

## NOTICE OF MEETING

SHEBOYGAN COUNTY PLANNING, RESOURCES,  
AGRICULTURE AND EXTENSION COMMITTEE

**May 28, 2024**

**3:30 PM**

Extension Sheboygan County Office  
UW-Green Bay – Sheboygan Campus  
5 University Drive  
Sheboygan, WI 53081  
Room 5024

Remote Access:

(312) 626-6799

Meeting ID: 977 1211 0953 #

Passcode: 886395

<https://uwmadison.zoom.us/j/97712110953?pwd=cDBmbWtgTnNVTmxVRG5XTFYrc09qUT09>

### \* AGENDA\*

Call to Order

Certification of Compliance with Open Meeting Law

Approval of March 26, 2024 Minutes

Correspondence

Register of Deeds -

Consideration of 1<sup>st</sup> Quarter Variance Report

Planning & Conservation -

Consideration of 1<sup>st</sup> Quarter Variance Report

Consideration of Vehicle Use Policy

Presentation and Possible Consideration of Updated Stormwater Plan

Extension -

Consideration of 1<sup>st</sup> Quarter Variance Report

Area Extension Director Report

*(This report is summary of key activities. No action will be taken by the Planning, Resources, Agriculture and Extension Committee unless it is a specific item on the agenda.)*

Alicia Utke-Becher Human Development & Relationships Educator Report

*(This report is a summary of key activities. No action will be taken by the Planning, Resources, Agriculture and Extension Committee unless it is a specific item on the agenda.)*

Consideration and Approval of Attendance at Other Meetings/Functions

Travel Reports on Meetings/Functions Attended by Committee Members

Review and Approve Vouchers

Adjournment

Next scheduled meetings: June 11, 2024 at 3:30 PM (Planning & Conservation Focus)  
June 25, 2024 at 3:30 PM (Extension Focus)

Prepared by:  
Tammy Zorn  
Recording Secretary

Rebecca Clarke  
Committee Chairperson

NOTE: 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.

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.

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

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

**March 26, 2024**

**Called to Order: 3:00 PM**

**Adjourned: 3:33 PM**

MEMBERS PRESENT: Chairman Keith Abler, Supervisor Rebecca Clarke (remotely), Supervisor Henry Nelson, Supervisor John Nelson, Supervisor Paul Gruber, Ag Community Member Stan Lammers

MEMBERS ABSENT:

OTHERS PRESENT: Jayna Hintz (remotely), Tammy Zorn, Liz Gartman, David Huenink (remotely), Mike Vogl (remotely)

Chairperson Abler called the meeting to order at 3:00 PM and verified the meeting notice had been posted on March 20, 2024 at 10:00 AM and the meeting complied with the Wisconsin Open Meeting Law.

Stan Lammers moved to approve the February 27, 2024 minutes. Motion supported by Supervisor Gruber. Motion carried unanimously.

Correspondence: None.

Extension-

Presentation of 2023 Annual Report. Jayna Hintz presented and took questions on the UW Extension 2023 Annual Report.

Area Extension Director Report. Jayna Hintz took questions on the February Impact Report.

Liz Gartman Regional Crops Educator Report. Liz Gartman gave updates on programs she is working on.

Consideration and Approval of Attendance at Other Meetings/Functions. None.

Travel Report and Report of Meetings and Functions Attended. Supervisor Clarke reported on Wisconsin Counties Association meeting.

Review and Approve Vouchers. Stan Lammers moved to approve the vouchers. Supervisor Henry Nelson seconded the motion. Motion carried unanimously.

Supervisor John Nelson moved to adjourn the meeting. Supervisor Gruber supported the motion. Motion carried unanimously. Meeting adjourned at 3:33 PM.

Next meeting (Planning & Conservation Focus) is scheduled for April 9, 2024 at 3:00 PM.

Tammy Zorn  
Recording Secretary

John Nelson  
Committee Secretary

**VARIANCE REPORT FOR DEPARTMENT -- REGISTER OF DEEDS  
FOR THE QUARTER ENDING 03/31/2024**

<b>TIMING</b>	<b>G/L CATEGORY</b>	<b>VARIANCE FROM BUDGET</b>	<b>EXPLANATION OF VARIANCE</b>
	<b>Public Charges for Services</b>		
	General Government	(14,183.99)	Revenue fluctuates due to real estate and encumbrance activity which is based upon the local, state and national economy.
	<b>Personnel Related Expenditure</b>		
	Benefits	1,830.63	Savings from staffing vacancy.
	<b>Operating Expenses</b>		
	Purchased Services	37,891.24	Anticipated cost for 1st quarter less than anticipated, should even out by the end of the year.
	General Operating	(2,564.52)	Security paper that was ordered in 2023 was not invoiced until 2024. Also it appears that our leasing charges were moved to a different line item and we were not aware of. This affected the account that we thought we were supposed to be using. Finance will need to do a journal entry to fix this and it should be straightened out by the end of the second quarter.
	Fixed Charges	1,326.00	Due to the change in accounting for lease agreements and where the expenses were budgeted for 2024.
	<b>Interdepartmental Charges</b>		
	Employee Related Insurance	11,982.60	Savings from staffing vacancy.
	<b>Variances Less Than Justification Threshold</b>	<b>(23,854.36)</b>	
	<b>TOTAL</b>	<b>12,427.60 Positive</b>	

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY PLANNING & RESOURCES  
FOR THE QUARTER ENDING 03/31/2024**

<b>TIMING</b>	<b>G/L CATEGORY</b>	<b>VARIANCE FROM BUDGET</b>	<b>EXPLANATION OF VARIANCE</b>
	<b>Intergovernmental Revenues</b>		
	Federal Grants	16,532.25	Higher than expected use of brownfield grant. Budget neutral.
x	State Grants	(38,994.88)	Primarily due to reverse entry in 2024.
x	Grants from Local Gov'ts	(1,539.14)	Primarily due to reverse entry in 2024.
	Charges - Other Local Gov'ts	42,279.96	Unexpected WDNR MDV program revenue.
	<b>Licenses &amp; Permits</b>		
	Other Permits and Fees	10,476.43	Higher than expected permits thus far.
	<b>Public Charges for Services</b>		
x	Conservation and Development	(100,415.24)	The majority of this is from the tree sale. Revenue from orders taken in 2023 hasn't been transferred in yet. Our tree sale showed a positive variance between actual revenues and expenses.
	<b>Interest and Other Revenue</b>		
	Rent Revenue	2,500.00	More rentals at Marsh building than expected thus far.
	Other Misc. Revenue	1,140.16	Higher than expected resale of a former vehicle.
	<b>Interdepartmental Revenue</b>		
	Other Interdept'l Revenue	(2,295.00)	Have not received payment from Highway Department yet for annual nonmetallic mining permits.
	<b>Personnel Related Expenditure</b>		
	Wages	(17,596.44)	Payout for long-time retired employee. This should turn positive by year end.

**Operating Expenses**

Purchased Services	(18,064.01)	Higher than expected use of brownfield grant. Budget neutral.
Repairs and Maintenance	1,600.66	Less than expected use of repair and maintenance funds for our facilities.
General Operating	29,238.68	The majority of this is from the tree sale. Expenses from 2023 haven't been accounted for yet. Our tree sale showed a positive variance between actual revenues and expenses.
<b>Interdepartmental Charges</b>		
Employee Related Insurance	3,671.29	Due to retirement.
Repairs & Maintenance Charges	2,238.54	Less use of Highway Department for plowing & other services.
<b>Capital Outlay</b>	10,000.00	New trailer not purchased in 1st quarter.
<b>Variances Less Than Justification Threshold</b>	<b>(3,465.73)</b>	
<b>TOTAL</b>	<b>(62,692.47) Negative</b>	



***Sheboygan County***  
***Planning & Conservation Department***

Administration Building

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Sheboygan, WI 53081-4126

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Director

Aaron C. Brault

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### **Department Vehicle Use Policy**

- All vehicles are to be used solely for County business and under no circumstances for personal use.
- All vehicles must be properly identified with the County logo.
- Any person operating a County vehicle must possess a valid driver's license.
- Any person operating a County vehicle must abide by all traffic laws.
- Vehicles may only be taken home with the approval of the Department Director.



Asset Number	Unit Number	Description	Date Acquired	Serial Number	License Number	Asset Cost	Date Removed
<del>1017181</del>	<del>147-19</del>	<del>Truck Patrol Supervisor Pickup</del>	<del>4/9/2012</del>	<del>1FTFW1EF9CF027003</del>		<del>3,898.61</del>	2024
1017328	1017328	Squad - Utility Interceptor	4/21/2014	1FM5K8AR0EGB59350	88916	\$ 30,205.29	
1017773	1017773	2018 Ford F-150 Pickup	6/21/2018	1FTMF1E51JKE25338	99517	\$ 30,088.50	
1017774	1017774	2018 Ford F-150 Pickup	6/21/2018	1FTEX1E58JKE25340	99516	\$ 31,641.50	
1017854	1017854	Utility Terrain Vehicle	1/25/2019	1M0855DEECM040918		\$ 15,722.29	
1017966	1017966	Truck - Planning	2/28/2020	1FTFX1E55LFA99450	99450	\$ 37,051.44	
1018226	1018226	Ford F150 PickUp	6/17/2022	1FTFX1E5XNKD43605	43605	\$ 35,603.50	
1018342	1018342	Pickup Truck PlanCon	12/21/2023	1FTFW1E85PKF57739	C25491		
75601	54009	Canoe Model C017 2 Pad/2Cush	1/1/1991	R6457		\$ 665.00	
1014970	1014970	Truck Cargo Cap	4/17/2001			\$ 779.00	

**VARIANCE REPORT FOR DEPARTMENT -- UW EXTENSION  
FOR THE QUARTER ENDING 03/31/2024**

<b>TIMING</b>	<b>G/L CATEGORY</b>	<b>VARIANCE FROM BUDGET</b>	<b>EXPLANATION OF VARIANCE</b>
	<b>Public Charges for Services</b>		
	General Government	(4,933.18)	Not as much educational certificate fees received as anticipated.
	<b>Interest and Other Revenue</b>		
	Other Misc. Revenue	(2,504.46)	Postage grant carryover amount unspent was not as large as last year due to lower volumes in postage. 2nd half postage allocation amount will likely be larger.
	<b>Personnel Related Expenditure</b>		
	Wages	1,565.69	Some vacancies have factored in a smaller variance.
	<b>Operating Expenses</b>		
	General Operating	7,103.09	Food, office, postage, and computer system costs were lower than expected.
	<b>Interdepartmental Charges</b>		
	Employee Related Insurance	1,183.06	Some vacancies have factored in a smaller variance.
	<b>Variances Less Than Justification Threshold</b>	<b>2,241.25</b>	
	<b>TOTAL</b>	<b>4,655.45</b>	

## AGRICULTURE



*If it happens on a farm or in a field, the Extension Institute of Agriculture works with you to achieve better results. Our innovative dairy management programs range from genetics to farm and business management. Extension researchers work hand-in-hand with row crop, forage and fresh produce growers to provide best practices for every aspect of the growing phase. We also advise communities on using sustainable practices to create inviting spaces free from invasive species.*

### Crops

Liz Gartman, Regional Crops Educator

A regional agriculture newsletter for Fond du Lac, Sheboygan, Washington and Ozaukee county agriculture producers, industry representatives and agency staff that provides timely crop production updates, dairy and farm management resources and upcoming agriculture events. The goal is to create awareness of Extension programming and research in the region and maintain a connection between UW and the ag community.

Crop, dairy and livestock producers make key management decisions every day based on challenges related to markets, weather and farm goals. It is important for them to have access to up-to-date information and opportunities to help them choose production methods that help them achieve their goals. As a result, the Regional Ag Updates newsletter is prepared and e-mailed to approximately 900 ag producers, agency staff and agribusiness consultants that support farmers. In the winter months, the newsletter is sent monthly, with issues every two weeks during the crop production months. This newsletter shares field trial opportunities, timely management updates and tools to support production decisions, along with UW Extension and partner event opportunities. This newsletter consistently has a 40% open rate and one recipient shared the importance of having upcoming local and statewide events listed in one place. It further has become a great partnership tool between Extension and local producer led watershed groups, land and water departments and state agencies. This effort creates a greater awareness of resources available to support their farm production goals.

- A field study in collaboration with other Extension crops educators as part of the Nitrogen Optimization Pilot Program that is designed to identify optimum Nitrogen rates in a corn cropping system that utilizes dairy manure. Results from this trial will help improve commercial nitrogen management and farm profitability. (Liz Gartman)



Extension

UNIVERSITY OF WISCONSIN-MADISON  
SHEBOYGAN COUNTY

APRIL 2024 REPORT

## COMMUNITY DEVELOPMENT



*Community Development provides educational programming to assist leaders, communities, and organizations realize their full potential. We work with communities to build the vitality that enhances their quality of life and enriches the lives of their residents. We educate in leadership development, organizational development, food systems, community economic development, local government education and much more. In short, the Community Development Institute plants and cultivates the seeds for thriving communities and organizations.*

*Kevin Struck, Community Development Educator*

- Kevin was invited to plan commission meetings in two towns to discuss zoning options for two landowners who each had development proposals for land uses that were not clearly addressed in the zoning ordinance regulations. In both cases, innovative solutions were worked out that will allow the landowners to optimize the use of their property without violating any ordinance or negatively impacting neighbors.
- Artificial intelligence has made a lot of headlines recently. Kevin decided to determine how accurately a custom-made artificial intelligence program would respond to questions about zoning regulations in a local town. He created a “Zoning Ordinance Assistant” using OpenAI’s GPT Builder and tested it using a variety of zoning questions, refining the program as needed to continue improving its accuracy. A program like this added to a town website could eventually help users such as landowners and real estate professionals obtain answers to most zoning-related questions in a user-friendly manner without having to interrupt local officials with phone calls and emails.



Extension

UNIVERSITY OF WISCONSIN-MADISON  
SHEBOYGAN COUNTY

APRIL 2024 REPORT

## HUMAN DEVELOPMENT AND RELATIONSHIPS



*The Extension Institute of **Human Development & Relationships** provides the tools Wisconsinites need to thrive as well-rounded, capable individuals and families. We support families in caring for each other in ways that promote growth and understanding. Our programs promote aging-friendly communities, coach effective parents and help families put technology, mindfulness and financial awareness to use.*

*Alicia Utke-Becher, Human Development & Relationship Educator*

- A 1-hour session for a Sheboygan County senior social center where older adult participants learned strategies to make budgeting adjustments when income and expenses change. The goal of this program is to increase knowledge about budgeting and living on a fixed income.
- A 1-hour Money Smart Wisconsin Big Read program for Clover Bud Participants, involving listening to the Big Read, interactive reflection, and creative expression through hands-on activities centered on money concepts: saving, spending, donating, investing, and distinguishing needs from wants. The goal was to enhance financial literacy among young learners, empowering them with essential money management skills.
- An in-person, 2 hour, 6-week program for caregivers of adults with chronic illness where participants learn the skills for reducing personal stress, changing negative self-talk, improving communication, setting limits, dealing with emotions, and making tough caregiving decisions. The goal is to enhance participant's overall wellness and equip them with tools to navigate challenging moments, ultimately fostering resilience and support in their caregiving journey benefiting both the caregiver and care recipient.
- Wise Wisconsin, a virtual learning series for older people and professionals working with older people that connects individuals in meaningful ways by providing opportunities to learn, share and grow together. The goal of the program was to provide knowledge and resources on topics that help participants enrich their lives while building in opportunities for learning from others and sharing their own experiences to build a sense of connection to others virtually.

## YOUTH DEVELOPMENT



*Positive Youth Development prepares the youth of today to become the effective, empathetic adults of tomorrow. Our research-based youth enrichment programs like teens in governance build youth and adult capacity and partnerships that help both sides grow. 4-H clubs, camps and after-school programs give young people the hands-on experiences they need to develop an understanding of themselves and the world.*

### 4-H

Sarah Tarjeson, 4-H Youth Development Educator

- A workshop in Forest County for older youth leaders to increase knowledge of and skills using parliamentary procedure, civic engagement, and understanding of county government to enable participants to engage in civic action more comfortably.



4-H members and adult volunteers must work in groups to make decisions throughout the program. Most often, members use parliamentary procedure to do this. However, we rarely teach our members how this is done! I led a three-hour educational session to teach the purpose and the basics of parliamentary procedure, especially the process of managing motions. Six youths and one adult participated and increased their skills in parliamentary procedure. After the workshop, one of the adults thanked me for including the youth and told me her kids were making motions the whole way home.

- Supporting 4-H youth and adult leadership in the Sheboygan County 4-H Horse and Pony project by mediating conflict and coaching decision-making during project meetings and programs, which increases youth engagement in the program.

Increased tension and conflict among adult volunteers prompted my increased presence and coaching through conflictual situations. I have attended committee meetings, project member and family events, and facilitated mediation and agreement between adult leaders. As a result of my presence, coaching, and mediation, the Horse and Pony project has experienced stronger engagement at the subcommittee level, increased communication between adult leaders, and stronger engagement of youth leadership within the project as reported by youth participants, the Area Extension Director, and adult project leaders. As program quality increases through spark exploration, increased belonging, and positive developmental relationships, youth engagement in the 4-H program increases, leading to an increase in the thriving trajectory of youth.



## FOOD SECURITY, HEALTHY EATING, AND HEALTHY LIVING



*FoodWise* advances healthy eating habits, active lifestyles and healthy community environments for families with limited incomes through nutrition education at the individual, community and systems levels. *FoodWise* reaches individuals and families through local community partners by providing nutrition classes in-person and virtually, indirect education (newsletters, etc.), and social media/marketing. *FoodWise* is an obesity prevention program that addresses policy, system and environmental changes through local and state public health efforts.

*FoodWise* is federally funded by the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and the Expanded Food and Nutrition Education Program (EFNEP).

### *Amanda Miller, FoodWise Coordinator*

- Providing technical assistance, education, and resources to community members about food preservation safety. This service aims to prevent food borne illness through improper home canning practices.
- Facilitating the Sheboygan County Public Health Department’s community health action team meetings in April, May and June. These meetings will bring community members and organizations together to develop the next 3-year plan to address nutrition and physical activity in Sheboygan County.
- Providing technical assistance as a new member of the Sheboygan County Head Start/Early Head Start’s Health Advisory Committee. The purpose of this committee is to provide oversight of the various health areas that impact Head Start children and their families.

Sarah Tarjeson  
*4-H Youth Development Educator*

Liz Gartman  
*Regional Crops Educator*

Jayna Hintz  
*Area Extension Director*

Kevin Struck  
*Community Development Educator*

Amanda Miller  
*FoodWise Coordinator*

Tammy Zorn  
*Support Staff*

Alicia Utke-Becher  
*Human Development & Relationships Educator*

Janeth Orozco  
*FoodWise Educator*

Emily Jensen  
*Support Staff*

Cassi Worster  
*Area Marketing Specialist*