



MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE

DATE: February 8, 2018

TIME: 4:30 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of the December Minutes (attached)
6. Correspondence - Discussion and possible action
7. 2018 Budget Review - Discussion and possible action
8. Part-time support staff position, update - Rob Burke
9. UW-Extension Health and Well-Being Educator - Update - Rob Burke
10. McKenzie Besch, recent intern from the UWGB Dietetics program summarizing her Riverview Head Start project (5 Minutes)
11. Program updates:
 - New dairy cattle barn at the Expo Grounds
 - Grand opening schedule of Farm Wisconsin Discovery Center
12. February Office Newsletter - Discussion only
13. Committee Name Change - Discussion and possible action
14. Date of Next Meeting
15. Adjourn

Date: January 31, 2018

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

**Natural Resources and Education Committee
Manitowoc County Office Complex
February 08, 2018**

Natural Resources and Education Committee
Manitowoc County Office Complex
February 08, 2018
4:30 PM

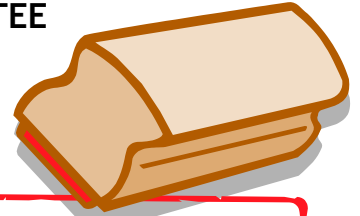
No minutes available. No meeting was held due to lack of quorum.

Respectfully submitted,

Rob Burke, Department Director
Manitowoc County UW-Extension



**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**



CANCELLED

DATE: April 5, 2018
TIME: 4:30 P.M.
PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of the February 2018 Minutes
6. Correspondence - Discussion and possible action
7. 2018 Budget Review – Discussion and possible action
8. Part-time support staff position, update. – Rob Burke
9. UW-Extension Health and Well-Being Educator – Update – Rob Burke
10. Program Updates and Staff Presentation.
11. April Office Newsletter - Discussion only
12. Committee Name Change – Status Report/Update – Rob Burke
13. Date of Next Meeting
14. Adjourn

Date: March 28, 2018

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

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**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**

DATE: April 12, 2018

TIME: 4:30 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of the February 2018 Minutes
6. Correspondence - Discussion and possible action
7. 2018 Budget Review – Discussion and possible action
8. Part-time support staff position, update. – Rob Burke
9. UW-Extension Health and Well-Being Educator – Update – Rob Burke
10. Program Updates and Staff Presentation.
11. April Office Newsletter - Discussion only
12. Committee Name Change – Status Report/Update – Rob Burke
13. Date of Next Meeting
14. Adjourn

Date: April 2, 2018

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

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MANITOWOC COUNTY
Natural Resources and Education Committee
MINUTES

DATE: April 12, 2018

TIME: 4:30 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

Attending: Catherine Wagner, Dave Gauger, Todd Holschbach, Rob Burke, Kaila Stencil, Kao Vang

Absent – Melving Waack (E), Nick Muench

MINUTES:

1. Meeting called to order at 4:32 pm by Catherine Wagner, Chair.
2. Roll call: Committee Present – Catherine Wagner, Dave Gauger, Todd Holschbach. Also present Rob Burke, Kaila Stencil, Kao Vang.
3. Motion by Todd, second by Dave to approve agenda. All aye, motion carried.
4. Public Comment - None
5. Approval of the February 2018 Minutes - There are no minutes, there was no February meeting due to lack of a quorum. December Minutes will need to be approved at the next meeting.
6. Correspondence – None reported.
7. 2018 Budget Review – Budget execution for 2018 was discussed, progress is satisfactory. UW-Extension will reimburse the county approximately \$3,200 for 2017 budget reconciliation. Rob will process the payment with the comptroller.
8. Part-time support staff position, update. Rob announced that Ruth will be able to continue providing part time support through the county fair.
9. Rob reported that UW-Extension at the state level is considering new policies on hiring county educators in single and multi-county situations. This may cause a delay in refilling the vacant Family Living Educator position (Kya's former position). If this occurs Rob will seek neighboring Educator support to provide programming coverage for positions' priority programs (Co-Parenting, Strong Women health promotion, and helping mitigate the effects of the opioid crisis on county functions.) Rob expects the state to allow us to move forward in the next 3 weeks.
10. Program Updates and Staff Presentation. *Kaila Stencil, and Kao Vang of the FoodWise program reported on Riverview Kindergarten Discovers MyPlate Program. FoodWise teamed with Riverview Kindergarten and Early Care Center in Manitowoc to offer a nutrition education curriculum called Discover MyPlate, a fun inquiry-based program that encourages children to make healthy food choices and choose a physically active lifestyle during a critical developmental period for children — kindergarten.*
11. April Office Newsletter – Discussion and Rob pointed out the date of July 28th for the Grand Opening of the long-awaited Farm Wisconsin Discovery Center.
12. Committee Name Change – Status Report/Update – Rob reported that we will work to have a draft resolution ready for the June NREC meeting.
13. Date of Next Meeting – June 14, 2018
14. Motion by Dave, second by Todd, motion carried. Adjourned at 4:55 p.m.

Recorded by Rob Burke, April 12, 2018



**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**

DATE: June 14, 2018

TIME: 4:30 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of the December 2017 and April 2018 Minutes
6. Correspondence - Discussion and possible action
7. Overview UW-Extension (Rob) Program Updates and Staff Presentation.
8. Family Living Educator Position refill– Update – Rob Burke
9. 2018 Budget Review – Discussion and possible action – Rob Burke
10. Part-time support staff position, update. – Rob Burke
11. June 2018 Office Newsletter - Discussion
12. Committee Name Change – Status Report/Update – Rob Burke
13. Date of Next Meeting
14. Adjourn

Date: June 6, 2018

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

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MINUTES
Amended 8/16/2018
MANITOWOC COUNTY
Natural Resources and Education Committee

DATE: June 14, 2018

TIME: 4:30 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

Attending: Catherine Wagner, Paul Hansen, Bob Cavanaugh, Rob Burke and Scott Gunderson
Absent – Nick Muench and Jonathan Neils

MINUTES:

1. Meeting called to order at 4:32 pm by Catherine Wagner, Chair.
2. Roll call: Committee Present – Catherine Wagner, Paul Hansen, Bob Cavanaugh. Also present Rob Burke and Scott Gunderson.
3. Motion by Paul, second by Bob to approve agenda. All aye, motion carried.
4. Public Comment - None
5. Approval of the April 12, 2018 and December 14, 2017 minutes. Motion by Paul, second by Bob. All Aye – Carried.
6. Correspondence – None reported.
7. Overview of Extension and the reorganization presented by Rob Burke. The UW-Extension administrative merger with UW-Madison is proceeding on schedule to officially take effect on July 1. Rob's sense is that the approach UW-Madison is taking towards the merger is very positive and reassuring to county educators. Counties should expect no changes to the educational programming that county educators provide because of the merger. Under the merger, UW-Extension Extension will be called simply: *Cooperative Extension* (a division of the University of Wisconsin-Madison.) No programming changes are contemplated, but some of UW-Extension's administrative procedures relating to areas such as Human Resources will have to be coordinated with and in some cases absorbed by UW-Madison.
8. Family Living Agent update. My target date to have the 1 FTE Family Living position in Manitowoc refilled was May 1. The hiring process should have proceeded on schedule, but UW-Extension realized a funding gap beginning in late February as they were working through the backlog of openings to refill. It became apparent that UW-Extension would not have sufficient funds to cover their share of the cost of new/refill openings for which we had contracted for with many counties throughout the state. Our Family Living position was one. The open

positions were prioritized and our position was deemed best refilled with a shared educator position (meaning it should be shared with a neighboring county). I submitted an appeal of that decision, but it was not approved. Because of the shortage of funds sharing 1 educator among two counties will allow extension to cover wider geographies less expensively than a single county agent. Cost of the educator to the county will also be proportionally reduced. The top priority programs of the position in Manitowoc county will be preserved. Rob is actively searching for a neighboring county interested in sharing the Family Living agent, and I am exploring the possibility of sharing the position “internally” with one of the FoodWise nutrition educators. By utilizing the time of the Kewaunee County Family Living Educator we are continuing to provide the ‘Co-Parenting Class’, planning to provide a “Strong Women/Strong Bones” health promotion program in the western reaches of the county, and we are awaiting the release of a package of programming being prepared by UW-Extension to help counties mitigate the effects of the opioid crisis.

AGENT PROGRAMMING REPORT: Scott Gunderson reported on the Manitowoc County Custom Manure Hauling/Agronomist workshop. Post meeting evaluations were indicative of a successful meeting. About 400 farms were represented. Two custom haulers will collaborate with us to farm a Land & Water stewardship workshop.

9. Budget review: No anomalies or issues evident in budget execution through May.
10. Update on the front desk support staff: Ruth has agreed to stay on with us on a part time basis through the Fair season. We will determine the hours and wages for searching for a replacement based on funding remaining after Ruth’s departure.
11. Newsletter discussion of extension programming; Newsletter articles from: FoodWise, Agriculture and 4-H Youth Development.
12. Committee Name Change. Rob Burke will do the paperwork and review by Corp Counsel to submit a resolution to the County Board. Draft resolution for the committee to review at the August meeting.
13. Date of Next Meeting – ~~August 9~~, **August 16**, 2018 at 4:30pm
14. Motion by Bob, second by Paul, motion carried. Adjourned at 5:35pm

Recorded by Rob Burke, June 14, 2018



**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**

DATE: August 16, 2018
TIME: 4:30 P.M.
PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of the June NREC meeting.
6. Correspondence - Discussion and possible action
7. Programming Highlight – Staff presentation
8. Department Director/Area Director Report (Rob Burke)
 - Family Living Educator Position refill– Update
 - 2018 Budget Review and 2019 Budget process
 - Part-time program assistant position, update
 - Committee Name Change, update
9. August 2018 Office Newsletter - Discussion
10. Date of Next Meeting
11. Adjourn

Date: August 7, 2018

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

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MINUTES
MANITOWOC COUNTY
Natural Resources and Education Committee

DATE: August 16, 2018
TIME: 4:30 P.M.
PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

Attending: Catherine Wagner, Supervisor; Paul Hansen, Supervisor; Bob Cavanaugh, Supervisor; Johathan Neils, Supervisor; Nick Muench, Supervisor. Rob Burke, Department Director; Laura Apfelbeck, FoodWise Coordinator and youth from Youth Advocates for Community Health (presentors)

MINUTES:

1. Meeting called to order at 4:30 pm by Catherine Wagner, Chair.
2. Roll call: Committee Present – Catherine Wagner, Paul Hansen, Bob Cavanaugh, Johnathan Neils, Nick Muench. Also present Rob Burke, Lara Apfelbeck.
3. Motion by Hanson, second by Muench to adopt agenda. All aye, motion carried.
4. Public Comment - None
5. Approval of the June 2018 Meeting Minutes. Motion by Hanson second by Muench, all aye. Carried
6. Correspondence – None reported.
7. Programming Highlight: Youth Advocates for Community Health, and Laura Apfelbeck presented an overview of their project: “The Giving Garden”.
8. Department Director Report:
The UW-Extension administrative merger with UW-Madison is proceeding with no significant impact on the work and programing of our local county agents and educators.
Family Living Agent update: My target date to have the 1 FTE Family Living position in Manitowoc refilled was May 1. The hiring process should have proceeded on schedule, but UW-Extension realized a funding gap beginning in March as they were working through the backlog of openings to refill. It became apparent that UW-Extension’s FINITE RESOURCES would not cover their share of the cost of new/refill openings for which we had contracted for with many counties throughout the state. Our Family Living position was one of these positions they could not fully fund. Statewide, all open positions were then prioritized and our position was deemed by UW-Extension Administration would best refilled with a shared educator position (meaning it should be shared with a neighboring county) I submitted an appeal of that decision, but it was not approved. Because of the shortage of funds sharing 1 educator among two counties will allow extension to cover wider geographies less expensively than a single county agent. Cost of the educator to the county will also be proportionally reduced. The top priority programs of the position in Manitowoc

county will be preserved. Rob is actively searching for a neighboring county interested in sharing the Family Living agent, at this time it is likely that Brown County is the only county ready and able to share the Family Living Educator position.

Program Coverage for the Open Position:

We have been maintaining the priorities of the programming of this position by asking the Family Living Educator in Kewaunee to cover the Co-Parenting Classes. Also, our administrative assistant, and myself, are serving and in regular communication with the HCE organization to provide a basic level of service to them and that partnership. Also, we continue to seek ways to expand the Strong Women/Strong Bones health promotion program to the western part of the county; and Extension is starting to develop resources counties may avail themselves of to combat the impacts of the Opioid Crisis that we will bring to bear on mitigating the effects of the Opioid crisis.

9. Budget review: No anomalies or issues evident in budget execution through July.
10. Update on the front desk support staff: Ruth has agreed to stay on with us on a part time basis through the Fair season. We will determine the hours and wages for searching for a replacement based on funding remaining after Ruth's departure.
11. Newsletter discussion of extension programming: Newsletter articles from: FoodWise, Agriculture and 4-H Youth Development.
12. Committee Name Change: Rob Burke will do the paperwork and review by Corp Counsel to submit a resolution to the County Board. Draft resolution for the committee to review at the October meeting.

Motion to adjourn by Muench, second by Hanson. All aye, motion carried. Adjourned at 5:01 PM.

Signed and recorded,

Rob Burke

September 7, 2018



MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: October 11, 2016

TIME: 4:30 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of the August NREC meeting.
6. Correspondence - Discussion and possible action
7. Programming Highlight – Staff presentation – Kevin Palmer
8. Department Director/Area Director Report (Rob Burke)
 - Family Living Educator Position refill– Update
 - 2018 Budget and 2019 Requested Budget Review and Action if needed
 - Part-time program assistant position, update
 - Committee Name Change resolution, Review/Action
9. October Office Newsletter - Discussion
10. Date of Next Meeting
11. Adjourn

Date: October 2, 2018

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

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MINUTES
MANITOWOC COUNTY
Natural Resources and Education Committee

DATE: October 11, 2018

TIME: 4:30 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

Committee Members Attending: Catherine Wagner, Bob Cavanaugh, and Jonathan Neils

Excused: Paul Hansen.

Absent: Nick Muench.

Also attending: Rob Burke, Dept. Director; Kevin Palmer, 4-H/Youth Development Educator; Bob Ziegelbauer, Manitowoc County Executive.

MINUTES:

1. Meeting called to order at 4:33 pm by Catherine Wagner, Chair.
2. Roll call: Committee Present – Catherine Wagner, Bob Cavanaugh (arrival at 4:36 pm) Jonathan Niels. Paul Hanson – Excused. Nick Muench- Absent. Also present Rob Burke, Kevin Palmer, Bob Ziegelbauer.
3. Motion by Jon, Second by Catherine to approve agenda. All aye, motion carried.
4. Public Comment – None
5. Approval of August 16 minutes deferred to next meeting.
6. Correspondence – None reported.
7. Program Highlight presented by Kevin Palmer, 4-H Youth Development Educator. Reviewed the Folk School program and benefits to young people in Manitowoc County.
8. Dept. Director Report Burke reported that at the statewide level the merger with UW-Madison is proceeding without any disruption or interference in the programming by county educators. Much of the merger so far is focusing on integrating Extensions Administrative/Business Services elements with those of UW-Madison. Filling the family living agent vacancy. Burke reported that pending successful continuation of county budget processes Manitowoc County and Brown County Extension Offices should be able to jointly recruit and hire a shared family living educator. There will be a job sharing agreement between the two county Extension departments governing the share of time/effort the shared educator devotes to each county. Our proposed budget, and as included in the County Executive's proposed budget contains funding for this shared position. The programming priorities for the educator will remain bringing extension resources to the county dealing with managing effects of the opioid crisis, strong women-strong bones health promotion among seniors in underserved areas, and continuing the co-parenting courses. Burke announced that the new part-time program assistant has begun her duties alongside Wendi at our front desk and is working out very well. Scheduled for 18 hours or 2.5 days per week, with quite a bit of flexibility to assist with educator's programs.

Resolution to change the NREC committee name to the UW-Extension Education and Agriculture Committee. Burke circulated a draft resolution to be forwarded to county Corp Counsel for proper handling. Motion by Bob, second by Jonathan to approve the resolution. All aye, motion carried.

9. Newsletter discussion of extension programming; Newsletter articles from: FoodWise, Agriculture and 4-H Youth Development, as well as the introduction of the new part time program assistant.
10. Date of Next Meeting – December 13, 2018, meeting start time will be moved forward to 4:45 PM in order to better accommodate committee member’s daytime schedules.
11. Motion to adjourn by Bob, second by Jon, motion carried. Adjourned at 5:09 PM

Recorded by Rob Burke, October 11, 2018



**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**

DATE: Thursday, December 13, 2018

TIME: **4:45 P.M.**

PLACE: Manitowoc County Office Complex
4319 Expo Drive, Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda - Discussion and possible action
4. Public Comment
5. Approval of the October 2018 NREC Minutes, and the August 16, 2018 Minutes
6. Correspondence - Discussion and possible action
7. Programming Highlight – Staff presentation – FoodWise Intern Report
8. Department Director/Area Director Report (Rob Burke)
 - UW-Extension Agent Contract – Informational
 - Committee Schedule of Meetings in 2019
 - Family Living Educator Position refill– Update
 - Committee Name Change update
9. December Office Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: December 5, 2018

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

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MINUTES
MANITOWOC COUNTY
Natural Resources and Education Committee

DATE: December 13, 2018

TIME: 4:45 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

MINUTES:

1. **Meeting called to order** at 4:45 PM by Catherine Wagner, Chair.
2. **Roll call:** Present - Catherine Wagner, Bob Cavanaugh, Jonathan Niels, Paul Hansen, Nick Muench.
Also present Rob Burke, Department Director, Laura Apfelbeck, FoodWise Coordinator, Brooke Rothenberger, UW-Green Bay Dietetic Intern.
3. **Approval of Agenda.** Motion by Cavanaugh, second by Hansen to approve agenda. All aye, motion carried.
4. **Public Comment** - None
5. **Minutes.** Motion by Hansen to approve the MINUTES of August 16, and October 11 NREC meetings, second by Niels. All aye, Approved.
6. **Correspondence** - Burke reported the office just received a check from UW-Extension to Manitowoc County to reconcile the invoice/contract that covered December 2017 when the Family Living Agent resigned the 8th of the month. Check is in the amount of \$1,156 approximately. Burke will send the check to the county comptroller.
7. **Program Highlight** - Presented by Brooke Rothenberg on her work as an Intern for the Manitowoc County FoodWise Program. Brooke conducted surveys of Food Pantry managers to assess needed changes. Survey identified need for healthier options for participants with special dietary needs. Brook then interviewed 61 pantry shoppers collecting data on special dietary needs that is vital for food pantries because it raises awareness of people using the pantry who need help obtaining foods tailored to their diet.
8. **Dept. Director Report:** Burke reviewed the agent contract for 2019 pointing out the open family living (retitled as the Human Development and Relationships Educator) will be added once the start date is firmly established. This will help ensure more accurate invoicing and avoidance of reconciliation later in the year.
 - Future committee meeting dates in 2019 will be February 14, April 11, June 13, August 8, October 10, December 12th.
 - Moving forward on refilling the position of Human Development and Relationships Educator in 2019 with Brown County, or as a ½ time position just for Manitowoc County if Brown County falls short of it's funding goal.
 - Corporation Counsel is working on ordinance changes that will be proposed to the County Board to change the NRE Committee name to Extension Education and Agriculture Committee. Should be final by the end of the first quarter of 2019.
9. **Newsletter:** Burke presented and reviewed the Office Newsletter.
10. **Next meeting date** set for February 14, 2019
11. **Motion to adjourn** by Hansen, second by Niels. All aye. Meeting Adjourned at 5:13 PM.

Recorded by Rob Burke, Department Director



December 19, 2018