NOTICE OF MEETING

PLANNING, RESOURCES, AGRICULTURE AND EXTENSION COMMITTEE

February 25, 2020 - 4:00 PM

UW Sheboygan Campus
5 University Drive
Sheboygan, WI 53081

Extension Office - Room 5024

Agenda

Call to Order
Certification of Compliance with Open Meeting Law
Approval of Minutes
    PRAE Committee – Regular Meeting – January 28, 2020 4:00 PM
Public Input and Comments on Agenda Items/Non-Agenda Items
Correspondence

Extension
    Consideration of Extension Impact Report
    Consideration of 4th Quarter Variance Report
    Review of 2019 Annual Report
    Area Extension Director Report
    Ground Water Quality Discussion

Register of Deeds
    Consideration of 4th Quarter Variance Report
    Review of 2019 Annual Report

Other Department Project and Program Management Updates
Consideration and Approval of Attendance at Other Meetings/Functions
Travel Report and Report of Meetings and Functions Attended
Review and Approve Vouchers
Adjournment
Next scheduled meetings: March 10, 2020 at 4:00 PM (Planning & Conservation Focus)
March 24, 2020 at 4:00 PM (Extension Focus)

Prepared by:
Tammy Zorn
Recording Secretary

Fran Damp
Committee Chairperson

NOTE: Members of the public are invited to offer comments on topics that may or may not appear on the Agenda, and Committee members may discuss such matters, but no action may be taken by the Committee on non-Agenda topics. Individual speakers may be limited to no more than five minutes.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Persons with disabilities needing assistance to attend or participate should contact the Extension Department at 920/459-5900 prior to the meeting so that accommodations may be arranged.

Sheboygan County Posted February 21, 2020 3:30 PM

Sheboygan County Planning, Resources, Agriculture, & Extension Committee Minutes

UW-Extension Office
UW Sheboygan Campus
5 University Drive
Sheboygan, WI
Room 5024

January 28, 2020 **Called to Order: 4:00 PM** **Adjourned: 4:36 PM**

Members Present: Supervisor Fran Damp, Supervisor Keith Abler, Supervisor Jim Baumgart, Supervisor Henry Nelson, Supervisor Paul Gruber, FSA Member Stan Lammers

Others Present: Amanda Miller, Tammy Zorn, Judy Nelson, Jeffrey Rammer Freye

Supervisor Damp called the meeting to order at 4:00 PM. Supervisor Damp reported the meeting notice had been posted on January 24, 2020, at 11:15 AM and the meeting was in compliance with the Wisconsin Open Meeting Law.

Supervisor Abler moved to approve the October 22, 2019 minutes. Motion seconded by FSA Member Stan Lammers. Motion carried.

Public Input and Comments on Agenda Items/Non-Agenda Items: None.

Correspondence: None.

Supervisor Abler moved to approve the Extension Impact Report for January. Motion seconded by Supervisor Nelson. Motion carried.

Discussion regarding rules on National water quality standards and the effect on ground water.

FSA Member Stan Lammers moved to approve the Extension 3rd Quarter Variance Report. Motion seconded by Supervisor Abler. Motion carried.

Area Extension Director Report. None.

Amanda Miller, FoodWIse Coordinator reported on Cooking Matters.

Other Department Project and Program Management Updates. None.

Approval of Attendance at Other Meeting or Functions: None.

Travel Report and Report of Meetings and Functions Attended: None.

Supervisor Abler moved to approve vouchers and Supervisor Gruber seconded. Motion carried.

Supervisor Baumgart moved to adjourn the meeting. FSA Member Stan Lammers seconded the motion. Motion carried. Meeting adjourned at 4:36 PM.

Next meeting (Planning & Conservation Focus) is scheduled for February 11, 2020 at 4:00 PM.
Next meeting (Extension Focus) is scheduled for February 25, 2020 at 4:00 PM.

Tammy Zorn
Recording Secretary

Henry Nelson
Committee Secretary

Sheboygan County
Planning, Resources,
Agriculture &
Extension Committee

Fran Damp
Chairperson

Keith Abler
Vice-Chairperson

James Baumgart
Paul Gruber
Henry Nelson
Board Members

Stanley Lammers
Citizen Member

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ExtensionSheboyganCounty

sheboygan.extension.wisc.edu/

Extension Sheboygan County
5 University Drive
Sheboygan, WI 53081
920-459-5900

University of Wisconsin, United States Department of Agriculture, and Wisconsin Counties cooperating.

An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.

Extension Sheboygan County

4-H Youth Development

Sarah Tarjeson, 4-H Youth Development Educator and Linda Robson, 4-H Youth Development Program Coordinator

Youth Learning Citizenship and Community Contribution
The young people of our communities are capable, confident and willing to engage in their communities in a variety of ways. However, many factors point to a lack of engagement of youth in meaningful opportunities including:

- Low participation rates reflect a decline of trust in public institutions and public leaders.
- Youth experience a lack of meaningfulness in civic experiences.
- Civic engaged youth are more likely to register to vote, write to a public official, investigate compelling political issues, participate in lawful demonstrations, and boycott certain products or stores.
- Youth in the United States are below the international average in their understanding of the role of a citizen and citizens' political rights.

The Positive Development of Youth: Comprehensive Findings from the 4-H Study of Positive Youth Development, is a longitudinal study that began in 2002 and was repeated annually for eight years, surveying more than 7,000 adolescents from diverse backgrounds across 42 U.S. states. It is highly regarded as the first-ever research project of its kind, and the study defined and measured positive youth development including the development community engagement and citizenship among youth. The report sows that youth involved in 4-H programs excel in several areas compared to their peers. 4-H'ers are about:

- ***Four times*** more likely to make ***contributions to their communities*** (Grades 7-12)
- ***Two times*** more likely to be ***civically active*** (Grades 8-12)

Sheboygan County 4-H Youth Development Educators place a concerted effort on the development of citizenship and life skills throughout the 4-H year. Young people are provided with opportunities to 1) serve as officers in their clubs, 2) chair activity committees, 3) serve as project leaders, and 4) serve on countywide boards and committees. These opportunities provide youth with essential leadership, communication and decision-making skills. Members who hold leadership positions are more likely to participate in other leadership roles at school and later in the community as adults. Today's 4-H youth leaders may be tomorrow's town supervisors, village board members, city council members, school board members, Fair Board members, or other community leaders.

Each fall 4-H Youth Development Staff and volunteers plan and facilitate a **4-H Club Officer Training** for youth planning to serve in leadership roles within their club or the County 4-H program. The training allows young people to enhance their leadership skills by 1) becoming familiar with the different officer duties, 2) learning basic parliamentary procedure in order to conduct effective meetings, 3) learning how to manage their group's finances, and 4) learning how to document their club's business activities. The training also allows youth the opportunity to develop teamwork skills, expand their problem-solving and decision making, and improve their communication skills.

In addition, 4-H offers the opportunity to young people and adults to increase their understanding of parliamentary procedure through training and practice. These skills help reduce anxiety and prepare constituents to engage in the civil processes used throughout our government.

Extension
UNIVERSITY OF WISCONSIN–MADISON
SHEBOYGAN COUNTY

2020 February IMPACT REPORT

Extension Sheboygan County Staff
920.459.5900

Michael J. Ballweg
Agriculture Educator

Jane E. Jensen
Human Development and Relationships Educator

Sarah J. Tarjeson
4-H Youth Development Educator

Linda Robson
4-H Youth Development Program Coordinator

Kevin Struck
Community Development Educator

Amanda Miller
FoodWIse Coordinator (shared with Fond du Lac)

Janeth Orozco
FoodWIse Nutrition Educator

Administrative Assistants
Tammy Zorn
Nancy Brown

Marketing Specialist
Cassi Worster

Area Extension Director
Cindy Sarkady

Community Development Education

Kevin Struck, Community Development Educator

The Town of Holland, working with Kevin over a 6-month period, adopted **an update to its Comprehensive Plan** on February 10th. The update contains a wealth of data and information the Town will use for guidance when creating policies and making decisions. The Future Land Use Map, for example, will provide direction when rezoning requests come before the Plan Commission and Town Board.

Most of this beach has disappeared due to high lake levels. Photo: Wisconsin Shoreline Inventory and Oblique Viewer, 2007

Throughout the process, Kevin did research and then in an open meeting format presented and explained findings and issues to Town officials, who then discussed the ramifications to the Town. Later, recommendations to address the most important issues were formulated and edited until officials were satisfied.

Noteworthy items in the update include the following:

- Future population growth is likely to be slowed by the decrease in families and household sizes. The amount of Americans aged 18-34 who are single—now 51%—is the highest percentage since at least the 1980s.
- The percentage of residents 75 years of age or older increased 48% between 1980 and 2010.
- As of 2017, property values overall in the Town still had not recovered to their pre-Recession peak.
- Although the Town has some general obligation debt, the amount per capita of $152 is far lower than the average of $215 for all other towns in the state.
- The Town contains many ephemeral ponds, which are important for invertebrates and amphibians because these temporary ponds generally lack predator fish.
- The Town should consider the adoption of an agritourism zoning district to respond to the growing trend of wedding barns, harvest festivals, farm-to-table dining venues, and so forth.
- The Town should support a voluntary well water testing program in the near future to assess water quality within the Town.
- Educational signage at the Town's Recycling Center could encourage the proper handling of invasive plant materials to help prevent the inadvertent spreading of invasive species.

Extension Sheboygan County

Agriculture and Natural Resources

Mike Ballweg, Agriculture Agent

A Glimpse at Industrial Hemp Production in Wisconsin.

The passage of the USDA 2014 Farm Bill cleared the way for individual states across the country to develop Pilot Hemp Programs to grow industrial hemp for grain, fiber and for cannabidiol (CBD). Wisconsin is operating under its current hemp pilot program rules until October 31, 2020. The opportunity to grow industrial hemp, especially for CBD, has generated a huge amount of interest among entrepreneurs, unfortunately, many of whom did not analyze the economics, nor had the experience for growing, harvesting, drying and processing the crop. Many hemp growers were unable to lock in a market for the crop they produced. Hemp seeds, clones and planting are expensive. The crop is very labor intensive with few labeled pesticides registered. Even more importantly the biomass prices for CBD extraction have collapsed in recent months, leaving growers without markets, and an unsold hemp crop with low prices. The markets for hemp grain are limited as are the processing facilities for hemp fiber. There are currently no hemp fiber processing facilities in Wisconsin.

Annual Hemp Registrations Issued in 2019 – DATCP 2/4/2020

Registered Acres and Locations
- ≈ 16, 000 acres registered
- 2,601 locations registered in 71 Counties

Planted Acres and Samples
- **≈ 5,000 acres planted**
- **≈ 860 licensees planted hemp, had samples taken**

Preliminary 2019 Harvest Data – As of 2/4/2020
- ≈ 650 licensees reported that they harvested hemp
- ≈ 3,930 of acres reported harvested
- ≈ 98% reported as harvested for CBD/biomass
- ≈ 688 acres report destroyed –greater than .03% THC
- ≈ 3,521, 000 lbs. reported harvested
- ≈ 6% of harvest reported as sold

The oversupply of U.S. hemp
- CBD prices have collapsed
- Prices down ~70% from spring
- Price crashed as harvest started
- Need an estimated 20,000 acres of hemp to satisfy the $4 billion CBD market*
- Farmers harvested ~115,000 acres in 2019

https://www.theglobeandmail.com/robcannabispro/article-us-hemp-grossly-oversupplied-and-pressuring-cbd-prices/ 2/1/2020

Mike reports having talked with nearly 50 callers in the past year who were inquiring about growing industrial hemp. An Extension, December 5, 2019 Hemp Workshop in De Pere was attended by nearly 400 people. Extension has developed a website of Hemp Production Resources that has been useful for those seeking information. https://fyi.extension.wisc.edu/hemp/

So you want to grow hemp? Extension works with potential growers to address the key questions below. Our goal in Extension is to help people make informed decisions.
- Have you done a budget and profitability analysis?
- I've heard that CBD prices have collapsed and it costs a lot to grow hemp: Do you have a reputable buyer with a contract?
- Are you selling for CBD, seed or fiber? To whom and where?
- Hemp seeds and clones are expensive: Be wary of fraud
- Growing hemp is labor intensive: Do you have a plan to recruit and manage labor? Do you have much experience managing a crew?
- What equipment and tools do you plan on using?

A field of industrial hemp for CBD production

Extension Sheboygan County

Human Development and Relationships

Jane Jensen, Human Development and Relationship Educator

414.774.0623
will be calling Sheboygan residents on behalf of the Community Health Survery.

Beginning January 9, 2020, a community health needs assessment (CHNA) of Sheboygan County will be underway. The CHNA is a collaborative initiative being led by: Public Health, Aurora Health Care, Prevea Health, Lakeshore Community Health Center, United Way of Sheboygan County and the **Extension Sheboygan County Human Development and Relationships Educator.**

The first step will be a telephone survey of 400 randomly selected residents. **Please answer your cell or landline if 414-774-0623 comes up.** It is important to you and your family's health. It will supplement a prior survey conducted in 2017 to provide updated data and analyze changes or trends. The survey focuses on access to primary care, health care coverage, substance use, smoking, vaping, nutrition, physical activity, cancer, and injury prevention, immunizations, children's health, mental health and chronic disease. It is completely anonymous. Additional information will be gathered through key informant interviews, secondary data and a community conversation implemented by the lead organizations.

Results will track the success of community health improvement activities and help guide local health improvement efforts. Visit www.healthysheboygancounty.org for more information.

FoodWIse

Amanda Miller & Janeth Orozco, FoodWIse

The local FoodWIse program was one of the ten teams in the state selected to pilot test the Cooking Matters curriculum for parents and caregivers of young children. This new curriculum was developed to increase access to nutrition and food skills education for low-income families and contains shorter, more flexible, and family friendly lessons. Each lesson provides the opportunity to participate in hands-on cooking activities.

During the fall, Sheboygan County FoodWIse was able to partner with Family Connections, a child care resource and referral agency, to deliver a 5 lesson series to families. During those lessons, parents learned about adapting recipes to fit their family needs, meal planning, how to make healthy, homemade snacks, and preparing fruits and vegetables. At the end of each lesson families were able to take home the needed groceries to prepare the recipes at home. Parents and children were able to cook a healthy snack and one meal or side dish.

The response from participating parents was very positive. Parents were excited to participate in hands-on cooking activities with their children and were surprised to learn how much young children can help while preparing meals. When asked how she plans to use what was learned at this lesson one parent said she plans to make the meals learned during the lesson and use a healthier, leaner meat for her meals. At the end of the series one parent commented that she appreciated the information that was shared and that had led her to pay more attention to what she is eating and was happy because she felt that she was eating healthier foods.

For the spring implementation of this grant, FoodWIse will provide a four lesson series to WIC and Head Start families. WIC and Head Start are excited to participate in this pilot since they have heard great feedback from families that participated during the fall.

VARIANCE REPORT FOR DEPARTMENT -- UW EXTENSION
FOR THE QUARTER ENDING 12/31/2019

TIMING / G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
Intergovernmental Revenues		
State Grants	3,578.37	Received piece of Wisconsin Coastal Management Grant in 2019. Was not budgeted for 2019.
Public Charges for Services		
General Government	(3,827.93)	Less than anticipated participation in Ag & 4-H programs, as well as less than anticipated income from DHIC newsletter printing and educational certificates.
Interest and Other Revenue		
Other Misc. Revenue	1,048.22	More employee reimbursements for lodging/conferences.
Personnel Related Expenditure		
Wages	10,902.48	Employee reduction.
Benefits	2,468.03	Employee reduction.
Operating Expenses		
Purchased Services	(2,047.66)	Increase in teacher contract for second half of 2019 due to newly hired educator - funded with savings from employee reduction.
Interdepartmental Charges		
Employee Related Insurance	3,034.25	Employee reduction.
System Operation Charges	1,250.44	Fewer printing & duplicating charges needed for 2019
Variances Less Than Justification Threshold	**295.10**	
TOTAL	**16,701.30**	

SHEBOYGAN COUNTY

Cindy Sarkady
Extension, Sheboygan County-University of Wisconsin-Madison

February 4, 2020

Honorable Members of the Sheboygan County Board and County Administrator Adam Payne,

I am pleased to submit the 2019 Annual Report for Extension, Sheboygan County, University of Wisconsin-Madison. Our goal is to provide quality educational programs to empower the people of Sheboygan County to gain knowledge, build capacity, strengthen collaboration and develop relationships with key partners in the community.

Highlights of the various educational outcomes in 2019 include: Providing technical assistance to Greenbush, Glenbeulah, Mosel, Rhine, Waldo, Scott, Lima, Holland, and Adell for the required 10-year update to their comprehensive plans. Seven of the nine communities adopted their updates. 75% of evaluated participants of the FoodWIse classes stated they intend to spend their FoodShare dollars more wisely by using food resource management strategies. The Parliamentary Procedure Workshop included representatives from Sheboygan County United Way, Oostburg Board of Education, local Town Boards, a Representative from the state legislature, and local 4-H Program volunteers. One hundred percent of participants (n=15) indicated that their understanding of the benefits of Robert's Rules of Order increased.

Respectfully Submitted,

Cindy Sarkady
Area Extension Director

Mission Statement and Summary of Responsibilities

Through Extension, Sheboygan County, University of Wisconsin-Madison, the people of Sheboygan County and beyond can solve their most pressing issues and uncover their most promising opportunities through hundreds of programs and initiatives. Fundamental to this mission are Extension, Sheboygan County, University of Wisconsin-Madison's partnerships with Sheboygan County government, UW Green Bay, Sheboygan campus, and other public and private organizations. Extension, Sheboygan County, University of Wisconsin-Madison's wide-ranging initiatives impact 15,262 Sheboygan County residences directly and indirectly every year by providing access to University resources and engaging people in learning, and transforming their lives wherever they live and work.

Summary of responsibilities include the following:

- Supporting personal growth, professional success and organizational effectiveness through formal and informal learning
- Addressing the changing needs of the state and community by conducting, applying, and conveying relevant university research
- Integrating a scholarly approach to outreach into Sheboygan County focusing on Youth Development, Growth Management, Human Development & Relationships, Nutrition, and Agricultural education
- Addressing the specific educational needs of underserved populations in our community
- Empowering area residents to make informed decisions, become more self-sufficient, improve their lives and add value to the communities in which they live.

Goals and Objectives Achieved in 2019

- While there has been an abundance of anecdotal information regarding the benefits of cover crops, there has been little University of Wisconsin research to evaluate the benefits of cover crops on: soil health, nutrient scavenging, nutrient recycling, erosion control, water quality and crop production benefits. On farm research has been a focus in recent years to help address questions around resource protection and crop profitability.

- Extension UW-Madison, Sheboygan County educational programs provided a platform for building cover crop agronomic capacity among NRCS, County Land and Water Conservation Department staff and area farmers. Fifty farmers used cover crops for the first time during the past year. Approximately 400 farmers attended educational programs in crop profitability and resource protection. Educational programs included the following: Cover Crop Strategies after Short Season Crops - 80 participants; Cover Crops and Soil Health, Sheboygan River Progressive Farmers' Field Day - attendance 100; Management Practices to Keep Nutrients in the Field and Out of the Tile Lines - Tile Drainage on Agricultural Lands, Attendance - 80; Agronomy Day Program for farmers in Sheboygan, Ozaukee and Washington Counties, Attendance - 125.

- The Sheboygan County 4-H Youth Development Program has partnered with Seton Catholic and Jefferson Elementary Schools. These schools are located in Census Tract 2.01 in the City of Sheboygan. This census tract has a 27.4% poverty rate for all families according to 2010 census data.

- 75% of evaluated participants stated they intend to spend their FoodShare dollars more wisely by using food resource management strategies they have learned from FoodWIse classes, including shopping with a list and planning meals before shopping.

- Fifteen volunteers trained by the Human Development Family Relationships Educator provided early literacy activities on a monthly basis to 180 students who were at or below the federal poverty level. Twenty-five percent were Latino while 25% were African American and 11% were Hmong.

- Provided technical assistance to Greenbush, Glenbeulah, Mosel, Rhine, Waldo, Scott, Lima, Holland, and Adell as each worked on the required 10-year update to its comprehensive plan. Seven of the nine communities adopted their update in 2019.

- Provided groundwater and private well education through 1) year-round availability of homeowner testing kits at our Extension UW-Madison, Sheboygan County Office, and 2) a well water testing event in October 2019 in the Town of Russell held in cooperation with Sheboygan County Planning and Conservation and the certified lab at UW-Stevens Point.

- A workshop orienting adult and youth leaders to proper parliamentary procedure using Robert's Rules of Order was provided to nonprofit board members throughout Sheboygan County to strengthen their capacity for leading, serving and engaging in public decision making. Participants in the Parliamentary Procedure Workshop included representatives from Sheboygan County United Way, Oostburg Board of Education, local Town Boards, a Representative from the state legislature, and local 4-H Program volunteers. One hundred percent of participants (n=15) indicated their understanding of the benefits of Robert's Rules of Order increased. In addition, 100% of participants learned a variety of ways to help a group make decisions, understand the variety of motions used in Robert's Rules and understand the variety of methods used for voting and when to use each. One participant indicated that the workshop was, "Very helpful for multiple types and levels of meetings."

Budget

The Extension, Sheboygan County, University of Wisconsin-Madison 2019 approved budget was $465,868, with actual expenses of $448,811. The 2019 levy amount is $431,768. The total approved budget for 2020 was $459,152. Our budget more closely reflects our expenses and revenue than in past years due to the accountability in financial management. The 2019 budget goals were accomplished primarily by responsible operations, pursuits of matching funds, sustainable program revenue, and support from community, county, and state stakeholders.

Issues and Challenges Ahead

As part of the UW System Restructuring project, Extension is returning to our historic home at UW-Madison. Thanks to joining forces with UW-Madison, we will strengthen each other through exchanging experience and research statewide. With change, comes new systems and processes to learn. Training on UW-Madison policies and procedures will be ongoing as part of a general on-boarding strategy. Extension (formerly called "Cooperative Extension") began using the UW–Madison name and logo on January 1, 2019. The Department of Labor Education adopted the UW–Madison logo as a unit within the Division of Continuing Studies. Full transition of all faculty and staff and all major operational aspects of Extension was completed on July 1, 2019.

Goals and Objectives for 2020
Extension, Sheboygan County, University of Wisconsin-Madison has identified the following shared goals:

- Provide one Community Youth First Impressions Experience across two Sheboygan County communities for 10-14 youth within 2020. This experience will be evaluated through the Thrive Model's 4-H Developmental Context Instrument to measure the strength of bonding and bridging among youth and their communities. Successful key indicators include 1) 80% or more of youth participants feel included in programs, organizations and community spaces; 2) 95% or more of youth participants are able to identify their connections in community networks; and 3) At least one organizational or community practice is identified as changed because of youth input.

- Strengthen and develop relationships with partners who serve or represent diverse communities. This will be accomplished through the implementation of an Expansion and Review Committee which will meet throughout 2020. Representation will include currently enrolled 4-H members and leaders, existing urban partners, as well as new representatives invited from the the Hmong Mutual Assistance Association, Hmong Christian Reformed Church, Community Alliance Church, Centro Comunitario La Cima, Sheboygan Hispanic SDA Church, Union Oriental Market, Sheboygan Senior Community Center, and Sheboygan Housing Authority and various low-income housing units.

- Provide technical assistance to the towns of Holland, Mosel, Sheboygan, Sheboygan Falls, and Wilson as they each implement at least one of the high-priority recommendations within their recently adopted comprehensive plan update. seek recertification for farmland preservation from the state prior to December 31, 2020 deadlines, while simultaneously working on improvements to their zoning ordinances and striving to eliminate nonconforming lots on their zoning maps.

- Utilize Extension research and resources to build capacity and practical experience among hemp growers. While the production of industrial hemp is now an option for growers in Wisconsin, novice hemp growers may be lured by lucrative crop revenues without understanding the production costs and inherent risks associated with growing industrial hemp. Many beginning farmers interested in growing industrial hemp lack basic agronomic and agricultural experience.

- Support area farmer-led watershed groups through educational opportunities and resources to successfully implement useful on-farm demonstrations.

- Pilot the evidence-based Taking Care of You curriculum series from the institute of Human Development and Relationship with forty-five employees at Health and Human Services aimed at increasing mindfulness, positive emotions, optimism, resiliency to stress and increasing coping skills and self-care by November 2020.

- By September 2019, 70% of teachers and/or parents will report increased fruit and vegetable consumption by youth after taking FoodWIse classes.

- By September 2020, 50% of youth will report through pre and post evaluations increased fruit and vegetable consumption after taking FoodWIse classes.

VARIANCE REPORT FOR DEPARTMENT -- REGISTER OF DEEDS
FOR THE QUARTER ENDING 12/31/2019

TIMING / G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
Public Charges for Services		
General Government	128,675.00	Revenue fluctuates due to real estate and encumbrance activity which is based upon the local, state and national economy.
Personnel Related Expenditure		
Benefits	1,870.83	Budgeted for employee who retired.
Operating Expenses		
Purchased Services	138,042.05	This was a 12 to 18 month project. Balance should be carried over to 2020. Estimated completion time 3rd quarter of 2020
Repairs and Maintenance	1,144.71	Did not have any issues with office machines. No repairs or replacements needed.
General Operating	8,557.96	Postage cost less than estimated, change in how supplies are being ordered, no outside printing needed.
Interdepartmental Charges		
Employee Related Insurance	6,422.31	Budgeted for employee who retired, new employee opted out of taking insurance.
Variances Less Than Justification Threshold	**(99,619.14)**	
TOTAL	**185,093.72**	

SHEBOYGAN COUNTY

Ellen R Schleicher
Register of Deeds

Debbie Huberty
Office Supervisor

February 10, 2020

TO: Adam Payne, County Administrator
Thomas Wegner, County Board Chair
Honorable Members of the Sheboygan County Board of Supervisors

Greetings:

I am pleased to present you with the 2019 Register of Deeds Annual Report. In it, you will find a mission statement for the Register of Deeds office that summarizes our goals and responsibilities.

Overall our revenues were higher in 2019 verses 2018 by 30 percent; which helped our office exceed our expenses. The real estate market is so unpredictable it is difficult to see what will happen in the future. Hopefully we can maintain or exceed our revenues again in 2020.

Again, I would like to commend the staff for the work accomplished in 2019. They continue to put the customer first, by listening and helping solve their problems/concerns. They are willing to educate themselves when the opportunity arises and are ready to help work through issues that arise throughout the year.

The cross training of the staff has paid off tremendously as any given day we can count on folks to step up and help when needed. We will strive to continue to this process so we don't get rusty.

They make a great team working together towards the greater goal; to make things better for the customer. I wish to thank them for their help, support, enthusiasm and hard work. Their dedication to their positions, the office and Sheboygan County make our accomplishments possible.

Respectively submitted,

Ellen R Schleicher

Ellen R. Schleicher, Register of Deeds

Telephone (920) 459-3023
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ELLEN R. SCHLEICHER - REGISTER OF DEEDS

SUMMARY OF ANNUAL REPORT

2019

Mission Statement/Summary of Responsibility

To be fiscally responsible while serving the public in a courteous and friendly manner, following and enforcing the state statutes that dictate our office along with preserving and protecting real estate records, vital records and miscellaneous documents.

The Register of Deeds office is the primary source of legal documents, which affect virtually every individual living in Sheboygan County. This includes personal and real estate ownership and encumbrance records in addition to financing instruments that are the basis of individual and business credit ratings. This office executes the final acceptance and filing of new subdivisions, condominium plats, Transportation Plats (TTPs) and Certified Survey Maps. Also administers the Vital Records Registration system, which includes registration of all births, marriages, deaths and divorces of county residents, probate instruments, and business documents such as corporate filings.

Other duties include registration, preparation, and issuance of copies of military records (DD-214s), alternative informal probate procedures (Termination of Decedents Interest in Property), and registration of US Treasury Federal Tax IRS Liens. Other statutory responsibilities include the collection of real estate transfer fees and recording fees, currently divided between Sheboygan County and the State of Wisconsin.

Required reports are given to the following governmental agencies: US Treasury (Federal IRS Tax Liens), Wisconsin Department of Revenue (transfer fee tax collection and property valuation for tax equalization), and the Wisconsin Department of Administration (plat review and the Wisconsin Land Information Program) and the Wisconsin Department of Health and Social Services (Vital Records).

Sheboygan County Departments that depend upon us for information and services include Veteran's Services Office, Planning & Conservation, Clerk of Courts, Treasurer/Real Property, County Clerk and Transportation.

Recorded land records are the basis of the real estate property tax. Translated into monetary terms the land records in the Register of Deeds office represent $9.9 billion dollars in real estate lying within the borders of Sheboygan County. A five (5.00) percent increase in real estate value from 2018 per Department of Revenue reports.

Goals and Objectives Achieved in 2019

- Processed 21,060 real estate documents.
- Filed 3169 vital records.
- Issued 49 Military Discharges (DD-214).
- Issued 25,999 legal documents.
- Served 353 genealogist searchers.
- Copied 86 documents to County Departments.
- Recorded 85 new condominium units.

- Recorded 101 subdivision lots.
- We are now back indexed to September 29, 1970.
- Back scanned and imported 167,516 images (241 Deed Books) into our land record software system.
- Back indexed 14, 710 documents
- Updated confidentiality forms and Laredo Contracts.
- Shared with legislator's bills our association is working on.
- Work with State Vitals Office on implementation of state wide issuance of marriage certificates.

2019 was again a very good year for the real estate market, helping us exceed our budget expectations. Hopefully we can continue that trend in 2020. Total revenues were $2,447,695. State received $1,400,692. County received $910,090. Land Records account received $136,912. We surpassed our projected revenues by $211,007. We will continue to contain our expenses while still giving quality service. It is our goal to ensure that the Register of Deeds Office will not utilize any property tax levy but continue to add to the tax levy and general fund, when possible.

Excellent Customer Service is always our focus and one of the ways we achieve this is by recording and returning documents in a timely manner. Counter customers are greeted in a friendly way and helped within minutes of walking through the door. If there is a problem with their requests, we promptly explain the problem and give them an estimated time when we can get an answer for them. Remote Access customers can view their recorded documents almost immediately after processing, usually within 24 hours. We strive to return paper documents within days of recording.

Issues and Challenges Ahead

One challenge will again be with the Vital Records. Effective October 2020, Real IDs issued by the Department of Motor Vehicles must be marked with a "star" to be in compliance the Real Act of 2005. Folks who wish to fly or enter government offices must have the proper ID. To receive the ID, more documentation is required such as birth and marriage certificates. We anticipate heavier traffic in our office as folks are trying to get the proper documents. State-wide issuance of marriage certificates started January 2, 2020 and we are working with the state on issues that arise on a daily basis. We anticipate increase traffic for these records also. We will need to address the mailing duties that were recently added to our daily routine. We need to continue to offer the best customer services we can and be diligent to ensure that folks continue to utilize our office for their vital record needs. It is our job to create a positive environment so folks recommend our office to their family and friends for their vital records. It is anticipated that we will complete our back scanning project this year and will then have to focus on indexing them for easier access.

Goals and Objectives for 2020

Continue to keep our focus on the turn-around time of real estate documents. The needs of banks and lenders must be met in order to keep the local financial market and economy healthy. This is an ongoing objective for our office. We will attempt to keep that turn-around to less than a week.

- Continue back indexing of documents.
- Host a Public Services Seminar with Ozaukee County and our Software Company.
- Complete back scanning project.
- Continue to work with the marriage officiants, funeral directors, nursing homes,

hospices, hospitals and doctors with questions they have regarding the state's vital record system.

- Look into a more efficient billing system for our Laredo customers.
- Work with our legislatures to help them understand legislation that our association submits and supports.
- Work with our software vendor to update and improve programs.
- Continue to work on updating and improving our written procedures.
- Continue to work with the State Vital Records Office to update and improve service.
- Ensure a confidentiality form is signed for internal users of our Laredo software.
- Continue to encourage folks to record their land records electronically.
- Continue to get pertinent information to all the staff in our office via email or short meetings. We feel it is important to keep the communication lines open.
- Offer staff opportunities for on-line training.
- Encourage staff to look for ways to improve themselves.
- Resume back indexing our vital records and Military Discharges (DD-214s).
- Explore the possibility to integrate document numbers located in the Treasurer's software.

Ensure that employees are utilizing their time to improve the productivity within the office. We are constantly striving to find the proper technology to help improve our productivity and efficiency, without compromising our customer service. In order to maintain and improve our customer service I will continue to empower the staff by communicating the information they need to meet our customers' questions and concerns.