



Jefferson County

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University of Wisconsin-Extension
Cooperative Extension

DATE: September 3, 2014
TO: Paul Babcock, Glen Borland, Peter Hartz, Ed Morse, Kate Vance and Other Interested Citizens
CC: Ben Wehmeier, Barb Frank, Tammie Jaeger, Jim Schroeder, Matt Hanson
FROM: LaVern Georgson, Agriculture Agent
RE: University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, September 8, 2014 at 8:30 a.m.** at UW-Extension, 864 Collins Rd., **Room 12**, Jefferson, Wisconsin.

1. Call to Order & Roll Call (to establish a quorum)
2. Certification of Compliance with Open Meetings Law
3. Approval of Agenda (for possible rearrangement)
4. Approval of August 11, 2014 meeting minutes
5. Communications
6. Citizen Input & Comments
7. 2014 Budget Report
8. Technology Upgrade Project Update
9. 2015 Budget Update
10. Agent Reports
11. Next meeting date – October 13, 2014
12. Identify Future Agenda Topics
13. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

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UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: August 11, 2014

Meeting called to order by: Chair Paul Babcock called the meeting to order at 8:30 a.m.

Members Present: Babcock, Borland, Hartz and Morse; Vance absent.

Agents Present: Eisenmann, Georgson and Torbert; Grabow excused.

Also present: Ben Wehmeier, County Administrator

Certification of Open Meetings Law: The agenda has been duly posted and the door is open.

Approval of Agenda for Possible Rearrangement: None

Approval of June 9, 2014 Meeting Minutes: Motion was made by Borland and seconded by Morse that the minutes of the June 9, 2014 meeting be approved as drafted. Motion approved: 4-0

Communications: None

Citizen Input and Comments: None

Item: Agent Reports

Grabow, Eisenmann, Georgson and Torbert and Thoma's monthly reports were sent electronically to the committee. Review and highlights from monthly reports were provided in the following order: Torbert, who also reviewed Thoma's, Georgson and Eisenmann. Administrator Wehmeier highlighted points of Grabow's monthly report in his absence.

Item: 2014 Budget Update

- a. Capital Technology Project Update: Technology project bid with revisions from original is going to County Board on Tuesday. UW-Extension will be getting three new LCD projectors and one Mondopad.
- b. General Budget: Georgson stated that the budget looks good to date.

Item: 2015 Budget Update

Georgson reported that the 2015 budget came in roughly \$6,000 over budget. Revenues are up slightly. The overage is mainly due from the following: one health plan changed from single to family; salary freeze (since 2007), employee retention discussion on-going and salary adjustments that are scheduled. The department will be meeting with Administrator Wehmeier to discuss the 2015 budget on August 18.

Upcoming Agenda Items and Meeting Dates: Next committee meeting will be held on August 11.

Adjournment: A motion was made by Borland, seconded by Morse, to adjourn the meeting at 9:42 a.m.

Motion passes: 4-0

Secretary

August 2014 Activity Report
To the University Extension Education Committee
For Steve Grabow

Economic Development

- Participated in the monthly meeting of the Jefferson County Economic Development Consortium Board 8/13
- Continued in a liaison role with UWEX campus based Specialists and the JCEDC Executive Director to explore options for developing a Jefferson County Economic Development Research Agenda. Ten topic areas of potential research were identified. Determinations will be made for areas of potential contribution by the UW Extension Specialists. Housing research was provided by Specialists. On-going.
- Collaborated with the JCEDC Executive Director, Parks Director and Chair of the Jefferson County Tourism Council in developing a briefing paper and re-focus project for the “branding” and marketing efforts (for both tourism and economic development purposes) which has been making progress up until a year ago. Met with the JCEDC Executive Director to refine messaging points and provide existing documentation of prior efforts. A draft report to the JCEDC Board of Directors and the Jefferson County Tourism Council has been prepared. 8/27 and On-going.
- Scheduled a meeting with the JCEDC Executive Director and Fair Park Director to discuss linkages of economic development, tourism and the County Fair Park. Have been invited to share status of current UW Extension assistance in economic impact analysis, facility improvement feasibility and Fair Park Master Plan status. Pending 9/4

Community Vitality and Placemaking

- Continued leadership with the Community Vitality and Placemaking Team for curriculum development of resources on the “Foundations of Community Vitality”, and assisted in formatted a potential scholarship sharing opportunity describing initiatives underway (for the UWEX Community Development Symposium). On-going
- Provided extensive counsel and assistance to the Lake Mills community as they develop a First Impressions Community Exchange with the City of Prairie du Chien. Have developed an orientation program for 12 community leaders to prepare them for the community exchange visits which will be conducted in September. Expedited the sharing of the UWEX Assessment Guide Booklet (a 25 page set of questions about various assessment components of the community which will be filled out by each exchange member); this booklet has been developed by the UWEX Center for Community Economic Development and I have been working with the UWEX Specialist who helps resource these community visits. The orientation workshop will be held September 4th and will include my presentation on the Principles of Community Placemaking which provides foundational concepts about best practices of community design and what to look for in successful communities. The UWEX Administrative Specialist (Kim) is providing extensive administrative support for this project. On-going with 9/4 Workshop.

Planning and Change Processes

- Continued the review and guidance of work by the second-year graduate student from UW Madison Department of Urban and Regional Planning who is preparing a Jefferson County Fair Park Master Plan as part of a Master's Degree Project. A draft of her final project is underway. On-going

- Have continued assistance to the Park Director for optional ways to develop a Crawfish River Park Master Plan. Prepared and submitted an Application Document for a UW Madison Department of Landscape Architecture Senior Thesis/Capstone project. UW students will be considering this and other applications for their required year-long capstone project. We should find out in early September if this project is of interest to a student.
- Completed and distributed a Proceedings Report from Workshop 3 of the Watertown Government Strategic Plan. Workshop 3 included the refinement of core values and mission statement development. It also included the organization of the Strengths, Weaknesses, Opportunities and Threats (SWOC Analysis) into a clear findings format. The report further included a “Vision Sketch” documenting the planning team's work on describing what a “successful Watertown” would look like, both in the setting of Watertown and for the governmental organization.
- Designed and facilitated Workshop 4 of the Watertown Government Strategic Plan process. This workshop included an exercise for the development of issues facing the government and the community. An exercise for “issue framing and dialogue” was facilitated and five candidate strategic issues were generally framed. A Proceedings Report is under preparation. A process debriefing session was held with the Mayor of Watertown who gave very positive feedback about how this important project is progressing. 8/26; 8/27 and On-going
- Designed and facilitated Workshops 2 and 3 for the Dialogue for the Future Workshop series with the Lake Mills Council, City Manager, City Attorney and City Clerk. Workshop 2 focused on issue identification and the determination of four strategic issues facing the City and community. A Proceedings Report was completed for Workshop 2 and reviewed and refined at Workshop 3. Workshop 3 resulted in the development of 10 “major initiatives” to address the four strategic issues. The planning team also came up with “plan implementation and plan management recommendations”. A post-series evaluation of the process revealed that the process was “eye-opening, went very smooth and very useful”. 8/7; 8/21 and On-going
- Provided a briefing to the County Highway Operations Director and County Parks Director on the status of efforts to develop a new County Transportation Plan. This educator has prepared and presented a previous “preliminary scope” document on possible components in a customized plan for Jefferson County and its communities. This educator has also prepared a “Profile of the Planning Effort” worksheet to illustrate the many considerations that typically must be when considered when designing or developing a “plan for the plan” of a major community planning effort such has the transportation element of a comprehensive plan (source: Grabow et. al., 2006) 8/20 and On-going.
- Participated in a third meeting with the Parks Department and other County staff to look at needed updates and revisions to the County Bicycle Map (2012). The focus of the updates is to consider technical observations on safety and bicycle level of service ratings in order to properly guide the bicycling riding public on anticipated suitability of various bike routes and road options in Jefferson County. 8/20
- Developed an internal memorandum on resources related to “Housing in Jefferson County.” This was used to participate in an interview by a consultant involved with the update of a HUD mandated housing assessment for Jefferson County and the other counties of the HOME Consortium. 8/21; 8/22

Local Government

- Participated in the August 18th ICC program entitled on: “Working with State Agencies: Department of Transportation and Department of Natural Resources” led by the Marquette County UW Extension Community Development Educator. Also, helped facilitate a discussion on potential topics of interest to County Board Chairs and other County Supervisors for ICC Program Planning 2014-15.
- Distributed announcements to local officials on an upcoming educational series on budget and finance which is conducted by the UWEX Local Government Center.
- Participated in the Rock River Coalition's annual “Send Your Legislator Down the River” paddling event. Provided input to Representative Steve Nass about activities related to natural resources, environmental considerations and recreational initiatives (several related to the Glacial Heritage Area). This provided a forum to further establish relationships with this State representative who is also running for a vacant State Senate seat. 8/20
- Attended the ribbon-cutting ceremony for the new play structure at Korth County Park. This provided extensive opportunity to network with county, local government, business and community leaders. 8/22

Leadership and Organizational Development

- Participated in UW-Extension faculty governance and Community, Natural Resource and Economic Development Program matters including individual faculty reviews, counsel, and human resources activities in my role as Program Liaison. On-going
- Have provided extensive counsel and resources to other faculty conducting strategic plans in their counties, including:
 - Grant County Government Strategic Plan
 - Milwaukee County Parks Strategic Plan
 - Baraboo Economic Development Corporation Strategic Plan
- Provided facilitation and other leadership in office efforts to further explain and refine the UWEX 2015 Budget consideration for the County Administrator. On-going
- Monthly Office Summary for County Administrator:
 - A. Update on Key Performance Measurements: Staff has included these in 2015 Budget documents in accordance with guidance from the County Administrator.
 - B. Summary of Key Events for August 2014: Please refer to the attached monthly reports.
 - C. Brief Overview of the Department’s Next 30-60 Days: Refer to monthly reports of agents.
 - D. Personnel Status:
 - Evaluations status – none currently due.
 - Long term absences – none to report.

- Other staffing issues – the Summer 4H Assistant has concluded her work, and was recognized at a luncheon for her fine work; she sent a very nice note to the faculty and office staff thanking the team for a very rewarding work experience.

E. Any pending or anticipated budget issues:

- 2014: None at this time.
- 2015: The staff has submitted the 2015 budget. LaVern, Kathy and Kim met with Ben and Brian to review the budget on August 18 at 1 p.m. The faculty convened a staff workshop to respond to input from the County Administrator on August 21st. Subsequently, a report with follow-up explanations was sent by LaVern to Ben on August 22nd.

F. Key policy discussions: Refer to monthly reports of agents.

G. Project status: Room Technology Project Update: Kim met with Roland on August 28 at 9 a.m. to review the latest bids from Camera Corner. They identified a few changes that were needed. A telephone conference was held with Camera Corner that explained the changes requested. Camera Corner stated that they would provide a revised bid by the end of day on August 28. Assuming revised bid is correct, a purchase order will be requested and project installation dates set.

August 2014 Report

Sarah Torbert
4-H Youth Development Agent

Trainings and Workshops

- Hosted four individual leader trainings all with Jefferson County 4-H alumni.
- Worked with a leader from Oshkosh area (Jefferson County alumni with family in the area) to establish a countywide Aerospace project. This will include a series of meetings with a final rocket launch at the time of the Jefferson County Fair.
- Working with a Watertown High School photography teacher (also a 4-H alumni) to establish a countywide photography project. First meeting will be in October at Jelli's Market outside of Johnson Creek.
- Held a Leaders Association meeting looking at the closing of one 4-H year and the start of the new year. Meeting focused on chartering process, new enrollments and visioning session.

Fair

- Met with Dave and Amy at Fair Park to review the relationship of 4-H and the fair and look for ways to change and improve the fair as it relates to the 4-H program for the future.
- Attended the Fair Open Forum and Appreciation Dinner. Will use comments in preparing for the 2015 fair including comments made about Cloverbud Judging.
- Transported and picked up projects displayed at the Wisconsin State Fair. One Jefferson County 4-H youth receive a special Merit award for her sewing efforts.

Committee Work

- Met with the Meat Animal Project Committee to finalize the 2014-15 Board. The group also reviewed the fair and sale with many positive comments as they move forward.
- Met with the Horse and Pony Committee to finalize the new points system, giving 4-H members responsibility for keeping track of their own payout points and fair qualification. Attended the project meeting to explain the process to the membership. Will continue to work with this group as they have a newly elected group of adults and youth on their board.
- Met with the Small Animal Committee to review the Small Animal Sale at the Fair. The committee work over the next three months will now shift to establishing guidelines and/or by-laws for how the group is organized.

Centennial Events

- Intern, Kamilla Thoma, continues her work by planning events at the local libraries. She will be reading the Centennial Book, "Badger State Buddies" and doing recruitment events at the eight Jefferson County libraries in the fall.

Planning for Upcoming Event

- Developing a survey to collect baseline data on how 4-H leaders are using the Essential Elements of Youth Development in their 4-H clubs. Survey will look at how much is known about the 8 Essential Elements among the Jefferson County 4-H leaders and how they are currently being used or implemented. This baseline data will allow me to create activities and trainings that will enhance the Essential Elements that are not currently a program focus.
- Hosting County 4-H visioning session to look at creating a plan for the upcoming years of 4-H in Jefferson County.

UW - Extension Agriculture Report
To the Jefferson County Extension Education Committee
By LaVern Georgson

September 8, 2014

Agriculture programming

The Jefferson County UW-Extension Budget for 2015 was a reoccurring activity in August. Following the timeline outlined by County Administrator Ben Wehmeier, the budget that was shared with the UW-Extension Committee at the August meeting had been submitted to his office. On August 18, Kathy Eisenmann, Family Living Agent, Kim Buchholz, program assistant and I met with Ben and Brian Lamers, Finance Director to review our proposal. Ben addressed the budget goal for our office regarding the numbers he arrived at on several line items. We continued to have a conversation on a number of the line items in the budget as we explained the purpose, circumstances and dollars assigned to those categories. Ben's understanding and awareness of the budget and the partnership/relationship between the County and State that is unique to the UWEX as a County department was evident. Ben asked us to prepare a report on how the dollars have been applied in some of the line item categories. The faculty dedicated a staff meeting to provide clarification and response. An acknowledgment of appreciation in this process is extended to Kathy for her insight, Steve with the narrative and Kim's information management.

A visit by a state specialist and myself with the management team at one of the larger poultry operations near Lake Mills confirmed a number of complex factors related to odor issues. Among the factors are the operation and organizational structures, the sensitivity to and type of odors and along with the environment and location. The business that we visited has become the focal point for the community's concerns. As a result, any and all odor complaints are assigned to them without necessarily a correct source and location determination. They are acutely aware of the impact that they have and consciously interested in mitigating odor and improving their process. The state specialist offered several observations and a possible funding source for a considered remedy. Additional visits will be held with at least one to be scheduled for September.

The opportunity to work with the Master Gardener Volunteers in addressing numerous horticulture questions continued. In addition to questions about insects and plant diseases, tree health and the Emerald Ash Borer dominated the concerns of County residents. Ash, oak and maple trees are among the most common found in yards and urban settings. Oak Wilt and maple decline are known to be affecting trees in southern Wisconsin. Compounding the presence of insects and disease are the environmental impacts particularly those of extended dry spells. Though long-lived, trees have a life cycle similar to any other plant. Their position in the landscape does not change except for size. Because they are a slow-growing constant in the landscape, we expect them to be there "forever." Add a sidewalk, driveway or some other disturbance that restricts air and water to the roots and the tree becomes stressed during a weather extreme. The record-setting heat and dry weather in 2012 along with the extended dry spells in 2013 and 2014 have contributed to limb loss and tree death. Trees as well as most plants in Wisconsin need about 1 inch of water per week spring, summer and fall.

We organized and hosted a multi-county meeting for Southeast Wisconsin regarding the dairy portion of the new Federal Farm Bill in Whitewater. The milk pricing protection is changing with the new farm bill that was signed into law last spring. A state specialist presented a program that was promoted to the dairy industry and farmers on the details and options for upcoming decisions. This program was one of a series that were located geographically throughout the state. Farmers and industry personnel from four counties attended our program.

Among other activities, I attended a nutrient management information meeting here in Jefferson and assisted with education the Agriculture Technology Center at Farm Technology Days near Stevens Point. As a new agriculture agent, I also had meetings at Arlington and Madison for introductions with the state specialists.

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
August, 2014

Program Development/Teaching Highlights

Program Priority: How can we strengthen community-based prevention and intervention efforts to address risk behavior in youth and families (including family violence, juvenile delinquency, alcohol and other drug abuse, school readiness)?

Parenting Newsletters Project – Organized the meeting with the Jefferson Kiwanis and St. Vincent de Paul board in early September to discuss Watertown hospital’s proposal to move to electronic delivery of the newsletters. Both Kiwanis clubs and the St. Vincent’s board will need to support the change. This is a major step for both the Kiwanis and St. Vincent’s board. The Fort Atkinson hospital has indicated it wants to continue U.S. mail delivery of the newsletters for the foreseeable future. Made the annual funding requests to the remaining two Kiwanis clubs supporting Fort Health Care and the St. Vincent’s board.

Reducing Recidivism Coalition – Designed and facilitated the first planning workshop at the end of August and will be doing the second workshop in early September. The first workshop went exceptionally well. The group was able to come to a consensus on its purpose and identify key people needed to achieve the purpose. We’ll be working on creating a vision of success for the group and some strategy development at the September and October workshops.

Program Priority: How can Jefferson County build capacity of public institutions and community-based or nonprofit organizations serving children and families?

NonProfit Roundtable – Convened the first of the quarterly meetings with this group of executive directors from family-serving organizations in the County. We welcomed 2 new directors, set some priorities and goals for the group for 2014/15, and I shared some resources with them for board development.

NonProfit Consultations – Consulted with two executive directors regarding program development and provided some advice and counsel on additional resources available within the county.

Team Leadership/Family Living Programs Work:

Team Leadership – Worked with the office team to develop requested response to Ben’s questions on the budget. Will continue to provide backup support to LaVern and Kim as we move through the 2015 budget process. Am planning to attend the Sept. 11th Finance Committee meeting as a back-up for LaVern. Worked with Sarah and Stephanie to understand some additional aspects/uses of social media. Stephanie tutored us on the use of Hootsuite as a social media management tool for the office.

UW-Extension –Continue to chair a faculty committee redesigning the performance review process for faculty in my leadership role on Faculty Senate. Participated in a tenure workshop designed to train the tenure review committees on the process. Attended the regular monthly meeting in Madison related to my role on faculty senate.