

**SHEBOYGAN COUNTY PLANNING, RESOURCES, AGRICULTURE & EXTENSION
COMMITTEE MINUTES**

Sheboygan County UW-Extension Office
5 University Drive
Sheboygan, WI
Room 5024
and
Remote

September 27, 2022

Called to Order: 3:00 PM

Adjourned: 4:11 PM

MEMBERS PRESENT: Chairman Keith Abler, Supervisor John Nelson, Supervisor Henry Nelson, Supervisor Rebecca Clarke, Supervisor Paul Gruber (remote) and Ag Community Member Stanley Lammers.

MEMBERS ABSENT: n/a

OTHERS PRESENT: Aaron Brault, Megan Nasgovitz, Cindy Sarkady, Jane Jensen, Emily Jensen, Evan Grossen, Eric Otte (remote)

Chairperson Abler called the meeting to order at 3:00 PM and verified the meeting notice had been posted on September 23, 2022 at 10:00 AM and the meeting complied with the Wisconsin Open Meeting Law.

Mr. Lammers motioned to approve the minutes from the August 23, 2022 committee meeting. Motion seconded by Supervisor Henry Nelson. Motion passed with no opposition.

Correspondence: None

Chairperson Abler opened the public hearing at 3:01 PM.

To consider an application for a variance from the *Sheboygan County Subdivision Ordinance* for the property along Georgia Avenue (part of Government Lots 7 & 8 Section 28, T15 N R23 E, Town of Sheboygan, parcel #59024352994 & #59024352971) to allow the creation of two lots. One of the lots does not have adequate frontage on a public street as required under Section 71.22(2)(a) of said Ordinance.

The public hearing notice was posted on September 9th and September 16th in compliance with the state statute. Mr. Brault gave an overview of the project and Mr. Otte, the surveyor, answered questions about the lots.

Public hearing closed at 3:06.

Supervisor Henry Nelson moved to approve the variance contingent on it receiving the extraterritorial jurisdiction approval from the City of Sheboygan. Motion seconded by Supervisor John Nelson. Motion passed with no opposition.

Extension-

September Extension Impact Report. Ms. Sarkardy presented the impact report.

Human Development & Relationships Educator Report. Jane Jensen handed out copies of the 'Planning Ahead' workbook and flier and presented on Extension's efforts to create advanced end of life planning resources for the community.

Planning & Conservation-

Consideration of Boot Allowance. Mr. Brault presented a request to implement a \$100 boot allowance per year (or equivalent to what the highway department offers) for eight staff positions that work outside frequently. These positions include the three Conservation Specialists, two Parks employees, the County Conservationist, and the two Code Administrators. Supervisor Clarke motioned to approve the request. Motion seconded by Supervisor Henry Nelson. Motion carried with no opposition.

Consideration of Vacant Position Request. Mr. Brault presented a request to fill the position of a staff member who is retiring in early 2023. Supervisor Henry Nelson motioned to approve the request. Motion seconded by Supervisor John Nelson. Motion carried with no opposition.

Consideration of Applying for Brownfield Assessment Grant. Mr. Brault presented a request to submit a grant request using finances in the consulting budget to help write the grant. Supervisor Henry Nelson motioned to approve the request at a cost not to exceed \$3,000. Motion seconded by Mr. Lammers. Motion carried with no opposition.

Other Department Project and Program Management Updates. Mr. Brault shared that he is applying for an ACT grant to plant trees along CTH PP, the stream restoration at Amsterdam Dunes is going well, the tree sale will be getting up and going in November and that the Department will be updating three ordinances; shoreland, sanitary and subdivision. He also mentioned he was requested to attend the next Town of Plymouth board meeting to address a complaint from a resident.

Consideration and Approval of Attendance at Other Meetings/Functions. Supervisor Henry Nelson motioned to approve the request of Supervisor Clarke to visit the Gruenwald farm for the purpose of discussing liquid manure. Motion seconded by Mr. Lammers. Motion carried with no opposition.

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

Review and Approve Vouchers – Supervisor John Nelson made a motion to approve the vouchers. Supervisor Clarke seconded the motion. Motion carried with no opposition.

Supervisor John Nelson motioned to adjourn the meeting. Supervisor Henry Nelson seconded the motion. Motion carried with no opposition. Meeting adjourned at 4:11 PM.

Next meeting (Planning & Conservation Focus) is scheduled for October 11, 2022 at 3:00 PM.
Next meeting (Extension Focus) is scheduled for October 25, 2022 at 3:00 PM.

Megan Nasgovitz
Recording Secretary

John Nelson
Committee Secretary

**VARIANCE REPORT FOR DEPARTMENT -- UW EXTENSION
FOR THE QUARTER ENDING 09/30/2022**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Interest and Other Revenue		
	Other Misc. Revenue	(4,656.79)	No payment will be received to reimburse 4H Intern wages because the position will be vacant for 2022.
	Personnel Related Expenditure		
	Wages	6,846.39	Employee assisting Health and Human Services is charging hours to public health business unit, another employee has taken some unpaid time, and the 4H Intern position will be vacant for 2022.
	Benefits	1,393.42	Employee assisting Health and Human Services is charging hours to public health business unit, another employee has taken some unpaid time, and the 4H Intern position will be vacant for 2022.
	Operating Expenses		
	Purchased Services	37,027.71	No payments for event speakers since Landscape & Grounds event was held virtually. Still waiting on invoices for telephone implementation project. 1st half 2022 State contract for local educators lower than budgeted for.
	Repairs and Maintenance	(2,394.18)	Unbudgeted cell phone purchase for State employee and higher copier machine costs than anticipated.
	General Operating	4,315.60	Less mileage, lodging, and seminars/training than anticipated.
	Interdepartmental Charges		
	Employee Related Insurance	1,207.57	Positive variance due to new hire and lag time with benefits starting.
	Variances Less Than Justification Threshold	141.53	
	TOTAL	43,881.25 Positive	

**VARIANCE REPORT FOR DEPARTMENT -- UW EXTENSION
FOR THE QUARTER ENDING 12/31/2022**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Public Charges for Services		
	General Government	(5,460.36)	Less program fees collected and fewer newsletters printed/mailed when compared to anticipated budget.
	Conservation and Development	2,829.00	More water testing fees collected than anticipated.
	Interest and Other Revenue		
	Other Misc. Revenue	(5,354.33)	No payment will be received to reimburse 4H Intern wages because the position will be vacant for 2022.
	Personnel Related Expenditure		
	Wages	7,127.46	Employee assisting Health and Human Services is charging hours to public health business unit, another employee has taken some unpaid time, and the 4H Intern position will be vacant for 2022.
	Benefits	1,662.15	Employee assisting Health and Human Services is charging hours to public health business unit, another employee has taken some unpaid time, and the 4H Intern position will be vacant for 2022.
	Operating Expenses		
	Purchased Services	42,016.62	No payments for event speakers since Landscape & Grounds event was held virtually. 2022 State contract for local educators lower than budgeted for due to staffing changes.
	Repairs and Maintenance	(3,013.95)	Unbudgeted cell phone purchase for State employee and higher copier machine costs than anticipated.
	General Operating	8,745.88	Less mileage, lodging, and seminars/training than anticipated.
	Variances Less Than Justification Threshold	224.79	
	TOTAL	48,777.26 Positive	