



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, August 8, 2022  
**TIME:** 8:30 a.m.  
**Committee Members:** Matt Foelker, Anthony Gulig, Dan Herbst, John Kannard, Dwayne Morris

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 July 11, 2022
7. Communications
8. Review of 2022 Departmental Budget
9. Discussion of Monthly Educator Reports – Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise), Alison Pfau (Regional Dairy Educator), Jordan Schuler (Regional Crops Educator), Jerry Wilcenski (4-H), Julie Hill (Horticulture Educator)
10. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: September 1, October 10, November 14 and December 12.
11. 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:** July 11, 2022

**Call to Order:** Chair Kannard called the meeting to order at 8:34 a.m.

**Roll Call:** Committee members John Kannard and Dwayne Morris were present in person.

County Administrator Ben Wehmeier, Area Extension Director Chrissy Wen, Jerry Wilcenski, Jordan Schuler, Alison Pfau, Lisa Krolow, Maddie Foerster and Kim Buchholz were present in-person.

County Board Supervisor Dan Herbst, Steve Chmielewski and Katelyn Broedlow were present via Zoom.

Quorum present.

**Certification of Compliance with Open Meetings Law:** In compliance.

**Public Comment:** None

**Approval of Agenda:** Agenda was approved as written.

**Approval of University Extension Education Committee Minutes from June 13, 2022:** Motion by Morris, seconded by Kannard, to approve the minutes as printed. Motion passed.

**Communications:** None

**Review of Department Budget:** A copy of the budget was provided to committee members. Wen stated that the budget is on target and asked for any questions. No questions.

**Discussion and Possible Decision on Extension Educator Contract Amendment:** Wen stated that committee members received a copy of the amended contract with their agenda packet. The amendment involves the addition of horticulture services to Jefferson County through Julie Hill 10% appointment.

The committee approved of the addition. Motion by Morris, seconded by Herbst, to approve the amended contract. Motion approved. Committee members signed the contract for Wen to take to Extension for final signatures. Wen will provide an updated copy to the County once all signatures are received.

*8:40 a.m. Quorum was lost. Meeting proceeded with receiving reports from the Extension educators. No further actions were taken.*

### **Introduction of Julie Hill, Horticulture Educator for Rock and Walworth Counties**

Wen introduced Julie Hill, Horticulture Educator for Rock and Walworth Counties who will now be providing services to Jefferson County. Wen explained that Hill has been assisting Jefferson County on a voluntary basis and now with the approved contract will be able to provide additional services and education within the county. Hill provided a brief background on herself for committee members.

### **Discussion of Monthly Educator Reports:**

- Steve Chmielewski, Community Educator, provided an oral report to the committee. His continues to work with the Jefferson County Parks Department in the establishment of a friend group. The next meeting is scheduled for July 21 where the bylaws will be finalized, and the group will move forward with nominations. He also continues to work with the Rock River Coalition. An evaluation will be sent out shortly. A grant was recently awarded from the

Wisconsin Economic Development Corporation on a statewide initiative which is being sent to Palmyra, Jefferson, Johnson Creek, Lake Mills and others to determine their participation interest.

- Lisa Krolow, FoodWise Coordinator, provided an oral report from her written report that was distributed with the agenda packet. Krolow stated that they have had 8 families attending their 5-week series with the Watertown Family Connections at the Watertown Public Library. Watertown Family Connections has been a great partner to work with and Educator Foerster will continue to work with them monthly by attending a playgroup session and helping to plan a healthy snack for participants. Krolow continues to meet with potential partners to expand FoodWise programming in Jefferson County.
- Jordan Schuler, Regional Crops Educator, provided an oral report from her written report which was distributed to committee members at the meeting. Schuler continues to attend events and conduct farm visits to introduce herself to producers and make connections. She is also involved in many professional development activities.
- Jerry Wilcenski, 4-H Educator, provided an oral report. Wilcenski reported that the Jefferson County Fair is this week. He encouraged committee members to visit the Fair and stop by the Extension booth. After Fair, the focus of 4-H will turn to year end reporting and chartering requirements. The new 4-H year will open on September 1.
- Alison Pfau, Regional Dairy Educator, was unable to attend the meeting due to an appointment. Please feel free to contact her with any questions.

**Next Scheduled Meetings:** August 8 and September 12

**Adjourn** – Meeting adjourned at 9 a.m.

*Minutes recorded by Kim Buchholz, Administrative Specialist*

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Jefferson County  
FLEXIBLE PERIOD REPORT

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>13301 Uw Extension</b>								
13301	411100	General Property Taxes	-256,116	.00	-256,115.67	-149,400.79	-106,714.88	58.3%
13301	451002	Private Party Photocopy	0	.00	.00	-5.45	5.45	.0%
13301	451100	Misc. Billed	-3,000	.00	-3,000.00	-196.90	-2,803.10	6.6%
13301	457020	Publication Sales	-50	.00	-50.00	-76.25	26.25	152.5%
13301	457027	4-H Annual Fees	-11,000	.00	-11,000.00	-2,446.66	-8,553.34	22.2%
13301	471130	State Billed-Other	-2,608	.00	-2,608.00	.00	-2,608.00	.0%
13301	511210	Wages-Regular	105,570	.00	105,570.33	47,486.98	58,083.35	45.0%
13301	511220	Wages-Overtime	43	.00	42.86	.00	42.86	.0%
13301	511330	Wages-Longevity Pay	349	.00	348.75	.00	348.75	.0%
13301	512141	Social Security	8,106	.00	8,106.09	3,632.77	4,473.32	44.8%
13301	512142	Retirement (Employer)	6,283	.00	6,283.03	3,086.66	3,196.37	49.1%
13301	512145	Life Insurance	20	.00	19.80	11.16	8.64	56.4%
13301	512173	Dental Insurance	2,208	.00	2,208.00	1,288.00	920.00	58.3%
13301	521258	Computer Maintenance	500	.00	500.00	500.00	.00	100.0%
13301	529299	Purchase Care & Service	94,394	.00	94,394.00	32,215.75	62,178.25	34.1%
13301	531243	Furniture & Furnishings	0	.00	.00	900.72	-900.72	.0%
13301	531298	United Parcel Service	50	.00	50.00	32.85	17.15	65.7%
13301	531303	Computer Equipmt & Soft	1,000	.00	1,000.00	59.99	940.01	6.0%
13301	531311	Postage & Box Rent	2,608	.00	2,608.00	.00	2,608.00	.0%
13301	531312	Office Supplies	4,000	.00	4,000.00	2,101.74	1,898.26	52.5%
13301	531314	Small Items Of Equipmen	500	.00	500.00	62.99	437.01	12.6%
13301	531322	Subscriptions	200	.00	200.00	.00	200.00	.0%
13301	531324	Membership Dues	500	.00	500.00	99.92	400.08	20.0%
13301	531326	Advertising	500	.00	500.00	.00	500.00	.0%
13301	531348	Educational Supplies	4,000	.00	4,000.00	1,767.95	2,232.05	44.2%
13301	532325	Registration	1,000	.00	1,000.00	.00	1,000.00	.0%
13301	532332	Mileage	4,000	.00	4,000.00	1,507.00	2,493.00	37.7%
13301	532335	Meals	500	.00	500.00	.00	500.00	.0%
13301	532336	Lodging	1,000	.00	1,000.00	.00	1,000.00	.0%
13301	532339	Other Travel & Tolls	25	.00	25.00	.00	25.00	.0%
13301	533225	Telephone & Fax	2,000	.00	2,000.00	361.71	1,638.29	18.1%
13301	535242	Maintain Machinery & Eq	2,900	.00	2,900.00	772.56	2,127.44	26.6%
13301	536535	Activity Center Rental	4,000	.00	4,000.00	.00	4,000.00	.0%
13301	571004	IP Telephony Allocation	1,295	.00	1,295.00	1,187.12	107.88	91.7%
13301	571009	MIS PC Group Allocation	22,500	.00	22,500.00	20,625.00	1,875.00	91.7%
13301	571010	MIS Systems Grp Alloc(I	1,769	.00	1,769.00	1,621.62	147.38	91.7%
13301	591519	Other Insurance	954	.00	953.81	1,026.41	-72.60	107.6%
13301	594813	Capital Office Equip	0	19,500.00	19,500.00	9,231.00	10,269.00	47.3%

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Jefferson County  
FLEXIBLE PERIOD REPORT

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13301 699999	Budgetary Fund Balance	0	-19,500.00	-19,500.00	.00		-19,500.00	.0%
	TOTAL General Fund	0	.00	.00	-22,546.15		22,546.15	.0%
	TOTAL REVENUES	-272,774	-19,500.00	-292,273.67	-152,126.05		-140,147.62	
	TOTAL EXPENSES	272,774	19,500.00	292,273.67	129,579.90		162,693.77	

08/05/2022  
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Jefferson County  
FLEXIBLE PERIOD REPORT

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FROM 2022 01 TO 2022 12

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	GRAND TOTAL	0	.00	.00	-22,546.15		22,546.15	.0%



**Report August 8, 2022**

**July Outreach**

<p><b>Collaborations</b></p>	<ul style="list-style-type: none"> <li>• Jefferson County Soil Builders planning meeting to discuss topics for upcoming shop talks on June 30.</li> <li>• July 7<sup>th</sup> answered crop questions for Beloit Daily News regarding how this growing season is progressing and potential issues.</li> <li>• Also got contacted by Agri View newspaper for a statement regarding crop progress and looking for pictures of crops from Rock County (submitted pictures).</li> <li>• On July 18, met with new Natural Resource Educator to discuss potential collaborations within our counties.</li> <li>• Discussed potential programming collaboration with the Dairy Educator, Alison, involving social media and small educational videos on July 19.</li> <li>• Formally discussed social media programming with Dairy program manager and Crops and Soils program managers on July 29 and talked about the next steps in the creation of this program idea.</li> </ul>
<p><b>Farm Visits</b></p>	<ul style="list-style-type: none"> <li>• Visited Statz Dairy w/ Dairy educator for potential collaboration on social media videos and Spanish training videos (dairy).</li> <li>• Visited Mar-Linda-K Farms (Jefferson County) to discuss alfalfa scouting techniques and potential corn issues this season</li> </ul>
<p><b>Field Days</b></p>	<ul style="list-style-type: none"> <li>• Attended the UW small grains field day July 6 in Arlington to learn about different small grain varieties and disease management</li> <li>• Attended the UW cover crop management field day also on July 6 to learn about different cover crop trials and the impacts on soil health</li> </ul>
<p><b>Other Outreach</b></p>	<ul style="list-style-type: none"> <li>• Attended a pasture walk on July 12 hosted by the Rock River Regenerative Grazers. The topic was grazing warm season grasses on WDNR Land.</li> <li>• Created a youth crops and soils trivia game for Jefferson County fair, Presented game on July 15 on the Generac stage at fair park</li> </ul>



### Professional Development/Activities

<p>Producer Education</p>	<ul style="list-style-type: none"><li>• Discussed potential corn pest and disease issues this season with local Jefferson County farmer.</li><li>• Received a call regarding a potential pest, followed up with UW entomology lab and the Jefferson County resident.</li><li>• Received a call from a Rock County resident regarding berry production and potential options for fresh market picking.</li><li>• Received a call from Jefferson/Walworth County resident regarding forage nutrition testing</li><li>• Received a call from Jefferson County regarding potential plant toxicity issues in horse pasture</li><li>• Discussed production of Ginseng and its viability in Jefferson/Rock County with local resident.</li></ul>
<p>Professional Development</p>	<ul style="list-style-type: none"><li>• Badger Crop Connect webinar</li><li>• UW – Madison Certified Crop Advisor training videos</li><li>• Email Marketing Overview webinar</li><li>• Fundamentals of visual communication webinar</li></ul>
<p>Other Activities</p>	<ul style="list-style-type: none"><li>• Jefferson County AEE Meeting</li><li>• Agricultural Institute Meeting</li><li>• New employee onboarding meetings</li><li>• All Colleague Extension Exchange</li><li>• Extension Forage Production Workgroup meeting</li><li>• Regional Crops and Soils Educator meetings</li><li>• Sampling for an Extension research project regarding Copper Sulfate footbaths and its influence on soil and alfalfa production.</li></ul>

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

**AUGUST 4, 2022**

- I. **Jefferson County Parks Department:** In partnership with Kevin Weisman and Mary Truman, we are working on a strategic initiative to develop additional parks and trails capacity to increase outcomes. The Friends Group Community Discussion Series is exploring a driving question: *How could we promote long term stability of projects and infrastructure needs while also supporting volunteers and fund development with our Parks and Trails?*

Due to low response on seeking nominations for serving on the board of directors, the July 21 meeting was cancelled. We felt it best to take a step back and re-evaluate this process and how we can better reach the common goals that have been expressed throughout the course of this exercise. Plans are to re-engage perhaps later in the fall when schedules slow down a little. Feedback from participants is welcome; a better understanding is needed on how we can move this initiative forward and if a formal friends group is the right direction.

- II. **Rock River Coalition Virtual Strategic Planning Evaluation:** As of today, results from three evaluations were reviewed. All respondents said a majority, or all the project goals were met. Topics that were most valuable include: identifying barriers, developing strategic directions, and developing an implementation plan.
- III. **Community Economic Analysis Program Application with WEDC:** a statewide effort to engage participation from rural communities with a population between 1,000 and 7,500 in a community economic development strategic planning program. Applicants can also be either a group of communities, one community or tribal land that fit the rural/population target.
- a. Applications are due August 15.
  - b. This opportunity was shared with Village of Palmyra, Village of Johnson Creek, City of Lake Mills and with Julie Oliver, ThriveED Marketing Manager.
- IV. **City of Lake Mills Sandy Beach Survey:** Discussion with Steve Wilke, City Manager, explored conducting a community survey for general opinions on food service at Sandy Beach with the Council. Further discussion on background and driving questions led to development of a cost proposal for survey implementation and analysis with UW River Falls Survey Research Center. The estimated population of residents 18 and over to engage is 8,386 (Town of Aztalan, City of Lake Mills, Town of Lake Mills and Town of Milford). A sample size of 371 responses is needed to construct estimates with a 5% margin of error and within a 95% confidence interval. To assume a response rate of 17%, the Survey Research Center will invite 2,182 randomly selected residents to participate. The plan is for the Council to discuss the proposal on August 16. If approved, I will help facilitate discussions to clarify survey objectives, information gathered, timeline and survey instrument design.
- V. **Poverty Simulation in Jefferson County:** Discussions have begun on conducting a Poverty Simulation with Jefferson County nonprofit organizations that serve low-income populations. A Poverty Simulation provides participants with the opportunity to assume the role of a low-income family member living on a limited budget. The experience is divided into four, 15-minute sessions; each representing one week in which you must provide for your family and maintain your home while also navigating additional day to day challenges.