. Second by Jake Hahn. Motion carried unanimously.

E. Educational Presentation-Jackie Carattini. Jackie Carattini gave a presentation on her role in Extension and during the COVID-19 pandemic. Extension Staff has been doing programming virtually while working from home.

Educational Virtual Programming:

- Recorded Mindful Minutes for WFHR.
- Recorded “Gardening” lunch n learn for Wood County Wellness Program.
- Taught a program of “Taking Care of You” sessions.
- Virtual meetings on “Heart of the Farm-Coffee Chat series”.
- Attended the 2 day National Public Issues in Leadership Development virtual conference.
- Taught 2 virtual national sessions on “Connecting with your stakeholders” for NEAFCS.
- Recorded a lesson on “Connecting with your stakeholders” virtual newsletter.
- Taught a 2 day National Rent Smart Train the Trainer Curriculum with the Extension Rent Smart team.
- Attended virtual meetings with United Way of South Wood and Adams County.
- Provided activity packets to the Boys and Girls Club for distribution with supper.
- Helped children with grief.
- Virtual financial needs programming.

- 14. Schedule Next Regular Committee Meeting.** The next regular CEED meeting is scheduled for Wednesday, June 3, 2020 at 9:00 a.m. at Wood County Courthouse in Conference Room #114.
- 15. Agenda items for next meeting.** Agenda items are due by Wednesday, May 27th.
- 16. Schedule any additional meetings if necessary.** None.
- 17. Adjourn.** Chairman Curry declared the meeting adjourned at 12:30 p.m.

Minutes by Kim Keech, Planning & Zoning Office