



Extension

UNIVERSITY OF WISCONSIN-MADISON

Extension Education Committee Agenda Videoconference (See link at bottom of agenda)

OR

Jefferson County Extension Office
864 Collins Road, Jefferson, WI 53549

DATE: Monday, January 10, 2022

TIME: 8:30 a.m.

Committee Members: Dan Herbst, John Kannard, Dwayne Morris, Mary Roberts, Lloyd Zastrow

1. Call to Order
2. Roll Call (to establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
5. Approval of Agenda (for possible rearrangement)
6. Approval of University Extension Education Committee Minutes from November 8, 2021 (Note: No meeting was held in December 2021)
7. Communications
8. Discussion and Possible Recommendation of Possible Drainage Board Nominees
9. Review of 2021 Departmental Budget
10. Update on Regional Crops Educator (Jefferson, Walworth, Rock)
11. Update on Regional Dairy Educator (Jefferson, Walworth, Rock, Dane, Dodge)
12. Update on Jefferson County 4-H Educator
13. Discussion of Monthly Educator Reports (see attached written reports) – Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise)
14. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings:
February 14, 2022; March 14
15. Adjourn

Join Zoom Meeting

<https://us06web.zoom.us/j/89023756316?pwd=dEtDeXYrc1FMeTU0b0R0aG81a1VPdz09>

Meeting ID: 890 2375 6316

Passcode: 162604

Dial by your location: +1 312 626 6799 US (Chicago)

A quorum of any Jefferson County Committee, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. 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. *“Enriching people with knowledge, perspective, skills and aspirations.”* University of Wisconsin, U.S. Department of Agriculture & Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX & ADA.

Extension Education Committee Minutes

Date of Meeting: November 8, 2021

Meeting Called to Order: Zastrow called the meeting to order at 8:30 a.m.

Members Present in Person: Herbst, Kannard, Morris, Roberts, Zastrow.

County/Extension Staff Present: Kara Loyd, 4-H Educator; Chrissy Wen, Area Director;

Extension Staff Present via Videoconference: Katelyn Broedlow, Administrative Assistant; Kim Buchholz, Administrative Specialist, Steve Chmielewski, Community Educator

Others Present via Videoconference: None

Certification of Open Meetings Law: The agenda with videoconference link was duly posted and the door is open.

Public Comment: None

Roll Call (establish a quorum): Quorum present.

Approval of Agenda for Possible Rearrangement: No rearrangement needed. Motion by Dan, seconded by John to approve agenda as written. Motion approved.

Approval of October 11, 2021 Meeting Minutes: Motion by Kannard, seconded by Herbst, to approve the October 11, 2021 meeting minutes with change to dropping the "s" from supervisors under "Others Present via Videoconference". Motion approved.

Communications: None per Wen and Buchholz

Discussion and Possible Action for the 2022 Extension Contract: Committee members received a copy of the 2022 Extension Contract in their agenda packet. Wen explained that this is the annual contract for the educator positions within Jefferson County. Discussion occurred about why Community Educator position was different than others. Wen explained that the position is a fully funded County position. Wen also made committee members aware that the contract had been reviewed by both the County Administrator and County Legal Counsel. Motion by Morris, seconded by Kannard to approve the 2022 Extension Contract. Motion approved. Committee members then signed the contract. Wen will execute the contract for final Extension signatures.

Loyd had a 9 a.m. meeting so asked if Educator Reports could be moved up. Committee approved.

Discussion of Monthly Educator Reports:

- Kara Loyd provided an oral report to the committee from her written report that was included in the agenda packet.
- Steve Chmielewski provided an oral report to the committee from his written report that was included in the agenda packet.
- Wen provided a brief update for the FoodWise program since Lisa Krolow was unable to join the meeting. The program update is similar as to last month's report. FoodWise continues to search for new partnerships within the County. Maddie Buchholtz is working with two different subsidized housing sites to provide monthly educational programs.
- A question was asked of Wen regarding the Master Gardener Program and how that is now being handled in Jefferson County. Wen stated that there have been many changes to that program and suggested that this be an agenda item for an upcoming meeting.

Review of 2021 Departmental Budget: Committee members received a copy of the current departmental budget report at the meeting. Wen reported the 2021 budget is in good shape and asked for any questions.

Review of 2022 Departmental Budget: Committee members received a copy of the submitted 2022 budget. Wen explained that this will be voted on at the County Board meeting and is simply being included for your information and if there are any questions. No questions.

Update on Regional Crops Educator: Wen reported that the position was declined. The position will be reposted.

Update on Regional Dairy Educator: Wen stated that this position has resulted in a failed search. It will be reposted. Wen reminded committee that this is a shared position between Dodge, Dane, Jefferson and Rock Counties.

Update on Regional Natural Resources Educator: Wen is not the immediate supervisor for this position. Nothing new to share for this position.

Next Scheduled Meetings: December 13 and January 10, 2022

Adjourn – Motion by Herbst, seconded by Roberts, to adjourn at 9:45 a.m. Motion approved.

Minutes recorded by Kim Buchholz, Administrative Specialist

Drainage Board – Board Member Recommendations

Drainage Districts

- Special purpose districts formed for the purpose of draining land, primarily for agricultural purposes.
- 20 Drainage Districts in Jefferson County

Drainage Board Duties

- Inspect district drains and corridors (involves walking the drain)
 - Site visits to review maintenance needs as requested by landowners
 - Site visits to review culvert issues on both field crossings and road crossings (technical information includes culvert size needs, whether culvert is in the district, whether culvert is needed; and particulars include who is paying for culvert, and communicating with the government unit responsible if culvert is in a road)
 - Site visits to review water backup caused by beaver dams, fallen trees, refuse in the drain, and drain bank blow-outs
- Make or recommend modifications to a drainage district
- Operate and maintain district drains – includes tree/shrub cutting as well as dredging
 - Meet on site with multiple contractors who are asked to bid the maintenance work and to develop specifications for that work
 - Read and communicate engineering maps to landowners when determining benefited acreage, proper installation, and estimated maintenance costs
 - Notify landowners when contractors enter land to conduct maintenance or installation work. This task takes considerable time and requires both mailings and telephone calls.
 - Be on site when maintenance work is in process and to answer questions from both contractor and landowners.
 - Following the maintenance work, complete a final review in order to properly approve payment of the contractor or supplier invoice.
- Levying assessments against landowners to pay for the design, construction, and maintenance of district drains
 - Determine how to assess sub-division homes, businesses, and municipalities which are in drainage districts (this is a new upcoming task for the Drainage Board)
- Resolving drainage disputes, subject to applicable law
- General/Other
 - Notifying landowners that their property is within a drainage district
 - Respond to requests for field tile placements which connect directly to drain or deal with field tiles installed without proper permission and review by the Drain Board and Department of Agriculture, Trade, and Consumer Protection
 - Know and understand the Wisconsin Administrative Code and Wisconsin Statutes which outline all aspects of Drainage Board and drainage districts
 - Take many telephone calls from landowners, contractors, real estate agents, attorneys, Wisconsin Department of Agriculture, county officials, suppliers, etc.

- If a Drain Board member also represents a governmental unit, they must agree to perform the above duties and not be on the Board just to represent the interests of the governmental unit
- Expenses incurred in performing duties are reimbursable; mileage and travel are reimbursable; and per diem for performing duties is \$40.
- Site visits could take five hours of time during the workday.

Drainage Board Appointments

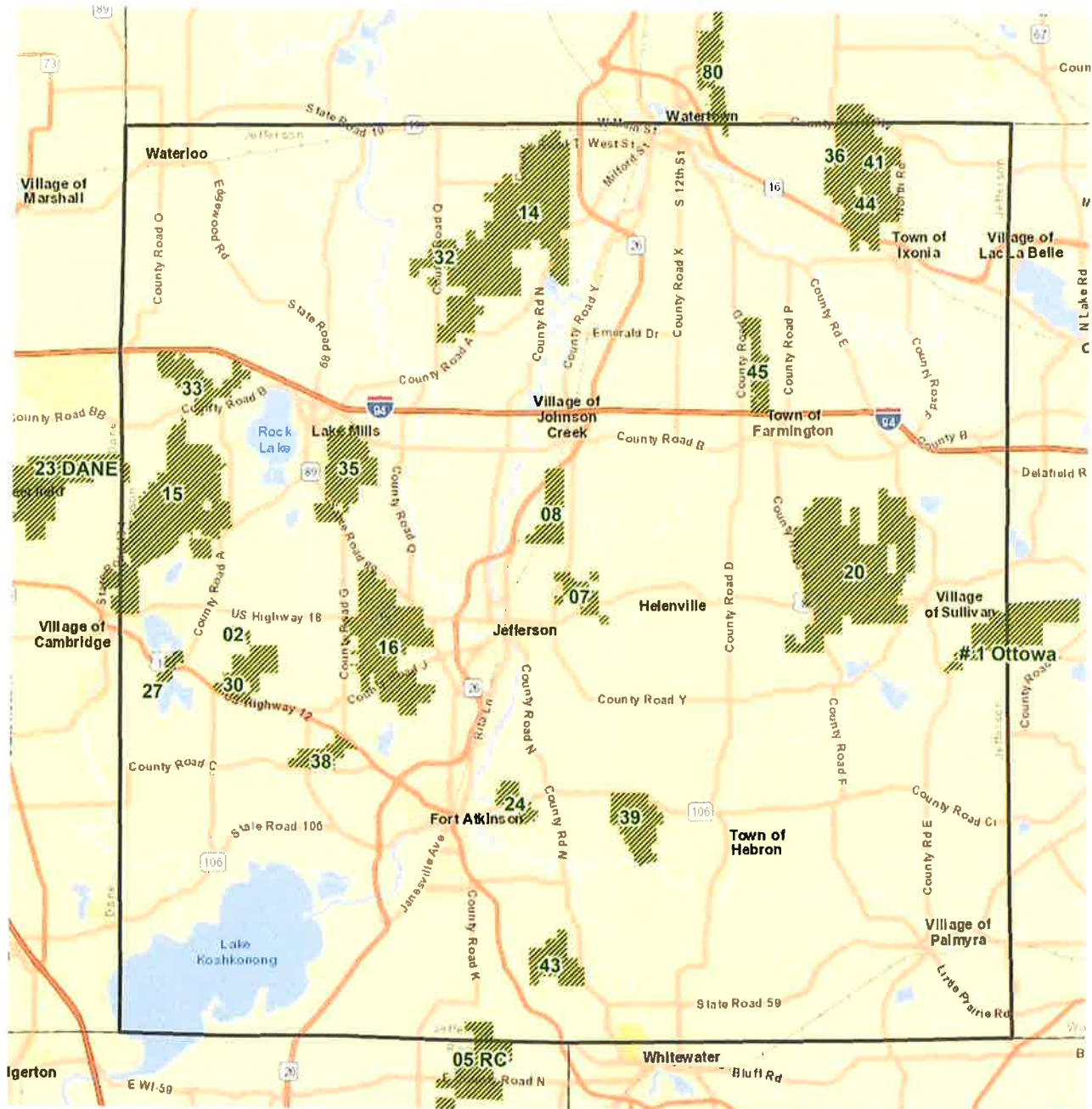
- 3-member Board appointed by Jefferson County Circuit Court (not a Jefferson County government Board)
- Current Drainage Board members have served for several years and are interested in finding replacements.
- The following groups can recommend possible candidates to the court for appointment:
 - University Extension Education Committee
 - Local or statewide agriculture, engineering, local government, or real estate organizations.
- The court attempts to appoint at least one Drainage Board member who is an experienced farmer familiar with drainage and one member who is familiar to some extent with drainage engineering.

Current Drainage Board

- David Hughes, Chair
- Peter Magnoni, Secretary
- Ron Griebenow

Board Member Recommendations

- Contact Patricia Cicero (Director, Land and Water Conservation Department) with any recommendations for Drainage Board Members: 920-674-7121; patriciac@jeffersoncountywi.gov
- Perspective Board Members are encouraged to also contact current Drainage Board members for more information.



Please note: The drains primarily in other Counties (23 Dane, 05 RC, 80, and #1 Ottawa) are not managed by the Jefferson County Drainage Board.

Steven Chmielewski
Community Development Educator
University of Wisconsin-Madison, Division of Extension
Waukesha & Jefferson County

November-December 2021

Community Partners of Jefferson County - Latinx Countywide Community Needs Assessment Project

- Team meeting on 11/5 - discussion of early findings
- December meeting UW-W students presented reports
- Survey closed 12/31, working on analysis of report
- Engaging bilingual support for translation of qualitative findings and analysis

Rock River Coalition – Preparing for Strategic Planning (January/February 2021)

- Partnering with Michelle Probst, Dane Co. to deliver a newer/research-based approach to strategic planning
- Pre-planning communications with stakeholders helped determine kick off - February 1st and 17th

Jefferson County Parks Department, Kevin Weisman – Preparing for Initiative: Exploring Ways to Strengthen Park System Support with Partnership Group Development (winter, 2021)

- Ongoing preparations conducted for organizing stakeholder team
- Developed vision of process and scope and sequence for review/process input and then to engage interest in participation of key stakeholders
- Parks User Survey drafted, will seek input from stakeholder team
- Engaging stakeholder team in program planning mid-late January
- Dates proposed for series: 2/8, 2/22, 3/8, 3/22

City of Whitewater – Developing the Community's Brand Book

- A Spanish version completed by vendor through UW-Madison, Division of Extension Office of Access Inclusion and Compliance, finalizing edits with UW-Whitewater
- 53190 Consumer Market Study. The need to better understand residential commuter spending/behaviors was identified and recommended by the team through previous work. This effort was developed and launched in cooperation with Whitewater Chamber of Commerce, Tourism and Downtown Whitewater, Inc. The survey engaged responses of over 1,128 participants.
- Meeting with Chamber and Main Street leaders on January 12 to discuss and plan for application of results



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Extension Education Committee
December 13, 2021 Report
Kara Loyd – Outgoing 4-H Program Educator

As you're reading this, I have already had my last day as the Jefferson County 4-H Program Educator. In this report, I want to share some of the things that I've been working on in the last month.

- **New Family Meeting-** The third annual new family meeting and meal was held on November 15th. Families who have enrolled in the last three years were invited to come and learn more about the program. I gave a presentation and the Jr. Leaders did some hands-on activities with the youth. There were 45 people in attendance.
- **Virtual Officer Training-** Along with colleagues from La Crosse, Dane, and Rock counties, I hosted a virtual officer training for our youth members at the end of November to prepare them for their leadership roles in clubs and groups. Hanna Brattlie, president of the Lake Ripley 4-H Club, helped me lead a session. We had over 75 youth in attendance and over 25 of those were from Jefferson County.
- **Cloverbud Project Meeting-** 20 Cloverbuds and their parents attended our second Cloverbud meeting in late November. The theme of the 45-minute program was 'All Things Weather' and included a bag of additional activities to do at home. The future Cloverbud meeting themes are Mindful Me (an emphasis on mental health), Creative Crafts: Weaving and Dyeing, and lastly Wildlife. We have had amazing participation in the Cloverbud program and I am very proud of its success.
- **Volunteer Trainings-** Jefferson County 4-H continues to grow with new youth and new adult leaders! I offered a training in November for our newest folks to start the process of becoming a volunteer.

Thank you all for the opportunity to serve Jefferson County as the 4-H Educator. Like I mentioned in my resignation email, it has been an incredible learning and growing experience. Thank you for your support of me and of Jefferson County 4-H. I hope the program continues to grow and thrive!

All the best,

Kara Loyd