

Green Lake County Ag, Extension Education & Fair Committee
MINUTES
July 10, 2007

The meeting of the Green Lake County Ag, Extension Education and Fair Committee was called to order by Chairperson Hollander at 8:30 a.m., on Tuesday, July 10, 2007, with certification of the Open Meeting Notice, Roll Call and Pledge of Allegiance.

Committee Members Present: M. Hollander, W. Williams, M. Stoddard, V. Ammentorp and S. McConnell.

Educators/Staff Present: J. Hoffman, C. Hargrave, M. Spaulding, D. Slark, K. Zills, A. Stuewer (Summer Intern) and A. Leppin.

Library Services Represented by: M. Amend, D. Disterhaft, L. Denell, and V. Duhr.

M/S(Stoddard/Williams) to approve the Agenda. Motion carried.

M/S(Ammentorp/Williams) to approve the June 12, 2007 minutes with correction: delete sentence under Schedule of Events: *“The committee is to go through it and highlight the events where they would like to assist.”* Motion carried.

Library Services Report: Written report is on file. It was noted that the Kingston Library is looking for old wooden chairs for the public to decorate.

Mark Amend, Library Services Representative, appeared before the committee to discuss the change in the County Library Funding law. The actual cost to adjacent counties is 70% of the library's total operating expenses. He stated that county libraries may now charge adjacent counties for services rendered. These revenues are deposited in the county library fund. In turn, the county is billed by adjacent counties for services of county residents using other county library systems. This bill is sent to Green Lake County for payment. Discussion held.

Amend distributed a copy of the 2008 Library Funding Request for the committee to peruse. Proposed request is \$244,649. The committee is to review the request and this item will be added to the August agenda.

Public Appearances/Comments: None

Correspondence: 2006 Central District Program Success Stories were passed out to the committee. Molly Spaulding, Green Lake County Family Living Educator, was recognized for her program “Creating Collaboration to Promote Wellness in Green Lake County” in this publication.

Educator Reports: Written reports are on file.

Slark: Reported that the American Spirit Trip went very well and all had a good time. He continues to work on Fair planning.

Hoffman: Discussion held on the Green Lake County Literacy Council. Hoffman stated that the struggling group wants to improve and he reassured them that Extension personnel would continue to assist them in their planning process. Hoffman discussed the

workshop he attended put on by the Chicago Federal Reserve which he found useful in working with the tri-county Entrepreneur Club, which alternates meeting in Princeton and in Ripon. A newrelease is sent out each month, and they have an average of fifteen people attending the sessions.

Hargrave: Reported that the Crop Walk had a good turn out with half of the attendees from Waushara County. Reported that she attended the Green Lake Association meeting, and put up a display on soil testing. Hargrave continues to be busy working on the Focus on the Farm Dairy Breakfast and on fair items. She invited the committee to consider volunteering at the Breakfast to be held on Saturday, July 21 at the Bahn Farm between Ripon and Berlin.

Hollander shared a newspaper about the DATCP imposing penalties for unregistered farms for Livestock Premises Registration.

Spaulding: Handed out a brochure on Strengthening Families, a program for middle school youth and their parents. She showed the committee a DVD on the program she did at Tri-County Schools in Plainfield. Spaulding stated that it is a wonderful program, empowering youth and their parents and has many positive outcomes. She will start the program in Berlin in February of 2008.

M/S(Stoddard/McConnell) to approve out-of-county dates for the educators: Hargrave: 0; Hoffman: 1; Slark: 0; and Spaulding: 1. Motion carried.

Jeff Hoffman Presentation to the County Board: Discussion held about the timeframe of setting up the new committee, the criteria, and getting things done.

UW-Extension Space Needs Evaluation: The committee discussed the UW-Extension Office's space needs, referring to CR Meyers, Potter Lawson, and Venture reports. Input was sought from the UW-Extension Office and what they would need for minimum space. **M/S(McConnell/Stoddard)** to recommend a minimum of 3500 square footage for the UW-Extension Office. Motion carried with 3 Aye and 2 Nay votes.

Discuss County Recruitment and Application procedures and Checklist for Administrative Assistant Position: Hoffman stated he has been working with Brenda Keller and presented a revised job description for the open staff position in the office. The committee reviewed the recruitment and application procedures:

- a. *Each position description must be reviewed at the time of vacancy.*
Committee reviewed and approved of the updated position description for the Program Specialist.
- b. *The designated classification of the position must be reviewed.*
Committee reviewed the designated classification and proposed changes in job description and were satisfied with the classification.
- c. *The program or service proved by the position must be reviewed for continued need of that program or service.*
The committee felt the position was justified.

- d. *A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.*
They felt the position was needed and cannot be assumed by other staff.

The committee reviewed and approved the position. **M/S(Stoddard/Ammentorp)** to approve the job description for the UW-Extension Program Specialist as presented. Motion carried.

Break: 10:35 a.m. Meeting Resumed at 10:45 a.m.

Fair Committee Discussion – 2007 Fair:

Community Service/Track Events Workers - Discussion: Zills stated she has met with Melissa Sonntag regarding using two teenage community service workers at the fair. She stated she will have to hire auxiliary police for the track events. Jerome will begin working out at the fairgrounds next week, and he will have two adult community service workers work with him.

Office Volunteer Schedule – Approval: Stuewer handed out the Office Volunteer Schedule for committee signup. Hoffman is looking for volunteers to take tickets at the Demo Derby and at the ATV Races.

ATV Fireworks – Approval: Zills stated that the City of Green Lake's Fire Chief, Bill Wagner, got back to her regarding the fireworks at the ATV Race. He needs a 75" Clearance and a Class C Fireworks License. **M/S(Ammentorp/Williams)** to allow the fireworks if the City of Green Lake Fire Chief approves. Motion carried.

Fair Set Up Night: Zills reminded the committee that Fair Set Up Night is Thursday, July 26, at 6:30 p.m.

Community Involvement Program (CIP) Update: Zills reported that she has updated the list of donations and gave the committee a copy. Stuewer is working on sending out thank you cards to donors.

WAF Mailing: Zills reported that she received mail from the Wisconsin Association of Fairs and has since notified them of the correct mailing addresses for all the committee members.

Zills thanked Stuewer for agreeing to return and work with us this year as she is a huge help at the fair. She also reported that the Publicity Press Luncheon went very well and new people attended.

Committee Discussion:

Property & Insurance Committee: Stoddard reported that bills were paid.

Personnel Committee: Hollander reported that the committee is working on an attendance policy.

Finance Committee: Ammentorp reported that bigger gas tanks are going to be installed - two at the Highway Department and one at the Markesan shop. He reports that this savings for the county.

Agriculture/Extension Education and Fair Vouchers: M/S(Stoddard/McConnell) to sign vouchers. Motion carried.

Special Meeting Date: Sunday, August 4, 4:00 p.m. at the Fairgrounds

Next Regular Meeting: Tuesday, August 14, 8:30 p.m., Courthouse Demo Room

M/S(Stoddard/Ammertorp) to adjourn. Motion carried. The meeting was adjourned at 11:05 a.m.

Respectfully Submitted,

Arlene Leppin
Administrative Assistant