



MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: February 9, 2017

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 - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2016 and 2017 Budget Review - Discussion and possible action
8. Update on Interim Family Living Educator position - Discussion only
9. Update on FoodWise Educator position - Discussion only
10. UW-Extension Reorganization Plan Update - Discussion only
11. Educator Report - Discussion only
12. February Office Newsletter Review - Discussion only
13. Committee Name - Discussion and possible action
14. Date of Next Meeting
15. Adjourn

Date: January 29, 2017

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension Department 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 9, 2017

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Todd Holschbach and Nick Muench. Supervisor Melvin Waack, was excused and Dave Gauger was not present. Also present were UW Extension 4-H Youth Development Educator and Department Director Kevin Palmer, FoodWise Coordinator Laura Apfelbeck, Master Gardener volunteer Chelle Blaszczyk and UW-Extension Program Assistant Tracy Schuppel.

Motion by Holschbach, seconded by Muench, to approve the agenda as printed. Motion carried.

There was no public comment.

Motion by Holschbach, seconded by Muench, to approve the minutes of the December 8, 2016. Motion carried.

Correspondence: There was no correspondence

2016/2017 Budget Review: Palmer stated that the budget for 2016 finished with the department approximately \$6,000.00 under budget. Palmer stated that it could be more, since there was a postage allocation missing for 2016. Palmer reviewed the 2017 budget and stated that the department should be at about 92% budget remaining for most categories, which is about where most categories are at.

Update on Interim Family Living Educator: Palmer stated that we have hired Kya Diehl as the Interim Family Living Educator. Kya will be starting March 1, 2017. Kya currently works as the Community Wellness Coordinator for the Fond du Lac YMCA. Palmer stated that Kya's contract runs until June 30, 2017, but it could be longer.

Update on FoodWise Educator Position: Apfelback stated we have hired Kaila Stencil who will be the FoodWise Educator for Kewaunee and Manitowoc counties. Kaila will be starting March 1, 2017.

UW-Extension Reorganization Plan Update: Palmer stated the Dean talked about part of the plan, which replaces the County Department Heads with Area Leaders. The Area Leader will be responsible for reviews, meetings, budgets, and other administrative functions. The Area Leader in our area will be responsible for Kewaunee, Manitowoc, and Door Counties. Palmer stated there will also be county-based educators and area educators with multi-county responsibilities. He also noted that this may vary depending on the program area, and that part of the plan is still evolving.

Educator Report: Palmer stated that the Educator Report will be more flexible on who is reporting and may include reports by volunteers and participants of UW-Extension programs. Palmer stated that Master Gardener volunteer, Chelle Blaszczyk, will be reporting for the Master Gardeners. Blaszczyk reported that Master Gardeners have partnered with the UW-Manitowoc Continuing Education Program to offer the Level One Master Gardener training. Blaszczyk stated that partnering with UW-Manitowoc enables them to offer the training more often, and hopefully they will gain more members. Blaszczyk stated the Master Gardener's Garden Walk will be coming up in July.

February Office Newsletter Review: Palmer highlighted the Market Animal Quality Assurance (MAQA) training that he conducted in January. Palmer stated he wanted people to know that if your children own an animal and want to show it at the fair, that they will need to take the MAQA training. Palmer highlighted Dairy and Livestock Agent, Scott Gunderson's article about environmental protection and some of the agricultural events coming up. Palmer stated that the last two articles for FoodWise and Family Living highlighted the two new positions that were filled by Kaila Stencil, as the FoodWise Educator, and Kya Diehl, as the Interim Family Living Educator.

Committee Name: Palmer stated the names of Extension Committees from the East-Metro Region were put into a report for the committee to review. Palmer stated he would email the rest of the committee members the request of the name change to EEA Committee for their approval.

Date of the Next Meeting: The next NREC meeting will be Thursday April 20, 2017, at 4:30 pm at the Manitowoc County Office Complex.

Motion to adjourn by Holschbach, seconded by Muench. Motion carried with the meeting adjourning at 5:00 p.m.

Respectfully submitted,

Tracy Schuppel
UW-Extension Program Assistant



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

DATE: April 20, 2017

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 Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2017 Budget Review - Discussion and possible action
8. UW-Extension Reorganization Plan Update - Discussion only
9. Educator Report - Discussion only
10. April Office Newsletter Review - Discussion only
11. Committee Name - Discussion and possible action
12. Date of Next Meeting
13. Adjourn

Date: April 13, 2017

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension Department 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
April 20, 2017**

The meeting was called to order by Chair, Cathy Wagner at 4:34 p.m. Other supervisors present were Todd Holschbach, Nick Muench, and Melvin Waack. Dave Gauger was excused. Also present were UW Extension 4-H Youth Development Educator and Department Director Kevin Palmer, Interim Family Living Educator Kya Diehl, and Soil and Water Conservation Department Director Jerry Halverson.

Motion by Holschbach, seconded by Muench, to approve the agenda as printed. Motion carried.

There was no public comment.

Motion by Holschbach, seconded by Waack, to approve the minutes of the February 9, 2017 meeting. Motion carried.

Correspondence: There was no correspondence

2016/2017 Budget Review: Palmer reviewed the 2017 budget and stated we should be at about 75% remaining, and we are at that for most categories. One item to note was that in small equipment under \$500 we have an expense of \$1293.38. This expense is for a new computer for the new Kewaunee/Manitowoc FoodWise Educator. This expense will be reimbursed in full by the FoodWise Program.

UW-Extension Reorganization Plan Update: Palmer stated the Assistant Dean positions have been hired and Matt Hanson is the Assistant Dean for our region. Extension will have two regions, north and south. Manitowoc is in the southern region. He also related that Extension is currently taking internal applications for the 18 Area Director positions and the application period closes on Monday, April 24, 2017.

Educator Report: Kya Diehl, Interim Family Living Educator, introduced herself to the committee and reported that she has been conducting a needs assessment. She also related that she has been teaching co-parenting and attending different coalition meetings and networking with colleagues around the county.

April Office Newsletter Review: Palmer highlighted the Value of Volunteer Service, the Ag Recycling Program, and the McKinley Academy In-School Nutrition Project.

Committee Name: Motion by Muench, second by Holschbach to change the committee name from the Natural Resources and Education Committee to the UW-Extension Education and Agriculture Committee. The committee discussed that the name change will better reflect what the committee is responsible for. Palmer will investigate what has to be done to get the committee name officially changed.

Date of the Next Meeting: The next NREC meeting will be Thursday June 22, 2017, at 4:30 pm at the Manitowoc County Office Complex.

Motion to adjourn by Muench, second by Waack. Motion carried. The meeting was adjourned at 4:58 p.m.

Respectfully submitted,

Kevin A. Palmer
UW-Extension 4-H Youth Development Educator and Department Director



MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: June 22, 2017

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 April Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2017 Budget Review - Discussion and possible action
8. UW-Extension Reorganization Plan Update - Discussion only
9. Educator Report - Discussion only
10. June Office Newsletter Review - Discussion only
11. Committee Name - Discussion and possible action
12. Date of Next Meeting
13. Adjourn

Date: June 14, 2017

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension Department 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.

NOTE: The Natural Resources & Education Committee was not held as there was not a quorum present. Therefore, no minutes are available for this meeting.



MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: June 22, 2017

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 April Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2017 Budget Review - Discussion and possible action
8. UW-Extension Reorganization Plan Update - Discussion only
9. Educator Report - Discussion only
10. June Office Newsletter Review - Discussion only
11. Committee Name - Discussion and possible action
12. Date of Next Meeting
13. Adjourn

Date: June 14, 2017

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension Department 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.



MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: August 17, 2017

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 April Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2017 Budget Review - Discussion and possible action
8. UW-Extension Reorganization Plan Update - Discussion only
9. Educator Report - Discussion only
10. August Office Newsletter Review - Discussion only
11. Committee Name Change - Discussion and possible action
12. Date of Next Meeting
13. Adjourn

Date: August 9, 2017

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension Department 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
August 17, 2017**

The meeting was called to order by Chair, Cathy Wagner at 4:44 p.m. Other supervisors present were Todd Holschbach, Nick Muench, and Melvin Waack. Dave Gauger was excused. Also present were County Executive Bob Ziegelbauer, UW Extension 4-H Youth Development Educator and Department Director Kevin Palmer, Interim Family Living Educator Kya Diehl, Dairy and Livestock Agent Scott Gunderson, UW-Extension Assistant Dean Matt Hanson, Area 12 Extension Director Rob Burke, and Soil and Water Conservation Department Director Jerry Halverson.

Motion by Waack, seconded by Holschbach, to approve the agenda as printed. Motion carried.

There was no public comment.

Motion by Holschbach, seconded by Muench, to approve the minutes of the April 20, 2017 meeting. Motion carried.

Correspondence: There was no correspondence

2017 Budget Review: Palmer reviewed the 2017 budget and stated we should be at about 34% remaining, and we are at that for most categories.

UW-Extension Reorganization Plan Update: Assistant Dean Matt Hanson and Area Extension Director Rob Burke, gave an overview of the nEXT Generation Plan and the impact on the local county budget.

Educator Report: Palmer gave a brief overview of Camp TaPaWingo and a summary of some of the activities that had occurred at the camp this summer.

August Office Newsletter Review: Palmer highlighted the articles that appeared in the August office newsletter.

Committee Name: Palmer indicated that he will be working with the Manitowoc County Corporation Counsel Atty. Peter Conrad to change the committee's name.

Date of the Next Meeting: The next NREC meeting will be Thursday, October 12, 2017, at 4:30 pm at the Manitowoc County Office Complex.

Motion to adjourn by Holschbach, second by Muench. Motion carried. The meeting was adjourned at 5:19 p.m.

Respectfully submitted,

Kevin A. Palmer
UW-Extension 4-H Youth Development Educator and Department Director



MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: October 12, 2017

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 Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2017 Budget Review - Discussion and possible action
8. UW-Extension Program Assistant Position - Discussion and possible action
9. UW-Extension Reorganization Plan Update - Discussion only
10. Educator Report - Discussion only
11. October Office Newsletter Review - Discussion only
12. Committee Name Change - Discussion and possible action
13. Date of Next Meeting
14. Adjourn

Date: October 3, 2017

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension Department 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
October 12, 2017**

The meeting was called to order by Chair, Cathy Wagner at 4:32 p.m. Other supervisors present were David Gauger, Nick Muench, and Melvin Waack. Todd Holschbach was excused. Also present were UW-Extension 4-H Youth Development Educator and Department Director Kevin Palmer and Interim Family Living Educator Kya Diehl.

Motion by Gauger, seconded by Waack, to approve the Agenda as printed. Motion carried.

There was no public comment.

Motion by Waack, seconded by Muench, to approve the Minutes of the August 17, 2017 meeting. Motion carried.

Correspondence: There was no correspondence

2017 Budget Review: Palmer reviewed the 2017 budget and stated we should be at about 25% remaining, and we are at that for most categories.

UW-Extension Reorganization Plan Update: Palmer discussed the current proposal to merge UW-Extension with UW-Madison, which should not impact on local county programming.

Educator Report: Diehl gave a brief overview of some of the Family Living Programs that are currently being offered, which include: Raising a Thinking Child, Strong Bones, and Co-Parenting.

October Office Newsletter Review: Palmer highlighted the article in the newsletter: Navigating the New Economy, WisPolitics Partners with UW Colleges & UW-Extension to Host Roundtables. One of the roundtables is being held at UW-Sheboygan later this month.

Committee Name: Palmer indicated that he is continuing to work on getting the committee's name changed, and he anticipates it will be completed by the end of this year.

Date of the Next Meeting: The next NREC meeting will be Thursday, December 14, 2017, at 4:30 pm at the Manitowoc County Office Complex.

Motion to adjourn by Muench, second by Gauger. Motion carried. The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Kevin A. Palmer
UW-Extension 4-H Youth Development Educator and Department Director



MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: December 14, 2017

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 Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2017 Budget Review - Discussion and possible action
8. 2018 Budget Review - Discussion and possible action
9. UW-Extension Program Assistant Position - Discussion and possible action
10. UW-Extension Health and Well-Being Educator - Discussion and possible action
11. UW-Extension Reorganization Plan Update - Discussion only
12. December Office Newsletter Review - Discussion only
13. Committee Name Change - Discussion and possible action
14. Date of Next Meeting
15. Adjourn

Date: December 6, 2017

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
December 14, 2017**

The meeting was called to order by Chair, Catherine Wagner at 4:30 p.m. Other supervisors present were David Gauger, Todd Holschbach, and Nick Muench. Excused was Melvin Waack. Also present was Department Director Rob Burke.

Motion by Holschbach, seconded by Gauger, to approve the Agenda as printed. Motion carried.

There was no public comment.

Motion by Gauger, seconded by Holschbach, to approve the Minutes of the October 12, 2017 meeting. Motion carried.

Correspondence: There was no correspondence.

2017 Budget Review: Rob Burke reviewed the process on the budget execution.

2018 Budget Review: Rob reviewed budget differences from 2017. Postage addition of approximately \$3,715.00 accounts for most of the increase.

UW-Extension Program Assistant Position: Rob announced Wendi Holschbach has started, and thanked Personnel for finding a "replacement so quickly".

UW-Extension Health and Well-Being Educator: Discussion on moving forward was positive with a consensus to proceed with refilling the position. Process and involve a volunteer from NREC to serve on interview committee.

UW Extension Reorganization Plan: Rob gave an update on Madison merger; no changes to programming are anticipated.

December Office Newsletter Review: Rob reviewed question from Catherine on opening dates of Farm Wisconsin Discovery Center.

Committee Name: Kevin Palmer will bring resolution draft to NREC in February.

Date of the Next Meeting: The next NREC meeting will be Thursday, February 8,, 2018, at 4:30 pm at the Manitowoc County Office Complex.

Motion to adjourn by Gauger, seconded by Holschbach. Motion carried. The meeting was adjourned at 5:02 p.m.

Respectfully submitted,

Rob Burke
UW-Extension Department Director