CAP SERVICES, INC. • BOARD OF DIRECTORS MEETING
March 27, 2024
Meeting was virtual and in person; Mandy Bowe of CAP Services, Inc. Presented on Lending & CAfP

Members Present: S. Donovan, J. Dorn, D. Dounar, D. Gabrielson, A. Gibeaut, B. Gifford, B. Jarman, C. Jarvis, P. King, K. Kohl, K. Locke, S. Moore, C. Novotny, M. Reepsdorf, J. Sausser, S. Sickels, C. Steltenpohl, D. Thome, M. Walters, B. Wedell, K. Will
Members Absent:
Staff Present: N. Harrison, T. Lewis-Birkett, R. Rasmussen,

B. Jarman called the meeting to order at 7:04 pm, roll call was taken and a quorum was present.

K. Locke made a motion to approve the minutes of the February 28, 2024 board meeting. The motion was seconded by D. Dounar and passed with one member, C. Steltenpohl, abstaining she was not in attendance for the February Board meeting.

Seatings and Resignations
There were no seatings or resignations this month. The Low-Income Representative for Portage County, Jason Sausser, seated in February, introduced himself to the board.

Notice items
Action was taken via email on March 22, 2024: Committee unanimously approved entering a contract with Friedman Associates for $30,000 to complete the new CDFI certification application on behalf of Community Assets for People, LLC.

Consent Agenda
C. Jarvis moved to approve the consent agenda, M. Walters seconded, and the motion passed unanimously.

Advocacy and Engagement Committee

Executive and Personnel Committee

1. Accepted the Talent Engagement and Development (TED) Committee minutes of March 11, 2024.
2. Approved the recommendations from the Human CAPital Committee.
    a. 3% COLA for staff effective 4/1/2024 and approved adjustment up to required amount as mandated by Office of Head Start if more than 3%.
    b. Adjusted the Salary Schedule for starting wages by 3% effective 4/1/2024 and approved adjustment up to required amount as mandated by Office of Head Start if more than 3%.
    c. Longevity pay increase of 0.5% for staff with 3-7 years of service and 1% for staff with 7 or more years of services effective 4/1/2024.
    d. No change to 401k retirement match contribution for staff ($1 for $1 up to 6%).
3. Approved the removal of inactive job position titles from the salary schedule.

Finance, Real Estate and Audit Committee

1. Accepted the Loan Portfolio Report.
2. Accepted the Rental Occupancy and Delinquency Reports.
3. Approved the February 2024 Credit card statement summary.
4. Approved the February 2024 CAP Services Financial report.
5. Approved the 2024-2025 Lawn Care Services proposal.
6. Approved the 2024-2025 Weatherization Subcontractor renewals.
7. Approved the new vendor and contract for phone service in Wautoma.
8. Approved listing and selling the Rehab & Resell property at 479 Dewey Street, Wisconsin Rapids with list price of $144,000.
9. Approved the sale of vacant Lancaster lots per Option to Purchase agreement with SWCAP.
10. Approved the two-year Head Start contract for Behavior Specialist.
11. Approved the CAP 2024 Organizational Budget.

Governance Committee
Planning and Evaluation Committee

1. Approved the final Hmong UPLIFT Evaluation Report.
2. Approved the MIFFS for the RISE Program for the Racine Dominicans.
3. Approved the initial plan for the 2025 Community Needs Assessment.
4. Approved the March Proposal Status Report.

End of Consent Agenda

Committee Reports

Advocacy and Engagement Committee – nothing further

Executive and Personnel Committee – nothing further

Finance, Real Estate, and Audit Committee - nothing further

Governance Committee
The committee has been tasked with forming an Ad Hoc Nominating Committee to meet in April to seek nominations for the May election. B. Gifford and C. Novotny volunteered.

Planning and Evaluation Committee – nothing further

Head Start Policy Council Report
C. Novotny reported Head Start and Early Head Start continues to struggle with staffing shortages and attendance has been down, mostly due to illnesses.

CEO Narrative Report
N. Harrison reported on our recent CSBG monitoring visit with the DCF. She noted there were two segments of the review, one virtual review day and another on-site review of files related to Administration, Skills, Accounts Receivable, and Fiscal. Although we did receive minor

recommendations, overall, it was a very positive review. N. Harrison thanked the board members that participated in the review.

N. Harrison shared great news as the Manawa Chief of Police nominated the CAP Services Waupaca County Family Crisis staff for the 2024 Crime Victim Service Award which will be presented on Thursday, May 9, 2024. The Chief noted our staff are amazing with assisting rural Waupaca County with services including Sexual Assault Victim Services, Domestic Violence Outreach, Child and Youth Advocacy, Adult Advocacy, Mental Health Navigator services and more. This is a well-deserved award for our diligent, dedicated staff!

N. Harrison also reported on an unannounced visit by the IRS to the CAP Services VITA program at the Tower Road location in Waupaca this month. It was an outstanding review of the Team, their meticulous record keeping, perfect tax return completions and overall support of the Volunteer Income Tax Program. They were also congratulated on the pride and professionalism in their work. There were several elements reviewed and they passed all of them.

Old Business – none

New Business -none

B. Jarman mentioned the upcoming elections, acknowledging the members whose county board seats are up for reelection, thanking them for their commitment to CAP Services, and wishing them the best if seats change.

The meeting adjourned at 7:36 pm.

I certify that this is an accurate representation of the March 27, 2024 Board of Directors Meeting:

Cindy Jarvis 4/24/24

Brett Jarman, Chair or Cindy Jarvis, Secretary

Next Board meeting:	4/24/2024	Location: **HYBRID** **In-person: CAP's office** **2900 Hoover Road** **Stevens Point, WI 54481** **Virtual: Zoom (link will be sent separately)**
	5:00-6:00	Committee meetings
	6:00	Light meal (in-person)
	6:30-7:00	CAP Housing
	7:00pm	Business meeting

MARQUETTE COUNTY HIGHWAY COMMITTEE
Highway Department Office Building
Virtual and In-Person Meeting
April 16th, 2024 – Meeting Minutes

Call to order: 8:30 a.m. by Highway Committee Chair Dave Benson.
Members of the committee present: Present: Dave Benson, Ken Borzick, John Bennett, Al Gibeaut and David Krentz. Other county officials present Brian Trebiatowski. Ron Barger and Brenda Petersen.
Review/Approve the Agenda: Moved by Ken Borzick and seconded by Al Gibeaut to approve the agenda. Motion carried.
Review/Approve the minutes from previous meeting: Moved by John Bennett and seconded by Dave Krentz to approve the minutes from the March 19th, 2024, Highway Committee Meeting. Motion carried.
Citizens Input: None
Township Questions/Comments/Concerns: None
Financial Reports:
State Financial Report Review:
RMA costs for March totaled $49,324 which makes the department 71.08% under budget for the year, with $650,844 remaining. The bulk of the costs were for winter maintenance, patching, brushing and patrol supervision.
County Report Review:
Costs totaled $100,241.07 in March, with $55,166.26 going to County Maintenance of which most of the costs were brushing. Winter Maintenance costs for March were $27,074.42 which included snow/ice removal, cleaning equipment and spraying brine. Special Construction- Causeway Project costs were $15,582.88. Road Construction costs were $2,417.51 for an upcoming project on County Road E. Our current balance remaining is $5,058,308.
Town Report Review:
Townships did a total of $43,224.68 in work in March with $19,321.36 being labor costs. Villages and City had $6,512.70 in work with $2,414.07 in labor costs. The current year labor comparison vs the 5-year average is down 30.73%. Comparing the current year to last year, labor is down 37.13%. When looking at seasonal work, construction is down 38.27% and the Winter Maintenance is down 34.02% compared to the previous 5-year average.
Interdepartmental Report Review:
Brian reported we sold 4,533.19 gallons of fuel to other departments in March. The average cost for the year is $3.1817 for unleaded and $3.2876 for diesel which includes the state tax of .309 per gallon.
Labor Percentage by Job Type Report:
Brian reported as of the end of March 2024- County work is 67.70%, State is 17.26%, Townships are 14.27% and Interdepartmental is .78%. Brian reminded the committee that only 31.58% of the department's labor comes out of the County budget. The remaining percentage is encompassed in the Highway Operational Fund.
State Project Review and Update:
STH 73 Crack Seal DMA is likely to begin in the next week or two.
County Project Review and Update:
Local Bridge Project Update:
No movement from the Railroad. There is an approval delay on the 14th bridge in the Town of Montello. The Dover Road bridge in the Town of Crystal Lake is progressing well and slated for replacement in 2025.
Causeway MLS project update:
Kopplin and Kinas is developing the schedule. The department will get it out to local municipalities and emergency services. The department will also post schedules on social media and utilize signs on site.
Richards Pit Update:
Brian reported the concrete and scale installation is complete. Met with Motion Industries last month to discuss some electrical delays. Brian has another conference call next Thursday.
Town Project Review and Update:

The Town of Harris has requested a grader for Memorial Day, 4th of July and Labor Day. The equipment will be operated by an employee. Moved by John Bennett and seconded by Al Gibeaut to allow the Town of Harris use of a grader. Motion carried.
Brian reported he has finished 9 Township Road checks. No more are currently scheduled. Estimates are prepared for 7 meetings tonight, which Brian is hoping to attend 4 of them.
Inter-Departmental Operations: The department is assisting Parks and Buildings and Grounds as small projects come in.
Equipment/ Property Purchase and Disposal Update: Brian informed the committee that the department is working on the 3rd and final auction of the spring. Brian is also working with chassis vendors to prepare specs and budget numbers for truck builds for the 2025 budget year.
WCHA Updates: Brian reported Commissioner Training in Green Bay went well, a lot of discussion regarding the WI DOT and their agreements with counties. Brian also stopped at Caspers Truck on the way back to discuss truck builds and to view current builds.
Upcoming Events/Issues/Correspondence: Brian has a meeting in Sheboygan next Wednesday with counties that produce asphalt.
Voucher Inquiries: None
Adjourn: Dave Benson declared the meeting adjourned at 8:50 a.m.

Respectfully submitted-
Brenda Petersen, Highway Accountant
bt

Transportation Coordinating Committee Meeting Minutes

DATE 4/25/24

Board Members Present: Dave Benson, Cheri Gibeaut
Board Members Absent: Lance Achterberg, Nancy Charles, Laird Dickson
Agency Partners: Mandy Stanley, Jan Krueger, Steve Moore,

1. Call to Order	Dave Benson called the meeting to order at 9:05 A.M.
2. Pledge of Allegiance	Dave Benson led the group in the pledge of allegiance.
3. Review and Approve Agenda	Cheri and Dave have a consensus to approve the agenda
4. Citizen Comments	None
5. Minutes of Last Meeting	Cheri and Dave have a consensus to approve the meeting minutes
6. Committee Member welcome and review	Cheri and Dave are present and familiar with each other. Laird Dickson – Replaced Mary County Board Members – still working on committee assignments. New members will be appointed to this committee soon.
7. Transportation Program – Specialist Report a) Quarterly Reports b) Service Delivery	Emailed last quarterly reports – Questions: No questions and committee members reviewed the reports. Will email out the 1st quarter report once they are uploaded to BlackCat. Service Delivery: Steve presented that the ridership remains the same. Things have gone well with the co-pay structure change. The state inspection has changed to May 9th. Will use County Highway for the lift. Routine maintenance continues as scheduled. One of the volunteer drivers is back from their winter getaway. This has increased the availability of coverage. Discussion on volunteer drivers.
8. Transportation Co-Pay a) Review of current fee structure with 2024 rates	Reviewed the new fee structure. A few questions from customers but nothing significant. Most customers understand the change. Most customers are truly thankful for the service. Discussion on rides and needs and setting limits to accommodate the hours of operation.
9. Shared Revenue	Discussion on shared revenue. No additional information on the application process. Information received from administrator Ron recommends: Nothing has changed concerning the new shared revenue. Have the committee determine what the top priorities are and then gather data to demonstrate the need. Then whatever the committee supports will be shared with Exec and Finance. They will determine if any of the requests will move forward or not. Recommendation: 1. Fund a co-pay amount of 25,000 to the transportation trust to apply for 53.10 vehicles. The trust account was significantly drained due to additional co-pay expenses on the last 53.10 application. Repairs in 2023 (including a new transmission and springs for a wheelchair van) depleting the trust balance. We are now 2 years behind on the rotation of vehicles without the Shared Revenue funds.

	Consensus from the committee requesting 25,000 from shared revenue to go to the transportation trust fund. Allowing for the application of a 53.10 vehicle. Recommendation 2: The county purchases additional insurance to cover Volunteer Drivers under the county. This will help recruit volunteers to accommodate increased needs. Cost based on County Insurance rates. Insurance remains to be a concern statewide for volunteer drivers. Some insurance companies will not allow individuals to provide volunteer transportation. Consensus – Request administration to research to see if we can use shared revenue to purchase umbrella insurance for the entire county covering any volunteer drivers.
10. Transportation needs of the community – discussion only.	Nothing presented.
11. Veteran Service Officer Report	Kris Bergh was absent but contacted Dave to let him know about missing the meeting. Kris did not have anything to report.
12. Schedule the Next Meeting Date	August 22, 2024, at 9 am
13. Motion to Adjourn	With the agenda being completed, Dave adjourned the meeting at 9:44 A.M.

Minutes Submitted by: Jan Krueger (Drafted 4/25/2024)

PROPERTY COMMITTEE MEETING MINUTES

May 7, 2024
Remote Meeting using WebEx/phone and in person at Law Enforcement Center/Courthouse
Public Safety Room
67 W Park St., Montello, WI.

1. The Marquette County Property Committee meeting was called to order at 4:00 p.m. by County Clerk Kiley Lloyd.

   Members present- Mary Walters. Jeff Frazer, Abby Swan, Alan Gibeaut, Lance Achterberg
   Others present- Corp Counsel Natalie Bussan (Virtual), Administrator Ron Barger, MIS Director Dan Buchholz, B&G Superintendent Paul Van Treeck, and Treasurer Jody Myers

2. Motion by Mary Walters and seconded by Al Gibeaut to approve agenda as presented. Motion carried.

3. County Clerk Kiley Lloyd opened the floor for nominations for Property Chairperson. Mary Walters nominated Alan Gibeaut. Jeff Frazer nominated Lance Achterberg. County Clerk Kiley Lloyd asked if there were any other nominations. No other nominations were made. County Clerk Kiley Lloyd closed the floor for nominations. Both Alan Gibeaut and Lance Achterberg addressed the committee. County Clerk Kiley Lloyd appointed Treasurer Jody Myers as the ballot teller. The ballot total was as follows: Lance Achterberg: 3 Alan Gibeaut: 2. Lance Achterberg was declared elected Chairperson of the Property Committee.

4. Motion by Mary Walters and seconded by Abby Swan to approve the minutes of the April 2, 2024. Motion carried.

5. Reports of Official Meetings Held in the Prior Month- None

6. Upcoming Events/Issues/Citizens Comments- None

7. Review of Vouchers- Question regarding carpet installation at UW Extension.

8. Treasurer Jody Myers reported there was missing information from one of the deeds that dates back to the 1980's in one of the tax deeds presented at County Board. Jody and Corp Counsel Natalie Bussan are working together on the issue. The other 5 will move forward with being taken. A couple of properties may be occupied. Corp Counsel Natalie Bussan reported the buyer would be responsible for removal of occupants if notified with the sale. Jody informed the committee that Tax Deed Properties must sell the first time at or above assessed value.
   Moved by Abby Swan and seconded by Jeff Frazer to start properties at $100 and to put on Wisconsin Surplus by the end of the week and to get submitted to the Marquette County Tribune at next available listing. Motion carried. Moved by Jeff Frazer and seconded by Abby Swan to leave eviction process on the buyer per Corp Counsel's recommendation. Motion carried.

9. B&G Superintendent Paul Van Treeck presented a budget overview for B&G and Property, noting which items are pulled from which account. Deferred maintenance discussion. Paul then shared his monthly report, reporting that duct heaters and controls are 95% complete and rabbit and poultry barn expansion is complete. Paul shared the 2023 preliminary year-end report. Work Order Summary was discussed.

10. MIS Director Dan Buchholz reported there were several iPads that could be posted for sale. Corp Counsel Natalie Bussan directed Dan that the iPads need to be posted on the WI Surplus website.

11. The committee discussed setting new date/time. Will begin with the 1st Tuesday of the month at 12:30 p.m. and will shift the date/time if necessary when other committees have determined their date/time. Next meeting will be June 4th at 12:30 p.m.

12. The agenda having been completed Committee Chairperson Lance Achterberg declared the meeting adjourned at 4:40 p.m.

Marquette County Department of Human Services Board Minutes

May 13, 2024 – In-Person and Virtual

Board Members Present: *Chuck Bornhoeft (in person), Mary Walters (in person), Al Gibeaut (in person), Tim Jozwiak (virtual), Lance Achterberg (in person), Dave Matijevich (in person), Barbara Sheldon (in person), Damaris Thome (virtual), Peggy Krause (in person)*

Board Members Absent:

Others Present: *Mandy Stanley, Kris Bergh, Jennifer Vote, Jan Krueger, Dawn Woodard, Annett Eckes, Ron Barger*

1. Call to Order – County Administrator	Ron Barger called the meeting to order at 10 am and completed a roll call
2. Review and Approve Agenda	Motion by Dave Matijevich to approve the agenda, seconded by Ken Borzick. Motion carried.
3. Election of Chairperson/Executive & Finance Representative	Ron Barger called for nominations for the chairperson. Motion by Al Gibeaut to nominate Mary Walters, seconded by Chuck Bornhoeft. There were no other nominations. Motion by Ken Borzick to close nominations, seconded by Al Gibeaut. Motion carried.
4. Review and Approve Minutes of April 8, 2024	Motion by Al Gibeaut to approve the minutes, seconded by Damaris Thome. Motion carried.
5. Citizen Inquiries and Concerns, Introductions – Welcome & Introduction of new board members	All in attendance introduced themselves. No citizen inquiries, concerns brought forth.
6. Veteran's Services Officer Report	Kris Bergh shared information on his departments' outreach activities and services in the previous month.
A. Review Veteran's Services Annual Report	Kris Bergh provided an overview of his annual report.
B. Review Vouchers	No questions or concerns brought forth regarding vouchers
7. Discussion and Action on Recommendation of Representatives to the CCS/CST Coordinating Committee, ADRC Advisory Committee and Transportation Coordinating Committee	Discussion among the group regarding the purpose and intent of this agenda item. Discussion among the group on interest from members in attendance and the number of open seats. Consensus among the group that Peggy Krause will be appointed to the ADRC Advisory Committee, Dave Matijevich to the Transportation Coordinating Committee and Mary Walters to the CCS/CST Coordinating Committee.
8. Human Services Reports	
A. Director's Report	Mandy Stanley shared that the vacant CLTS Case Manager position has been filled but there are openings for the Crisis Case Manager position, Child Welfare worker position, and Dementia Care Specialist position.
1. Review Human Services Annual Report	Mandy Stanley provided an overview of her annual report. Discussion among the group on the report's information
2. Review Vouchers and Financial Reports	Chuck Bornhoeft had questions regarding some of the few vouchers and discussion among the group.
B. Financial Unit	Jennifer Vote shared information on the financial reports provided. Questions and discussion among the group.
1. Food Bank	Jennifer Vote shared information on the previous month's services provided.

C. Economic Support/Child Support Unit	Annett Eckes shared information the previous month's services provided.
D. Aging and Disability Services Unit	Jan Krueger shared the May/June newsletter and highlighted various outreach and events activities.
1. Transportation Coordinating Committee – Report from April 25, 2024 Meeting; next meeting August 22, 2024 at 9 am	Jan Krueger shared an overview from the previous meeting.
2. ADRC Advisory Committee – Next Meeting May 16, 2024 at 9 am	Jan Krueger had nothing to share on this.
E. Children and Family Services Unit	Mandy Stanley shared information on out of home placements and enrollment levels in various programs.
1. CST/CCS Committee – Report from April 18, 2024 meeting; next meeting July 18, 2024 at 3 pm	Mary Walters shared information and enrollment levels from the April meeting.
F. Clinical Services Unit	Dawn Woodard shared information on various programs and enrollment levels.
9. Upcoming events/issues (discussion only)	None
10. Set next meeting date, time, topics	The next meeting is scheduled for June 10th at 10 am.
11. Adjourn	Mary Walters adjourned the meeting at 11:28 am having completed the agenda.

Minutes Submitted by
Jennifer Vote
(drafted 05/13/24)

MARQUETTE COUNTY
LAND & WATER CONSERVATION DEPARTMENT

438 Industrial Drive ♦ Suite 1 ♦ Westfield, WI 53964 ♦ Phone (608) 296-2815

PARKS AND RURAL PLANNING COMMITTEE

Meeting Minutes
May 13th, 2024, 11:30pm
Virtual/WebEx or in Person at Services Center-Demo Room 480 Underwood Ave. Montello WI.

Chairman Borzick called the meeting to order at 11:30am.

Members: Ken Borzick, Kathleen McGwin, Karen Wampler, Karen Christensen, Dave Benson.
Others: Patrick Kilbey, Ron Barger, and Mary Walters.

Wampler, 2nd by Christensen, motion to approve Agenda after deleting Agenda Items 7 & 8. **Motion Carried.**
Benson, 2nd by Wampler, motion to approve the March 2024 Meeting Minutes. **Motion Carried**.

Kilbey gave Monthly Report.
Lower Locks: Highway graded the road for drainage and did ditch work. Gravel was also added on the first 1/3 of the road making entire road length new gravel in past 3 years. High Marq Students had workday helping with brushing stacking.
Muir Park: Horse tie up was completed and communication has been made with Amish about not tying horses in woods. Discussion followed.
High Marq. Students had workday and raked mulch and leveled ground from playground construction last year. Staff seeded entire disturbed area soon after.

Frazer gave Ice Age Trail Alliance (IATA) report. IATA Volunteers will be working building trail south of Muir Park in July and will be utilizing Muir Park as a headquarters and with camping.
Ice Age Trail development of County Parks Properties was discussed. Property Committee has given approval but consensus being Parks Committee should make it official too.
Benson, 2nd by McGwin, motion to approve Ice Age Trail development where needed through the County owned park properties/systems. **Motion Carried**.
McGwin thanked Frazer for his work and promotion of the Ice Age Trail in Marquette County.

McGwin updated Committee that 172 new users were registered on the John Muir History App. Discussion followed on locations, QR Codes and signage.

Committee reviewed March and April 2024 Expenses.
Meeting was adjourned by Chairman.

MARQUETTE COUNTY
LAND & WATER CONSERVATION DEPARTMENT

438 Industrial Drive ♦ Suite 1 ♦ Westfield, WI 53964 ♦ Phone (608) 296-2815

Land & Water Conservation Committee

May 14th, 2024, 10:30 A.M.

In Person at County Board Room, Montello WI. Meeting also was virtual/recorded.

Meeting Minutes

Dennis Fenner, Ken Borzick, John Bennett, David Benson, Larry Haygood, Pat Kilbey, Ron Barger.
Ron Barger called the Meeting to Order.

Motion Borzick, 2nd Fenner to approve Agenda as presented. ***Motion Carried.***
Barger opened the floor for nomination of Committee Chairperson.
Motion Bennett, 2nd Haygood to nominate Dennis Fenner as Committee Chairperson. ***Motion Carried***
Motion Borzick, 2nd Bennett *to* close nominations and cast unanimous ballot for Dennis Fenner as Committee Chairperson. ***Motion Carried***
Discussion was had on Committee Structure and Agricultural represented appointed to Committee. Consensus was to keep to 4-person committee and to have one of County Board Members appointed as Ag. Representative. Board Chairman Borzick appointed John Bennett as the Agricultural representative to the Land Conservation Committee.
Motion Borzick, 2nd Haygood to approve February 2024 Minutes. ***Motion Carried***

LWCD Report: Private well water testing program is about to get started. UWSP is developing wells to test. Discussion was had on testing and logistics of sampling. Kilbey will update as needed.
Engineering Technician resigned as he took a job with Ducks Unlimited. Kilbey and Barger adjusted position descriptions and workloads were adjusted to meet demands on the office.
Lake Winnebago Land Conservation Association along with Wisconsin Land/Water have set up an area meeting and Supervisor Training in Green Bay June 7th. Kilbey will forward meeting details when available.
LWRM Plan is due for 5-year review at the August Meeting of Wisconsin Land and Water Board meeting. Kilbey and Chairman Fenner are both required to attend meeting/review.
County Lakes Association: Board met last week, and approved AIS Grant Application being discussed later on agenda. Spring Meeting for the Association will be June 13th.
Golden Sands RC&D: Benson reported upcoming meeting will be on May 16th will be organizational with new members.
Discussion was had on new Marquette County Delegate to Golden Sands RC&D. Borzick volunteered to be delegate and Chairman Fenner approved Borzick as new Delegate to RC&D.

Kilbey presented final summary of 2024 Tree Sale. Staying average to other sales, 43,500 trees sold, and more than 300 customer orders placed. Discussion was had on history of sale and planting/spraying equipment. Kilbey asked Committee to be able to sell the large hydraulic planter by recommendation of DNR Forester. Discussion was had on State Surplus website and Highway helping with listing process.
Motion Bennett, 2nd Haygood to sell large planter and return proceeds to Tree Sale Account. ***Motion Carried.***

Purchase of Transcendent Technologies Farmland Preservation Program (FPP) Tracking Software was discussed. Kilbey explained the growth of FPP in County and the time constraints it created. This software would help be more efficient and alert the County to parcel ownership changes. Zoning Administrator has $13,600 ear marked since 2022 out of their annual grant to pay for software allowing us to purchase for zero

tax levy. Annual maintenance fees of $1,200 will be needed in 2027 budget and discussion was had on FPP Fees to be charged to help fund the fees.
Motion Bennett, 2nd Haygood to allow Kilbey to purchase Transcendent Technologies FPP Tracking Software for $13,600 using the Land Information Grant to fund it. ***Motion Carried***

Kilbey presented 6 AIS Grant applications from the County Wide Lake Association (MCLA) for approval. Current fund has $1,500 balance and MCLA donated $1,000 to make $2,500 available.
Motion Borzick, 2nd Bennett to approve the following AIS Grant payments: Wood, Twin, Puckaway & Emery Lakes for $500 each and Comstock and School Section for $250 each. ***Motion Carri***

March & April 2024 Expenses were reviewed.

Chairman Fenner adjourned the meeting. ***Motion Carried.***

ADRC Advisory Committee

DATE 5/16/24

Board Members: Mary Walters, Lynn Schwochert, Cathy Kampen, Barb Jordan, Kathy Grant, Peggy Krause, Marilynn Merrill

Board Members Absent: Mona McTier, Donna Brossard

Others Present: Jan Krueger

1. Call to Order	Lynn called the meeting to order at 9:03
2. Pledge of Allegiance	
3. Review and Approve the Agenda	Mary made the motion to approve the agenda. Barb seconded the motion. Passed
4. Citizen Comments	None
5. Review and Approve Minutes of last meeting	Mary made the motion to approve the minutes. Cathy seconded the motion. Motion Passed
6. Committee Members – Review and Introduction	Introduction of all members and experience related to the ADRC.
7. 2022-2024 Aging Plan A. 2024 Review Plan Goals B. Dairylicious Days	Aging Unit Plan review goals for the calendar year 2024 Focus area: Title IIIB Supportive Services/Person-Centered Services – This focus area is considered complete. Focus area: Title IIIC Nutrition Program - This focus area is considered complete. Focus area: Title IIID Health Promotions - This focus area is considered complete. Health promotion class is going on right now and we expect more in the Fall. Focus area: Title IIIE Caregiver Support Discussion of the Caregiver Support Group and the in-person and Online separation for the 2024 year. – This focus area is considered complete. Focus area: Enhance Community Engagement Strategy 1 & 2 have been completed in 2022 and 2023. Strategy 3: Participate in Dairylicious Days in Westfield. Action step: secure a spot for the booth or enroll an ADRC team and use outreach materials. Registration fee and ordering outreach material invoices. Action step: participate in the event to bring awareness of programs and gain community feedback. June 8th is Dairylicious days and a spot in the parade has been reserved. Focus area: Equity: Strategy 3: Staff will advocate for change. Action step: Develop a list of items (at least 3) that need to change Action step: Determine what governing body needs to make the change. Action step: Submit proposal for change. – The proposal was to support the larger department-wide Culturally and Linguistically Appropriate Services (CLAS) plan. Equity is incorporated in the CLAS plan and reviews the desired goals of the department. The committee has been formed and the assessment is complete. The committee is working on goal development. - This focus area is considered complete. Focus area: Advocacy.

	Strategy 3: Communication and advocacy through technology. Action step: Share information about email and websites connected to legislators. Action step: Demonstrate how to utilize technology to access a webpage and find topics the legislators are working on. - Marquette Adams Telephone Company presented at the Older American Celebration on accessing technology. They have offered to visit other dining sites as requested. Action step: Have tablets at the Dining Sites for seniors to research topics. Montello librarian has offered to help seniors access technology. Oxford and Westfield libraries have done this as well. The library system has computers/tablets available for use. There are 2 tablets for the sip-n-swipe program that are at the Oxford Library. These tablets are available for use when someone requests them. - This focus area is considered complete.
8. 2025-2027 3-year plan & Survey	Discussion on the survey and public hearing. Discussion on plan development timeline. Discussion on the topic areas and goal development.
9. Events/topics (discussion only)	❖ Discussion about the 2024 ADRC Change Project – QR code and flyer development for the Newsletter. Efforts to share the Newsletter with people electronically. Discussion on tracking the QR code and website connection. ❖ Discussion on Fish N Fun – outreach and Marquette County bags that were distributed. ❖ Nutrition Committee Meeting – presented by Marilynn – discussion on what is required to have in the Meal. Nutrition Coordinator will go to the dining sites and do a presentation on the new requirements.
Schedule the Next Meeting Date	September 5, 2024. 9 am
10. Motion to Adjourn	Upon completion of the agenda, Lynn called the meeting to adjournment at 10:12 A.M.

Minutes Submitted by: Jan Krueger
(Drafted 5/16/2024)