

Extension/Land Conservation Committee
Tuesday, June 6, 2023, 8:30 A.M.
Barron County Government Center
Room 2151

335 East Monroe Avenue, Barron, WI

Agenda

1. Call to Order
2. Acknowledgement of Public Posting Requirements
3. Public comment
4. Approval of Agenda
 - Approval of Minutes of Previous Meeting – 2/7/23
 - Edit List
 - Announcements –
5. Extension Office Staffing & Administrative Assistant 1: French – discussion item
6. Soil Sample Shipping – discussion item
7. SWRM Staffing Grant – discussion item
8. Summer Conservation Tour: June 22, 2023 – update & discussion
9. Demo Farm – update
10. Groundwater Study – discussion item
11. Staff Reports – NRCS, FSA, SWCD, and UWEX (10 minutes) information only
 - Executive Committee Report
 - Fair Board Report
12. Set date for the next meeting (action required)
13. Adjourn

***If you cannot make the meeting, PLEASE call the SWCD at 715-537-6315.

(All times are estimated)

ADA Statement for Agenda

Any person who has a qualifying disability under the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible format must contact the County Clerk's office at 715-537-6200 at least 24 hours prior to the meeting so that arrangements may be made to accommodate your request.

cc: Cook, Gores, Langman, Kusilek, McRoberts, G. Nelson, Huth, County Clerk, County Administrator, Webmaster, Public postings

EXTENSION-LCC COMMITTEE MEETING

Tuesday, March 7, 2023, 8:30 a.m.

Room 2151

Members present: Randy Cook, Kirsten Huth, Jerry McRoberts, Gary Nelson, Jim Gores, Fran Langman and Audrey Kusilek. Staff present: Tyler Gruetzmacher, Justin Everson, Bronson Thalacker, Lori Baltrusis, Patrick Richter, Jeff French (8:41) and Kim Collins.

Cook called the meeting to order at 8:30 a.m. and Collins confirmed proper posting of the meeting. No public comment.

Motion: (Langman/McRoberts) to approve the agenda; carried. **Motion: (Nelson/Kusilek)** to approve the minutes of February 7, 2023 meeting; carried. No questions on edit lists and no announcements.

Item #5. Thalacker and Gruetzmacher discussed the Multi Discharge Variance (MDV) Program and requested an increase in the incentive payment offered to seed down headland areas for 5 years. It is currently \$400 per acre with an additional \$100 to seed the area; the requested increase is \$600 and \$150, respectively, for a total of \$750 per acre. After discussion, **motion: (Langman/McRoberts)** to approve the price increase as presented; carried.

Item #6. Staff Reports –

NRCS – Richter updated committee on program participation and organizational changes.

FSA – N/A – future reports to be provided by MacDonald.

UWEX – Baltrusis stated educators are preparing for summer program work and the Crops Educator position will be posted shortly.

Executive Committee – French stated the committee would be reviewing the retention of ROD fees, among other business.

Fair Board – N/A.

SWCD – Gruetzmacher provided an update on the West Central Summer Tour lineup and discussed State budget priorities re: conservation staff and FPP funding increases.

Cook asked how the County could provide support for the State budget funding priorities. After committee discussion, consensus is to draft a Resolution of Support for the County Board Chair to bring forward.

The next meeting was set for April 4, 2023 at 8:30 a.m., by unanimous consent.

Future agenda items: *Sara Waldron, 4-H Program*

Motion: (Gores) to adjourn; meeting adjourned by unanimous consent at 9:02 a.m.

Respectfully submitted,

Kim Russell-Collins

Administrative Secretary, Land Services

Minutes are not official until approved by the Extension/LCC Committee at the next meeting.

COUNTY OF BARRON
 Payment Request Edit
 On-Line Vouchers

Vendor No/Name	Line#	voucher#	Account Desc	Date	Description	Amount
44423 AUTO VALUE BARRON	1	C0083852	VEHICLE EXPENSE-LAND SERVICES	03/09/23	LS-WASHER FLUID	11.56
65358 COUNTRY TODAY	1	C0083853	SUBSCRIPTIONS	03/09/23	LS-2023 SUBSCRIPTION	52.00
6025 WI LAND & WATER CONSERVATION ASSN	1	C0083854	CONFERENCE REGISTRATION	03/09/23	SWCD-CONF REG/GRUETZMACHER	295.00
263869 SEILER INSTRUMENT & MFG CO INC	1	C0083855	OFFICE SUPPLIES	03/09/23	SWCD-PENMAP SUBSC & 10 HOUR PAC	945.00
274259 APG MEDIA OF WISCONSIN LLC	1	C0083856	PUBLICATIONS	03/09/23	ZA-PUB NOTICES; SWCD-RL DAM NOT	85.87
274259 APG MEDIA OF WISCONSIN LLC	2	C0083856	REPAIR & MAINTENANCE - RL DAM	03/09/23	ZA-PUB NOTICES; SWCD-RL DAM NOT	152.00
744 CHETEK ALERT INC	1	C0083857	PUBLICATIONS	03/09/23	ZA-SHARPLEY, HURLEY PUB NOTICES	113.21
289493 BUREAU OF CORRECTIONAL ENTERPRISE	1	C0083858	ADDRESS SIGNING	03/09/23	ZA-RURAL ADDRESS SIGNS	106.00
3565 SAFETY AND BUILDINGS DIVISION	1	C0083859	DUE TO STATE - SANITATION FEES	03/09/23	ZA-STATE SAN FEES/FEB 2023	400.00
Totals:						2,160.64

MANUAL VOUCHERS/JOURNAL ENTRIES

DEPT	NAME	ACCOUNT	DESCRIPTION	AMOUNT
SWCD	CHIPPEWA CO TREASURER	100-12-56010-325-000	REG/EVERSON CAFO MTG	\$55.00

MANUAL VOUCHERS TOTAL: \$55.00

GRAND TOTAL: \$2,215.64

Dept Approval

Admin Approval

Land Services Total:	\$413.56
Land Information Total:	\$0.00
Soil & Water Conservation Total:	\$1,097.00
Zoning Administration Total:	\$705.08

COUNTY OF BARRON

Payment Request Edit
On-Line Vouchers

FPEDT01G

LAND SERVICES DEPT

Vendor No/Name	Line#	voucher#	Account Desc	Date	Description	Amount
123749 WI COUNTY SURVEYORS ASSN INC	1	C0084241	ASSOCIATION/MEMBERSHIP DUES	04/13/23	LIO-2023 MEMBERSHIP/PHELPS	100.00
320978 SCHNEIDER GEOSPITAL LLC	1	C0084242	OTHER PROFESSIONAL SERVICES	04/13/23	LIO-ANNUAL MAINT/MAY-DEC 2023	2,184.00
10057 LAURA'S LANE NURSERY	1	C0084243	TREE PURCHASES	04/13/23	SWCD-TREES/'23 TREE PROGRAM	5,140.00
17795 PETTY CASH	1	C0084244	TREE PURCHASES	04/13/23	SWCD-PETTY CASH FOR TREE SALE	250.00
113468 US DEPARTMENT OF AGRICULTURE	1	C0084245	PROFESSIONAL SERVICES	04/13/23	SWCD-1ST QUARTER/WILDLIFE DAMAG	5,516.25
274259 APG MEDIA OF WISCONSIN LLC	1	C0084246	PUBLICATIONS	04/13/23	ZA-VARIOUS PUBLIC NOTICES	165.98
1015 CUMBERLAND ADVOCATE	1	C0084247	PUBLICATIONS	04/13/23	ZA-LUO AMENDMENT/PUB NOTICE	25.04
1686 HALCO PRESS	1	C0084248	PUBLICATIONS	04/13/23	ZA-L HANSEN/PUB NOTICE	47.02
289493 BUREAU OF CORRECTIONAL ENTERPRISE	1	C0084249	ADDRESS SIGNING	04/13/23	ZA-RURAL ADDRESS FEES	234.00
3565 SAFETY AND BUILDINGS DIVISION	1	C0084250	DUE TO STATE - SANITATION FEES	04/13/23	ZA-STATE SAN FEES/MARCH 2023	900.00
Totals:						14,562.29

MANUAL VOUCHERS/JOURNAL ENTRIES

DEPT	NAME	ACCOUNT	DESCRIPTION	AMOUNT
LS	BC HIGHWAY DEPT	220-12-53400-332-000	FUEL 1/21 - 2/17	\$180.70
SWCD	WI DEPT NATURAL RESOURCES	811-00-24226-000-000	STATE NR 135 FEES	\$7,205.00

MANUAL VOUCHERS TOTAL: \$7,385.70

GRAND TOTAL: \$21,947.99

Dept Approval

Admin Approval

Land Services Total: \$280.70
Land Information Total: \$2,184.00
Soil & Water Conservation Total: \$18,111.25
Zoning Administration Total: \$1,372.04

COUNTY OF BARRON

Payment Request Edit
On-Line Vouchers
LAND SERVICES DEPT

FPEDT01G

Vendor No/Name	Line#	voucher#	Account Desc	Date	Description	Amount
922 WIEHES HARDWARE HANK	1	C0084524	OFFICE SUPPLIES	05/09/23	ZA-LASER LEVEL BATTERY	13.99
124451 WLIA	1	C0084525	ASSOCIATION/MEMBERSHIP DUES	05/09/23	LIO/RPL-MEMBERSHIP/CONF REG	32.50
124451 WLIA	2	C0084525	CONFERENCE REGISTRATION	05/09/23	LIO/RPL-MEMBERSHIP/CONF REG	155.00
345 JENNIE-O TURKEY STORE, BARRON SUP	1	C0084526	REPAIR & EXPENSE	05/09/23	SWCD-EQUIPMENT JACK	147.00
124273 ENGEL'S NURSERY	1	C0084527	TREE PURCHASES	05/09/23	SWCD-DECIDUOUS/'23 TREE PROGRAM	2,412.51
22632 RICE LAKE PRINTERY INC	1	C0084528	EDUCATIONAL MATERIAL	05/09/23	SWCD-POSTER CONTEST CALENDARS	525.00
922 WIEHES HARDWARE HANK	1	C0084529	SUPPLIES	05/09/23	SWCD-TREE PROGRAMS SUPPLIES	69.96
274259 APG MEDIA OF WISCONSIN LLC	1	C0084530	PUBLICATIONS	05/09/23	ZA-PUB NOTICES/LUO, MAYO CLINIC	66.59
426 BELL PRESS INC	1	C0084531	PUBLICATIONS	05/09/23	ZA-PUB NOT LUO/PERMIT PAPER	32.32
426 BELL PRESS INC	2	C0084531	OFFICE SUPPLIES	05/09/23	ZA-PUB NOT LUO/PERMIT PAPER	25.00
744 CHETEK ALERT INC	1	C0084532	PUBLICATIONS	05/09/23	ZA-MULTIPLE PUB NOTICES	301.30
321150 CAMPSHURE SHARES	1	C0084533	LEGAL FEES	05/09/23	ZA-TRANSCRIPT/MOTION HRG/#3911	36.00
1015 CUMBERLAND ADVOCATE	1	C0084534	PUBLICATIONS	05/09/23	ZA-LUO & HOLT PUBLIC NOTICES	62.52
289493 BUREAU OF CORRECTIONAL ENTERPRISE	1	C0084535	ADDRESS SIGNING	05/09/23	ZA-RURAL ADDRESS SIGNS	177.00
3565 SAFETY AND BUILDINGS DIVISION	1	C0084536	DUE TO STATE - SANITATION FEES	05/09/23	ZA-STATE SAN FEES/APRIL 2023	1,500.00
Totals:						5,556.69

MANUAL VOUCHERS/JOURNAL ENTRIES

DEPT	NAME	ACCOUNT	DESCRIPTION	AMOUNT
LS	BC HIGHWAY DEPT	220-12-53400-332-000	FUEL 2/18 - 3/31/23	\$242.68

MANUAL VOUCHERS TOTAL: \$242.68

GRAND TOTAL: \$5,799.37

Dept Approval

Admin Approval

Land Services Total:	\$469.17
Land Information Total:	\$0.00
Soil & Water Conservation Total:	\$3,154.47
Zoning Administration Total:	\$2,175.73

DRAFT

Position Paper
Extension Support Staff
Jeff French County Administrator
May 2023

After forty-four years the position of Administrative Assistant 1 in the Extension Office is vacant as the result of retirement. This is a fully-funded non-mandated County position. Stated another way, these are overmatch dollars the County is putting into a State program. The incumbent currently worked thirty two hours per week, with a cost break down as follows:

Salary:	\$ 39,864
Social Security and Medicare:	3,050
Health and Life Insurance:	7,975
Retirement:	2,711
Workers Compensation Insurance	75
Total	\$ 53,675

I also want to point out the County's 133 Contract with UW Extension for the educator positions, five in total, for 2023 is \$154,061. Stated another way the personnel costs for the Extension office total \$208,587.

Obviously Lori Pillion-Baltrusis the Area Extension Director would like this position replaced as-is, i.e. 32 hours per week with a costing representative of above. I must also point out that in the 133 contract for 2023 there is \$24,644 for a Student Program Assistant that could be used in 2024 to off-set the \$53,675. However, keep in mind these are one-time funds. I have attached to this Position Paper a spreadsheet prepared by Lori, outlining the Essential Responsibilities for this position. As you can see they are wide ranging.

I asked other County Administrators how they handle Extension Office support staff and following is what I received from them:

Chippewa:	.80 FTE, UW Employee
Burnett:	.50 County Employee
Price:	.50 FTE, no state/county designation given
Kewaunee:	2.0 FTE's reduced now to 1.0 FTE
Eau Claire	"We still have levy funded positions." No additional data provided
Polk	1.0 FTE County employee
Marathon:	"We contract for everything inducing office support." What this means practically is that all support staff are Extension employees

DRAFT

In conclusion; I do not want us to be on "cruise-control", we need to examine positions that are not mandated. It must be remembered that over \$900K was cut from the 2023 budget to get us a balanced budget. And finally, the Sheriff's department is asking for two patrol positions one, beginning on 7-1 of this year. Bottom-line there needs to be value choices made.

Based on the above information I ask that the Committee chose one of the following decisions:

- #1. Not replace the position.
- #2. Recruit and replace the position based on how the 2024 Budget comes together, November 2023, **AND** eliminating all intern positions from the 133 contract, permanently. During the intervening time period we would have Elora the Student Program Assistant fill-in.
- #3. Refill position at 29 hours per week, no benefits.
- #4. Recruit and replace the position now.

Other Budgetary Thoughts:

Library Aid
2024 State mandated CCS positions
LTE Drug position funded with Opioid dollars
Sue retiring in Finance - position not replace

<g:\google\googledocs\Position Paper Support Staff - Extension.docx>

	County Administrative Support Staff	Program Assistant student	Summer Intern	4-H Educator	Notes
Essential Responsibilities					
General Tasks					
Financial (expenses/ordering), obtaining quotes for ordering/resources; paying bills/invoices	X				
Scheduling for rooms, trainings, etc.	X				
copying/preparing materials for groups, classes, events, fair, etc. (dairy, shooting sports, horse project, livestock)	X				
Mailings - prepare/send	X				
Tractor Safety Certificates and general support	X				
Pesticide Applicator Training - scheduling / tests / communication	X				
Ordering and keeping track of office and program supplies	X				
Tracking website weekly to look for outdated information	X				
Website updates	X				
maintaining school email lists to keep current with changes in	X				
maintaining county daycare lists	X				
Put together program materials for Financial Coaching	X				
Put together program materials for Raising a Thinking Child	X				
Put together program materials for Triple P	X				
Put together program materials for Parents Forever	X				
Soil samples, organizing and mailing	X				
Collecting program fees	X				
Send partner non-discrimination letters	X				
Master Gardener support ??	X				
Making signs, posters, property tags, business cards	X				
Preparing quarterly reports	X				
4-H Related Tasks/Knowledge					
Provides assistance to 4-H youth, families and volunteers.	X				
General knowledge of 4-H policies and available resources (or how to find them)	X	X	X		
Forms/documents Development (registration forms) as needed		X			
Sets up educational meetings/programs including notification of events, advertisement, registration, equipment and contacting whoever needed	as needed	X			
knowledge of 4-H policies and available resources (general)	X	X	X	x	

Attend monthly state 4-H meetings as agenda deems necessary **if available and only if agenda pertains to role		X	X		
Forms/documents Development (registration forms)	X	X	X	X	
Manages program databases and reports for 4-H events aware of events and program details	X	utilizes			
Communicate 4-H Policies and Procedures	X	X	X	X	
Charters/Annual Financial Reports					
Training/Info Session for Upcoming Year		take training		X	
Determine/Communicate Requirements		knowledge of		X	
File 990	X				
Keep track of what needs to be completed/Remind	X			X	
upload informatoin into sharepoint (AFR)	X				
Send out Charter Letters	X			prepare	
Newsletters/E-Mail Blasts					
Bi-monthly (or weekly) E-Newsletter (Myemma)		X		X	
Work on Newsletter (6-7 times per year) (Barron County)	X	X		X	
Help with Myemma newsletters (4-H and Extension)	X	X			
oversite/information for Mail Newsletter (6-7 times per year) (Barron County)	limited	X			
regularly share information with community partners, schools, etc.		X		X	
Marketing/Promotions: Website/Communications/Press Releases/Social Media					
share/determine information that needs to be communicated					
organize/keep current contact information for extension partners		knowledge of?	X		
updated list of newspaper/media contacts	X				
Maintaines and updates all publications (print, web, social media, etc.)	X	X			
Uses social media and mass communication for outreach efforts (my emma)	X	X			
Press Releases		as needed?	X		
Uses social media and mass communication for outreach efforts		as needed?	X		
Social Media (4-H Social Media)		as needed?	X		
Event Promotion (county and area)		as needed?	X		

Designs/disseminates educational newsletters, brochures, handouts, flyers and programs used in county events and activities.		X			
as needed?					
Promotes 4-H youth development and outreach activities within the community		X			
as needed?					
Will market programs appropriately and create marketing materials for the 4-H program with guidance from 4-H Educators.		X			
as needed?					
Writes and sends communication about upcoming 4-H deadlines		X			
as needed?					
Bulletin Board		x			
4-H Online					
Assists with the maintenance of 4-H member, leader and club records in 4-Honline	X	limited			
Attend Extension trainings (or watch recordings)related to duties (updates on 4-H online,)			X		
	X	limited		X	
Sends updated rosters to club leaders on a regular basis	X				
General understanding of 4-H online - pulling reports and event registration	x	x			
4-H Online (enrollment approvals, event registration, volunteer management documentation, background checks, reports, updating clubs rosteretc.)) –Overall understanding	X				
Create/Maintain Event Registrations	X	X			
New 4-H Year/4-H Promotion					
New Year Materials		X			
New Member Packets Mailed out (as they enroll)	X				
Update 4-H Family Handbook		X			
(4-H) Fall Achievement Banquet prep (ordering of awards)	X				
Promotional Booths- Beginning of the year. Working with clubs to get resources to promote their clubs. 4-H week is typically the 1st full week in October		X			
Flyers for Schools		X			
4-H Activities/Events/Educational Programming					
Assists with coordination of 4-H events including, but not limited to: training programs, workshops, county project meetings, outreach programs, camps, animal shows, and other 4-H events including during the fair.		x	X		

Fall Achievement Banquet prep /volunteer recognition 4-H graduations	x	X		
Forms/documents Development (registration forms)	x	x		
Event Programs (anything that needs a formal program - achievement day, awards, etc.)	x			
Attend/assist with promotional events/opportunities including open houses, the fair, community events, etc.	x	x		
Summer Camp		x		
Assists with coordination of 4-H events including, but not limited to: training programs, workshops, county project meetings, outreach programs, camps, animal shows, and other 4-H events including during the fair.		x		
Plans Educational Experiences during the Summer Months		x		
Cloverbud Camp entering K-2		x		
Middle School Leadership (entering 6-8)		x		
Elementary Experience (entering 3-5)		x		
Works with volunteers, committees, leaders and educators to promote and coordinate educational opportunities for 4-H clientele		x		x
Sets up educational meetings/programs including notification of events, advertisement, registration, equipment and contacting whoever needed	?			x
Aqua Dairy Show - Steve Fronk (Summer)		X		
Barron County Fair				
Fair Preparation: assist with pre-fair printing needs	X			
Fair Preparation: assist with 4-H related prep including working with leaders on food stand signage and printing needs, 4-H specific promotion, other 4-H related printing needs Action Center	X			x
4-H Graduation		X		
Cake Revue		X		
Promotional/Action Center at Fair		X		X
Showbooks		X		
Junior Leaders Food Stand work with advisor		X		X
Adult Leaders Food Stand work with committee				X
Expo Building Prep/set-up (4-H related)		x		x
Superintendent's Meeting/Information (youth development related)				X
Chicken-Pollarum Testing (paperwork/structure not doing)		X		
Volunteer Trainings				
Background Checks (follow-up)	X			
VIP Training (follow-up)	X			

**Contract Between Barron County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between Barron County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2023 through December 31, 2023, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees

under Section 3.1.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
 - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
 - b. Invoice the County semi-annually, by March 31st and September 30th for amounts due under this agreement.

3. **County Responsibilities**

3.1 In consideration of the programs that Extension provides to County under this contract, the County agrees to:

- a. Pay to Extension the County share of up to \$134,394 for the period of January 1, 2023 through December 31, 2023 as allocated below.

A. State

Co-Funded Positions	Fee	FTE	Total
Human Development and Relationships Extension Educator (Missy Bablick)	44,900	1.0	44,900
4-H Program Educator (Sara Waldron)	44,900	1.0	44,900
Regional Ag Educator – Crops and Soils (Michael Geisinger)	44,900	.25	11,225
Regional Ag Educator – Dairy (Ryan Sterry)	44,900	.25	11,225
First Educator Discount			(\$10,000)
Subtotal			\$ 102,250
Proposed or fully-county funded positions and other county contributions	Fee	FTE	Total
Program Support Staff (Elora Repman)	49,288	.50	24,644
Summer Support Assistant (TBD)	7,500	1.0	7,500
Final Total			\$ 134,394

B. County

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
 - 3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.
 - 3.3 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity. These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through the county may also be discussed.
4. **General Conditions** This contract is established under the following conditions:
- a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
 - b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.b of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers

Note; 3.1.a delineation between State and County employees.

take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2023 through December 31, 2023, Extension shall bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by March 31st and the second half of the total contract by September 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: Jeffrey J French
County Representative
County Administrator

Date: 11/17/22

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: [Signature]
Area Extension Director
UW-Madison, Division of Extension

Date: "

By: _____
County Representative

Date:

By: Nichole R Whetter
Director of Financial Services
UW-Madison, Division of Extension

Date: 11/22/22

DocuSigned by:
David Honma
ABCC3F026077461

On Behalf of Board of Regents of
The University of Wisconsin System

Date: 11/22/2022