

AGENDA
CONSERVATION, EDUCATION AND ECONOMIC DEVELOPMENT COMMITTEE

DATE: Wednesday, October 4, 2023

TIME: 9:00 a.m.

LOCATION: Wood County Courthouse – Room 114

1. Call meeting to order
2. Declaration of Quorum
3. Public Comments (*brief comments/statement regarding committee business*)
4. Review Correspondence.
5. Consent Agenda.
 - a. Approve minutes of previous meetings
 - b. Approve bills
 - c. Receive staff activity reports
 - d. Receive committee reports
6. Review items, if any, pulled from Consent Agenda.
7. Risk and Injury Report
8. Land & Water Conservation Department
 - a. Grazing Tour at Behlen Farm
 - b. Discuss, review and possible action on Foreign Ownership Resolution
 - c. Discuss 2023 Wisconsin Act 32 relating to membership in county land conservation committees
9. Private Sewage
10. Land Records
11. County Surveyor
12. Planning & Zoning
 - a. Review and approve resolution for unanticipated revenue from BEAD grant.
13. Economic Development
 - a. Update from the City of Pittsville and consider release of 2023 Economic Development funds for \$20,000 and \$35,000.
 - b. Review status of 2023 REDI implementation funds and Economic Development grants.
 - c. Discuss what economic development means to Wood County.
 - d. Uniquely Wisconsin update.
 - e. Review Economic Development Grants for 2024 with dollar limit of \$400,000.
14. Extension
 - a. General Office Update
 - b. 2024 Contract Review
 - c. 2023 Clean Sweep Recap
15. Requests for per diem for meeting attendants
16. Schedule next regular committee meeting
17. Agenda items for next meeting
18. Schedule any additional meetings if necessary
19. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2480 480 1634

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m9770f3df3c1cd1bd492fc154419034a4>

Meeting number (access code): 2480 480 1634

Meeting password: 100423

MINUTES
CONSERVATION, EDUCATION, & ECONOMIC DEVELOPMENT COMMITTEE

DATE: Wednesday, September 6, 2023

TIME: 9:00 AM

PLACE: Courthouse – Room 114

MEMBERS PRESENT: Bill Leichtnam, Dave LaFontaine, Laura Valenstein, Jake Hahn,
Tom Buttke, Carmen Good

OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chairman Leichtnam called the meeting to order at 9:00 AM and declared a quorum present.
2. There was no public comment.
3. Correspondence included the CEED Tour, scheduled for Friday, September 29th. Let Planning & Zoning know by September 22nd if attending. Legislation dealing with the FSA member on the Land Conservation Committees, as well as a resolution from Clark County on foreign owned farm land.
4. Motion by LaFontaine/Buttke to approve the consent agenda. Motion carried unanimously.
5. Grueneberg introduced the new County Planner, Emily Arndt, and the new Code Technician, Bradley Cook.
6. Grueneberg reviewed the open records request sent to municipalities requesting assessor information to be included on our GIS site. Because this information is housed with a third party entity, they will only provide the information for a charge. Other avenues are being explored.
7. Grueneberg presented six 2024 Planning & Zoning Dept. budgets, reviewed variances, and answered questions. Motion by LaFontaine/Buttke to approve the Planning & Zoning budgets as presented and forward to the Operations Committee. Motion carried unanimously.
8. The South Wood County Airport is requesting the release of the 2023 Economic Development grant funds totaling \$15,000. Airport Manager Jeremy Sickler provided and update and fielded questions. Motion by LaFontaine/Valenstein to approve the release of \$15,000 Economic Development grant funding to the South Wood County Airport. Motion carried unanimously.

9. Grueneberg provided an update on broadband in the county and informed the committee about an upcoming special order of business at county board from Bug Tussel outlining their progress.
10. Grueneberg updated the committee on the Uniquely Wisconsin broadcast featuring Wood County. Filming was done at the water ski show recently. A draft of the program should be available around the time of the WCA Conference.
11. The Economic Development budget was presented and discussed. Motion by Valenstein/LaFontaine to approve the Economic Development budget as presented and forward to the Operations Committee. Motion carried unanimously.
12. Wucherpennig invited the committee to attend a Grazing Tour, being held in Wood County. Anyone attending needs to inform the County Clerk's office so it can be posted as a meeting in compliance with the Open Meetings Law.
13. Wucherpennig presented a resolution for unanticipated revenue from DATCP. Motion by Hahn/Valenstein to approve the resolution and forward to the county board for their consideration. Motion carried unanimously.
14. The DNR requires a standard authorizing resolution, approved by the committee and signed by the chair, for the 2024 Surface Waters grant. Motion by LaFontaine/Hahn to approve the resolution as presented. Motion carried unanimously.
15. Wucherpennig presented the 2024 Land & Water Conservation Dept. budgets, reviewed variances, and answered questions. Motion by Buttke/LaFontaine to approve the Land & Water Conservation budgets as presented and forward to the Operations Committee. Motion carried unanimously.
16. Solin reminded the committee of the upcoming Clean Sweep occurring September 9th at the Town of Saratoga. Funding for next year's Clean Sweep has been approved.
17. Solin presented the 2024 Extension budget, reviewed variances, and answered questions. Motion by LaFontaine/Hahn to approve the Extension budget as presented and forward to the Operations Committee. Motion carried unanimously.
18. The next regular meeting will be held on Wednesday, October 4th at 9:00 AM.
19. Agenda items for next meeting:
 - a. Farm Service Agenda representative legislation
 - b. Clark County resolution, re: foreign ownership of farm land
 - c. Discussion of Economic Development carryover funds
 - d. Economic Development definitions
20. Motion by Buttke/LaFontaine to adjourn. Motion carried unanimously at 10:47 AM.

Minutes taken by Trent Miner, County Clerk, and are in draft form until approved at the next meeting.

Conservation, Education, & Economic Development Committee
September 6, 2023

[illegible]

Committee Report

County of Wood

Report of claims for: Extension Wood County

For the period of: September 2023

For the range of vouchers: 30230108 - 30230116

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
30230108	LUERSSEN HOLLY	4H Discover WI Lunch Expenses	09/05/2023	\$100.00	P
30230109	AMAZON CAPITAL SERVICES	Kitchen Supplies	09/12/2023	\$31.99	P
30230110	AMAZON CAPITAL SERVICES	Printing & Kitchen Supplies	09/12/2023	\$77.69	P
30230111	AMAZON CAPITAL SERVICES	Kitchen Supplies	09/12/2023	\$26.09	P
30230112	US BANK	September Credit Card Bill	09/26/2023	\$410.90	
30230113	CARBAJAL JASMINE	September Expenses	09/26/2023	\$407.89	
30230114	CARBAJAL JASMINE	September Expenses - Juntos	09/26/2023	\$57.11	
30230115	JAMES ANNA M	September Expenses	09/26/2023	\$69.56	
30230116	YOUNG WENDY	September Expenses	09/26/2023	\$351.92	
Grand Total:				\$1,533.15	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Land & Water Conservation

For the period of: September 2023

For the range of vouchers: 18230140 - 18230150

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
18230140	AGSOURCE COOPERATIVE SERVICES	Wastewater Testing	08/30/2023	\$80.25	P
18230141	ERTL JEFF	Cost Share/Streambank(J. Gust)	08/22/2023	\$2,440.00	P
18230142	REAL FENCE LLC	Cost Share/Fencing (Keuffer)	08/09/2023	\$30,262.05	P
18230143	NORTH CENTRAL LAND & WATER CONSERVATION	NCLWCA Conference	09/07/2023	\$60.00	P
18230144	GUST JON	Return Earnest Money	09/11/2023	\$390.00	P
18230145	CHAT-R-BOX RESTAURANT AND CATERING	2023 Grazing Tour Lunch	09/12/2023	\$443.00	P
18230146	STAPLES ADVANTAGE	Office Supplies	09/06/2023	\$147.47	P
18230147	AMAZON CAPITAL SERVICES	CEED Tour/Office Supplies	09/07/2023	\$39.57	P
18230148	BULGRIN TYLER	MDV Cost Share (Tyler Bulgrin)	09/21/2023	\$6,154.95	P
18230149	AMAZON CAPITAL SERVICES	Office Supplies	09/18/2023	\$72.35	P
18230150	US BANK	Office Supplies & Grazing Tour	09/19/2023	\$29.28	P
Grand Total:				\$40,118.92	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: Planning & Zoning

For the period of: September 2023

For the range of vouchers: 38230020 - 38230022 22230061 - 22230063

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
22230061	INDUSTRY SERVICES DIVISION	PS-August Permits	09/01/2023	\$2,800.00	P
22230062	US BANK	LR/ED/PL-Credit Card Charges	09/19/2023	\$226.84	
22230063	WOOD COUNTY 4-H ASSOCIATION	PS-Other PUBs, Subs & Dues	09/20/2023	\$33.08	P
38230020	MARYANN LIPPERT CONSULTANT LLC	ED-REDI-Broadband	09/05/2023	\$810.00	P
38230021	MARSHFIELD FAIRGROUNDS COMMISSION	ED-REDI Stuffy Funding	06/13/2023	\$43,900.00	P
38230022	GRUENEBERG JASON	ED-Broadband Meeting	09/07/2023	\$72.82	P
Grand Total:				\$47,842.74	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Extension Wood County staff led, delivered, planned or collaborated on all of the following activities:

4-H POSITIVE YOUTH DEVELOPMENT

Laura Huber, 4-H Program Educator

Jasmine Carbajal, 4-H Associate Educator (Marathon & Wood Counties)

- An outreach booth where Latinx families learned about 4-H programs like Juntos during the Latinx Registration Day at a local Wood County high school. The goal of the booth was to recruit Latinx families to Juntos and 4-H programs.
- A Wood County 4-H event where Wood county youth in 6th grade and up met with the Wood County Teen Leaders group to learn about events and projects for the 2023-2024. The goal of the event was to grow the Wood County 4-H Teen Leaders program.
- An outreach and educational booth where Latinx families in Wood County learned about resources in their community, including 4-H, and where youth explored sparks by participating in hands-on activities.

AGRICULTURE

Matt Lippert, Agriculture Educator

- A field study to determine the prevalence of a corn ear fungus, *fusarium graminearum*, that may impact the yield and feeding quality of corn was done with researcher Maxwell Chibuogwu UW Plant Pathologist; data points were needed in Northern and Central Wisconsin to determine the distribution of this and other ear fungi. I worked to find cooperators and fields to sample.
 - Fungal corn pathogens cause yield loss, storage loss and may produce toxins that compromise animal immune system performance when fed to cattle. Conducting this field survey increases the awareness of the distribution of different pathogens in various areas and environments around the state and also offer a glimpse into the fungal infection levels in this unique crop year of the drought of 2023. While dry conditions may reduce plant infection, corn plants weakened by drought may be more susceptible to corn ear fungi. This data collection was completed at the end of season before harvest, for further identification in the lab later in the season.
 - Discussions were held with participating growers, all dairy farmers, of cultural practices that affect the feed quality of the corn crop due to fungal infection.
- A peer-reviewed journal article submission, for Extension Agriculture professionals, where participants will learn about beef x dairy sire selection and calf care practices. The goal of this effort is to share our scholarly work derived from surveying 40 Wisconsin farms on the beef x dairy crossbreeding practices.
- A research-based educational article for dairy producers and agri-business professionals, where participants will learn about sire selection indexes and methods for selecting sires. The goal of this effort is to increase knowledge of dairy genetic proof terminology, and empower dairy herd managers to make selection decisions for their herds.



- Participated in pasture walks held in various locations around the state through the 2022 growing season. The goal of these events is to highlight specific methods and solutions that farmers can implement to improve their success in grazing.
- Planning for a small ruminant management program for goat producers, typically members of plain faith communities so that they may improve their production practices, profitability and sustainability of their goat management programs.
- Planning for development of factsheets/articles, longer publications, and videos on nutrition, genetics, & reproduction topics. The goal of this effort is to increase farmer, nutritionist, veterinarian, and other agribusiness professionals understanding of management of these topics to help improve farm sustainability and economic viability.

COMMUNITY DEVELOPMENT

Kayla Rombalski, Community Development Educator

- A series of meetings with a small group [Wood County Child Care Task Force Core Team] of Wood County representatives to draft and submit funding proposals for the Wood County Child Care Access Plan. The goal of this effort is to increase access and affordability of child care for Wood County families.

CRANBERRIES

Allison Jonjak, Cranberry Educator

- Small plot field research exploring the use of a new class of fungicides in concert with familiar registered fungicides, allowing cranberry growers to control disease while preventing fungicide resistance by using multiple modes of action, was developed.
- A large scale field research project studying the efficacy of registered and experimental chemistries against cranberry flea beetle in cranberry marshes was developed. This will enable growers to control the pest while maintaining crop health and safety.
- A research project studying the efficacy of registered and experimental chemistries against blunt-nosed leafhopper adults (the vector of an incurable disease), in cranberry marshes was developed. This will enable growers to control the pest and prevent transmission of the disease.
- A research project studying the efficacy of registered and experimental chemistries against blunt-nosed leafhopper nymphs (the vector of an incurable disease), in cranberry marshes was developed. This will enable growers to control the pest and prevent transmission of the disease.
- Research was conducted assessing remaining chemical controls of the cranberry flea beetle, on a four-acre field scale donated by a grower. Growers use this research to cope with a difficult late-season feeding insect.



FOODWISE

Hannah Wendels, FoodWise Nutrition Educator

Mallory McGivern, FoodWise Administrator

- A meeting of a coalition of local agencies (South Wood County Hunger Coalition) where they learned/discussed community and program specific updates, how many community members inquired about food insecurity each month, and how to support each other's programs to fulfill our purpose of the coalition. The purpose of this effort is to reduce hunger by increasing access to food for community members.
- A 5-week nutrition education series for fifth grade classrooms at Howe Elementary School, where students will learn about MyPlate, making healthy food and beverage choices, and about being physically active to help them to be healthier in school and at home.
- A partnership with ADRC, United Way, FOCUS Food Pantry, and the Housing Authority of Wisconsin Rapids that provides "Stockboxes for Seniors", a monthly food box service where low-income seniors can receive at least 10 pounds of pantry staples and nutritious foods. The goal of this partnership is to promote the boxes with community partners with the overall goal to improve food security.

HORTICULTURE

Janell Wehr, Horticulture Educator

- An in person horticulture course where Wood County residents and potential Master Gardener Trainees learn the fundamental principles of IPM based gardening to increase awareness and knowledge of resources to address environmental contamination and pollution due to overuse of horticulture chemicals in urban and suburban environments.
- An educational booth hosted by the Wood County Master Gardeners and Extension Wood County horticulture educator, where the general public learned about pollinator habitats, native plants, and general diagnostic questions. This effort is designed to increase awareness and knowledge of resources to address environmental contamination and pollution due to overuse of horticulture chemicals in urban and suburban environments.
- An interview for WFHR (radio station) where the Wisconsin Rapids area listening audience learned best practices for bringing houseplants indoors. This effort is designed to increase awareness of resources to address environmental contamination and pollution due to overuse of horticulture chemicals in urban and suburban environments.
- A communications committee meeting with the South Wood County Cultural Coalition, where committee members worked to develop a community cultural competency building toolkit for south Wood County residents and businesses. The goal of this effort is to increase community resilience through a sense of belonging.
- A therapeutic horticulture class (Bring them inside!) for community members aged 55+ at the YMCA aquatic center in Mosinee, where participants learned how to apply IPM principles to indoor plants, reduce stress on plants reintroduced to indoor climates through light mitigation, and proper watering techniques while supporting lifelong learning, healthy wellbeing, and positive socialization.



HUMAN DEVELOPMENT AND RELATIONSHIPS

Jackie Carattini, Human Development and Relationships Educator

- A 7-session course that helps adults of all ages to make end-of-life financial, healthcare, and final wishes decisions in order to reduce the stress experienced by survivors and to ensure that their wishes are honored.
- Two online workshops ("Rent Smart" in the Wood County Jail) per month where participants gain knowledge and skills essential for a successful renting experience. This effort is designed to encourage safe and sober housing stability.
- Financial coaching sessions with residents where we support them in setting and developing financial goals, designed to assist clients in developing the skills to meet basic needs. (Location type: Both) (Jackie Carattini)
- A series of monthly, in-person workshops (Rent Smart) for renters where participants gain knowledge and skills essential for a successful renting experience. This effort is to encourage safe and sober housing stability.
- An online program (Money Matters) for participants who want to improve their financial knowledge, where they complete 1-12 modules on different financial topics. The goal of the Money Matters modules is to increase participants' knowledge on topics such as credit scores and reports, making a spending plan, what to do when you can't pay your bills, and identifying financial strengths so that participants can apply these skills in the future.
- An online 6-session course for renters where participants learn how to find and apply for rental housing, understand their responsibilities as a renter, how to communicate effectively with their landlords, and manage housing expenses. Through this, homeless populations and those who have negative rental records are able to increase their ability to find and keep safe affordable housing, thereby increasing their stability and decreasing their reliance on public supports.

NATURAL RESOURCES

Anna James, Natural Resources Educator

- A Soil Health Field Day for farmers and agronomists in and around the Fourteen Mile Creek Watershed to better understand the steps to take to improve soil health on land they own or manage. This effort is designed to help farmers improve management for soil health to increase profitability and sustainability.
- Participation in the advisory panel of a local producer-led watershed group for farmers, conservationists and community members of the Big Eau Pleine watershed, by assisting with planning and facilitating activities geared toward increasing the awareness and adoption of conservation and ultimately water quality of the Big Eau Pleine and Wisconsin River watersheds.
- A survey of agencies and organizations that support farmer-led watershed groups in Wisconsin was conducted to better understand how these groups are functioning and the nature of support they receive from their partners. Results of the survey will be used to inform decisions about what types of support are most beneficial and most needed by the farmer-led groups.



- A social indicator survey for producers in the 10-Mile and 14-Mile Watersheds where producers participate in one on one interviews to share perspectives on water quality, details of production systems, and implemented conservation practices. The goal of this effort is to gain information about awareness, attitudes, constraints, capacity, and behaviors that are expected to lead to water quality improvement and protection.



Wood County, Wisconsin LAND AND WATER CONSERVATION DEPARTMENT

Activities Report for Barb Peeters - September 2023

- Answered phones, replied to emails and processed incoming and outgoing LWCD mail.
- Compiled LWCD payroll percentages and forwarded to Finance prior to Sept. 7 & 21 payroll.
- Reviewed payroll reports and payroll registers.
- Attended and typed minutes for Sept. 15th staff meeting.
- Processed no-till drill payments.
- Submitted Swift User Agreement with Register of Deeds for access to recorded contracts while Conservation Program Coordinator is on medical leave.
- Finalized catering for Grazing Tour at Behlen Farm. Purchased necessary supplies. Worked with Joe Behlen to finalize details & specifics for the actual tour.
- Processed invoice/payment for North Central Land & Water Assoc. Summer Meeting & Tour.
- Nominated LWCD coworker who demonstrated exemplary behavior consistent with the County's Core Values. Completed nomination form and submitted to Human Resources for 4th quarter.
- Attended Grazing Tour on September 6, handled set-up for lunch and assisted with clean-up.
- Ordered office supplies and processed invoice(s).
- Processed DATCP reimbursement request for 5 projects totaling \$73,883.20 (R. Armagost-livestock fencing; R. Armagost-establish permanent pasture; L. Keuffer-livestock fencing; L. Keuffer-establish permanent pasture; S. Pankratz-well abandonment).
- Submitted additional documentation requested by DATCP for well reimbursement request.
- Verified wildflower/seed mixes and prices with Pheasants Forever for 2024 Tree/shrub/seed sale.
- Created drafts of 2024 tree/shrub order form and tree/shrub species descriptions.
- Created drafts of 2024 wildflower/seed order form and wildflower/seed product descriptions.
- Took over as Wellness Committee representative for both the Land/Water & the Parks/Forestry departments (role formerly held by Sandy Green in Parks/Forestry who retired).
- Worked with Human Services staff to spruce up and update the three Wellness bulletin boards at Riverblock with 4th quarter information.
- Created draft of 2024 LWCD Newsletter and began compiling information.
- Notarized (five) nutrient management cost-share contracts and filed them.
- Worked with Human Services staff to move meetings around in order to reserve the Riverblock auditorium for the Golden Sands RC&D meeting on Nov. 16th, 2023.
- Typed bid letters for Keuffer water well project.
- Created & submitted order to printer for staff business cards.
- Transferred emails from Lori Ruess's Outlook account before account is closed by I.T.
- Updated various LWCD brochures displayed in LWCD lobby area.
- Electronically submitted staff reports/packet materials to the County Clerk's office for CEED packet.
- Organized County Board packet and electronically submitted to the County Clerk's office.
- Trained out in the field on soybean appraisals to assist as needed while Conservation Program Coordinator is on medical leave.
- Typed resolution for state of WI to revise policy on foreign ownership of farmland
- Attended CEED tour on Friday, September 29th.

Activities Report for Emily Salvinski

-September 2023-

- **Thursday, September 7.** Made up contract template for future buffer cost-sharing. Went to get signatures for no-till contract. Made up change order template for MDV contracts so I could add a field to contract. Took pictures of no-till fields.
- **Friday, September 8.** Helped with deer damage assessment. Made changes to cost-share paperwork (p calculations, mapping, spreadsheets) after 1 field was added to contract.
- **Wednesday, September 13.** Made up maps to use to take to farmer meeting. Made up 3 contracts for no-till and cover crop cost-sharing. Added contract information to gis.
- **Thursday, September 14.** Met with farmer to add soil test results to their nutrient management plan on snapplus. Put cover crop contract draft together. E-mailed list of paperwork needed to NMFE partner to get more NMFE payments out.
- **Friday, September 15.** In partial day. Attended staff meeting.
- **Tuesday, September 19.** Prepped water sample paperwork. Took water samples throughout the Mill Creek watershed to be analyzed for total phosphorus and total suspended solids. Added photos taken at sites to files.
- **Wednesday, September 20.** Stopped at 6 baseflow measurement locations in southeast Wood Co. Took baseflow measurements at 2 of 6, took photos of each. Added measurement data and photos to files and DNR's online monitoring results website.
- **Thursday, September 21.** Went on DNR's online monitoring website (SWIMMS) and looked for missing baseflow data that was taken in the past, specifically when there was no flow. Added to files.



Activities Report for Kendra Kunding – September 2023

- Assisted Kyle with soil test pits for Bauer manure pit construction plan.
- Read and reviewed the Wisconsin River TMDL.
- Read and reviewed the Mill Creek Watershed 9-key element plan.
- Completed the Lake Monitoring and Protection Network grant application.
 - Application was submitted by Shane to the DNR for approval on September 11th, 2023.
 - Since all materials were completed and signed, the pre-application will be converted to our final application per DNR.
- Learned corn appraisal protocol and process for the wildlife damage and abatement program.
- Completed hands-on training with the no-till drill to help better understand the components, allowing me to better assist farmers.
- Completed Marti Farms corn appraisal for the wildlife damage and abatement program.
- Completed Knuth Farms corn appraisal for the wildlife damage and abatement program.
- Attended the Grazing Tour held at Joseph and Sandra Behlen's farm.
 - Wood County Land & Water Conservation Department partnered with Grassland 2.0 to host the grazing tour.
- Transported no-till drill to Bauer's for inter seeding hay field.
- Transported no-till drill to Feltz's for planting forages.
- Transported no-till drill to Johnson's for planting cover crops.
- Transported no-till drill to Knuth's for planting cover crops.
- Read and reviewed ATCP 50: Wisconsin's Soil and Water Resource Management Rule.
- Read and reviewed Wisconsin Statutes Chapter 92: Soil and Water Conservation and Animal Waste Management.
- Created CEED Tour brochure.
- Attended the Golden Sands RC&D Waters Committee Meeting.
- Read and reviewed Wisconsin Legislature Chapter NR 151: Runoff Management.
- Read and reviewed Wisconsin Legislature Chapter NR 243: Animal Feeding Operations.
- Read and reviewed NRCS Conservation Practice Standard 590: Nutrient Management.
- Read and reviewed UW-Extension publication A2809: Nutrient Application Guidelines for Field, Vegetable, and Fruit Crops in Wisconsin.
- Assisted Emily with the Mill Creek water quality sampling.
- Prepared all 2023 soybean appraisal data sheets for the wildlife damage and abatement program.
- Participated in training on soybean appraisal protocol for the wildlife damage and abatement program.



LAND AND WATER CONSERVATION
DEPARTMENT

Activities Report for Shane Wucherpennig - September 2023

- September 1 – Field visit, emails, phone correspondence
- September 4 – tracking, project updates, landowner correspondence
- September 5 – Field visits, emails, phone correspondence, Database updates
- September 6 – CEED committee meeting
- September 7 – Virtual meeting and schedule field visits with landowners
- September 8 – Virtual meeting, Field visits, design work
- September 11 – Field visit, emails, phone correspondence
- September 12 – Wood County Grazing Tour – Joesph & Sandra Behlen Farm (Vesper)
- September 13 – Field visit, emails, phone correspondence
- September 14 – Virtual discussion on Golden Sands RC&D ED position & candidates, Candidates selection meeting in the afternoon
- September 15 – PACRS Meeting – Necedda Wildlife Refuge
- September 18 – Grazing Plan review/follow up with Luke Kueffer & Rick Armagost and Paul Daigle, Water & Land Solutions, LLC
- September 19 – Field visit, emails, phone correspondence
- September 20 – County Board meeting, NMFE Program virtual discussion
- September 21 – Golden Sands RC&D meeting – Wood County River block Bldg
- September 22 - Field visit, emails, phone correspondence
- September 25 – Vield Visits, Remote in p.m. (River block power outage)
- September 26 – Remote work (River block power outage)
- September 27 – Soybean appraisal training (Marti Farms) field visits, NMM correspondence with mine owners/operators
- September 28 – Follow up with NMM owners/operators, field visits
- September 29 – CEED Tour



Wood County WISCONSIN

OFFICE OF PLANNING AND ZONING

TO: Conservation, Education & Economic Development Committee

FR: Jason Grueneberg, Planning & Zoning Director
Emily Arndt, County Planner
Paul Bernard, Land Records Coordinator
Jeff Brewbaker, Code Administrator
Brad Cook, Code Technician
Victoria Wilson, Program Assistant
Kayla Rautio, Program Assistant

RE: Staff Report for October 4, 2023

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

Broadband Request for Information (RFI) – On September 7th, Wood County conducted a RFI with 5 broadband providers that have a presence in the County. A subgroup of the Wood County Digital Equity Solutions Team participated in the closed meetings. The purpose of the RFI process was to determine how we can support the grant applications of broadband providers that are working towards providing high-speed internet to every Wood County household and business.

Central Wisconsin Economic Development Fund (CWED) - On September 13th I participated in a strategic planning session for the CWED Fund. The strategic planning process was conducted to talk about the future of the fund and determine if the CWED could offer more loan opportunities beyond microloans and gap financing.

Economic Development Roundtable – On September 14th I participated in the Wood County Economic Development roundtable. Notes from the meeting are attached to this report.

Entrepreneur Ecosystem (EE) – On September 18th I participated in the Entrepreneurial Ecosystem meeting. At the meeting the status of REDI objectives and strategies pertaining to the EE was reviewed to determine what has been completed, is in progress, or not yet initiated.

Wood County Housing Task Force - On September 26th I participated in the organizational meeting of the Wood County Housing Task force. At the meeting REDI objectives and strategies were reviewed. Discussion took place on how the task force could be structured and function, and who should all be a part of the task force. The task force membership will be expanded prior to an official kick-off meeting that will be held at an undetermined future date.

Uniquely Wisconsin – Progress continues to be made on the Wood County Uniquely Wisconsin stories. A treatment for the C2 Makerspace story has been completed and interviews and filming will be scheduled soon. Some filming for the Power's Bluff story has been completed and work on the treatment will begin soon. The recording for the Wood County podcast has been completed and a draft recording has been circulated for feedback. Updates will be provided on when the stories and the podcasts are released.

2. **Planning & Zoning (Emily Arndt)**

1. Accepted into the Heart of Wisconsin Community Leadership Program

2. Toured Wood County with Jeff and Kayla
3. Began reviewing CSMs and Condominium Plats
 - a. I am working with Kayla and Victoria to find the most efficient way to organize this process.
4. Contacted Town of Cameron and started updating the community survey
5. Contacted Town of Rock and started organizing a survey review document
6. Started to plan how I will be organizing future Comprehensive Plans

3. **Land Records (Paul Bernard)**

- Parcel Mapping as needed
- Address Mapping as needed
- Helping Dispatch with Next-Gen 911 Implementation
- Helping Conservation with Non-Metallic Mining datasets

4. **Code Administrator (Jeff Brewbaker)**

08-28-2023- Cranberry Farm Certification TN: 05, Soils, Plan, Issued permit A+0 mound TN: 02, Soils and Sanitary 5br, 5 emp A+0 mound TN: 02, Soils Eval TN: 21, (2) Mound system insp TN: 01, 02, Investigated floodplain violation TN: 07.

08-29-2023- Soils Eval, plan review issued permit TN: 15, Reviewed mound permit TN: 22, Small Claims Court camper without septic system TN: 13.

08-30-2023- (3) Soils eval TN: 05, 15, 06.

08-31-2023- (7) sanitary insp TN: 22, 21, 02, 12.

09-01-2023- Vacation Day.

09-04-2023- Labor Day.

09-05-2023- Vacation Day.

09-06-2023- Kimball hydrograph well reading TN: 13.

09-07-2023- Soils eval, plan review, permit issued TN: 15, Floodplain meeting Glacial Lake Cranberry regarding State Hwy 54 repair, reconstruction, culvert rep.

09-08-2023- Floodplain permit WE Energies TN: 07, (3) soils eval, plan review, and issued permits TN: 14, 05, 16.

09-11-2023- Individual site design commercial system in fill TN: 07.

09-13-2023- Sick Time.

09-14-2023- Phone calls and appointments.

09-15-2023- After the fact shoreland zoning permit issued TN: 07, Soils eval, plan review issued permit TN: 13.

09-18-2023- Tour with office staff, (2) sanitary inspections TN: 12, 13, WI Fund Determination TN: 07.

09-19-2023- Worked on well permits.

09-20-2023- Soils eval for new house TN: 11, Phone meeting with State Water Management Specialist.

09-21-2023- (2) soils eval TN: 01, 22.

09-22-2023- Continued training of Brad regarding On-site waste. Soils On-site TN: 07

09-25-2023- (2) Soils eval TN: 12, 01, New well permit TN: 03, Soils, Plan, Permit Conv TN: 07.

5. **Code Technician (Brad Cook)**

08-31-2023- (5) mound inspections TN: 12,12,12,21,22

09-01-2023- (1) mound inspection TN: 12; <24, abs. cell, study for POWTS Exam

09-05-2023- (1) mound inspection TN: 20; >24, plow, abs.cell, (1) conventional insp TN: 07

09-06-2023- CEED meeting, holding tank insp TN:21, well permit TN 21.

09-07-2023- (2) conventional insp TN: 18,18, Cranmoor-Culvert meeting TN: 05

09-08-2023- (1) Reviewed soils, hydrograph, plan review, issued permit for new conventional TN: 18, reviewed soils, plan review, issued sanitary permit for <24 replacement mound TN: 19.

09-11-2023- (8) Inspection reports TN: 03,03,07,07,07,16,18,21

09-12-2023- (1) new conventional insp TN: 18, (1) shoreland insp/stream violation TN: 01, (1) well permit issued TN:18

09-13-2023- Reviewed soils, hydrograph, plan review, issued permit for new conventional TN: 18, (1) conventional insp TN: 13

09-14-2023- Apply for CST application, (2) well permits issued TN: 19,21, (1) A+0 mound insp,plow TN: 12, (1) inspection report TN: 02

09-15-2023- (2) well permits issued TN: 07, (1) geomat A+0 mound insp TN: 10

09-18-2023- (4) well permits reviewd and issued TN: 04, 10,17,18, (1) mound insp TN: 12

09-19-2023- (1) A+0 mound inspection, plow, abs. cell TN :11, (1) >24 mound insp, plow TN:15

09-20-2023- (1) holding tank plan review and issued TN: 16, (1) well permit issued TN: 07, (1) <24 mound insp, plow TN: 20

09-21-2023- (1) A+0 mound insp, plow, tanks, abs. cell TN: 03, (1) <24 mound insp, abs. cell TN: 20

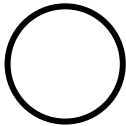
09-22-2023- (1) A+0 mound insp, plow, tanks, abs. cell TN: 15, (1) >24 mound insp, tanks TN: 20, (1) <24 mound insp, tanks TN: 20, (1) soils onsite TN: 07

09-25-2023- Reviewed soils, hydrograph, plan review, issued permit for new conventional TN: 18, (1) conventional insp TN: 07, (1) soils review, <24 mound plan reviewed and issued TN: 28, study for POWTS exam

09-26-2023- (3) well permits reviewed TN: 18, 19, 28, Reviewed soils, hydrograph, plan review, issued permit for new conventional TN: 18, (1) soils reviewed, >24 mound plan review TN: 07, (1) soils reviewed, <24 mound insp TN: 17, study for POWTS exam

6. Office Activity (Victoria Wilson & Kayla Rautio)

- a. Monthly Sanitary, Zoning and Well Permit Activity – There were 14 sanitary permits and 10 well permits issued in September 2023.
- b. Septic Maintenance Notices – Past due maintenance notices for 634 property owners were mailed out on Monday September 25th, 2023 with a due date of October 26, 2023 to verify service events have been entered in to our online system.
- c. ArcGIS Pro Software Projects – Victoria & Kayla continue to assist Paul with various GIS mapping projects.
- d. Historical Sanitary Permit Scanning – Victoria and Kayla continue to work on scanning in sanitary permits from the 1970's.
- e. Attended the following meetings/trainings & activities:
 - i. September 6th CEED meeting (VW)
 - ii. September 18th Field work with Code Administrator (KR)
 - iii. September 21st Operations Budget hearing (VW)
 - iv. September 25th Citizen's Groundwater Group (KR & VW)
 - v. September 29th CEED Tour (VW)



RESOLUTION#

Introduced by
Page 1 of 1

CEED and Operations Committee

ITEM# 4 -
DATE October 17, 2023
Upon Passage and
Effective Date Publication

Motion:

Adopted:

1st

Lost:

2nd

Tabled:

No:

Yes:

Absent:

Number of votes required:

☒ Majority

☐ Two-thirds

Reviewed by: PK, Corp Counsel

Reviewed by: EN, Finance Dir.

BAP

INTENT & SYNOPSIS: To seek County Board approval to request the State of Wisconsin to revise its policy of Foreign Ownership of Farmland.

WHEREAS, according to the United States Department of Agriculture (USDA), as of December 31, 2020, foreign agricultural entities in Wisconsin own over 500,000 acres of land in the state, with that number having risen by over 25,000 acres from 2019 to 2020 alone, and

WHEREAS, Wisconsin law currently allows for ownership of up to 640 acres of agricultural or forestry land per foreign company or foreign individual, and

WHEREAS, the COVID-19 pandemic illustrated the need to localize supply chains, especially for food and medicine, and to keep them out of the hands of adversarial governments and those entities associated therewith; and

WHEREAS, it would be prudent to limit the exposure of such critical supply chains to governments and associated entities who routinely abuse human rights, violate international trade law and labor standards, and seek to upend fair markets through state owned enterprises, monopolization or means that otherwise threaten food security and the Wisconsin family farming tradition; and

WHEREAS, it would be to the benefit of the citizens of Wood County, the State of Wisconsin and the United States to have local farmland be held by United States citizens, permanent residents of the United States, and companies incorporated in the United States that aren't controlled by foreign entities; and

THEREFORE BE IT RESOLVED, that the Wood County Board of Supervisors does respectfully request that the State of Wisconsin, in the next Legislative biennium, review and revise its policy on foreign ownership of farmland; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded by the County Clerk to the Governor of the State of Wisconsin, all members of the State Legislature, all County Land Conservation Departments in Wisconsin, the Wisconsin Land + Water Conservation Association and the Wisconsin Counties Association.

{ }

Bill Leichtnam (Chair)

Tom Buttke

Jake Hahn

Dave LaFontaine

Laura Valenstein

Carmen Good – Citizens Member

Adopted by the County Board of Wood County, this day of 20 23 .

County Clerk County Board Chairman

Rural Economic Development Initiative (REDI) Roundtable

Meeting Minutes

Thursday, September 14, 2023 from 9:30-11:30 hosted by Main Street Marshfield at Simplicity Credit Union - Marshfield Mortgage Center



Attendance:

- **Angel Whitehead**- Centergy
- **Jason Grueneberg**- Wood Co. Planning & Zoning
- **Kaelie Gomez**- Main Street Marshfield
- **Karen Olson**- Marshfield Area Chamber
- **Kayla Rombalski**- Extension Wood County
- **Kyle Kearns**- City of Wisconsin Rapids
- **Melinda Osterberg**- WEDC
- **Mike Hobbs**- City of Pittsville
- **Nicki Anderson**- City of Marshfield
- **Sam Wessel**- North Central Wis. Regional Plan Commission
- **Sara Guild**- Mid-State Technical College
- **Staci Kivi**- Heart of Wisconsin Chamber
- **Sue Campbell**- Simplicity Credit Union/ Exclamation

Minutes:

1. **Welcome and Introductions** were shared.
2. Minutes from the last meeting were acknowledged: [W Minutes 2023-08-10 REDI Roundtable](#)
3. Discussion was held on an **economic development specific website for Wood County**.
 - a. Kyle Kearns introduced the idea and began discussion. Resourced identified included:
 - [Golden Shovel Agency](#)
 - WEDC's [Talent Attraction Co-Op Initiative | WEDC](#) (Did not have any applicants last year. An application might have favorable odds)
 - [North Central Wisconsin Entrepreneurship Portal](#)
 - [Centergy's Central to Success website](#) and/or expansion of existing community ED websites.
 - b. A next step was identified: meeting specifically to grind through these resources, establish timeline and process, and funding. Potential to secure funds to jump start things. Still approx \$60,000 in REDI implementation funds.
 - Contact Kayla if interested in this. Will meet during [WEDA Conference](#) in Wausau (September 27-29) or immediately following the October 12 REDI Roundtable meeting.
4. **REDI Strategy Group Updates**
 - a. **Broadband / Digital Equity Solutions Team (DEST)** **Lead: MaryAnn Lippert**
 - Previous meetings' minutes: [Minutes 08-17-2023 DEST](#)
 - Kayla and Jason provided an update on the RFI (Request for Information) process from ISPs (Internet Service Providers). The review team met with 5 ISPs (TDS, Country Wireless, Astrea, Frontier, and Bug Tussel). TDS is eligible for a program called enhanced A-CAM. The Broadband team has one plan if TDS accepts that program and one if they do not. Really looking at the Town of Lincoln and that area as underserved. Piecing together the ISP puzzle of what is a good fit where. The review team meets again tomorrow (9/15/2023).
 - The DEST decided at the August meeting to convene subgroups around the three goals (see minutes above).
 - Next meeting is Thursday, September 21 from 9:30-10:30 at Room #126 on the Mid-State Marshfield Campus and on Zoom.
 - b. **Entrepreneurial Ecosystem Steering Committee (EESC)** **Lead: Bobbi Damrow/Sara Guild**
 - Previous meetings' minutes:
[W Minutes 2023-08-07 Entrepreneurial Ecosystem Kickoff Meeting.docx](#)
 - Sara Guild gave an update on the EESC's activities. Recapped the kickoff meeting and strategy moving forward. The EESC is getting together next Monday (9/18/2023) to look at


opportunities and assess what is currently being done as it relates to the Entrepreneurial Activity portion of the REDI plan. They will then use the October meeting to assess where the gaps are/what are opportunities and see who else needs to be involved. We know there is a lot of work being done in entrepreneurship by different groups/entities, but not everyone knows who is doing what. Also the EESC's efforts align within and beyond our County borders.


- Sam Wessel shared that the report is done for the [North Central Wisconsin Regional Entrepreneurial Assessment](#)! The biggest take away based on the survey is that people/entrepreneurs just don't know which resources exist and where to go for support.
- The next meeting is Monday, Sept. 18th @ 2-3:30 pm at Wood County Courthouse

c. Child Care Task Force

Lead: Sue Smith/Kelly Borchardt

- Kayla shared that the Child Care Task Force has been working on the Dream Up! Child Care Supply Building strategic plan process. The group completed the Smart Goals and Budget found below and is waiting for approval from DCF to move forward.

 08-31-2023 Wood County Budget.xlsx /

 08-31-2023 Updated Smart Goal Workbook for Dream Up Wood County.xlsx

- The Child Care Task Force is also revising its original ARPA proposal to a slimmed down version of the original request. Waiting to hear back on an ARPA ad-hoc committee meeting date in October.
- Next meeting is TBD.

d. Housing Task Force

Lead: TBA


- Kayla shared that the Housing Task Force is in the process of launching now. Initial meeting request was sent out to the group that will be planning the agenda and invite list. They will meet and determine the kickoff date and time.
- Jason shared the desire for developers and non-governmental representatives to be involved. If you know of any developer folks that would be interested in participating let Kayla/Jason know. Looking for diverse representation on committee. Currently have a couple of realtors, Chairman Pliml, and others involved.
- Melinda shared that WHEDA is administering a new housing program, and involvement in that may be a draw for developers. she will learn more on Friday.
 - a) ["Residential Housing Infrastructure Loan Program"](#) Assembly Bill 264, now 2023 Wisconsin [Act 14](#): This competitive loan program allows a residential housing developer to apply for a loan to cover the costs of installing, replacing, upgrading, or improving public infrastructure related to workforce housing or senior housing. These costs are typically covered by the developer.

e. Branding Oversight Committee & Outdoor Recreational Mapping Team

Lead: TBA

- Last to launch. Coming soon!

5. Roundtable Updates

- a. **Kaelie Gomez**- Main Street Marshfield: Great to have folks downtown, there's a lot happening. Will share more on tour.
- b. **Karen Olson**- Marshfield Area Chamber: Would like to introduce the new MCHS president, Bob Chaloner. Comes to Marshfield Area from New York. He and Dr. Herman (CEO of MCHS) see value of the Clinic as part of the community. Will be getting involved in community activities. Recently MACCI hosted a CEO meeting. Also hosted a lunch and learn with Bauernfeind. Will be hosting more lunch and learn programs in the future. Leadership Marshfield class has kicked off.
- c. **Jason Grueneberg**- Wood Co. Planning & Zoning: CEED economic development grant decisions being reviewed by Operations Committee, and full board. May make changes/revisions to send back to the CEED Committee. The Wood County CEED Tour is coming up on September 29. This bus tour is a way to get County Board representatives and staff out and about. It will be a fun day! All are welcome to join. Brochure:  CEEDTOUR2023.pdf . Uniquely Wisconsin's stories are progressing. Will be covering the C2 Makerspace and Marshfield area soon, then Powers

Bluff for the Bluff to Bluff bike race. In addition the podcast on the ski show will be released at the end of this month.

- d. **Kyle Kearns**- City of Wisconsin Rapids:WR is a historic preservation community now, will adopt some historic districts in the next year or two. Development of a 38-acre parcel behind Walmart on 8th Street used for housing. Good opportunity along that corridor. Looking to utilize the benefits of being a "Connect Community" and engage downtown businesses more. Applied for a CEED ED grant to do a downtown Master Plan update. Busy time of year! Also applying for a grant with the State Historic Preservation Office.
- e. **Nicki Anderson**- City of Marshfield: Vandehey Waters has had a second full year of successful operation. Wenzel Plaza has seen record numbers for events. Last event is Maple Fall Fest this weekend on Saturday and Sunday. Working with Main Street Marshfield on Halloween and ramping up for winter programming. Steve Barg and City of Marshfield have revamped the position description for what was Josh Miller's role Hopeful to recruit some new candidates. Position is not more of an Assistant City Administrator.
- f. **Mike Hobbs**- City of Pittsville: Pittsville has increased building incentives and gap financing incentives. Working on a collaborative parks fundraising event. Makes parks more sustainable and with better upkeep. Downtown projects are moving forward. The School District is working on a building trades program charter school. Also working on a Connect Communities application. Losing 3 of 4 full-time staff people to retirements - Streets Dept. person, City Clerk, and Deputy Clerk. Presents an opportunity, but also a loss of institutional knowledge.
- g. **Staci Kivi**- Heart of Wisconsin Chamber: kicked off the new Teen Leadership program. Orientation last night - every teen and parents came. 14 participants in Community Leadership. Can take more, but need applications ASAP. Teen Leadership has tours in the morning and each section is based on clusters. Legislative breakfast - should have registration open by next week. October 20 at Mid-State in WI Rapids. Be on the lookout for that. Restarting Women in Business luncheon also.

6. **Discussion was held on meeting frequency and location.**

- a. Decision made to meet every other month in 2024 and continue to choose different locations across the County
- b. No pressure to attend, can always send an update for inclusion in the minutes by email.
- c. Meetings will remain the Second Thursday at 9:30. 2024 meetings will be January 11, March 14, May 9, July 11, September 12 and November 14.

7. **Adjourned** at 10:46 AM

8. **Walking Tour of Downtown Marshfield** with Kaelie Gomez, Executive Director of Main Street Marshfield

Upcoming Meetings: Second Thursday from 9:30-11:30 AM.

- | | |
|--|----------------------|
| ● October 12 - Marshfield Airport | ● March 14, 2024 |
| ● November 9 - Heart of Wisconsin Chamber | ● May 9, 2024 |
| ● December 14 - Marshfield Chamber | ● July 11, 2024 |
| ● January 11, 2024 - Aspirus Riverview | ● September 12, 2024 |
| Mid-State Simulation Center | ● November 14, 2024 |

Submitted by K. Rombalski, Wood County Extension



Wood County Planning & Zoning Office

Courthouse - 400 Market Street

P.O. Box 8095

Wisconsin Rapids, WI 54495-8095

Phone: 715-421-8466

2023 Wood County Economic Development Funding Request

Questions regarding eligible funding or this application should be directed to:

Jason R. Grueneberg, Director at 715-421-8478 or jgrueneberg@co.wood.wi.us

All applications are due by 4:30pm on Friday July 8, 2022.

Completed Applications should be emailed to Victoria Wilson at vwilson@co.wood.wi.us

Applicant Organization: CITY OF PITTSVILLE

Mailing Address: PO BOX 100

PITTSVILLE, WI 54466

Street Address (if different): 5318 FIRST AVENUE

Web Site: pittsvillewi.com

Organization Telephone: 715-884-2422

Contact Person/Title: TAMI HAHN/CITY CLERK-TREASURER

Contact Person Telephone: 715-884-2422 Email: cofpitts@tds.net

Request Overview - Provide a summary overview of your program or project and explain how it is consistent with and supports the *Wood County Wisconsin Rural Economic Development Plan*. The Plan can be found at

<https://wood.extension.wisc.edu/files/2021/04/Wood-County-REDI-Plan-FINAL-April-2021.pdf>

(If you require additional space, attach separate sheet.)

The City of Pittsville is asking for \$25,000 to continue the collaboration with Wood County to provide building incentives to increase the equalized value of the city and the county as well.

Developing a plan to address the housing needs throughout the county is the second bullet point in the Wood County Rural Economic Development Plan (REDI). The plan focuses on initiatives for bettering the quality of life and economic development.

The funding request will support our residential building incentive program which began on January 1, 2019 to address housing needs. Our incentive strategy promotes development of new housing.

Please reference the attached incentive information.



Wood County Planning & Zoning Office

Courthouse - 400 Market Street

P.O. Box 8095

Wisconsin Rapids, WI 54495-8095

Phone: 715-421-8466

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Applicant Organization: Click here to enter text.

Mailing Address: Click here to enter text.

Click here to enter text.

Street Address (if different): Click here to enter text.

Web Site: Click here to enter text.

Organization Telephone: Click here to enter text.

Contact Person/Title: Click here to enter text.

Contact Person Telephone: Click here to enter text. Email: Click here to enter text.

Request Overview - Provide a summary overview of your program or project and explain how it is consistent with and supports the *Wood County Wisconsin Rural Economic Development Plan*. The Plan can be found at

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The funding request will support our residential building incentive program which began on January 1, 2019 to address housing needs. Our incentive strategy promotes development of new housing.

Please reference the attached incentive information.

Return on Investment - Explain how the proposed program or project will provide a Return on Investment (ROI) to Wood County. Please be as specific as possible. *e.g. County funding allowed us to conduct 25 business prospects leading to the establishment of 2 new local businesses creating 10 full time jobs; County funding contributed to funding an entrepreneurial boot camp that led to the development of 12 business plans and the creation of 2 businesses employing 6 people.*

(If you require additional space, attach separate sheet.)

County funding allows our incentive program to grow and be able to provide additional residential units in the city. This in turn grows the tax base for both the city and Wood County.

Overall, a larger tax base means a lower tax rate which will enhance economic development.

2019 & 2020 were very successful. The COVID pandemic hit and the building market came to a standstill with high building material costs and an availability problem. We feel that the “great migration” will happen soon and the building market will rebound strong with pent up demand.

See attached.

Funding Request Summary — Program/Project

(If you require additional space, attach separate sheet.)

	Requested Funding	Total Organization Budget	Other Funding – e.g. grants, volunteers, donations
Wages & Benefits			
Office Supplies & Expenses			
Professional Services			\$25,000 rec'd in '20 from WC Grant. \$25,000 rec'd in '21. \$30,000 granted not Rec'd for '22.
Misc. or Other			
Total	\$25,000.00	Initial \$103,000	

Project Reporting Requirement - As a reporting requirement of receiving a Wood County Economic Development Grant, a 1-page summary program or project report will be prepared and presented to the Wood County Conservation, Education, and Economic Development Committee in 2022. Funding will not be released to the applicant prior to the reporting requirement being met.

This reporting requirement can be coordinated by contacting **Jason R. Grueneberg, Director at 715-421-8478 or jgrueneberg@co.wood.wi.us**

Estimated Projections for City of Pittsville's Building Incentive Grant				
Assessed Values on lots given Building Incentives				
2021 Tax Rates were used Constant thru 2024				
Values do not speculate additional homes, other than what are completed.				
Parcel #		January 2020 Values		
Rademan 1st Spec 31-00742		\$ 216,900.00		
31-00011B		\$ 297,300.00		
31-00723		\$ 109,600.00		
31-00747		\$ 15,700.00		
31-00746		\$ 15,700.00		
31-00666 (Duplex)		\$ 2,400.00		
31-00665 (Duplex)		\$ 10,000.00		
Rademan 2nd Spec 31-00730		\$ 14,900.00		
31-00672 (Duplex)		\$ 9,200.00		
	TOTAL	\$ 691,700.00		
Parcel #		January 2021 Values		
Rademan 1st Spec 31-00742		\$ 220,700.00		
31-00011B		\$ 297,300.00		
31-00723		\$ 227,700.00		
31-00747		\$ 250,200.00		
31-00746		\$ 303,500.00		
31-00666 (Duplex)		\$ 82,000.00		
31-00665 (Duplex)		\$ 10,000.00		
Rademan 2nd Spec 31-00730		\$ 194,600.00		
31-00672 (Duplex)		\$ 9,200.00		
	TOTAL	\$ 1,595,200.00		
Parcel#		January 2022 Values		
Rademan 1st Spec 31-00742		\$ 220,700.00		
31-00011B		\$ 297,300.00		
31-00723		\$ 232,700.00		
31-00747		\$ 250,200.00		
31-00746		\$ 303,500.00		
31-00666 (Duplex)		\$ 230,400.00		
31-00665 (Duplex)		\$ 230,400.00		
Rademan 2nd Spec 31-00730		\$ 194,600.00		
31-00672 (Duplex)Darr		\$ 9,200.00		
31-00106C Peters		\$ 243,800.00		
	TOTAL	\$ 2,212,800.00		
	Jan-23	\$ 2,232,800.00		
	Jan-24	\$ 2,232,800.00		

[illegible]

CITY OF PITTSVILLE					
BUILDING INCENTIVE FUNDS					
2019					
City funds to start account			\$103,000.00		
Paid Out Incentives				-\$53,000.00	
Reimb from 1st sold Spec Home			\$35,000.00		
2020					
Paid Out Incentives				-\$65,500.00	
CEED Grant Received			\$25,000.00		
2021					
Paid Out Incentives				-\$15,000.00	
Reimb from 2nd sold Spec Home			\$35,000.00		
CEED Grant Received			\$25,000.00		
Current balance in Building Incentive Account				\$93,400.00	
Includes bank interest and advertising expense)					
2022 expected grant funds are \$30,000 with \$21,000 estimated pay out incentives.					
building incentive funds					

BUILDING INCENTIVES IN THE CITY OF PITTSVILLE-2022

Spec Home Development Agreement

Money to purchase a lot anywhere within the city limits. Not to exceed the purchase price of the lot. The city would give a maximum lot cost of \$15,000.

A "Spec Home Development Agreement" is ONLY available to commercially licensed contractors to build a spec home. Qualifying lots must be within the city limits.

\$35,000.00 in "seed" money is available ONLY to commercially licensed contractors to build a spec home within the city limits. The "seed" money will be interest free until the house sells and occupancy is established. At that time the \$35,000 is due back to the city. If the house is finished but doesn't sell, builder has two years to pay back. If over two years the seed money is due back to the city plus interest at the rate of prime +1%.

The home must be completed within one year of receiving the "seed" money.

A basement is not required. A minimum of three bedrooms.

Not eligible in conjunction with the other incentives listed.

BUILDING INCENTIVE WITH THE CDA/CITY

On October 16, 2018, the council agreed to partner with the CDA to provide anyone interested in building a new home within the City of Pittsville. The incentive is 4% of the assessed value up to \$150,000 and 3% for above \$150,000 with a maximum of \$6000. The city will cover half and the CDA will cover half of the total incentive. Incentive is paid out after substantial completion is determined.

At the CDA meeting on Feb 5, 2020 the CDA eliminated the tiered percentage and moved to: 4% of the assessed value up to \$150,000 with a maximum of \$6000 incentive. Council approved this action on February 20, 2020.

DUPLEX INCENTIVE

\$9000 paid at substantial completion.

Built within a year of purchasing a lot, start of build, penalty for non-completion shall be \$2000/year.

Demo/Build Incentive

Parcel Number specific: 31-00416, 31-00404, 31-00396A, 31-00044

\$6000 paid when demo is complete to grade and flat.

Up to \$6000 towards the new structure when complete. The incentive is 4% of the assessed value up to \$150,000 and 3% for above \$150,000 with a maximum of \$6000. The city will cover half and the CDA will cover half of the total incentive. Incentive is paid out after substantial completion is determined.

September 20, 2023

Conservation, Education, and Economic Development (CEED) Committee;

THANK YOU for awarding the City of Pittsville two 2023 Economic Development grants. Our first grant is for resurfacing our Basketball, Tennis and Pickle Ball courts in the amount of \$35,000. Our second grant is for continued support of our Building Incentive Program in the amount of \$20,000.

We would not be able to do our projects without your support.

The resurfacing of our basketball, tennis and pickle ball courts has been completed. The total project cost was \$43,000. It was completed late June of this year. We paid \$21,500 to Midwest Sealcoat, LLC in February for the one half down payment and the remaining \$21,500 on June 26th. See attached copies of the transactions. The courts are located directly across from the city offices so we see that they are used so much more than before the resurfacing.

We have made great strides in our housing market. From the inception in January of 2019 through current, we have paid out \$160,500 in building incentives. From the "Spec Home Ceed Money" we have been reimbursed \$70,000 which is added back to the account for additional building incentive funds. We have gained \$2,555,500 in assessed value from the additional 10 homes that have taken advantage of our building incentives. We have very exciting news that has occurred in just the last two weeks. At the August council meeting, the council approved to double the incentive funds available for building a new home or duplex in the City of Pittsville. Because of the increased incentive funds, there are two investors that have purchased the remaining 13 vacant lots in our Spring Creek Subdivision. They are very motivated individuals with plans on improving the lots and marketing them more seriously than the previous owners. They already have two builders committed to building spec homes next year. We are really optimistic that this will raise interest to build new homes in Pittsville.



See the attached sheets for information on our building incentive program.

- Only new homes started/completed are in the five-year calculations. We have not made any assumptions for the next 5 years. We are confident that we will attract additional new homes, but do not want to have assumptions made. Additional new homes will make the increased revenues even better than estimated.
- 2019 & 2020 were very successful, then the COVID pandemic hit and the building market pretty much came to a standstill. We are confident that the “great migration” is beginning to happen and the building market will rebound.
- The 2022 mill rates remained constant. No changes were considered.
- The 2023 \$20,000 award is not included in the calculations since it has not yet been received.

We are very appreciative of your collaborative efforts for economic development.

The City of Pittsville

2/23/2023 11:50 AM

Check Register - Full Report - ALL
ALL Checks
GENERAL

Page: 1
ACCT

Dated From:

From Account:

Thru:

Thru Account:

Check Nbr	Check Date	Payee	Amount
23496	2/23/2023	MIDWEST SEALCOAT, LLC	
		1/2 DOWN FOR COURT RESURFACING PROJECT	
100-00-57620-000-000		PARKS OUTLAY +	21,500.00
		1/2 DOWN FOR COURT RESURFACING PROJECT	
		Total	21,500.00
		Grand Total	21,500.00

6/26/2023 9:50 AM

In Progress Checks - Full Report - ALL
ALL Checks by Payee
GENERAL

Page: 1
ACCT

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
<hr/>			
	6/26/2023	MIDWEST SEALCOAT, LLC	
		FINAL PYMT FOR RESURFACE COURTS	
100-00-57620-000-000		PARKS OUTLAY	21,500.00
		FINAL PYMT FOR RESURFACE COURTS	
			Total
			21,500.00
<hr/>			
Grand Total			21,500.00

Estimated Projections for City of Pittsville's Building Incentive Grant		
Assessed Values on lots given Building Incentives		
Values do not speculate additional homes, other than what are completed.		
Parcel #		January 2020 Values
Rademan 1st Spec 31-00742		\$ 216,900.00
31-00011B		\$ 297,300.00
31-00723		\$ 109,600.00
31-00747		\$ 15,700.00
31-00746		\$ 15,700.00
31-00666 (Duplex)		\$ 2,400.00
31-00665 (Duplex)		\$ 10,000.00
Rademan 2nd Spec 31-00730		\$ 14,900.00
31-00672 (Duplex)		\$ 9,200.00
	TOTAL	\$ 691,700.00
Parcel #		January 2021 Values
Rademan 1st Spec 31-00742		\$ 220,700.00
31-00011B		\$ 297,300.00
31-00723		\$ 227,700.00
31-00747		\$ 250,200.00
31-00746		\$ 303,500.00
31-00666 (Duplex)		\$ 82,000.00
31-00665 (Duplex)		\$ 10,000.00
Rademan 2nd Spec 31-00730		\$ 194,600.00
31-00672 (Duplex)		\$ 9,200.00
	TOTAL	\$ 1,595,200.00
Parcel#		January 2022 Values
Rademan 1st Spec 31-00742		\$ 220,700.00
31-00011B		\$ 297,300.00
31-00723		\$ 232,700.00
31-00747		\$ 250,200.00
31-00746		\$ 303,500.00
31-00666 (Duplex)		\$ 250,000.00
31-00665 (Duplex)		\$ 250,000.00
Rademan 2nd Spec 31-00730		\$ 216,900.00
31-00672 Darr-Vacant		\$ 9,200.00
31-00106C Peters		\$ 240,000.00
	TOTAL	\$ 2,270,500.00

Parcel#		January 2023 Values
Rademan 1st Spec 31-00742		\$ 220,700.00
31-00011B		\$ 297,300.00
31-00723		\$ 229,700.00
31-00747		\$ 250,200.00
31-00746		\$ 303,500.00
31-00666 (Duplex)		\$ 230,000.00
31-00665 (Duplex)		\$ 230,400.00
Rademan 2nd Spec 31-00730		\$ 197,000.00
31-00672 Darr Vacant		\$ 9,200.00
31-00106C Peters		\$ 245,000.00
31-00635 McDaniel (new home replaced old)		\$ 342,500.00
	TOTAL	\$ 2,555,500.00
	Jan-24	\$ 2,555,500.00

	FIVE YEAR		Estimated Tax Revenue from Previous Page Estimates	
	Used 2022 mill rate as constant through 2024			
	\$80,000 Investment		\$103,000 Initial Investment	None
	Wood County \$mill/thousand		Local at \$mill/thousand	School at \$mill/thousand
2020	4.89 mill rate	\$ 3,382.42	9.39 mill rate \$ 6,495.06	8.66 mill rate \$ 5,990.12
2021	5.20 mill rate	\$ 8,295.04	10.54 mill rate 16,813.41	8.51 mill rate \$ 13,814.43
2022	5.20 mill rate	\$ 11,806.60	10.54 mill rate 23,931.07	7.14 mill rate \$ 16,211.37
2023	5.20 mill rate	\$ 13,288.60	10.54 mill rate 27,409.27	7.14 mill rate \$ 18,567.57
2024	5.20 mill rate	\$ 13,288.60	10.54 mill rate 27,409.27	7.14 mill rate \$ 18,567.57
Totals	\$50,061.26		\$102,058.08	\$73,151.06
	63% ROI		99% ROI	
	based on the '20, '21 & '22 grants received.			
	The city has paid out \$160,500 incentive funds since January 2019 and from the Spec home			
	ceed money have been reimbursed \$70,000			
	Wood County Grant			

BUILDING INCENTIVES IN THE CITY OF PITTSVILLE-2023

Spec Home Development Agreement (Current dollar incentives are highlighted)

Money to purchase a lot anywhere within the city limits. Not to exceed the purchase price of the lot. The city would give a **maximum lot cost of \$15,000.**

A "Spec Home Development Agreement" is ONLY available to commercially licensed contractors to build a spec home. Qualifying lots must be within the city limits.

\$35,000.00 in "seed" money is available ONLY to commercially licensed contractors to build a spec home within the city limits. The "seed" money will be interest free until the house sells and occupancy is established. At that time the \$35,000 is due back to the city. If the house is finished but doesn't sell, builder has two years to pay back. If over two years the seed money is due back to the city plus interest at the rate of prime +1%.

On August 15, 2023, the "seed" money was raised to \$75,000.00.

The home must be completed within one year of receiving the "seed" money.

A basement is not required (unless required in the subdivision covenants). A minimum of three bedrooms.

Not eligible in conjunction with the other incentives listed.

BUILDING INCENTIVE for NEW HOMES (Current dollar incentive is listed last)

On October 16, 2018, the council agreed to partner with the CDA to provide anyone interested in building a new home within the City of Pittsville. The incentive is 4% of the assessed value up to \$150,000 and 3% for above \$150,000 with a maximum of \$6000. The city will cover half and the CDA will cover half of the total incentive. Incentive is paid out after substantial completion is determined.

On February 5, 2020, the CDA eliminated the tiered percentage and moved to: 4% of the assessed value up to \$150,000 with a maximum of \$6000 incentive. Council approved this action on February 20, 2020.

In 2022, the City agreed to cover the entire \$6000 incentive. "An incentive for building a new home within the City of Pittsville is available. The incentive is 4% of the assessed value up to \$150,000 with a maximum of \$6,000. The incentive is paid out after substantial completion is determined."

On August 15, 2023 the city approved to raise the incentive from \$6,000 to \$15,000.00.

DUPLEX INCENTIVE (Current dollar incentive is listed last)

\$9000 paid at substantial completion.

Built within a year of purchasing a lot, start of build, penalty for non-completion shall be \$2000/year.

On August 15, 2023 Council increased the incentive to build a duplex to \$15,000.

DEMO/BUILD INCENTIVE (Dollar incentives are highlighted)

Parcel Number specific: 31-00416, 31-00404, 31-00396A, 31-00044

\$6000.00 when demolition is complete, to grade and flat.

On July 19, 2022 Parcel 31-00383C was included. Demo amount for this particular parcel set at \$1,000.

On January 17, 2023 Council increased the Demo incentive to \$10,000 from \$6000.

\$10,000 when demolition is complete, to grade and flat.

Up to \$15,000 towards the new structure when complete.

“Up to” means 4% of assessed value up to \$150,000 and 3% for above \$150,000 with a maximum incentive payout of now \$15,000, payable upon the determination of substantial completion.



Wood County Planning & Zoning Office
Courthouse - 400 Market Street
P.O. Box 8095
Wisconsin Rapids, WI 54495-8095
Phone: 715-421-8466

2023 Wood County Economic Development Funding Request

*Questions regarding eligible funding or this application should be directed to:
Jason R. Grueneberg, Director at 715-421-8478 or jgrueneberg@co.wood.wi.us*

All applications are due by 4:30pm on Friday July 8, 2022.

Completed Applications should be emailed to Victoria Wilson at vwilson@co.wood.wi.us

Applicant Organization: CITY OF PITTSVILLE
Mailing Address: P.O. BOX 100
PITTSVILLE, WI 54466
Street Address (if different): 5318 FIRST AVENUE
Web Site: pittsvillewi.com
Organization Telephone: 715-884-2422
Contact Person/Title: TAMI HAHN
Contact Person Telephone: 715-884-2422 Email: cofpitts@tds.net

Request Overview - Provide a summary overview of your program or project and explain how it is consistent with and supports the *Wood County Wisconsin Rural Economic Development Plan*. The Plan can be found at

<https://wood.extension.wisc.edu/files/2021/04/Wood-County-REDI-Plan-FINAL-April-2021.pdf>

(If you require additional space, attach separate sheet.)

City of Pittsville's 2023 Project is to resurface our outdoor basketball/tennis courts and incorporate the ever so popular pickle ball courts on the existing tennis courts. Our project supports and is consistent with the Wood County Rural Economic Development Plan, referred to as the REDI plan, initiated by your committee. Wood County's REDI plan was developed to enhance the economic vitality of the county by focusing on initiatives for bettering the quality of life. The purpose of your REDI plan was to identify key initiatives that would lead to improved quality of place and economic opportunities. The initiatives are intended to attract new residents and visitors, and highlight the appealing qualities of the county. They focus on collaborative efforts to develop and implement plans to make recreational opportunities more accessible. Your team seeks to enhance partnerships by going beyond communication and into collectively implementing projects. (Please see additional attachment)

A goal identified in the REDI plan was to develop a comprehensive countywide outdoor recreational trail. Quoting your plan, participation in recreation can lead to a better quality of life, retaining and attracting residents and visitors. Additionally, physical and mental health can be improved by recreating outdoors. The County's 2020 Strategic Plan ties economic vitality to its outdoor attributes and amenities by directing departments to maintain, develop and MANAGE RECREATION AREAS to meet the needs of the County and to attract visitors and events to Wood County.

This project would be of great benefit to both Dexterville Park and North Wood County Park. Pittsville is directly between both of these Wood County Parks. Neither park have outdoor courts. We could provide basketball, tennis and pickleball to campers and visitors alike. The courts would be a great destination for the bike trail to connect the parks. The courts are located in our Riverside Park bordering the Yellow River and in between our two walk/bike paths. Location, location, location, isn't that the terminology realtors use to sell property?

We strongly feel this is a perfect collaboration project for Wood County and City of Pittsville to enter into.

Return on Investment - Explain how the proposed program or project will provide a Return on Investment (ROI) to Wood County. Please be as specific as possible. *e.g. County funding allowed us to conduct 25 business prospects leading to the establishment of 2 new local businesses creating 10 full time jobs; County funding contributed to funding an entrepreneurial boot camp that led to the development of 12 business plans and the creation of 2 businesses employing 6 people.*

(If you require additional space, attach separate sheet.)

County funding would allow the city to resurface basketball/tennis/pickle ball courts to make them more useable to residents of Wood County, campers and visitors of this area.

Our project intends to enhance the economic vitality and better the quality of life.

An improvement in a community located in Wood County would improve the county also.

Note: We have only received one quote at the time this application was due.

Contractor informed us that construction prices are rising weekly, so the final cost may very well be larger than indicated.

Funding Request Summary – Program/Project

(If you require additional space, attach separate sheet.)

	Requested Funding	Total Organization Budget	Other Funding – <i>e.g. grants, volunteers, donations</i>
Wages & Benefits			
Office Supplies & Expenses			
Professional Services	\$35,000	\$10,000.00	The city financed the installation in 1996 and 2 Resurfacings since. 1 st one we did ourselves & 2 nd one took a cheaper option to save money. We want to do it Right this time.
Misc. or Other			
Total	\$35,000	\$10,000.00	

Project Reporting Requirement - As a reporting requirement of receiving a Wood County Economic Development Grant, a 1-page summary program or project report will be prepared and presented to the Wood County Conservation, Education, and Economic Development Committee in 2022. Funding will not be released to the applicant prior to the reporting requirement being met.

This reporting requirement can be coordinated by contacting **Jason R. Grueneberg, Director at 715-421-8478 or jgrueneberg@co.wood.wi.us**



PROPOSAL

MIDWEST SEALCOAT, LLC

P.O. Box 193 • Dodgeville, WI 53533
Local 608-935-2081 • Fax 608-935-1441
1-800-504-7735
midwestseal@aol.com



PROPOSAL SUBMITTED TO:	DESCRIPTION OF JOB:
City of Pittsville Pittsville, WI	JOB 2 TENNIS ct & 1 BB ct
	ADDRESS
	CITY STATE
	DATE JUNE 30/2022

WE HEREBY PROPOSE TO DO THE FOLLOWING:

- ① Powerwash total Area to Remove all loose materials
- ② Prep all cracks & install Rite-way tape system to all cracks.
- ③ Remove 3 concrete Foundations on BB cts & Re install
- ④ Application of two coats Acrylic Resurfacer with sand to level & smooth courts
- ⑤ Application of two coats Sportmaster Coloucoat to total Area.
- ⑥ Layout & stripe all courts to include, Blue Pickleball Lines & courts \$42,000.00

WE HEREBY PROPOSE TO FURNISH LABOR AND MATERIALS COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS, FOR THE SUM OF \$ 42,000.00

WITH PAYMENT TO BE MADE AS FOLLOWS:

upon completion

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN _____ DAYS.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK IS TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL.

AUTHORIZED SIGNATURE

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

DATE ACCEPTED _____

SIGNATURE _____

SIGNATURE _____



“Economic Development” definition
(Ways to achieve “economic development”)

The CEED committee, these departments, and this Board of Supervisors ACTIVELY encourages & supports (sometimes financially) proposals & projects that seek to:

- 1) Encourage business & industry to locate in Wood Co.
- 2) Retain existing businesses & industry and encourage their expansion
- 3) Encourage workforce development (education, training, & re-training)
- 4) Promote tourism & recreational opportunities in Wood Co.
- 5) Provide opportunities for youth
- 6) Help develop childcare options so skilled workers can contribute to the workforce throughout their careers
- 7) Continue to develop infrastructure (roads, internet connectivity, airports, parks, trails, etc.)
- 8) Encourage urban & rural revitalization & long-term planning
- 9) Partner with Chambers of Commerce & regional planning organizations
- 10) _____
- 11) _____
- 12) _____
- 13) _____

#	Wood County Proposed Economic Development Grant Requests for 2024	Description of project	2024 Total Grants Requested	2024 CEED Approved
	<i>REDI Implementation</i>		\$50,000.00	\$50,000
	<i>North Central WI RPC</i>		\$41,500?	\$41,000.00
1	<i>Heart of Wisconsin Chamber of Commerce</i>	General Funding for Economic Development	\$25,000.00	\$25,000.00
2	<i>Wood County Parks & Recreation</i>	Site Plan for South Wood County Park	\$15,000.00	\$15,000.00
3	<i>War Room Museum & World History</i>	Operation Costs	\$37,600.00	Denied
4	<i>Marshfield Chamber of Commerce & Industry</i>	General Funding for Economic Development	\$25,000.00	\$25,000.00
5	<i>City of Marshfield</i>	Crosswalk	\$15,850.00	\$10,000.00
6	<i>City of Marshfield</i>	Historic District Signs and Brochure Holders	\$13,321.00	\$10,000.00
7	<i>Marshfield Municipal Airport</i>	General Funding for Economic Development	\$15,000.00	\$15,000.00
8	<i>South Wood County Airport Commission</i>	General Funding for Economic Development	\$15,000.00	\$15,000.00
9	<i>Village of Auburndale</i>	Park Improvements	\$50,000.00	\$50,000.00
10	<i>City of Pittsville</i>	Little League & Light Up the Pit Committee	\$120,000.00	\$100,000.00
11	<i>City of Marshfield Communications Department</i>	Video and Audio Equipment	\$10,000.00	\$10,000.00
12	<i>City of Marshfield Communications Department</i>	Survey Software	\$10,000.00	Denied
13	<i>City of Pittsville</i>	Flushable Toilets	\$54,000.00	Denied
14	<i>City of Pittsville</i>	Incubator	\$52,500.00	\$52,500.00
15	<i>Cent WI State Fair</i>	Electrical Upgrades	\$100,000.00	Denied
16	<i>Nepco Lake District</i>	Outdoor Recreation Opportunities	\$60,000.00	Denied
17	<i>Town of Grand Rapids</i>	Municipal Building Sign	\$32,800.00	Denied
18	<i>Marshfield Parks & Recreation</i>	Wenzel Plaza Restrooms	\$50,000.00	\$12,500.00
19	<i>Marshfield Parks & Recreation</i>	Braem Park pickleball courts	\$50,000.00	\$50,000.00
20	<i>Marshfield Parks & Recreation</i>	Strohman Park Redevelopment	\$25,000.00	Denied
21	<i>Wood County Health Department</i>	Bike Share Program	\$5,000.00	\$5,000.00

22	<i>Town of Saratoga</i>	Marquee Sign/LED Message Board	\$30,000.00	Denied
23	<i>Everett Roehl Marshfield Public Library</i>	Family/tech furnishings and improvements	\$15,000.00	\$15,000.00
24	<i>Childcaring</i>	Childcare-Start Up Assistance	\$40,300.00	Denied
25	<i>City of Wisconsin Rapids</i>	Waterfront Plan	\$25,000.00	\$25,000.00
26	<i>Rise Up Central WI</i>	Murals	\$25,000.00	Denied
27	<i>Main Street Marshfield</i>	Downtown Welcome Back	\$21,100.00	\$21,100.00
28	<i>Mill Creek Youth Foundation Corporation</i>	Youth Complex	\$100,000.00	\$25,000.00
29	<i>North Wood County Historical Society</i>	Upham Mansion Updates	\$113,255.71	\$50,000.00
30	<i>C2 Makerspace</i>	Advertising/Interns	\$35,000.00	\$5,000.00
	Total		\$1,185,726.71	\$627,100.00

Division of Extension – County Partnership Guidance

August 1, 2021

THANK YOU TO THE MANY COUNTY CONTRIBUTORS WHO MADE THIS DOCUMENT POSSIBLE!

Feedback was received and incorporated from the Wisconsin Counties Association (WCA) Executive Committee including representatives from Eau Claire, Fond du Lac, Marathon, Sauk, and Wood Counties, as well as other counties who expressed interest in reviewing the draft document including: Pierce, Marinette and Columbia Counties. UW-Madison Division of Extension appreciates the feedback received to develop this 'living' foundational document that will continue to evolve into the future.

OVERVIEW

The 100+ year partnership between UW-Madison Division of Extension (Extension) and counties has endured a great deal of change and our partnership continues to be crucial in providing educational services to the people of Wisconsin. Changes have occurred among both partners over the years. And, the codification of the partnership in state statute (Chapter 59), has not evolved with the changes.

The purpose of this document is to serve as a foundation that allows a new Extension committee member, county board member, or the general public an understanding of the benefits and responsibilities of the partnership between Extension and counties.

This document is not a legal contract. It was developed with input from the Wisconsin Counties Association Executive Committee which includes several county representatives to be broad enough such that each of the 72 counties can see themselves within the context of the partnership. The document is also not meant to prescribe specific details, such as how many support staff an office should have for example. There are certainly many factors that influence decisions like that, and in partnership, Extension is open to engage in those discussions to determine the best solution.

Moving forward, with this foundational document in place, the next step will be to form an advisory committee to assist with identifying topics that need further updates and clarification. Extension will work with the Wisconsin Counties Association (WCA) and the Wisconsin Extension Association (WEXA), affiliated with WCA, to establish a process to select advisory committee members. The committee will convene on an annual basis to strategize and focus attention on the partnership items that need clarification so the document can continue to grow and develop as we identify new topics to include and as our relationship evolves over time.

Our hope is this document continues to provide clarity between the relationship and how we can cooperatively partner to better serve the people of Wisconsin in the future. Together we can achieve more!

Division of Extension – County Partnership Guidance

[Preamble](#)

[Introduction](#)

[Purpose and Scope of Guidance](#)

[Extension Responsibilities](#)

[Role of the Area Extension Directors \(AEDs\)](#)

[Roles of Extension Employees](#)

[Role of AEDs and Performance Evaluations](#)

[Roles of Extension Volunteers](#)

[Administrative Duties serving the county](#)

[Partnering with the county to identify educational priorities](#)

[County Responsibilities](#)

[County Facilities](#)

[Office support](#)

[Supervision of County Employees](#)

[County Policy, Rules and Procedures](#)

[County Policy Impact on Extension](#)

[County Extension Oversight Committee](#)

[Mutual Responsibilities](#)

[Budget responsibilities](#)

[Hiring and Managing Vacancies](#)

[Professional Development](#)

[Nondiscrimination/Affirmative Action](#)

[Appendices](#)

[Our Purpose:](#)

[Link to Organization Chart -](#)

[Link to Division of Extension Staff Directory-](#)

[Link to Area Map w Director Names.pdf](#)

[136 County Contract template](#)

Preamble

Change is inevitable, and over the past 100+ years, UW-Madison Division of Extension (Extension) and counties have evolved to continue to meet the ever changing educational needs of our local and statewide constituents. It is Extension's hope and aspiration to grow and evolve in concert with the counties.

Both county government and Extension have evolved since the authoring of Chapter 59.56, which captures the foundations of the relationship between Extension and counties in state statute.

Notable changes include:

- Since the late 1990's, Extension educators have been 100% state employees having one employer and a uniform benefits program, and not employees of both the county and the state as outlined in 59.56(3)(c);
- Some counties have combined Agriculture and Extension Committees with other county departmental committees, which varies from 59.56(3)(b);
- And, the focus of our shared educational work has evolved from what is listed in 59.56(3)(f) and has required that Extension education become more specialized and focused to meet the more complex local and state needs.

Additionally, there are many other elements of the Extension-County relationship that are not specifically codified in statute that have evolved over time.

We recognize the need to make sure our changes are evolving in partnership with counties. While we have been responsive to changing county needs, this is an optimal time to reconnect and strengthen the mutual understanding of our partnership. We have mutual interests and we both depend on our partnership to meet these needs. This document is focused on the nexus of this interdependence.

Together we will engage in discussions that create a common understanding among counties that partner with Extension to best address critical educational needs. We believe we mutually agree on many aspects of the relationship. We know we can strengthen the understanding around aspects that may be more complicated or have yet to be defined.

ANNUAL REVIEW PROCESS:

This foundational document was reviewed by the Wisconsin Counties Association Executive Team which includes several county representatives in March of 2021. Several other counties also offered input. The next step will be to form an advisory committee to assist with identifying topics that need further updates and clarification. Extension will work with the Wisconsin Counties Association (WCA) and Wisconsin Extension Association (WEXA), affiliated with WCA, to establish a process to select advisory committee members consisting of Extension committee members and other critical decision-makers such as a county board chair, coordinator, administrator, or executive. The committee will convene on an annual basis to strategize and focus attention on the partnership items that need clarification so the document

can continue to grow and develop as we identify new topics to include and as our relationship evolves over time.

Introduction

Extension has been part of the University of Wisconsin System since 1906 and hired its first county-based educator, E.L. Luther, in 1912 in Oneida County. Both Extension and Wisconsin counties have benefited from the strong partnership to provide an array of educational programs that continue to serve the people of Wisconsin wherever they live and work. Fundamental to our mission to fulfill the promise of the Wisconsin Idea, Extension extends the boundaries of the university to the boundaries of the state. We establish beneficial connections with all of our statewide stakeholders including our connection to UW-Madison and other UW campuses, and our partnerships with county and tribal governments, as well as with other public and private organizations. Our faculty and staff continue their impactful work across the state to enhance the quality of life for all Wisconsin residents. Our educators don't lecture or give grades in a typical classroom. Instead, we deliver education to people where they live and work – on farms, in schools, in community centers and other locations that are convenient for people both virtually and/or face-to-face. Extension educators also engage with civic groups and county boards, write newspaper columns, participate in radio and TV programs, facilitate meetings and build coalitions to solve complex, high priority community needs. Extension brings the research, knowledge and resources of the University of Wisconsin to your community.

Purpose and Scope of Guidance

With over 100+ years of a successful partnership between Extension and counties, we understand there is a benefit of clearly defining the roles and responsibilities of the partnership so we can mutually meet the needs of the residents across Wisconsin. More specifically we hope this document serves to:

- Describe the types of services and programs that Extension provides to the county, based upon the level of educational services that the county agrees to invest in;
- Describe the types of services and resources the county will provide to host an Extension office in their county;
- Standardize the processes, responsibilities, and lines of authority between Extension and the county

Extension Responsibilities

Role of the Area Extension Directors (AEDs)

Extension fully invests in Area Extension Directors (AEDs) who oversee an area comprising from one to five counties each (Area Map with Directors is on page 13 of this document). These administrative positions are responsible for partnership management, staff development, financial management and program coordination.

Through the many interactions the AED has with county partners and local educators, the AED develops a solid understanding of the local needs and county priorities and helps to align Extension educational programs to ensure the programs address county needs. Educators also communicate local needs to their programmatic Institutes which collectively identify opportunities to address statewide needs. Some additional primary duties of the AED include:

- They serve as the county Extension Department Budget Officer and Administrative Officer for the counties in their area. Specific signatory authority is agreed to by the county to allow the AED to serve in this capacity.
- They are the hiring authority of Extension staff and serve as the direct supervisor of Extension educators, conducting annual and mid-point performance evaluations with each Extension employee.
- They are responsible for the regular operations of county Extension offices and provide oversight to county staff within the office.
- They support educators and staff who direct Extension volunteers. They engage when volunteer behavior concerns expand beyond coaching or if dismissal of the volunteer is warranted.
- They monitor and manage risk and liability situations that might arise.

Roles of Extension Employees

Fundamental to our mission to fulfill the promise of the Wisconsin Idea, Extension extends the boundaries of the university to the boundaries of the state. We establish beneficial connections with all of our statewide stakeholders including our connection to UW-Madison and other UW campuses, and our partnerships with county and tribal governments, as well as with other public and private organizations.

Extension faculty and staff educators assess local and statewide needs to develop and deliver educational programs that transform the lives of people in communities, with emphasis on addressing the local needs of youth, families, government, agriculture, businesses and others. Educators bring research-based information backed by one of six academic disciplines housed within Extension.

Informational brochures that highlight the educational outreach of Extension and each institute are listed below. An embedded link will take you to the specific page:

- [Division of Extension overview](#)
- [Agriculture Institute](#)
- [Community Development Institute](#)
- [Health & Well-Being Institute](#)
- [Human Development & Relationships Institute](#)
- [Natural Resources Institute](#)
- [Positive Youth Development Institute](#)

Institutes not only serve as the programmatic home of Extension employees but also include expertise from faculty and staff integrated with UW-Madison and other UW-colleges. This provides access to cutting-edge research and knowledge around issues that matter to the people of Wisconsin. Educational programs that are hosted at the local level are based on sound research-based knowledge.

Educational services are broadly defined and include the work that is included in an annual work plan for a particular educator in a geographic location. Educators, as state employees, have both county and state responsibilities and expectations, including participating on teams and/or research activities that support programming that benefits audiences statewide as well as locally.

The county will be a partner in identifying key educational priorities for Wisconsin residents, and in collaboration with Extension leadership, counties will identify local educational priorities for their communities. Experience has demonstrated that local priorities often align well with statewide priorities.

Role of AEDs and Performance Evaluations

Employees hired by Extension as part of the 136 County Contract are employees of Extension. They are subject to Extension personnel rules, policies, and procedures. Faculty, academic staff and university staff follow the guidance and policy appropriate to their respective appointment in Extension.

The AED is responsible for performance evaluations of Extension academic staff and University staff working in the county. Faculty are reviewed by their Academic Department Chair or Section Chair of their department. The county Extension oversight committee is encouraged to provide performance feedback for all the county-based educators to the AED to consider when conducting their review. And, the oversight committee is encouraged to raise concerns as well, although performance remediation of Extension staff is confidential, similar to county staff performance.

In some cases, through negotiation with the county, additional staff such as area or regional outreach specialists may be housed in a county office if space is available. The county benefits by having that additional resource located in their county. Terms and conditions will be negotiated by the AED between the county and Extension in those cases.

Roles of Extension Volunteers

Extension benefits from and relies on nearly 11,000 volunteers who serve to increase the educational delivery of programs in counties across the state. Any individual who meets Extension's definition of a volunteer and completes all registration requirements is considered an Extension volunteer.

Volunteers are an essential component of Extension's outreach. Extension enhances its ability to impact the lives of people in all areas of Wisconsin through the efforts of volunteers. Since volunteers represent Extension while providing the service outlined in their volunteer agreement letters, they must abide by the rules, regulations, and policies set by the University of Wisconsin-Madison, Division of Extension, and the State of Wisconsin. These include, but are not limited to Extension's Volunteer Behavior Expectations. In addition, volunteers must comply with federal nondiscrimination laws and policies. All volunteers are accountable to Extension while volunteering in Extension programs.

In support of the volunteers, Extension provides management, oversight, training, liability insurance and other benefits for volunteers while working in the capacity as an Extension Volunteer. Both Extension employees and volunteers are covered by Extension liability insurance while working to accomplish Extension's mission.

Administrative Duties serving the county

The AED has the privilege of serving as the county Extension Department Budget Officer and Administrative Officer for the counties in their area. The AED is often viewed by the county as the office Department Head in the county. In most situations, counties provide AEDs a Delegation of Authority (DoA) to provide signatory authority for Extension related county accounts and business activities for the county Extension office. A DoA formally authorizes and codifies this role with the county. The DoA document can be updated at any time. In some counties, the signature authority is maintained with a county employee or other designee. The county is asked to confirm the amount of signature authority it authorizes to the AED as a means to fulfill many of the roles of managing the office budget. Because most AEDs serve multiple counties, the AED may partner with an office staff member to assist with the day-to-day management of the office.

Partnering with the county to identify educational priorities

Assessing current and future educational needs is an ongoing process that counties, AEDs, local educators, program managers, and Institute Directors consistently engage in. This is often done through a more formal needs-assessment process which is broadly distributed to solicit input. Results are shared with key stakeholders. In addition, needs-assessment also occurs informally through normal daily conversations and monitoring of local and statewide trends.

Extension educators are asked to annually update their work plans and goals that serve the identified needs of residents within their geographic area, and contributions to statewide teams and programs. Educators regularly share summaries of programmatic goals and updates with their respective Extension oversight committee. Oftentimes situations arise in a given year which may require an adjustment to their work plan. The Extension committee will be kept abreast of changes throughout the year as the AED and/or educators share updates about programming and accomplishments.

Extension utilizes a program recording system to capture the outcomes and impacts from educators. This data is used by AEDs to develop monthly and annual reports. Special reports can be developed as requested throughout the year. In many rural counties, educators provide a written or oral report to the committee as frequently as monthly. In other situations, reports may be quarterly or even annually. Extension Committees should engage with their AED to strategize on how we can best share the impact and programs that are delivered to the county stakeholders.

County Responsibilities

County Facilities

The county agrees to provide office space, meeting space, telephone, computer, network connections for email and other communications, software, and other general office supplies. Extension does not dictate the level of support necessary from the county, but would expect comparable support as other county departments; adjusted for size.

In many cases this includes:

- Office and educational meeting room space.
- Adequate supplies for office and educational programming needs.
- Access to computers, internet, and other necessary office and educational equipment.
- Adequate storage space for equipment, publications, program files.

Office support

Support staff provide a critical function within the county Extension office. They are typically the first person that members of the public interact with. They can quickly identify which educator or resource may be able to further answer the person's question. They also provide assistance for program material preparation, marketing and outreach of educational programming, data-base entry of participants and enrollment, mailings of newsletters and other critical roles that help support the efficiency and effectiveness of the office and the educator's work.

The county agrees to provide adequate local office support. Again, although Extension does not offer a formula for determining the number of support staff the county should invest in, a minimum level of staffing would include one support staff. We would ask the following minimum support be provided for each Extension office:

- Support the administrative needs of the office
- Meet the program support needs of the educators

Extension is beginning to explore and pilot new support staff models with some counties. For example, a support staff hired as an Extension employee on the 136 contract. These positions continue to be fully county-funded but this adds additional benefits:

- Eliminates the risk associated with an AED supervising a county support staff employee, especially through performance issues.
- The support staff member would have access to all the software licenses that educators have access to including Microsoft Office, Zoom, Qualtrics and other educational-related software resulting in a cost savings for the county and more uniformity with Extension staff.
- The support staff member directly utilizes all of the same processes and systems of Extension employees

Supervision of County Employees

County support staff typically function at a high capacity as part of an effective office Extension team. When performance is high, there are rarely challenges with an AED providing support

and guidance for county support staff. In recent years Extension has become increasingly aware of the potential risk and liability of having an AED supervise a county employee, especially through performance concerns. The county will need to ensure that performance reviews of county employees are managed appropriately in the partnership. Support staff are part of the office team, which is important for the effectiveness of the Extension office. However, while Extension can contribute feedback and input for performance evaluations of support staff, Extension needs to work in partnership with the county HR department on county staff performance reviews.

An AED **can serve as a supervisor of function** for county employees within the office, but **cannot serve as the supervisor of record**. This adds a level of risk and liability for Extension and the county. Performance and disciplinary actions with support staff must be, and are best led, by the county. Again, in most situations the AED benefits by the engagement of support staff as part of the team. It's in the rare cases of performance issues with a county employee that the AED cannot be their 'supervisor' during that process.

County Policy, Rules and Procedures

Similar to the guidance above regarding Extension staff and employees, any individuals who are employed by the county are county employees and are subject to applicable county personnel rules, policies and procedures. Likewise, any volunteer who works on behalf of the county to further the purposes of the county will be considered a volunteer of the county.

The county will be responsible for ensuring that its employees and volunteers take affirmative steps to make it clear that they are employees or volunteers of the county. And, similar to the protections afforded to employees and volunteers that work on behalf of Extension, the county shall be liable for the acts and omissions of its **employees** and **volunteers** while acting within the scope of their employment or volunteer role.

County Policy Impact on Extension

Counties, as well as Extension, have developed work-related policy. Extension staff housed in a local Extension office are users of county-based technology, facilities and may have other county-based services potentially including the use of a county purchasing card for business. County-based Extension staff will abide by policy that relates to privileges afforded by the county. This may include but is not limited to:

- Technology use
- Keys to access the building
- Driving authorization if using a county vehicle

Similarly, Extension also has work-related policy that all Extension staff are expected to follow. There may be an overlap of some programs, such as Sexual Harassment training, technology/cybersecurity training, drivers authorization (for personal vehicle which is the norm for most staff). Extension staff will accept responsibility for county policy as it applies to their roles.

County Extension Oversight Committee

Each county Extension department should have an Extension oversight committee for policy and decision making as described in state statute. In a majority of counties, a dedicated committee is assigned for the Extension department. In other cases, counties have a committee that oversees several departments including Extension. The oversight committees provide valued feedback to Extension on educational priorities and staffing decisions.

Committee business such as agenda creation and minute taking is a county government function and is the responsibility of the county. The county Extension oversight committee should take the lead role in developing their committee agendas and taking minutes during their meetings. If support is needed for taking minutes during the meeting, the committee chair should work with their county clerk to explore options, such as the use of the county support staff. AEDs will engage and partner with the committee on agenda creation, to highlight the work that Extension educators are conducting in the area and on budget development and approvals, etc.

The county Extension Oversight Committee is encouraged to provide feedback for all of their Extension educators to the AED. Ideally, feedback is provided as close to the time when the observation is made, rather than just prior to a performance review. That way the AED can share celebrations and address concerns as quickly as possible with the staff member. Performance remediation of Extension staff is confidential, similar to county staff performance.

Mutual Responsibilities

Budget responsibilities

Extension provides co-funding for most educator positions. Counties purchase Extension's educational services through the 136 County Contract ([136 County Contract template](#)). This contract is updated and authorized annually for the calendar year. If both partners have adequate resources, positions can be co-funded based upon an annually established fee for educational services in the 136 County Contract. Counties can also fully-fund additional positions if Extension does not have the resources to co-fund all, or part, of the position.

The 136 County Contract is established with a fee structure for educational service for a given year. Regardless of employee salary, the possibility for mid-year promotions, or other factors, counties benefit by knowing the annual cost of the contract for service for the year for co-funded positions.

The fee for educational service also leverages other services and resources of the University of Wisconsin - Madison. The educator can tap into the expertise of specialists, technology, and other resources to address local issues. In general, the more the county contributes through the 136 County Contract for educational services for positions, the greater the opportunity and benefit of leveraging resources since the educators bring connections with campus specialists and other resources.

The AED is responsible for developing the county contract with appropriate staffing and accurate costs, and building that into the departmental budget for county adoption. The AED works through the appropriate channels and approval processes to ensure the departmental budget is reviewed and adopted by the full county board according to the county timeline.

Both Extension and the county recognize the cost of doing business may increase from year to year. Extension will review the fee structure each year and may include a fee adjustment to account for anticipated or unanticipated adjustments in the costs of doing business. Factors that contribute to these increases over time may include state-mandated pay-plans, health care and benefits related costs, promotions and other factors that impact costs.

Per the county contract, counties agree to provide travel and appropriate job expenses. County travel budgets dictate how much travel can occur for an educator to meet the educational needs of county constituents.

Hiring and Managing Vacancies

When a position becomes vacant both Extension and the county will re-evaluate the need and the financial commitment to the position. Both partners need to review and approve their financial commitment and other decision points before approving the refilling of the position. If the county and Extension agree to continue to support the desired program and position, Extension will lead a hiring process with the AED as the hiring authority. Most positions, with the exception of FoodWise staff because they are fully federally grant-funded, the AED will seek input and engagement from the county throughout the hiring process.

State budget cuts over the years have reduced the number of Extension educator positions across the state. Extension does not have the resources to co-fund every position in every county across the state. As a necessary effort to provide service to more people, Extension is exploring developing more specialized positions within a program area and sharing the position across two or more counties. Most of the institutes have examples of this shared arrangement. The current strategy has been that counties pro-rate the cost of the position across the number of counties participating. Perhaps a future topic that the advisory committee can wrestle with in the future is to best determine what happens when a county cannot maintain their funding. That adds additional financial burden to the remaining counties, and could possibly lead to a shared-educator feeling insecure in their position and leaving.

The AED will work with Extension Human Resources and lead the interview process to ensure that EEO/AA and other policies are followed. Typically one or more members of the county Extension Education committee are involved with the final interview process. This does not exclude a county administrator or county HR director from participating in the hiring process.

Extension discourages counties from hiring county staff to serve as 'Extension like' educators in a county office. This has created significant challenges associated with supervision and direction as well as liability and insurance concerns. As referenced earlier, positions hired under the 136 County Contract, whether co-funded or fully county-funded, can leverage services and resources of Extension and the University of Wisconsin-Madison. These staff can tap into the expertise of specialists, technology, and other resources of the University to

address the local issues. County employees do not have the same level of access to those resources.

Although Extension cannot control what positions the county hires, the county will be responsible for ensuring that its employees (and volunteers) take affirmative steps to make it clear that they are employees or volunteers of the county.

Professional Development

Professional development shall be supported by both Extension and the county. The AED works closely with the educational staff to identify professional development needs. Professional development requested or required at the state level will be financially supported by Extension. Professional development that benefits the county (conferences, training, etc) should be supported with professional development funds associated with the county Extension department budget.

Educator's travel to Extension mandated meetings will be covered by Extension.

Nondiscrimination/Affirmative Action

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

Appendices

Our Purpose:


As a statewide engagement arm of UW–Madison, the Division of Extension embodies the Wisconsin Idea to extend university knowledge to every corner of the state. That mission started in 1912 with Extension’s first agent making farm visits and continues today along with community and business development, youth engagement, and well-being programming. Our statewide network of educators and specialists with UW–Madison and on UW campuses across Wisconsin is responding every day to emerging and longstanding hurdles residents are overcoming to compete and prosper. We’ve identified key opportunities to leverage local resources and leading research to affect change and improve lives.

Link to Organization Chart

<https://extension.wisc.edu/files/2019/06/extension-orgchart.pdf>

Link to Division of Extension Staff Directory

[Staff Directory](#)

Link to  Area Map w Director Names.pdf

136 County Contract template

https://drive.google.com/file/d/1P2wSdA3knibltYWBIr2aH_cBS0SKxjNL/view?usp=sharing

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

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

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

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

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

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

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

Now therefore, the parties agree as follows:

1. Term, Amendment & Termination.

- a. The term of this contract is one (1) year. The term shall run from January 1, 2024 through December 31, 2024, unless amended or terminated as set forth below.
- b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
- c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.1.a. through the notice period. In addition, if the contract is canceled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:

- a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
- b. Invoice the County semi-annually, in May and November for amounts due under this agreement.

3. **County Responsibilities**

3.1 In consideration of the programs that Extension provides to County under this contract, the County agrees to:

- a. Pay to Extension the County share of up to \$318,258 for the period of January 1, 2024 through December 31, 2024 as allocated below.

Co-Funded Positions	Fee	FTE	Total
4-H Extension Educator	\$46,247	1.0	\$46,247
Agriculture Extension Educator - Dairy	\$46,247	0.5	\$23,124
Community Development Extension Educator	\$46,247	1.0	\$46,247
Human Development & Relationships Extension Educator	\$46,247	1.0	\$46,247
Agriculture Extension Educator - Cranberry	\$46,247	0.5	\$23,124
First Educator Discount			(\$10,000)
Subtotal			\$174,988
Proposed or fully-county funded positions and other county contributions	Fee	FTE	Total
Natural Resources Extension Educator	\$84,350	0.5	\$42,175
Horticulture Extension Educator	\$88,065	0.3	\$26,420
4-H Extension Associate Educator	\$65,000	0.5	\$32,500
Position TBD	\$84,350	0.5	\$42,175
Final Total			\$318,258

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular

County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.

- 3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.
- 3.3 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity. These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through the county may also be discussed.
4. **Delegation of Financial Budget Authority.** The parties hereby acknowledge that Extension will employ an Area Extension Director (AED), whose responsibilities may include certain budget-related functions as set forth in the Delegation of Financial Budget Authority Form (DFBA Form) attached hereto as **Exhibit A**. County may authorize the AED to carry out such functions on its behalf, but only to the extent specified in the DFBA Form, which must be signed by an authorized representative of County in order to be effective. The County may rescind such authorization at any time by providing written notice to Extension.
5. **General Conditions** This contract is established under the following conditions:
 - a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
 - b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.1.a. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of

County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2024 through December 31, 2024, Extension shall bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by May 31st and the second half of the total contract by November 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

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

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

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

Date:

By: _____
County Representative

Date:

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

Date:

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

Date:

Delegation of Financial Budget Authority Form

Area Extension Directors play an important part in county Extension offices as they manage the faculty and staff within that county, and many times, that includes the county support staff. Area Directors also work with county partners to develop a departmental budget and provide oversight to that budget on an annual basis in cooperation with corresponding county financial departments and county board committees. The Delegation of Financial Budget Authority allows Area Directors, hired, and managed by Extension as state employees, to manage county fiscal resources in service to the people of those counties.

To be completed by the county administrator or county official delegating signature/budget authority.

County hereby delegates to the Area Extension Director for Wood County and the Extension Office Support Staff authority to approve/authorize the following financial budget matters on behalf of County, provided, however, that such delegation is limited to the extent that such matters are directly related to County's authority under section 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes and subject to any conditions/limitations indicated by County below.

Invoices	Travel Reimbursements	Supply & Expense Reimbursements
Time/Leave Approvals	Purchase Requisitions	Internal Budget Transfers
Inter- departmental transfers	County specific space agreements for educational programs	Bank account signatory
Other items:		
Conditions:		

This authorization is effective until either party (UW-Madison Extension or Wood County) requests a change to the document

Budget Authority signature: I am aware this constitutes a delegation of budget authority allowing the Extension Area Director, and any other position mentioned above, to manage county fiscal resources in service to the Extension office and residents of Wood County. I understand that delegating authority does not release Wood County, from full responsibility as Budget Authority.

County Administrator/County Official(s):

Name: _____

Title: _____

Signature: _____

Date: _____