

## CONSERVATION EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

DATE: Wednesday, June 1, 2016  
TIME: 9:00 a.m.  
LOCATION: Wood County Courthouse, Room 115

1. Call meeting to order
2. Public Comments (*brief comments/statements regarding committee business*)
3. Review Correspondence
4. Consent Agenda
  - A. Approve minutes of previous meeting
  - B. Approve bills
  - C. Receive staff activity reports
5. Risk and Injury Report
6. Report on Golden Sands RC&D project from Joel Kuehnhold
7. Economic Development
  - A. Annual Update from Alexander Field and Marshfield Municipal Airport.
8. Planning & Zoning
  - A. Update on Community Assistance Visit (CAV) and unresolved floodplain violations.
9. County Surveyor.
10. Discussion/action on process for water protection policies for Wood County.
11. Land Records.
12. UW Extension
  - A. UW Extension Reorganization Update Manley
  - B. Horticulture Educator position, update Manley
  - C. Secretary position, update Manley
  - D. Marshfield Community Learning Centers Siegel
13. Land & Water Conservation Department
  - A. Introduction of 2016 Summer Intern – Wednesday Jordan.
  - B. Review Pay Progression Plan modifications.
  - C. Report on North Central Land & Water Conservation Regional Spring Meeting.
  - D. RC&D update.
  - E. Russ Feingold visit.
  - F. Discuss Land & Water Conservation presentation to County Board in June.
14. Schedule next regular committee meeting – 9:00 am Wednesday, July 6, 2016.
15. Schedule any additional meetings if necessary.
16. Adjourn

MINUTES  
 CONSERVATION, EDUCATION & ECONOMIC DEVELOPMENT COMMITTEE  
 WEDNESDAY, MAY 4, 2016  
 WOOD COUNTY COURTHOUSE, ROOM #115, WISCONSIN RAPIDS WI

Members Present: Hilde Henkel, Ken Curry, Robert Ashbeck, Bill Leichtnam, Peter Hendler and Harvey Peterson.

Staff Present:

Planning & Zoning Staff: Jason Grueneberg, Julie Akey, Jeff Brewbaker and April Opatik.

Land & Water Conservation Staff: Shane Wucherpennig and Tracy Arnold.

UW Extension Staff: Peter Manley and Chris Viau.

Others Present: Dist. #14 Supervisor Dennis Polach, Dist. #15 Supervisor Bill Clendenning, Dave Homb (Chairman Tn. Sherry), Dan Forbes (Tn. Saratoga), Tom Grygo (Tn. Saratoga) and Scott Larson (Exec. Director MACCI).

1. **Call to Order.** Chairperson Hilde Henkel called the CEED meeting to order at 9:52 a.m.

2. **Election of Vice-Chair and Secretary**

- a. Vice-Chair. Chairperson Henkel called for nominations for Vice-Chair. Harvey Peterson nominated Robert Ashbeck for Vice-Chair. Henkel called for nominations 3 times.

*Motion by Ken Curry to close nominations and cast a unanimous ballot for Robert Ashbeck as Vice-Chair. Second by Bill Leichtnam. Motion carried unanimously.*

- b. Secretary. Chairperson Henkel called for nominations for Secretary. Bill Leichtnam nominated Ken Curry for Secretary. Henkel called for nominations 3 times.

*Motion by Harvey Peterson to close nominations and cast a unanimous ballot for Ken Curry as Secretary. Second by Peter Hendler. Motion carried unanimously.*

3. **Public Comment.**

- a. Dave Homb, Town of Sherry Chairman, requested a status update on the former Kickapoo Valley Cheese Factory. It was explained this matter will be discussed under Item 10,B later in the meeting.

4. **Review Correspondence.**

- a. Tracy Arnold informed the Committee the Legacy Stone for Don Aron will be dedicated at a ceremony at the Wood County Veterans Memorial on May 27<sup>th</sup> at 11:00 a.m.
- b. Peter Manley notified the Committee the WACEC Conference will be held June 20-21 in Wausau. He asked Committee members to let him know prior to June 19<sup>th</sup> if they are interested in attending.
- c. Peter Manley informed the Committee this year the Clean Sweep will be held in Marshfield on September 24<sup>th</sup>. It was noted Marshfield Utilities has donated \$5,000.

5. **Consent Agenda.** The Consent Agenda included the following Items: 1) minutes of the April 6, 2016 CEED meeting, 2) bills from Planning & Zoning, Land & Water Conservation and UW Extension and 3) staff activity reports from Jason Grueneberg, April Opatik, Justin Conner, Julie Akey, Jeff

Brewbaker, Heather Marquardt, Shane Wucherpennig, Tracy Arnold, Adam Groshek, Lori Ruess, Peter Manley, Matt Lippert, Sarah Siegel, Jodi Friday, Chris Viau and Kyli Brown.

- a. Minutes of April 6, 2016. No additions or corrections needed.
- b. Department Bills. No additions or corrections needed.
- c. Staff Activity Reports. No questions or comments; however, discussion will be held on the status of the Badger Sandstone non-metallic mining reclamation issues later in the meeting under Item #8.

*Motion by Robert Ashbeck to approve and accept the April 6, 2016 CEED minutes as presented, bills from Planning & Zoning, Land & Water Conservation and UW Extension as presented and staff activity reports as presented. Second by Ken Curry. Motion carried unanimously.*

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

With no opposition, Chairperson Henkel moved up agenda items #9A, #10B and #10F.

Status of Shoreland Zoning and Floodplain Zoning Violations at the site formerly known as the Kickapoo Valley Cheese Factory in the Town of Sherry (#10B). Jeff Brewbaker, Wood Co Code Administrator updated the Committee with a brief history of the existing shoreland zoning and floodplain violations on this site. Structures were built in 1978, 2000 and 2002 without permits. In 2011, the owners of the Kickapoo Valley Cheese Factory proposed an addition on this site. This addition did not meet the standards and staff suggested they pursue a Variance through the Wood Co Board of Adjustment. The Board of Adjustment approved the Variance with conditions set; however, the Department of Justice then filed a suit against Wood County. The owners hired an engineering firm to do a Hydraulic & Hydrology Study to show there would be no impact on the floodplain. WDNR denied this study due to the fact that the base conditions from 1978 were never established. It was noted numerous meetings were held with personnel from Kickapoo Valley Cheese to try to resolve these existing violations. An enforcement order was mailed to Kickapoo Valley Cheese in February 2016 establishing a deadline date of February 28, 2017 to either remove the nonconforming improvements or to obtain a permit or variance for them. Further, they were given a deadline date of June 1, 2017 to bring the property into compliance with the Shoreland Zoning Ordinance as well. This parcel has since been sold and the same enforcement orders were mailed to the new owner in April 2016.

Dave Homb, Town of Sherry Chairman, stated he had met recently with the local manager of the current company. He would like to work with the County to minimize the impact.

Brief discussion followed. It was recommended staff visit the site, meet regularly and keep the committee up-to-date on this matter. Updates will be included in future staff reports.

*Motion by Bill Leightnam to recommend P&Z staff, Town of Sherry Chairman Dave Homb and Michelle Staff (WNDR) meet with the new owners to try to resolve these issues. Second by Peter Hendler. Motion carried unanimously.*

Consider Resolution to Approve Zoning Ordinance Changes for the Town of Saratoga (10F). The Town of Saratoga has submitted a request to approve a zoning amendment to their Zoning Ordinance. A Town of Saratoga Zoning Map was distributed to Committee members as Dan Forbes and Tom Grygo explained a majority of the proposed changes were a clarification of language of the original ordinance. The Saratoga Town Board met in April 2016 and approved the recommended zoning ordinance amendments. Jason Grueneberg reported staff has reviewed the proposed amendments and it does not conflict with any county planning programs or zoning ordinances.

*Motion by Ken Curry to approve the zoning ordinance changes for the Town of Saratoga as presented. Second by Bill Leichnam. Motion carried unanimously.*

Marshfield Chamber of Commerce Update (#9A) Scott Larson, Executive Director of MACCI, distributed the following brochures: 1) 2015 Economic Profile, 2) Focus on Marshfield, 3) 2015 Annual Report (A Celebration of Success) and 4) Industry Cluster Profile as he briefly updated the Committee on business retention, housing developments and downtown enhancement as well as several other programs in the city

## 7. UW Extension

- a. UW Extension Reorganization Update Peter Manley reported the Executive sponsor team is planning to visit many of the proposed multi-county areas this summer to meet with county stakeholders. May 31<sup>st</sup> has been confirmed for the sponsors to meet with our multi-county area. The meeting will be held at the Marshfield Ag Research Station.
- b. Horticulture Education Position Update Peter Manley informed the Committee there were 4 applicants for the Horticulture Educator Position. Following the screening process, 3 will be forwarded for the interview stage. Initial interviews will be held in May with final interviews scheduled for mid-June.
- c. Secretary Position Update Peter Manley reported there were 112 applications received for this open position. These applications have been prioritized and interviews for the top 12 should be held in a few weeks.
- d. 4-H Report Chris Viau, Wood Co. UW Extension 4-H Youth Development Educator, presented an overview of Youth Development activities. He reported there are currently 26 4-H clubs, with 733 members and 280 volunteers. Viau briefly explained the new Volunteer Background Check System Pilot program. He further reported the 2017 Plat Books will be available on November 1st, which is the Leader's Association largest fundraiser.

## 8. Land & Water Conservation Department

Carried from Consent Agenda: Update on non-metallic reclamation issues at one site which has a new landowner. Tracy Arnold provided an update on a non-metallic reclamation issue. The company is willing to proceed with the reclamation; however, the new landowner has repeatedly denied them access to the site to complete the reclamation. Arnold informed the Committee she will be meeting with Wood Co. Corp. Counsel Kastenholtz later today to discuss what options are available.

- a. Discuss RC&D Membership Dues At previous CEED meetings, discussion was held on the RC&D membership dues increase vs. the services Wood County has received from RC&D. It was noted Wood County has not yet received the bill for the 2016 membership dues. Brief discussion followed.

*Motion by Harvey Peterson to pay the minimum \$300 RC&D membership dues. Second by Robert Ashbeck.*

*Voting Aye: Hilde Henkel, Robert Ashbeck, Bill Leichnam, Peter Hendler and Harvey Peterson.*

*Voting Nay: Ken Curry (feels there are still issues with this organization).*

*Motion carried 4-1.*

- b. May 25th North Central Land & Water Conservation Association Meeting Shane Wucherpfennig reported Wood County is hosting this meeting, which will be held at the

enclosed shelter at Nepco Lake County Park on May 25th. Supervisors Leichtnam and Ashbeck expressed interest in attending this meeting.

- c. 2017-2021 Capital Improvement Plan Shane Wucherpfennig explained the 2017-2021 CIP will include the purchase of 2 trucks to replace 2 existing County vehicles. The department is planning on replacing vehicle one in 2017 and the other in 2019.

*Motion by Peter Hendler to approve the 2017-2021 Capital Improvement Plan as presented. Second by Harvey Peterson. Motion carried unanimously.*

- d. Pay Plan Modification Proposal Shane Wucherpfennig reported he is part of a small group that will be reviewing a pay plan modification proposal. There has been some concern regarding recruiting and retaining employees within the parameters of the current pay plan.

## 9. Economic Development

- a. Marshfield Chamber of Commerce Update .This item was moved up on the agenda.

## 10. Planning & Zoning

- a. Update on Community Assistance Visit (CAV) and Unresolved Floodplain Violations Jeff Brewbaker, Wood Co Code Administrator, gave a brief presentation on the 2011 Community Assistance Visit (CAV). In September 2011, DNR and Wood County officials met to discuss floodplain management and the results of the audit that was conducted. This audit identified 29 sites associated with structures as possible violations. Brewbaker reported he is currently doing research on each of the 29 sites, using the best data available. He further reported he will be providing regular updates to the Committee. It was noted there have been numerous cranberry farming violations over the last 6 years. The cranberry growers, FEMA, WDNR and Wood County have worked together to create a model floodplain ordinance specifically to address cranberry farming.
- b. Status of Shoreland Zoning and Floodplain Zoning Violations at Former Kickapoo Valley Cheese Factory. This item was moved up on the agenda.
- c. Consider Approving P&Z Department Obtaining Office Credit Card Jason Grueneberg requested approval to obtain an office credit card. Grueneberg explained many hotels no longer accept checks and frequently there is a surcharge on many registration fees and membership dues if paid by check.

*Motion by Ken Curry to approve the Planning & Zoning Department obtaining an office credit card. Second by Bill Leichtnam. Motion carried unanimously.*

- d. Consider Approving Carryover of P&Z Director's Remaining Vacation Jason Grueneberg requested to carryover 76.5 hours of unused vacation. His anniversary date is May 12<sup>th</sup>.

*Motion by Bill Leichtnam to approve the carryover of the Planning & Zoning Director's remaining vacation. Second by Peter Hendler. Motion carried unanimously.*

- e. Consider Resolution Approving a Zoning Map Amendment for the Town of Grand Rapids The Town of Grand Rapids has submitted a request to rezone a 1.00 acre parcel within the existing 18.76 acre parcel (#0700790) from Agriculture (A1) to Residential (R2). The Grand Rapids Town Board approved the recommended amendment in April 2016 and it is consistent with their comprehensive plan. Jason Grueneberg stated staff has reviewed this request and it does not conflict with any county planning programs or zoning ordinances.

*Motion by Bill Leichtnam to approve the zoning map amendment for the Town of Grand Rapids as presented. Second by Peter Hendler. Motion carried unanimously.*

- f. Consider Resolution Approving Zoning Ordinance Changes for the Town of Saratoga This item was moved up on the agenda.
- g. Consider Resolution Approving Zoning Ordinance Changes for the Town of Auburndale The Town of Auburndale has submitted a request to approve zoning changes to their Zoning Ordinance. The Auburndale Town Board approved the recommended amendments in April 2016. Jason Grueneberg stated staff has reviewed this request and it does not conflict with any county planning programs or zoning ordinances.

*Motion by Robert Ashbeck to approve the zoning ordinance changes for the Town of Auburndale as presented. Second by Bill Leichtnam. Motion carried unanimously.*

**11. County Surveyor.** Nothing new to report.

**12. Land Records.** Nothing new to report.

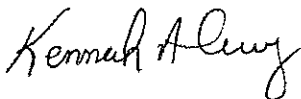
**13. Schedule Next Meeting.**

- a. The next regular CEED meeting is scheduled for Wednesday, June 1, 2016 at 9:00 a.m.

**14. Adjourn.**

*Motion by Robert Ashbeck to adjourn at 12:45 p.m. Second by Harvey Peterson. Motion carried unanimously.*

Respectfully submitted,



Ken Curry, Secretary  
Minutes by Julie Akey, Planning & Zoning Office  
Review for submittal to County Board by Ken Curry (approved on May 4, 2016)

MAY 2016

## COUNTY OF WOOD

#4

Report of Claims for Planning and Zoning / Surveyor / Econ Dev  
For the Range of Vouchers  
22160058 thru 22160076  
38160003

VOUCHER#	VENDOR NAME	NATURE OF CLAIM	AMOUNT	
22160058	CARMODY CDS HOLDING INC	PS-Upgrades/Services (May)	\$299.00	P
22160059	AMAZON WEB SERVICES	LR-Service Charges	\$32.21	P
22160060	CITY OF MARSHFIELD	PL-Cost Share Reimbursement/LIDAR	\$1,214.97	P
22160061	CITY OF WISCONSIN RAPIDS	PL-Cost Share Reimbursement/LIDAR	\$647.98	P
22160062	CLARK CO SHERIFF'S DEPT	PS-Service Fee Case No: 16 SC 640	\$132.60	P
22160063	BOYER, KEVIN	SU-Services per Contract (May)	\$833.00	P
22160064	UWEX CENTER FOR LAND USE EDUC	PL-Registration Fee (1)	\$25.00	P
22160065	ROCK CO SHERIFF'S DEPT	PS-Service Fee Case No: 16 SC 640	\$32.47	P
22160066	QUILL CORPORATION	PL-Office Supplies	\$22.98	P
22160067	WOOD CO CLERK OF COURTS	PS-Small Claims Filing Fee (19)	\$1,847.50	P
22160068	JET ENTERPRISES	SU-Vinyl Survey Marker Signs (500)	\$242.00	
22160069	OPPORTUNITY DEVELOPMENT CENTER	PS-Data/Mail Processing 2016 PMI Notices	\$271.98	
22160070	OPPORTUNITY DEVELOPMENT CENTER	PS-Data/Mail Processing 2016 ATU Notices	\$103.71	
22160071	INDUSTRY SERVICES DIVISION	PS-State Fee for Sanitary Permits (May)	\$1,700.00	
22160072	BREWBAKER, JEFF	PS-Expenses (May)	\$9.72	
22160073	MARQUARDT, HEATHER	PL-Expenses (May)	\$204.20	
22160074	OPATIK, APRIL	PL-Expenses (May)	\$17.39	
22160075	GRUENEBERG, JASON	PL-Expenses (May)	\$58.07	
22160076	CONNER, JUSTIN	LR-Expenses (May)	\$27.00	
		<b>P&amp;Z TOTAL</b>	\$7,721.78	
38160003	MACCI	ED-Annual Allocation	\$19,500.00	P
		<b>ECON DEV TOTAL</b>	\$19,500.00	
		<b>GRAND TOTAL</b>	\$27,221.78	

PL - Planning

PS - Private Sewage

LR - Land Records

SU - Surveyor

ED - Econ Dev

Prepaid = P

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Report of Claims for

IW-Extension

For the range of vouchers: 30160069 30160078

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30160069	UW SOIL TESTING LAB	SOIL TESTS	05/02/2016	234.00	P
30160070	EO JOHNSON CO INC	COPIER LEASE	05/05/2016	229.49	P
30160071	RUBI REDS LLC	FINANCIAL CAPABILITY SUPPLIES	05/02/2016	147.05	P
30160072	HAUSLER JASON	C. VIAU JCEP HOTEL ROOM	04/26/2016	44.75	P
30160073	BOARD OF REGENTS OF UNI OF WISCONSIN SYSTEM	WOOD CTY EDUCATORS JAN-JUN2016	04/05/2016	130473.00	P
30160074	WAL-MART COMMUNITY/RFCSLLC	KITCHEN, EDUCATION SUPPLIES	05/24/2016	187.31	
30160075	SIEGEL SARAH	SIEGEL EXPENSES - MAY 2016	05/24/2016	335.10	
30160076	VIAU CHRISTOPHER	EXPENSES FOR MAY 2016	05/24/2016	200.88	
30160077	LIPPERT MATTHEW	LIPPERT-MAY2016EXPENSES	05/24/2016	159.84	
30160078	BROWN KYLI	MAY2016EXPENSES	05/24/2016	327.24	
			Grand Total:	\$132,338.66	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member



Report of Claims for Wood County Land & Water Conservation

For the range of vouchers: 18160056 18160063

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18160056	GROSHEK ADAM	LC - FIELD SUPPLIES/MILEAGE	05/04/2016	52.44	P
18160057	MARQUETTE COUNTY LWCD	TS - TREE DELIVERY FEE	05/02/2016	525.00	P*
18160058	ACE HARDWARE	LC/TS ENV ED SUPPLIES/TREE SAL	05/05/2016	49.09	P
18160059	ARNOLD TRACY	LC - MILEAGE REIMBURSEMENT	04/25/2016	44.28	P
18160060	WUCHERPFENNIG SHANE	LC - MEALS & MILEAGE REIMBURSE	04/26/2016	34.68	P
18160061	NORTH CENTRAL LAND & WATER CONSERVATION	SWRM/CC - REGISTRATION FEE	05/19/2016	150.00	P*
18160062	WISCONSIN MEDIA	NM -PUBLICATION FEE	04/07/2016	86.80	P*
18160063	NORTH CENTRAL LAND & WATER CONSERVATION	MEETING REGISTRATION FEE	05/16/2016	30.00	P
Grand Total:				\$972.29	

Committee Chair

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

\* = 100% Reimbursed

P = Prepaid

LC - Land &amp; Water Conservation

NM - Nonmetallic Mining Reclamation

SWRM - Soil &amp; Water Resource Management

TS - Tree and Shrub Sale

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director  
April Opatik, County Planner  
Justin Conner, GIS Specialist  
Jeff Brewbaker, Code Administrator  
Heather Marquardt, Code Technician  
Julie Akey, Admin Services 6

RE: Staff Report for June 1<sup>st</sup>, 2016

**1. Planning (Jason Grueneberg)**

- a. Staffing - The County Planner April Opatik has resigned from her position with the County due to relocating to Washington DC. Her last day will be June 17. The position description has been reviewed and the job will be posted by June 3.
- b. River Block and Courthouse – Progress continues on planning for the River Block and Courthouse renovations that will address many of the urgent space needs for the County. Regular updates are presented to the Executive Committee and the full County Board at their regularly scheduled meetings.

**2. Economic Development (Jason Grueneberg)**

- a. Central Wisconsin Economic Development Fund (CWED) - I am working with CAP Services who administers the CWED fund to restructure 2 past Wood County revolving business loans that have been paid off. Both past borrowers have been very cooperative and the restructuring of the paid loans will allow all CWED funds to be considered "defederalized". Defederalizing the funds will allow for more flexibility in applying loan funds to projects in the future. Attached are the minutes from the April 20 board of Directors' meeting.
- b. Regional Economic Growth Initiative (REGI) – The REGI Board met on May 26. Some of the agenda items included the 2016-2017 budget, committee reports, and aligning the region for economic development cooperation.

**3. Planning (April Opatik)**

- a. Village of Hewitt Parks and Trails – Final copy of the plan was completed and approval by the other committees was done on May 19<sup>th</sup> meeting.
- b. Wood County Resource Map – Collecting, gathering and updating the 2016 resource map. Currently on the 4<sup>th</sup> copy and will have the final product before June 17<sup>th</sup>.

- c. Nekoosa Parks and Trails – Meeting with Nekoosa Parks and Trails for creating a parks and trails plan was conducted on May 9<sup>th</sup>. We are now in the process of taking photos and getting current conditions.
- d. Town of Seneca Comp. Plan Update – Scheduled meeting and met with the committee on May 23<sup>rd</sup>. Discussion of a survey and further materials were established.
- e. Credit Card Application – Application for 2 department credit cards are in transition. There will be a total of 2 cards available for staff to use.
- f. GIS Story-Board – Alongside the resource map update, I am currently creating a story board that can be accessible by the public to view the recreational opportunities in Wood County.
- g. Zoning, Town Questions, and Resolution – Answered zoning and town questions from a few of the townships. Documented three zoning ordinance resolutions
- h. Leaving... ☹

#### 4. Land Records (Justin Conner)

- i. Web Mapping Application – Answered questions and made slight modifications to the new mapping website.
- j. GPS seminar – Attended Trimble GPS seminar May 3rd.
- k. Parcel Editing Webinars – Attended PLSS/parcel webinars May 5<sup>th</sup>, 12<sup>th</sup> and 19th.
- l. Parcel Editing Training – May 23-27 attended parcel editing training with the new Property Lister Nancy Marti.
- m. Powers Bluff planning map – Created a map for parks to display various park expansion possibilities.

#### 5. POWTS Activity (Julie Akey)

- a. Monthly Sanitary Permit Activity. There were 16 sanitary permits issued through May 18<sup>th</sup> (6 new, 8 replacement and 2 reconnects) with revenues totaling \$3,810. There were 13 sanitary permits issued in May 2015 (6 new, 5 replacements and 2 reconnects) with revenues totaling \$4,095.

There were 47 sanitary permits issued thru May 18<sup>th</sup>. For comparison purposes, following are totals through the same period for the previous five years: 2015 – 32, 2014 – 34, 2013 – 49, 2012 – 46 and 2011 – 53.

- b. 2016 Tax Refund Intercept Program (TRIP) To date, Wood County has received \$3,188.32 on six outstanding cases.
- c. Maintenance Notices
  - i. 2015 - Following vacancy checks, these are being referred for failure to service.
  - ii. 2016 – On April 26<sup>th</sup>, 2,711 notices were mailed by ODC to those owners who need to have their system serviced this year, with a due date of August 12<sup>th</sup>. Also, 18 notices were mailed to owners who have an Aerobic Treatment Unit (ATU), which requires annual servicing.
- d. Program Fee Notices
  - i. 2015 - These are being referred for failure to pay the program fee.
  - ii. 2016 – These notices are tentatively scheduled to be mailed early November.
- e. Sanitary Permit Document Imaging Project Status. Sanitary permits for the years 1982 – 2011 are available for viewing on the County's website [www.co.wood.wi.us/Departments/PZ](http://www.co.wood.wi.us/Departments/PZ). Sanitary permits for the years 2012-2013 are being scanned as time permits; however, they are not yet available for viewing on the website.
- f. Enforcement Activities Update.
  - i. Small Claims
    - 1. April 19<sup>th</sup> – Twenty cases were scheduled for failure to pay the program fee. Twelve settled prior to court, one contacted the P&Z Office and three appeared/agreed to the settlement offer. The remaining four did not appear and default judgment was entered on each.
    - 2. May 24<sup>th</sup> – Twenty cases were scheduled – 17 for failure to pay the program fee and 3 for failure to pay the program fee/failure to service. To date, 4 have settled out of court. Three others have contacted the P&Z Office.
  - ii. Contempt Hearing
    - 1. April 26<sup>th</sup> – Four cases were scheduled. These were from the March 1<sup>st</sup> Small Claims court date. All were settled prior to court.
    - 2. May 24<sup>th</sup> – Three cases are scheduled. These are from the March 22<sup>nd</sup> Small Claims court date.

g. Wisconsin Fund Program Update.

- i. FY17 – No communication received from the State on this batch of applications. Funding for FY17 is included in the State budget; however, it is a much lower amount than that budgeted the previous Fiscal Year.

6. Code Administrator's (Jeff Brewbaker and Heather Marquardt)

a. Private Sewage Program, Permitting, Maintenance and Violations

- i. (17) on-site investigations/inspections/compliances
- ii. (8) septic system verification letters & failing system investigations
- iii. (1) failing septic system orders, (4) holding tank maintenance violations & settlements
- iv. (5) soil tests reviewed, (3) hydrograph reports reviewed, (1) interpretive soils report reviewed
- v. (0) holding tank plan reviews, (4) conventional plan reviews, (9) mound plan review
- vi. (15) sanitary permits reviewed
- vii. (0) court cases for malfunctioning septic system and overfull holding tanks (**see narrative**) referrals servicing, (**see narrative**) referrals invoices
- viii. (0) sanitary system easements
- ix. Answered phone calls, emails and met in office regarding permitting and inspection questions.

To date, we have filed on 96 landowners for either the triennial fee or maintenance violations. 42 have already fully satisfied their cases (44%), by paying an agreed settlement amount covering the costs we have already invested in the violation, plus a forfeiture of what we believe to cover the time that was spent preparing and working on each case. 9 of the 96 are currently enrolled in a payment plan (9%), which we offer generously to people who request a larger time-frame to pay off their settlement. 2 of the 96 have been entered into the "TRIP" (tax refund intercept program) by Corporation Counsel (2%). We have a small-claims court date for a violation group on Tuesday, May 24<sup>th</sup>, & a small-claims court date for another group, which we are waiting for a scheduled date. We are finishing up the referrals to Corp Counsel hopefully by the end of May; with an estimate of <10 violation cases remaining regarding septic maintenance, which will also be scheduled for a small-claims court date. Upon completion, we will be caught up on any previous enforcement.

b. Floodplain Ordinance Investigations and Permitting

- i. (1) site inspections, meetings or enforcement
- ii. (0) permit issued, screening sites or Letter of Map Amendment (LOMA)
- iii. (0) DNR Approved flood studies reviewed
- iv. (0) Cranberry farm certification
- v. Answered questions from citizens regarding building in floodplain and shoreland areas.

Community Assistance Visit (CAV) Update:

As of the time of this report we have found records and explanation for ID #324-#327. All four structures are part of a large complex of storage buildings owned by Wisconsin River Cranberry in the Town of Port Edwards. Prior to construction these buildings/owners did not obtain a floodplain permit as required by ordinance and were pulled as violations by the DNR and FEMA. Further research found several key documents and elevation surveys where we could identify the structures as built to the flood protection elevation. The base flood elevation was already identified and the grade surrounding these structures is above this height. Past staff was not requiring permits because the ground level is above the base flood or 100 year flood height. Since the floodplain map covered the site a permit is required. I will be issuing an "After the Fact Permit" and DNR staff has said that should be sufficient response for these four violations.

c. Shoreland Ordinance Investigations and Permitting

- i. (6) general shoreland permits reviewed & issued
- ii. (0) mitigation plans reviewed, (0) exempt structure affidavit
- iii. (2) onsite pre-construction inspections, meetings & enforcement, compliances
- iv. (0) navigability determinations
- v. Answered questions from citizens regarding building in floodplain and shoreland areas.

d. Organized a cranberry farm tour for Central District Reps of the Wisconsin County Code Administrators. The tour is scheduled for 10:00 AM on June 17<sup>th</sup> at Glacial Lake Cranberries.

**Central Wisconsin Economic Development Fund  
MINUTES OF CWED BOARD OF DIRECTORS' MEETING**

Wednesday, April 20, 2016, 2:30 PM

Portage County Annex, 1462 Strongs Ave., Rooms 1 & 2, Stevens Point, WI 54481

**Present:**

**Board Members present:** —Adams County – Marty Hillert (phone), City of Marshfield – Jason Angell, City of Mosinee – Jeff Gates (phone), City of Stevens Point – Michael Ostrowski, Lincoln County – Ken Maule (phone); Portage County – Paula Cummings, Vilas County- Bob Egan (phone), Village of Athens – Lisa Czeck, Wood County – Jason Grueneberg .

**Not represented:** City of Merrill, Schofield – vacant; Marathon County – vacant, Forest County, Town of Rib Mountain, Village of Plover, Village of Weston, Wisconsin Rapids

**Quorum:** Yes (9/17)

**Others Present:** Andy Soucek, CAP Services

**Proceedings:**

- 1) **Call to Order** – Meeting called to order at 2:35 PM. Michael Ostrowski presiding as Zach Vruwink is traveling.
- 2) **Board Minutes**, - Michael Ostrowski - minutes of meeting March 30, 2016 emailed 4/4/2016. There being no changes Jason Angell moved to approve, seconded by Jason Grueneberg. Minutes approved.

3. **Loan Proposals:**

**Trimpac LLC Loan Approval Modification** – Andy Soucek.

Loan request for \$450,000, 10 years, 4.50% interest only for the 1<sup>st</sup> six months, 1.00% closing fee. Loan proceeds will be used for the purchase of Trimpac LLC a custom commercial and residential interior trim and cabinet contractor. The purchase price is \$1,225,000 plus closing fees of \$25,000. The borrowers will be contributing \$150,000 in cash for working capital. Stratford State Bank will be funding \$550,000 payable over 7 years at 5.50%, WEDC has been eliminated, and the sellers, an investment partnership in Green Bay, will carry financing of \$250,000 for 5 years with interest only. With WEDC gone CWED will assume a clear 2<sup>nd</sup> lien position on the business assets behind the bank. The loan will be further supported by the unlimited personal guarantees of Ashely and Lukas Moore, secured by a junior mortgage on their home, and the unlimited personal guarantee of Jed and Lisa Moore (parents of Lukas), and secured by a junior mortgage on their home. Stratford State Bank is not taking a mortgage on the principals' homes as they are fully leveraged. By CWED taking the mortgages on their homes it keeps them from walking away if the business has a bad year and they lose their 10% equity position. CWED agrees to release the mortgages once the business demonstrates two consecutive years of cash flow sufficient to cover the annual debt service and lease payments 1.30 times. The principals will be providing \$135,000 equity to be used to fund working capital. Trimpac will commit to providing 13 full time positions within 3 years. CWED is financing 33% of the project and 36% of the total financing. Cash flow coverage is strong and CWED is 69% secured. Operating results for the first quarter of 2016 indicate that the company earned \$210,000 on \$1.3MM in sales. This compares favorable to last year when the company earned \$88K for the twelve months.

Ken Maule expressed concern that between the bank and CWED there is \$1MM in financing and CWED is assuming 45% of that which seems excessive. The owners have strong income but not much net worth and is cashing in his 401K. The buyers don't have much to fall back on.

Jason Grueneberg moved to approve as presented. Seconded by Jason Angell. A roll call vote was taken.  
Motion passed 8 yes, 1 no.

4. **Future Agenda Items** – Both the Advisory Committee and Finance Committee are working on things that will be presented to the board at a future date.
5. Motion to Adjourn – motion to adjourn by Paula Cummings, and seconded by Jason Angell. Motion approved.  
Meeting adjourned at 2:46 pm

Minutes prepared by Andy Soucek, reviewed by Michael Ostrowski and Richard Holden.



## Conservation, Education & Economic Development Committee Report

### June 2016

#### **PETER MANLEY**

*Wood County UW-Extension Community Resource Agent*

- I made input into the April 2 CEED Committee meeting and processed necessary financial paperwork.
- I participated in initial screening for filling the Horticulture position.
- I participated in screening applications for filling a secretary position.
- I helped prepare our team's presentation for the Blueprints year-long workshop, May 17.
- I facilitated the Employee Feedback Group meeting, May 18.
- I attended the Central Wisconsin Economic Research Bureau's 1<sup>st</sup> Quarter Economic Analysis meeting, May 20.
- I hosted a community development webinar on "Community Heart and Soul" process initially developed in Iowa that emphasized citizen participation.
- I conducted, with Chris Viau, a COLORS training for Human Services staff, May 25.
- I spoke at a Leadership Class Graduation, May 26.
- I conducted two call-in radio shows.
- I attended two trainings on broadband and technology in Extension, May 9-11.
- I attended a North Central Region Department Head meeting, May 23.
- For the CRD Department, I attended a Faculty Meeting, May 23 and a Standards, Rank and Promotion Committee meeting, May 26.
- I helped coordinate and attended a meeting on the Extension Reorganization, May 31.

#### **MATT LIPPERT**

*Wood County UW-Extension Agriculture Agent*

- Attended a two day in-service on alfalfa production for dairy systems at the UW –Arlington Research Station. This program was provided by state specialists after they received feedback about not providing this opportunity to our own agents after providing this to agri-business often. It was a valuable program.
- Met with Farm Tech Days 2018 committee. I will be available to discuss happenings at the state level with support for Farm Tech Days from UW-Extension as there has been some publicity on changes in Extension policy in the press.
- Met with the Marshfield Chamber of Commerce Agri-Business Committee. Plans for outstanding senior recognition and Friend of Agriculture selection were completed. These recognitions will occur the Dairy Fest breakfast in Marshfield in early June.
- Published two issues of the Cranberry Crop Management Journal, a publication our county office produces with support with a grant from the Wisconsin Cranberry Marketing Board. We commit to produce ten newsletters providing crop management information during the growing season.
- I was interviewed on both WDLB and WFHR as part of our Extension weekly segment for both of these stations.

- I met with the Central Wisconsin Agriculture Specialization Team.
- I was part of a team that is screening candidates for the Horticulture Educator and the office support staff positions.
- Responding to a heavy load of phone correspondence regarding Emerald Ash Borer, other horticulture and agriculture related questions.

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## SARAH SEIGEL

*Wood County UW-Extension Family Living Educator*

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- Provided Financial Grab & Go resources/education materials at St. Vincent de Paul on May 2. On the first Monday of each month I provide financial resources to residents who are being screened for the Food pantry.
- Talked on the radio (WDLB) on May 3. Topic was *Giving your Children Allowances*. I discussed the importance of early financial education with children and how giving your child an allowance is tied to early financial education.
- Attended the Nekoosa/Ho-Chunk Head Start parent meeting on May 3. The education component for the parent meeting was *End of School Year and Summer Activities*. The parents also received their monthly Money \$mart in Head Start newsletter on *Organizing your Finances*.
- Attended a statewide Health and Hunger Summit sponsored by Feeding America on May 4. The summit addressed the trends related to health and food insecurity along with educational presentations.
- Attended a MSTC Health and Wellness Promotion Advisory Board meeting on May 5. As a member of the board we review the overall program, curriculum and other program details.
- Listed to an Home and Community Education (HCE) liaison wisline on May 6. The wisline reviewed policies and changes to HCE at the state level in addition to how the restructuring of UW-Extension will effect HCE.
- Attended a program at Grant Elementary in Marshfield for their CLC program on May 6. The topic of my table was family meetings and family meals. Parents and children were given resources which promoted both of these topics.
- Taught Busy Family – Healthy Family: Get Kids Exploring the Kitchen at McMillan Library on May 9. I taught two classes; one class at 1:00 and one class at 6:00 pm. The class covered nutritious eating, healthy snacks and getting kids involved in the kitchen. Parents and kids both attend the class.
- Attended the Home and Community Education (HCE) Spring Event at the Wood County Courthouse on May 10. The HCE ladies hold three events each year.
- Attended and had a booth at the Local Food Expo at the Marshfield Public Library on May 11. The Local Food Expo was sponsored by Marshfield Clinic: Healthy Lifestyles Coalition which I am a member of. Our UW-Extension booth focused on food safety, home food preservation and fruit and vegetable consumption.
- Presented to the south Wood County League of Women Voters group on May 12 at McMillan Library. The presentation focused on Wood County families facing poverty and food insecurity.
- Attended a program at Grant Elementary in Marshfield for their CLC program. The topic of my table was *Play with your Food: What happens when food is cooked?* The booth had interactive activities for the kids and parents to participate in. The overall program theme was Mad Science Night.

- Taught Becoming Money Smart at the Job Center on May 16.
- Talked on the radio (WDLB & WFHR) on May 17 and 19. Topic was *End of School Year and Summer Fun Family Activities*. I discussed the importance of ending the school year on a good note and all the summer fun family activities that are available for families in Wood County.
- Attended a meeting at Marshfield Area United Way regarding the community need for job skills, communication skills, and early financial education. The meeting was a brainstorming session for community partners who are coming together to offer solutions/education on these topics. May 17
- Listened to a short webinar on County Health Rankings on May 17. This webinar gave a background into the county health rankings which is used as a data source for my plan of work and other county programming.
- Listened to a WEAFCs membership wisline on May 18. I am a member of the membership subcommittee.
- Had a meeting with Erica Sherman from the Wood County Health Department regarding the Wood County Parenting News Program. Erica and I continue to update the parenting education program offered to new families. May 18
- Provided Financial Grab & Go resources/education materials at the Neighborhood Table on May 19. On the second to last Thursday of each month I provide financial resources to residents who are attending the free community meal.
- I delivered *Home Alone program* flyers to all the public Wood County School Districts on May 20 and 24. The flyers promote an online program that parents and children can take together to see if their child is ready for self-care. The flyers will be sent home with the children.
- Had a meeting with my Family Living colleagues from Clark, Portage and Marathon counties regarding programming needs and the possibility of cross programming. May 24
- Attended the Boys & Girls Club parent night on May 24. Provided interactive financial activities and education for both parents and children.
- Attended a program at Grant and Lincoln Elementary in Marshfield for their CLC programs on May 25 and 26. The topic of my table was *Family Activities*. The booth had interactive activities for the kids and parents to participate in to promote the importance of spending time together.
- Listened to a Focus on Family Living Wisline on May 26. The Wislines are once a month and focus on what is happening at the state and local level for Family Living.
- Attended a Multi-County UW-Extension Meeting in Marshfield on May 31. The meeting is presented by UW-Extension state staff and will begin to answer questions regarding the restructuring of UW-Extension.
- I attended coalition meetings throughout the month for the Healthy Lifestyles, Peach Street Farmers' Market, South Wood County Stuff the Bus, south Wood County Hunger Coalition.

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## JODI FRIDAY

*Wood County UW-Extension WNEP Nutrition Educator*

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- Taught 11 classrooms of Kindergarten students at three WRPS elementary schools for a total of nearly 200 teaching contacts. My lessons this month focused on the importance of eating breakfast and being physically active every day.

- Taught at the Women, Infants and Children (WIC) clinic four times this month to approximately 24 learners. My quarterly lesson focuses on the benefits of eating whole grains, how to identify whole grain foods and ways to include more whole grains in family meals.
- Attended four Wood County Staff meetings and one Wood/Portage County WNEP Team meeting.
- Participated in two WNEP Wislines for the Safe and Healthy Food Pantry Project. I have joined this State workgroup, focusing on the project initiation team. I plan to utilize the knowledge gained from this group with local pantries.
- Visited the South Wood County Emerging Pantry.
- Attended one Wood County Health Department Chronic Disease Management meeting.
- Meet with Waushara County Nutrition Educator Zina Soltis as her mentor. We discussed school end-of-year wrap up and documentation.
- Attended the nEXT Gen multi-county area meeting in Marshfield.

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### **CHRIS VIAU**

*Wood County UW-Extension 4-H Youth Development Educator*

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The following is an overview of Youth Development activities:

- 4-H Club and Program Management
  - 4-H Leaders Association Meetings
  - Plat Book Fundraiser Committee Support
  - Leadership Washington Focus Trip Planning and Logistics
    - Participant Orientation, Saturday May 7
  - 4-H Club and Volunteer Management concerns-Ongoing
- Central WI State Fair
  - Jr. Fair Board Meeting
  - Fair Entry- online system. Assist in implementation
- Other
  - Next Gen Agricultural Work Guidelines for Youth Steering Committee
    - New Project with National Children's Center for Rural and Agricultural Health and Safety
  - Cooperative Extension Volunteer In Preparation (Youth Protection) training rollout.
- Administrative
  - State and Regional Phone Conferences
  - 4-H Youth Development Liaison Responsibilities- 25% FTE

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### **KYLI BROWN**

*Wood County UW-Extension 4-H Program Advisor*

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- Attended the 4-H PALS and 4-H Leaders Association Meeting on May 23<sup>rd</sup>
- Presented some new Cloverbud curriculum at the North Central Region 4-H meeting on May 18<sup>th</sup> in Wausau.
- Attended the Junior Fair board meeting on May 18<sup>th</sup>

- Worked with 8 4-H counselors to play our June10 4-H Cloverbud Day Camp at Wildwood Park.
- Respond to phone calls and emails regarding 4-H enrollments, questions, feedback and planning meetings for 4-H.
- Did radio with two groups of 4-H youth on May 10<sup>th</sup> and May 12<sup>th</sup>.



### *Activities Report for Shane Wucherpennig May 2016*

- May 2 – Attended Judicial and Legislative Wood County Water Protection Subcommittee mgt.
- May 2 – Attended a Contractor/Builder Construction meeting at Sternweis Farms, Inc. to plan and discuss the building of Jerry's second Robot milking barn. I provided plan sets that I prepared for the group.
- May 3 – Attended Executive Committee meeting.
- May 3 – Visited Mike Duckett farm to discuss animal waste storage and a transfer system.
- May 4 – Attended CEED/ Judicial and Legislative meeting.
- May 4 – Attended CEED Meeting.
  - A. Updated committee on non-metallic reclamation issues at one site which has a new landowner. Tracy Arnold provided an update on a non-metallic reclamation issue. The company is willing to proceed with the reclamation; however, the new landowner has repeatedly denied them access to the site to complete the reclamation. Arnold informed the Committee she will be meeting with Wood Co. Corp. Counsel Kastenholz later today to discuss what options are available.
  - B. Discussed RC&D Membership Dues at previous CEED meetings, discussion was held on the RC&D membership dues increase vs. the services Wood County has received from RC&D. It was noted Wood County has not yet received the bill for the 2016 membership dues. Brief discussion followed. Shane recommended to rein-state the historical \$300 membership dues.
  - C. May 25th North Central Land & Water Conservation Association Meeting, Shane Wucherpennig reported Wood County is hosting this meeting, which will be held at the shelter at Nepco Lake County Park on May 25th. Supervisors Leichtnam and Ashbeck expressed interest in attending this meeting.
  - D. Shane Wucherpennig explained the 2017-2021 Capital Improvement Plan will include the purchase of 2 trucks to replace 2 existing County vehicles. The department is planning on replacing vehicle one in 2017 and the other in 2019.
  - E. Shane Wucherpennig reported he is part of a small group that will be reviewing a pay play modification proposal. There has been some concern regarding recruiting and retaining employees within the parameters of the current pay plan.
- May 4 - Met with Adam to discuss the FPP Tracking Webinar he listened in on.
- May 4 – Met with Amy, Brent, Laura and I to discuss the current pay play modification proposal that would be reviewed with oversight committees and then Executive committee.
- May 5 – Met with Drew Zelle to look at a couple of waterway designs for a toe wall and a rock lined waterway.
- May 9 – Attended a pasture soil health class/tour in Portage County.
- May 10 – Worked on waterway designs.
- May 11 – Worked on waterway designs.
- May 12 – Worked on waterway designs.
- May 13 – Coordinated mgt. for the Healthy Soil/Healthy Water committee to discuss our future goals for the group.
- May 16 – Attended Judicial and Legislative Wood County Water Protection Subcommittee mgt.
- May 17 – Attended County Board.
- May 17 – Met with Russ Feingold and his staff in the Land and Water Conservation office to discuss what we do and how we work with ground water issues.
- May 18 – Met with Lynette Netter to go over Lee Accola Nutrient Management plan.
- May 19 – Lee Deboer site to dig test holes for a Feed Leachate Collection Tank.
- May 20 – Attended a PACRS meeting in Arkdale, WI.
- May 23 – Summer Intern Wednesday J Jordan started and we had a staff meeting to introduce and update everyone on

monthly activities. She will be with us until August 19<sup>th</sup>, 2016.

- May 24 - Met with Randy Pliska to survey roof lines for rain gutters and underground outlets and to discuss resource concerns and cost-sharing.
- May 25 – All Staff attended the North Central Land & Water Association meeting. Wood County hosted the meeting at the Nepco shelter bldg.

## *Activities Report for Tracy Arnold 5-2016*

### **Wildlife Damage Abatement and Claims Program**

- Maintaining DNR database with current Wood County information
- Waiting for items to be entered/corrected before we can submit the 1<sup>st</sup> QTR reimbursement
  - Lori has been working and coordinating the corrections
- Acquiring temporary fence supplies for apiaries to abate bear damage
- Submitted 2 permanent fence designs to be approved by DNR
- Met with several landowners about enrollment into Wildlife Damage Program
- Completing enrollment paperwork with DNR database

### **Non-metallic mining reclamation program**

- No forfeiture payment from B & R Excavating to date (since June 12, 2013)
- Updating NMM databases
- Facilitated a reclamation meeting regarding Badger Sandstone
  - numerous emails and phone calls associated with this
- Waiting for financial assurance one 1 reclamation plan before issuing the permit
- Reviewed Town of Saratoga's NMM ordinance revisions per April's request
- Issued new permit to Ladick Trucking

### **Land Conservation**

- Entering stream flow data into the SWIMS database for 16 sites (authorized by state to enter data)
- Conducted stream flow survey's on Five Mile, Two Mile and Bloody Run
- Working with DNR Nurseries to wrap up generic gel sales
- Continue to be Chair of the Youth Education Committee for the WI Land+Water
- Planning/Coordinating the North Central Reorganizational meeting that Wood County is hosting
- Secretary of the North Central Land and Water Conservation Area Association
- Attended the dedication for Don Aron Legacy Stone, May 27, 2016 @ 11
- Wrapping up the Rusty Crayfish Trapping Program with Pittsville High School
- Facilitating the purple loosestrife presentation to 76 4th-5<sup>th</sup> graders and started the bio-control projects at Grove Elementary and Port Edwards Elementary.
- Completed training on the Wisconsin First Detector Network
- Teamed up with Portage Co to develop a program on Prairies/Pollinators and presented and planted prairie seedlings at Mead Elementary with 37 students and Rudolph Elementary with 23 students
- Met with Senator Russ Feingold regarding our department programs
- Was asked to be part of the primary group for the Central Wisconsin Grassland Partnership
- Received a \$1,000 match grant from Wisconsin Farm Bureau, Wood County Farm Bureau and Portage County Farm Bureau to develop the F.E.D.S (Farming Education and Demonstrations in Schools) program



## **Activities Report for Adam Groshek – May 2016**

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

- ~Water sampling and test through AgSource Labs for determining the proper abandonment of Jackie Schueller's idle waste storage facility that has filled up with rainwater.
- ~Assistance with developing the Land & Water Conservation Department's Continuity of Operations/Continuity of Government Plan for emergencies.
- ~Design of modified Vegetated Treatment Area (VTA) for leachate design, leachate tank design and logistics, soil hand borings and investigations, and continuation of monitoring of Lee DeBoer's farm for prevention of manure overflow until permanent facility is constructed.
- ~Approval from WI DNR for approximately \$138,000 cost-share to assist Lee DeBoer in constructing an above-ground Slurrystore manure storage structure, associated piping and transfer systems, feed storage leachate collection tank, and VTA/stormwater collection area to treat up to the 24-hour, 25-year rain event.
- ~Review of future June 1<sup>st</sup>, 2016 wetland determination guidance and discussion with WI DNR on options for determinations without putting extra monetary and time burden on landowners interested in conservation projects.
- ~Site investigation of Jackie Schueller's 3 abandoned dug wells and adding a 4<sup>th</sup> well to the current well abandonment plan.
- ~Site visit for evaluating Randy Pliska's Roof Runoff project to keep all of the clean rainwater out of the concrete manure-laden barnyard and minimize the risk of manure runoff from his farm.
- ~Site visit to document location of Frank & Leslie Sojka's well-to-be-decommissioned, putting plan set together for proper abandonment, and checking on contractor for proper abandonment.
- ~Discussion with a landowner near Marshfield to order the right type of prairie seed mix dependent on the soil type of his property.
- ~Farmland Preservation Program tracking tool webinar attendance.
- ~Assisting Weiler Dairy, LLC with the operation of the PLCs for their leachate collection and transfer systems.
- ~Attendance of the Pasture soil health workshop/field day for soil health at Bill Kolodziej's farm in Portage County.
- ~Preliminary calculations for earthwork and concrete volumes for Jon Pankratz's planned dairy expansion.
- ~Site visit to investigate a complaint of manure being stacked outside a waste storage facility at Rudy Borntreger's farm. Worked with Shane Wucherpfennig on a letter to enforce action to correct the issue.
- ~Along with other Land & Water Conservation department staff attended a meeting with Russ Feingold and staff to discuss what our department does and the current projects we are working on.
- ~Assisting and investigating the options for Rock Inn Dairy to expand or add another waste storage facility to their farm.
- ~Assisting Tracy Arnold with the LWCD's monthly streamflow testing of streams in eastern Wood County.
- ~Discussion with Eric Brock on his installation of a new bed-pack barn for his 75+ beef cows in 2016.
- ~Putting a plan together for the proper closure of a Gehrke well near Milladore.

### ***Activities Report for Lori Ruess May 2016***

- Budget review and reconciliation
- Answered phone and front desk questions.
- Meetings with Caitlin Carmody and Jodi Pingel to discuss payroll corrections.
- Reviewed general ledger and payroll registers and completed journal entries to correct January, February, March, and April payrolls.
- Attended May 11<sup>th</sup> and May 16th staff meetings; typed minutes and emailed to staff
- Compiled information for the Land & Water Conservation Department's Continuity of Government (COG)/ Continuity of Operations Plan (COOP).
- Reviewed nutrient management plan files and sent letters to 21 landowners who have not submitted their 2016 nutrient management plan.
- Vouchered incoming invoices and requested checks.
- Completed April sales tax report and submitted report to Finance.
- Completed journal entry request for monthly fuel charges from Highway Dept. and forwarded to Finance
- Attended meeting with Russ Feingold to discuss Land & Water Conservation programs.
- Attended May 18<sup>th</sup> employee feedback meeting.
- Completed a cost-share contract for Jackie Schueller.
- Filing and tracking 2016 nutrient management plans as they come in.
- Organized County Board and CEED packet information for County Clerk's office.