

MINUTES
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE MEETING
 WEDNESDAY, NOVEMBER 5, 2014
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Kenneth Curry, Robert Ashbeck, Bill Leichtnam, Gerald Nelson, (via teleconference) Harvey Petersen

Member Excused:

Staff Present: Land Conservation Staff - Jerry Storke, Tracy Arnold, Lori Ruess
 Planning & Zoning Staff - Jason Grueneberg
 UW Extension Staff - Peter Manley, Allison Henke

Others Present: Dennis Polach, District #14 Supervisor; Lance Pliml, District #16 Supervisor; Connie Janowski, Wood County HR Director; Adam Fischer, Central Wisconsin Fair; Jill Hicks, UWEX Healthy Beginnings Program Administrator; Jason Angell, City of Marshfield – Economic Development Board; Jeff Kuhn and Angela Kuhn

1. **Call CEED Committee Meeting to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:00 a.m.

Public Comment. There was no public comment.

2. **Review Correspondence.**

- a. Jerry Storke presented a thank you from the Bay Beach Wildlife Sanctuary in Green Bay for the rusty crayfish that Tracy Arnold delivered. These invasive crayfish were caught and removed from the Yellow River through the Rusty Wranglers program. The wildlife sanctuary will feed them to otters, raccoons and many other animals in rehab.
- b. Peter Manley introduced Allison Henke the newly hired 4-H and Youth Development Administrative Assistant.

3. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the October 1, 2014 CEED meeting, 2) bills from Land Conservation, Planning & Zoning, and UW Extension and 3) staff activity reports.
 - a. Minutes of the October 1, 2014 CEED Meeting. No additions or corrections needed.
 - b. Department Bills. Department Claim Sheets were distributed for approval and signature.
 - c. Staff Activity Reports.

Motion by Gerald Nelson to approve and accept the consent agenda items including the minutes of the October 1, 2014 CEED, bills from Land Conservation, Planning & Zoning, and UW Extension, and the staff activity reports as presented. Second by Bill Leichtnam. Motion carried unanimously.

4. **Risk and Injury Report.** Nothing new to report this month.

With permission from the Committee, Chairperson Henkel moved items 9a and 9b up on the agenda.

- a. Junior Fair Expense Report. Adam Fischer, Central Wisconsin State Fair General Manager, introduced himself and explained the reason that he was attending the CEED meeting was to present the Jr. Fair Report and inquire if the annual amount (\$32,000) given to the Central Wisconsin State Fair on behalf of the Jr. Fair could be given in advance this year. He stated that the Fair broke even in 2014, but operationally they are running on low cash reserves. Normally have \$30,000 to \$50,000 in cash reserves; currently have \$15,000 in reserves.

Mr. Fischer also reported; a fund raiser for the Central Wisconsin State Fair is planned for Wednesday, December 10 in Marshfield and they have a donor who has offered a matching challenge for that night if those in attendance can raise \$50,000. If the challenge is met, \$50,000 of the \$100,000 would be put toward debt reduction and the remaining \$50,000 along with the \$32,000 would be reserves and carried into 2015.

In the future, Mr. Fischer would like to meet with the CEED between two and four times a year to give an update on the operations of the Central Wisconsin Fair and the happenings of the Junior Fair. He would also like to go before the Wood County Board annually to give an update.

Motion by Robert Ashbeck to approve the Junior Fair Expense Report. Second by Kenneth Curry. Motion carried unanimously.

- b. Resolution for Early Payment of Junior Fair Funds – Manley. Peter Manley provided a copy of a resolution to amend the 2014 Junior Fair budget for additional expenditures that were not anticipated during the original budget process. Peter explained the increased expenditure will be offset by not spending \$32,000 in Junior Fair funds in 2015. He also stated this was unanimously approved by the Executive Committee.

Motion by Kenneth Curry to approve and forward to County Board the resolution to amend the 2014 Junior Fair budget for additional expenditures that were not anticipated during the original budget process. Second by Bill Leichtnam. Motion Carried unanimously.

5. Economic Development.

- a. Marshfield Economic Development Board Update: Jason Angell reported on the economic development activity in the City of Marshfield.
- The 200 Block redevelopment is moving forward; demolition will be completed in 2015.
 - The Downtown Master Plan is moving forward. Held one open house; approximately 25 people attended. To follow the progress on the Downtown Master Plan, visit www.plandowntownmarshfield.com.
 - The 2014 Marshfield Housing Study showed that the city can support additional housing, specifically rental units. Currently there are two general apartment complexes under construction. Rent in the units will range from \$500 - \$700/month and \$1,100-\$1,400/month.
 - Working with realtors, bankers, and contractors on creating a city subdivision. Homes in this subdivision would range in price from \$125,000 to \$200,000.
 - Currently doing a hospitality feasibility study; the study should be wrapped up by December 1st.
 - Groundbreaking for the Everett Roehl Library & Community Center, a 7 million dollar project, will take place in August 2015. The new center will be built on the same site as the current library.
 - The Penny Court is nearing completion.

Gerald Nelson asked if a Brownfields grant was submitted for the demolition of the Marshfield News Herald building. Jason Angell stated that they applied for a Phase I grant, but it was unsuccessful.

Jason Grueneberg commended Jason Angell and the Marshfield Economic Development Board on aggressively moving forward on their economic development.

Central Wisconsin Economic Development (CWED) Fund Update. Jason Grueneberg reported the Central Wisconsin Economic Development Fund Board met on October 16th. Election of officers took place with Jeff Zriny being elected President and Mayor Zach Vruwink Vice-president. Discussed authority to review loan requests. The Department of Administration advised that all loans be approved by the CWED Board of Directors, considering recommendations made by local loan review boards.

All of the proposals from the first Request for Proposal (RFP) were rejected due to the need to develop an updated RFP that included additional responsibilities. RFP selection will take place at the November 19th Executive Committee meeting.

6. Planning & Zoning

- a. Consider a Variance Allowing the Division of Parcel #1300680F (Town of Port Edwards) Owned By David Coon into Two Parcels Without the Required 33' of Frontage on a Public Right-of-Way. Jason Grueneberg introduced Jeff and Angie Kuhn and explained that the Kuhn's are attending the CEED meeting to request a variance to allow the division of parcel #1300680F in the Town of Port Edwards. They are requesting to divide a 5-acre lot off an 11.27 acre parcel owned by David Coon. The 11.27 acre parcel has 990' of frontage on Coon Valley Trail which is a private road. The 5-acre lot would not have the required 33' public right-of-way frontage.

Jason explained that subdivision variances are not the same as zoning variances. Zoning variances are reviewed by the Board of Adjustments and subdivision variances are reviewed by the CEED. He reviewed the maps with the Committee and added the following:

- Coon Valley Trail appears to be constructed to standards adequate to accommodate emergency vehicles.
- The applicant has agreed to acquire perpetual easements for vehicular access to the newly created lot that is proposed. The owner of Coon Valley Trail has verbally agreed to provide an easement to the Kuhn's if the variance is approved.
- The Town of Port Edwards has no concerns with the variance being granted. The proposed lots will meet town zoning requirements.
- Currently, there are road maintenance agreements in place among the properties that rely on Coon Valley Trail for vehicular access.
- Planning & Zoning recommends approving the variance with conditions of a permanent easement.

Discussion followed. Robert Ashbeck was concerned if the CEED agreed to the variance the parcel could eventually be landlocked. Kenneth Curry was concerned with the possibility of limiting future city services if the variance is granted. Jason explained this would not happen with a perpetual easement.

Motion by Kenneth Curry to approve the requested subdivision variance contingent on a perpetual easement on both parcels that are subject to the land division. Second by Gerald Nelson. Motion carried unanimously.

- b. Update on Second Successful DNR Stewardship Grant Application Totaling \$61,000 for the Hewitt-Marshfield Connector Trail. Jason Grueneberg reported he just received notification that the second DNR Stewardship grant totaling \$61,000 for the Hewitt-Marshfield Connector Trail was successful. The trail should be finished in 2015. There is strong local support for the trail.
- c. Staffing Update. Jason Grueneberg reported the reposted Planner position closed October 24th. Only received one application for the position. He is looking at taking a more strategic approach to posting the position which will likely increase the number of applicants. Gerald Nelson recommended hiring a recruiter. Lance Pliml stated the Human Resources Department will handle working with a recruiter in the near future.
- d. Status of 2014 Pumping Notices and Triennial Private Onsite Waste Treatment System (POWTS) \$20 fee. Jason Grueneberg reported staff is currently working with the Systems Department on mail list verification for the new receipting program. Postcards will be prepared and mailed to those property owners who owe the \$20.00 triennial program fee. ODC will mail the postcards. The office is prepared for an increase in incoming calls as contact information has been printed the cards.

7. County Surveyor

- a. Consider Renewing 1-Year Contract for Maintenance of PLSS Corners Disturbed by Road Construction Projects, or Selecting a New Contractor Through a Request for Proposal RFP Process. Jason Grueneberg reported, every year the County contracts with a private surveyor to survey corners disturbed by road projects. He called Central Staking Inc., for possible renewal of their contract for maintenance of PLSS corners; however, they stated they could no longer complete the maintenance for \$65.00/corner. This was a 2009 bid price and has not been increased to keep up with expenses. Jason stated that Central Staking Inc., has been very accommodating and easy to work with, but his recommendation to the committee would be to go through a RFP process.

Motion by Kenneth Curry to go through a Request for Proposal (RFP) process for selecting a contractor for maintenance of PLSS corners disturbed by road construction projects. Second by Bill Leichtnam. Motion carried unanimously.

The Committee recessed for a short break at 10:40 a.m.

The Committee reconvened at 10:50 a.m.

8. Land Records - No report.

9. UW Extension

- a. Junior Fair Expense Report – Manley and
- b. Resolution for Early Payment of Junior Fair funds – Manley. These items were moved up on the agenda – followed #4 Risk and Injury Report.
- c. WNEP Program Update. Jill Hicks, UWEX Healthy Beginnings Program Administrator, introduced herself to the Committee and gave a brief report on the Wisconsin Nutrition Education Program.

The WNEP helps limited resource families and individuals choose healthful diets, purchase and prepare healthful foods and handle it safely. The program is funded entirely by federal funds.

Jodi Friday, Wood County WNEP Nutrition Educator has been teaching food and food safety at Mead, Grove, Howe and Humke elementary schools. Jodi follows up every lesson with a newsletter that is sent home to student's families. Surveys results indicate that the events/lessons are successful in promoting nutrition and health awareness. Jodi is very well received by both the teachers and students at these schools.

10. Land Conservation

- a. Golden Sands RC&D Meeting Update. Bill Leichtnam and Jerry Storke were unable to attend the October meeting. Will ask for a report from Bill Clendenning for the December meeting.
- b. Review and Approve Amended Animal Waste Storage Ordinance. Jerry Storke presented the amended Animal Waste Storage Ordinance. The following changes were made to the ordinance.
 - CAFO was added to the definitions.
 - Technical Standard 629 was added.
 - The timeline for application review was changed to within 30 working days for non-CAFO facilities and 60 working days for CAFO facilities.

Discussion followed and several questions were asked regarding the proposed changes.

- Robert Ashbeck had a question regarding Section II – the treatment of milking center wastewater from milking centers producing up to 500 gallons of wastewater per day. How are you treating milkhous water and how do you know it is 500 gallons?
- Bill Leichtnam had a question regarding 801.05 F. What happens if the 60 days lapse and additional information is not required; is the permit granted?
- Dennis Polach pointed out an inconsistency with working days versus calendar days in Section 801.05 F.
- Gerald Nelson had a questions regarding Section 801.05 H Permit Revocation.
- Jerry Storke stated that he did not know the answers to the questions and that Shane Wucherpfennig would be the person to answer the questions.

Motion by Harvey Petersen to delay the approval of the amended Animal Waste Storage Ordinance until Shane Wucherpfennig can attend a CEED meeting or submit a written report addressing the Committee's questions. Second by Gerald Nelson. Motion carried unanimously.

- c. Review and Approve Revised 2014 Land and Water Resource Management Plan. Jerry Storke presented the revised Land and Water Resource Management Plan to the Committee. He explained that the first plan was written in 2000, with a revision in 2007. He reviewed with the Committee the major changes made to the Plan. These changes included revising the *5-year work plan* and adding *Goal # 8 Improve the Quality of Woodlands in Wood County*. Discussion followed.

Bill Leichtnam requested that *groundwater* be added to Goal #2 and Gerald Nelson mentioned his name was omitted from the Appendix E (Wood County LWRM Plan Advisory Group). Bill also requested that a copy of the LWRM Plan be available for the Spay Irrigation of Waste Ad Hoc Committee. Jerry told him once the plan is approved it will be on the Land Conservation Department webpage.

Motion by Kenneth Curry to approve the 2014 Wood County Land and Water Resource Management Plan with the amendments to Goal 2 and Appendix E. Second by Harvey Petersen. Motion carried unanimously.

- d. Farmland Preservation Plan Revision Update. Jerry Storke reported the Farmland Preservation Plan revision is complete and has been mailed to DATCP. Peter Kastenholz has reviewed the Plan and signed the certification form; waiting for Jason Grueneberg to sign the certification form and for Lance Pliml to sign the cover letter.

Jason Grueneberg stated that he needed more time to review the FP Plan as there may be inconsistencies with the maps in the FP Plan and the County Comprehensive Plan. The certification clearly states that if there are inconsistencies, the County may clarify that the FP Plan supersedes the Comprehensive Plan and any and all inconsistencies between the two shall be resolved in favor of the FP Plan. The County must include a statement in both the Comprehensive Plan and the FP Plan declaring the FP Plan supersedes the Comprehensive Plan so that a person referring to either plan will be aware of each plan's relationship to the other. If inconsistencies appear in the maps, then the legends in both maps should include a note explaining that the FP Plan supersedes any inconsistencies with the Comprehensive Plan.

- e. Discuss Wisconsin's Phosphorus Discharge Rule. Jerry Storke stated he did not attend the recent Webinar or WisLine teleconference on Wisconsin's Phosphorus Discharge Rule. Jason Grueneberg, Shane Wucherpfennig, Tracy Arnold, and Lori Ruess did attend. Jerry added that this will be one of his 2015 goals and he will be working with local municipalities on education and implementation of this new rule. Chairperson Henkel stated that it is very necessary and very important for Jerry to keep the CEED informed on the status of implementation and that he will need to give an update/report to the CEED on a regular basis.
- f. Approve request from County Conservationist to Carryover Unused Vacation Hours. Jerry Storke presented a request to carryover 33 hours of unused vacation hours. His anniversary date is November 15th and he will use the hours carried over by the end of 2014. It was the consensus of the CEED Committee to allow Jerry Storke to carryover the 33 hours with the condition that he uses them by the end of 2014.

11. The Committee may go into Closed Session Pursuant to § 19.85(1)(c) Wis. Stats., for the Purpose of Conducting Annual Performance Evaluation of the Department Heads of the Planning and Zoning, Land Conservation and U.W. Extension Departments.

Chairperson Henkel asked the Committee if it would be possible to complete department head evaluation following the County Board Meeting on November 12th. Connie Janowski was in attendance and could give guidance to the CEED on the important issues to focus on when completing the department head evaluations. It was the consensus of the Committee to delay the department head evaluations until November 12th and hold a special meeting immediately following County Board. Gerald Nelson was not sure that he would be able to attend the special meeting on the 12th, but would supply written documentation for the evaluations.

Connie Janowski emphasized the important issues to focus on:

- Goals set last year.
- Request supporting data from department heads for goals achieved.
- Try to measure those goals – outcome versus effort.
- Consider effort based not outcome based.

- Score on what was accomplished.
- 2015 goals should be result based, measurable, and with a timeline.
- She reminded department heads that goals should not include everyday tasks, but should be critical things that need to be done in 2015 in order to advance their departments. Unique goals specific to the department head and their department.

12. Schedule Next Meeting.

- a. Special CEED meeting scheduled for Wednesday, December 12, 2014 immediately following County Board. Department head evaluations will be completed at this time. Each Department head should bring a copy of their 2014 goals and supporting documentation for goals achieved. The next regular meeting is scheduled for Wednesday, December 3, 2014 at 9:00 a.m.
Future Agenda Items: Golden Sands RC&D report from Supervisor William Clendenning
Amended Animal Waste Storage Ordinance – if Shane Wucherpfennig is not able to attend the December CEED meeting, he should submit a written report addressing the questions asked at this CEED meeting.

13. Adjourn

Motion by Gerald Nelson to adjourn at 12:17 p.m. Second by Bill Leichtnam. Motion carried unanimously.

Respectfully submitted,



Kenneth Curry, Secretary
Minutes by Lori Ruess, Land Conservation Department
Review for submittal to County Board by Kenneth Curry (approved)

MINUTES
CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE MEETING
WEDNESDAY, NOVEMBER 12, 2014
WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Kenneth Curry, Robert Ashbeck, Bill Leichtnam,
Members Excused: Gerald Nelson and Harvey Petersen
Staff Present: Land Conservation Staff - Jerry Storke
Planning & Zoning Staff - Jason Grueneberg
UW Extension Staff - Peter Manley
Others Present: District #8 Supervisor, Trent Miner; Connie Janowski, HR Director

- 1. **Call CEED Committee Meeting to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 11:40 a.m.
- 2. **Public Comment.** There was no public comment.
- 3. **Review Correspondence.** There was no correspondence to review.
- 4. **The Committee may go into Closed Session Pursuant to § 19.85(1)(c) Wis. Stats., for the Purpose of Conducting Annual Performance Evaluation of the Department Heads of the Planning and Zoning, Land Conservation and U.W. Extension Departments.**

Motion by Bill Leichtnam to enter into closed session at 11:42 a.m. pursuant to §1985(1)(c) for the purpose of conducting the annual performance evaluation of the department heads of the Planning & Zoning, Land Conservation, and UW Extension departments. Second by Robert Ashbeck.

Roll Call Vote:
Voting Aye: Bill Leichtnam, Kenneth Curry, Hilde Henkel and Robert Ashbeck
Voting Nay: None
Motion Carried unanimously.

- 5. **Return to Open Session.**

Motion by Bill Leichtnam to return to open session at 1:58 p.m. Second by Robert Ashbeck.

Roll Call Vote:
Voting Aye: Bill Leichtnam, Kenneth Curry, Hilde Henkel and Robert Ashbeck
Voting Nay: None
Motion Carried unanimously.

- 6. **Approve Low Bid to Base Cost-Share for Weiler Dairy, LLC's Waste Storage Facility Closure.** Jerry Storke presented bids opened by Chairperson Henkel for Weiler Dairy, LLC's waste storage facility closure. Bids received were: Becker Trucking & Excavating - \$28,175.60; Weiler Dairy, LLC - Elliott Weiler - \$ 46,746.00 and Dennis Redetzke - \$52,192.00.

Motion by Kenneth Curry to approve the low bid in the amount of \$ 28,175.60 from Becker Trucking for the purpose of basing cost share on Weiler Dairy LLC's waste storage facility closure. Second by Bill Leichtnam. Motion carried unanimously.

7. Adjourn.

Motion by Bill Leichtnam to adjourn at 2:02 p.m. Second by Robert Ashbeck. Motion carried unanimously.

Respectfully submitted,



Kenneth Curry, Secretary

Minutes by Lori Ruess, Land Conservation Department

Review for submittal to County Board by Kenneth Curry (approved

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