

Minutes are provided for informational purposes only. The official record can be obtained from the County Clerk's office. All minutes are unofficial until approved. Minutes are generally approved at the following meeting

Pierce County Agriculture and Extension Education

Committee Meeting Minutes

January 11, 2005

Present: Bill Gilles, Jerry Kosin, Don Nellessen, LeRoy Peterson, Mel Pittman, Mike Perkl, Scott Schoepp, Gary Zielske, Diana Alfuth, Greg Andrews, Frank Ginther, Ed Hass. Lori Zierl and Sarah Johnson were excused.

Chairman Don Nellessen called the meeting to order at 8:30 a.m.

Discussion to include in the previous month minutes that Jerry Kosin and Don Nellessen were excused for the November 8th meeting so the minutes should reflect those changes. Motion to approve the November 8th minutes by LeRoy Peterson, with the amended excuses, seconded by Bill Gilles. Motion passed.

Discuss and take action on the preliminary 2004 Departmental Financial Report. Motion by Mel Pittman to approve the 2004 Financial Report. Seconded by Jerry Kosin, motion passed.

Don Nellessen agreed to serve as the Pierce County Liaison to the WACEC Executive Committee.

The County Demonstration Forest harvest tree tops discussion was described by Gary Zielske, Pierce County Forester. He described the state permit system for firewood sales at \$5/cord and up to five cords per individual. Gary mentioned that the county legal counsel might be consulted. Consensus of the committee is to award the permits on a first-come first-serve basis. Early inquiries already received should be considered first. Each individual can take up to five full cords of woods each and request additional permits if more wood is available later on. The harvest should be done on frozen ground only and should not conflict with maple tapping. A notice will be placed in the newspapers offering the public the opportunity to cut firewood. The existing DNR firewood sale permit form could be modified for county use. Motion by Bill Gilles to approve harvesting the tree tops at the County Woodlot, seconded by Mel Pittman. Motion passed.

Motion by LeRoy Peterson, seconded by Jerry Kosin to approve the release of the forest bond to the timber company after inspection of the woodlot by Gary Zielske. Motion passed.

Announcements:

The next meeting of the Agriculture and Extension Education Committee will be Monday, March 7th at 8:30 a.m.

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA._

Agent Evaluations:

Motion to go into closed session according to WI Statutes 19.85(c) for agent evaluations by Mel Pittman, seconded by Bill Gilles. Roll call vote: Jerry Kosin – yes, Bill Gilles – yes, Mel Pittman – yes, Don Nellessen – yes, LeRoy Peterson – yes. Motion passed.

Motion to go back into open session by Jerry Kosin, seconded by Bill Gilles. Roll call vote: Bill Gilles – yes, Mel Pittman – yes, Jerry Kosin – yes, Don Nellessen – yes. LeRoy Peterson – yes Motion passed.

Department Head Designation

Motion to approve Ed Hass as Department Head for another year. Motion by Bill Gilles, seconded by Mel Pittman. Motion passed.

Motion by Mel Pittman, seconded by Bill Gilles, to delay the DVD showing. Motion passed.

Motion to adjourn by Mel Pittman, seconded by Jerry Kosin. Motion passed.

Submitted by

Greg Andrews

**Pierce County Agriculture and Extension Education
Committee Meeting Minutes
March 7, 2005**

Present: Jerry Kosin, Don Nellessen, Mel Pittman, Diana Alfuth, Frank Ginther, Ed Hass. Lori Zierl and Sarah Johnson. LeRoy Peterson excused due to another meeting.

Meeting called to order at 8:38 a.m. by Chairman Don Nellessen.

Motion to approve minutes of the January 11th meeting by Mel Pitman, seconded by Jerry Kosin.
Motion Carried.

Ed Hass presented an update on the logging at the county demonstration forest. Logging was completed in December, with the final load of logs removed in first week of March. Seven inquiries in response to newspaper ad for cutting tops for firewood were received. Six of these persons returned applications for firewood cutting permits, resulting in requests for 24 cords of firewood. Permits were sent out on 3/4/05. The committee recommended allowing permit-holders to bring in log splitters, but not skid steers or tractors/front end loaders.

Agent Evaluations:

Motion to go into closed session according to WI Statutes 19.85(c) for the performance evaluation of Lori Zierl by Mel Pittman, seconded by Jerry Kosin with all committee members present voting yes.
Motion carried.

Bill Gilles joined the meeting via telephone at 8:55 a.m.

Motion to go back into open session by Jerry Kosin, seconded by Mel Pittman with all committee members voting yes. Motion carried.

Motion by Jerry Kosin to give Lori Zierl a positive and successful evaluation, second by Mel Pitman.
Motion carried.

Lori Zierl presented a request to reapply for the Wisconsin Nutrition Education Program Grant for Pierce County. Motion to grant the request made by Mel Pitman, seconded by Jerry Kosin. Motion carried.

Agent report by Diana Alfuth reviewed the status of the Master Gardener program and efforts to best train and manage Master Gardener volunteers.

Discussed a proposal to expand the horticulture educator position by .1 FTE, to .5 FTE, through calendar 2005. The UWEX district office is willing to fully fund the state and county portion of this .1 FTE temporarily through 2005, at which time the county can begin to contribute it's 40% or the position will revert back to .4 FTE. Motion by Mel Pitman to approve the temporary .1 FTE increase, second by Bill Gilles. Motion carried.

Mel Pitman and the committee expressed their appreciation to UWEX and the Western District for providing this resource to increase the horticulture educator position.

Announcements:

The next meeting of the AEEC was set for Monday, May 9, 2005, at 8:30 a.m.

Ed Hass reminded the committee members of the upcoming WACEC District 5 Annual conference in Chippewa Falls on Friday, April 8th.

The committee agreed to send Larry Larrabee a letter thanking him for mowing the grass around the monument at the county demonstration forest.

In lieu of watching the video entitled "Moving Extension Toward a Responsibility Based Culture," Frank Ginther and Lori Zierl presented a brief overview based on trainings recently attended.

Motion to adjourn by Jerry Kosin, seconded by Mel Pitman. Motion carried.

Meeting adjourned at 10:20 a.m.

Submitted by

Diana Alfuth

Pierce County Agriculture and Extension Education Committee Meeting Minutes

May 9, 2005

Present: Mel Pittman, LeRoy Peterson, Jerry Kosin, Diana Alfuth, Greg Andrews, Frank Ginther, Ed Hass, Lori Zierl, Sarah Johnson and Dennis Boettcher. Bill Gilles was connected via conference phone.

Don Nellessen, Chair was excused from attending.

Meeting called to order at 8:30 a.m. by Vice-Chairman Mel Pittman.

Motion by LeRoy Peterson to approve the minutes of the March 7th meeting, seconded by Bill Gilles. Motion Carried.

Dennis Boettcher currently taps maple trees in the county woodlot in exchange for maintaining the county cemetery, and requested approval to place permanent maple sap collection lines in the woodlot along with a 12 ft. x 14 ft. shed to store his maple tapping equipment. The building could be constructed either on skids or a pole building. There was discussion about placing fluorescent tape on the lines, which would be erected several feet above ground level, in areas where people might be walking in order to alert them. The main trail to the cemetery would remain open. It was suggested to erect "No trespassing without permission" signs to limit people from walking in the woodlot, however school groups use the woodlot for educational purposes. Firewood permits should also include information noting that people should take care to protect the maple sap lines and equipment when they are cutting firewood.

Motion by LeRoy Peterson, seconded by Jerry Kosin to amend the maple tapping agreement with Dennis Boettcher to allow for tapping equipment (lines and hoses) to remain in the woodlot year round, including construction of a small portable building on skids, and to install fluorescent tape on lines where people may be walking on trails. Motion carried.

Bee Forest Products, Inc. has completed the timber harvest and has requested the return of their performance bond in the amount of \$1,312.26. They have acknowledged that two posts by the driveway entrances were damaged by the logging truck and have offered to replace them. There was also discussion about the cemetery and the need to look at other work which may be needed for headstone repair, fence maintenance, etc. Motion by LeRoy Peterson, seconded by Jerry Kosin, to have Bee Forest Products repair the broken gate posts in the demonstration forest, visit the forest and cemetery during the next meeting, and authorize the return of the performance bond after the on-site inspection. Motion

carried.

Ed Hass presented and discussed a departmental staffing plan which was prepared with input from all staff and District Director Mike Perkl. The plan addresses current and future departmental needs considering each position, major work projects and new initiatives. Motion by Bill Gilles, seconded by Melvin Pittman, to approve staffing plan and recommendations. Motion carried.

4-H and Youth Development Agent Frank Ginther presented a request for approval of overtime for two full-time secretaries for work at the County Fair through the use of compensatory time. Motion by Jerry Kosin, seconded by Bill Gilles to approve overtime request for Extension support staff to work at the fair. Motion carried with LeRoy Peterson opposed. Frank will present the request to the Finance/Personnel Committee.

Ed reminded the committee of the WACEC State Conference registration and lodging deadline dates and procedures.

LeRoy Peterson was excused from the meeting at 10:10 a.m.

Committee members received a copy and explanation of the Wisconsin Rural Leadership Program and were encouraged to identify potential candidates for recruitment.

As reporting agent, Frank Ginther described the Grow 4-H program funded from district urban initiative and state 4-H funds. A 6 month part-time ad hoc position will be supported by these funds to expand the 4-H Youth Development concept to urban audiences in the county. Frank would provide initial support for the formation of new youth groups. The committee is supportive of the Grow 4-H Initiative.

Lori Zierl was commended for the Florence Hall Award she received recently from the WI Joint Conference of Extension Professionals Association of Family and Consumer Sciences.

Greg Andrews announced the Value of Agriculture in Pierce County publication is available to clientele, and distributed a copy.

Diana Alfuth reported that the Master Gardener landscaping project in conjunction with the Courthouse Centennial is underway.

Sarah Johnson reported that the Share the Bounty project is progressing in the county.

Frank Ginther gave a short follow-up to the 4-H grievance situation in the dog project.

Next meeting date is scheduled for July 5, 2005 at which time the AEEC will visit the County Woodlot to see the recent timber harvest, firewood cutting progress, fence repair needed adjacent to the county cemetery and observe the woodlot for those members whom have not previously inspected the county

woodlot.

Motion by Jerry Kosin, seconded by Bill Gilles to adjourn. Motion carried.

Submitted by, Lori Zierl

**Pierce County Agriculture and Extension Education
Committee Meeting Minutes
July 5, 2005**

Present: Bill Gilles, Jerry Kosin, Mel Pittman, LeRoy Peterson, Greg Andrews, Ed Hass, Lori Zierl.

Don Nellessen, Chair was excused from attending. Frank Ginther was at 4-H Camp and was excused from the meeting. Diana Alfuth was also excused.

Greg Andrews announced the passing of Bernie Drewiske, former Pierce County Agriculture Agent.

Mel Pittman called the meeting to order at 8:30 a.m. as Committee Vice-Chairman/Acting Chair.

Motion by Bill Gilles to approve the minutes of the May 9th meeting, seconded by LeRoy Peterson. Motion Carried.

Ed identified the 2006 Budget items and procedure. Based upon the budget timeline in place, personnel requests were due back to the Administration office on July 1. Based on the approved staffing plan the 2006 budget request included an increase of 0.40 to 0.50 for the Horticulture Educator position and an increase of 0.80 to 1.0 FTE for the Extension Secretary.

Motion by Leroy Peterson, seconded by Bill Gilles, to recommend to Finance Committee to increase Diana Alfuth, Horticulture Educator's position from 0.40 to 0.50 FTE as part of the 2006 budget request which would be cost-shared with the state. Motion passed unanimously.

Motion by Bill Gilles to approve \$550 from the Department Professional Development line item for Lori Zierl to attend the NEAFCS Conference in Philadelphia, seconded by Jerry Kosin. Motion carried.

Discussion of the recent Wisconsin Associated County Extension Committees Annual Conference included congratulations to Jerry Kosin for receiving the five-year WACEC award. Ed also described the Centennial Celebration for the Pierce County Courthouse.

The next Agriculture and Extension Education Committee meeting will be September 6th at 8:30 a.m. in Meeting Room 1 of the Pierce County Office Building.

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Extension provides equal opportunities in employment and programming including Title IX and ADA.

The Agriculture and Extension Education Committee recessed to the Pierce County Demonstration Forest for the purposes of viewing various items including: reviewing the timber harvest, status of firewood cutting, demonstration forest monument, and county cemetery.

It was noted that trees marked with orange paint after the timber harvest was completed are cull trees and can be tapped for maple syrup. The recent storm resulted in a number of trees being blown down which may be harvested for firewood. Motion by LeRoy Peterson to authorize the return of the performance bond to Bee Forest Products, Inc. in the amount of \$1,312.26 after a review of the contract provisions, seconded by Bill Gilles. Motion Carried.

Motion to adjourn by Jerry Kosin, seconded by Bill Gilles. Motion carried.

Submitted by,
Greg Andrews, Pierce County Agriculture Agent

**Pierce County Agriculture and Extension Education
Committee Meeting Minutes
September 6, 2005**

Present: Jerry Kosin, Mel Pittman, LeRoy Peterson, Don Nellessen, Diana Alfuth, Greg Andrews, Frank Ginther, Ed Hass, Lori Zierl and Curt Kephart. Bill Gilles was excused from the meeting.

Chairman Don Nellessen called the meeting to order at 8:35 a.m.

Motion by Melvin Pittman to approve the minutes of the July 5th meeting, seconded by Jerry Kosin. Motion Carried. Melvin Pittman asked question about timing of submission of personnel request to Personnel & Finance before approval by standing committee. Discussed 133 Contract. Motion to approve by LeRoy Peterson, seconded by Jerry Kosin. Motion carried.

Frank Ginther led discussion regarding 4-H Program Assistant contract. Motion to approve by Melvin Pittman, seconded by Jerry Kosin. Three in favor, LeRoy Peterson opposed. Motion carried.

Discussion of 2006 budget forms:

- Ed Hass explained program worksheet including the revenue generated through grants and other services
- Computer requests
- Staffing plan – 2006 Personnel Information
- Capital improvements plan (copier)
- 5 year budget and staffing summary
- Expenditure budget – highlighted changes. Most changes due to circumstances beyond Extension office's control, including salary increases and higher postage/fuel costs.

Melvin Pittman recommended that we try to cut the budget increase for 2006 to 2% or less. Several specific recommendations were made including a \$1,000 cut to postage and employee auto allowance, \$500 out of office supplies, \$500 software, \$250 new equipment, \$250 other publications/subscriptions

for a final increase of 2.29%. Motion by Jerry Kosin, seconded by Melvin Pittman, to approve budget with the \$3,500 cut for a total of \$313,290. Motion carried.

Greg Andrews explained the history of the Pesticide Applicator non-lapsing account. He also discussed how AV equipment was maintained with the prior non-lapsing funds. Motion by Melvin Pittman, seconded by Jerry Kosin, to recommend to Personnel/Finance Committee re-establishing the non-lapsing Pesticide Applicator Training. Motion carried.

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

In the interest of time, Greg Andrews' report was delayed until the next meeting date.

Ed Hass asked about putting another article in the paper regarding cutting wood in the county wood lot. The committee agreed that it would be a good idea.

Greg announced a series of workshops scheduled in late September to discuss temporary grain storage in Western Wisconsin due to the shipping challenges this fall due to Hurricane Katrina.

Frank Ginther thanked the committee for their support of the county fair. Farm Safety Days will be September 21 and 22. 4-H Discussion Day is September 24th and the 4-H Awards Program will be October 16th at Spring Valley.

The next Agriculture and Extension Education Committee meeting will be November 8th at 10:00 a.m. in Meeting Room 1 of the Pierce County Office Building.

Motion to adjourn by Jerry Kosin, seconded by Melvin Pittman. Motion carried.

Respectfully submitted by,

Diana Alfuth, Horticulture Educator and

Lori Zierl, Family Living Agent

**Pierce County Agriculture and Extension Education
Committee Meeting Minutes
November 17, 2005**

Present: Don Nellessen, Jerry Kosin, Mel Pittman, LeRoy Peterson, Greg Andrews, Ed Hass, Sarah Johnson, Lori Zierl, and Curt Kephart. Bill Gilles via phone. Diana Alfuth and Frank Ginther were excused.

Meeting was called to order by Chairman Don Nellessen at 8:35 a.m. on November 17, 2005 at the Pierce County Office Building.

Motion by LeRoy Peterson, seconded by Jerry Kosin to approve the minutes of the September 6th meeting, Motion Carried.

Reporting agent, Greg Andrews, gave an overview of "The Making of a County Educational Field Day." Greg described the planning and implementation of a Pierce/St. Croix County Soybean Diagnostic Field Day and Crop Care Clinic held on July 18, 2005. Greg also announced an upcoming workshop at the end of November on Corn Hybrid Selection.

Ed Hass reviewed the 2006 budget process after the committee review and recommendation. The Information Technology Dept. reviewed the copying machine contract which offered the option to buy the machine at the end of the lease. Since the machine has remaining usefulness the department agreed to the option to buy the machine and suspend the lease arrangement which would involve significant cost savings to the county. The annual maintenance contract will be higher but the purchase or lease cost of a new machine can be put off for a year or two which will reduce the budget request for 2006. The meeting with Chair Nellessen and the Administration Dept. on the budget raised no budget concerns as all line items were justified. The final budget request was a 0.4% increase.

The staff will be meeting with Curt Kephart and Mike Perkl on December 12th. Ed invited Agriculture and Extension Education Committee members to join if interested.

The District 5 WACEC meeting will be held on April 7th in Menomonie at the Best Western.

Lori Zierl gave an update about the Strengthening Families Program. Sarah Johnson reminded the group about the venison donation project.

Greg inquired about any update on the Pesticide Applicator Training account. Curt Kephart noted that there has been no action taken as of now.

The next Agriculture and Extension Education Committee meeting will be held on Tuesday, January 10th, 2006 at 8:30 a.m.

Motion by Jerry Kosin, seconded by Melvin Pittman, to adjourn. Meeting adjourned.

Respectfully submitted by,
Lori Zierl, Family Living Agent