

**NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
FULL COMMISSION  
Meeting Minutes**

October 25, 2017

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**ROLL CALL**

MEMBERS PRESENT:

LORETTA BAUGHAN  
ANGELA CLOSE  
WILLIAM CONNORS, JR.  
TED CUSHING  
BUCKY DAILEY  
ROCKY GILNER  
PETER HICKETHIER  
CRAIG McEWEN  
PAUL MILLAN  
JERRY NELSON  
JERRY NILES  
RON NYE  
THOMAS RUDOLPH  
FRANK SAAL, JR.  
PAUL SCHUMAN  
EDMUND WAFLE  
CATHERINE WINEMAN  
KENNETH WINTERS  
BILL ZEITZ

STAFF PRESENT:

ALEXANDER BROWN  
ANDY FAUST  
DARRYL LANDEAU  
DENNIS LAWRENCE  
PAM WINKELS

GUESTS PRESENT:

KEITH LANGENHAN, Field Services  
Representative for Wisconsin  
Counties Association

MELISSA MESCHKE, Director, Small  
Business Development Center  
(SBDC)

ZACK NIENOW, Project Manager,  
Ayres Association

MEMBERS NOT PRESENT:

RICHARD BAKOVKA  
DANIEL GUILD  
HARLAND LEE  
CHARLES RAYALA, III  
KIM SIMAC  
JAY VERHULST

1.) CALL TO ORDER & CHAIR WELCOME:

MR. MILLAN called the meeting to order at 11:00 AM. He thanked everyone for attending the meeting.

2.) AUDIENCE COMMENT:

MR. MILLAN asked that guests introduce themselves. Guests in attendance were Alexander Brown, Andy Faust, Darryl Landeau, Keith Langenhan, Melissa Meschke, and Zack Nienow.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE JULY 26, 2017 MEETING:

MR. MILLAN asked if there were any additions or corrections to the agenda as mailed. There being none, MR. RUDOLPH made a motion to approve the minutes as mailed, seconded by MR. CUSHING. Motion carried.

4.) BUSINESS & DISCUSSION:

4.1 Executive Committee's Report

Since MR. BAKOVKA could not attend today's meeting, MR. MILLAN reported that the Executive Committee met and discussed a variety of items. The Executive Director reported that 3 planners resigned in a 3-month period; however, 2 new planners have been hired; authorization was given for the WROC (Wisconsin Regional Orthoimagery Consortium) 2020 Agreement with Ayres as well as authorization to replace the office vehicle due to high mileage (amount not to exceed \$20,000); and there was discussion regarding a revision to the Employee Handbook concerning Hours of Work/Flex Policy in which no action was taken.

MR. MILLAN also reported that the Committee reviewed and approved the Financial Report and discussed a variety of grants, local agreements, and comprehensive plans. The 2018 budget was reviewed and the Committee recommends approval. The Committee went into closed session for the discussion of staff salaries and compensation; the Executive Committee approved the increases as presented.

#### 4.2 State & Federal Updates

KEITH LANGENHAN, Field Services Representative for Wisconsin Counties Association, covered a variety of topics. He stated that the budget passed and is overall favorable for counties. He mentioned such issues as "Dark Store" strategy regarding property tax assessment, mining, and Taxpayer Bill of Rights. He mentioned that the topics of opioids and Broadband will be discussed at the Governor's Northern Summit (being held October 25-26). He also encouraged members to talk to their legislators.

#### 4.3 Small Business Development Center Update – Melissa Meschke, SBDC Director

MS. MESCHKE introduced herself and distributed brochures explaining the services SBDC offers. SBDC offers free individual business counseling, resources and training. They serve 9 counties, but there are 12 regions in Wisconsin. SBDC offers an Entrepreneurial Training Program which is a Business Plan Series held in 2 locations (Stevens Point and Wausau). MS. MESCHKE encouraged members to contact her or Mark Speirs, Consultant at SBDC, with any questions.

#### 4.4 Budget Process & 2018 Budget Presentation

MR. LAWRENCE briefly reviewed the budget process. Mid-year the initial work plan was developed to set the levy rate and cap rate. In the past few months such items as the DOT Work Plan, EDA projects and local assistance projects have been developed for the 2018 budget.

He then provided an overview of the proposed 2018 budget. He stated that the 2018 budget will be very similar to the 2017 budget. The three primary sources of revenue are anticipated to total \$799,709. The levy membership charge is expected to collect about \$215,000, continuing grants from EDA & DOT were slightly higher at \$141,000, and project revenue are expected to be about \$441,000. These levels are very similar to 2017.

Next he reviewed the expenditures. The major expenditure is salaries and direct costs at \$391,000, fringe costs at \$265,000, and

overhead costs at \$119,000. Total expenses total \$776,288, leaving an anticipated Fund Balance of \$23,421.

#### 4.5 Resolution 2017-8: Adopt 2018 Annual Budget

MR. RUDOLPH made a motion to approve the 2017-8: Adopt 2018 Annual Budget, and MR. ZEITZ seconded this motion. All were in favor. Motion carried.

#### 4.6 2018 Tentative Work Program Overview

MR. LAWRENCE reviewed the five basic program areas: Economic Development, Geographic Information Systems, Intergovernmental Coordination, Land Use, and Transportation. The comprehensive plans fall under the area of Land Use. He highlighted some of the major work efforts underway in the region. In total, there are approximately 65 projects identified.

The Work Program will be reviewed again in January, and MR. LAWRENCE asked that members contact NCWRPC with any potential projects in their communities.

#### 4.7 Resolution 2017-9: Adopt DOT Work Program

MR. LANDEAU provided an overview of the 2018 DOT Work Program. The five main areas are: 1) Prepare and adopt a comprehensive plan for the physical development of the region...as well as plans for social and economic development; 2) Conduct research and serve as a data center for information regarding development in the region; 3) provide membership services (technical assistance); 4) serve as a forum that fosters communication and coordination among and between federal, state, regional, and local interests; and 5) program administration and management. This work plan is reviewed annually.

MR. LANDEAU referenced informational sheets that were distributed which included details on the five main areas as well as supplemental information on the budget summary, activity schedule, cost share distribution of RPC levy match, and local road improvement plans. It was suggested that in the future this information be mailed prior to the meeting.

MR. NELSON made a motion to approve Resolution 2017-9; Adopt DOT Work Program, and MR. HICKETHIER seconded this motion. All were in favor. Motion carried.

4.8 Presentation: WROC 2020-Andy Faust, NCWRPC & Zack Nlenow, Ayres Association, Project Manager

MR. FAUST began the presentation with an overview of WROC (Wisconsin Regional Orthoimagery Consortium). WROC is a multi-entity group organized through NCWRPC which acquires updated digital orthoimagery and elevation data on a five-year cycle. NCWRPC has hired a contractor, Ayres Association, for this project. Both members and partners benefit from this program. Members are counties and municipalities that complete projects through WROC; partners provide a cost share to WROC members to assist with completing projects.

MR. NIENOW explained the history of WROC. It started in 1995 in the southwestern part of the State; by 2005 there were many more regional planning commissions involved; by 2010 there was statewide digital orthoimagery; and currently the kickoff for 2020 is underway. Project information, fees, aircraft and sensor resources and other products and services were covered during the presentation. Many highly accurate datasets can be extracted in this process, and the hope is that this will become a statewide project. More information can be found at <http://ncwrpc.org/WROC2020>.

4.9 Electronic Packets & Other Announcements

MR. MILLAN asked that those members present complete a survey sheet expressing their preference on how to receive future Commission Meeting packets (electronic, paper, or both). He also asked that members contact the NCWRPC office with any updates to their address, phone number or email.

5.) ADJOURNMENT:

MR. DAILEY made a motion to adjourn the meeting at 12:20 PM, and MR. CONNORS seconded this motion. All were in favor.

The next meeting will be Wednesday, January 31<sup>st</sup>, 2018 at the same location.

Lunch was provided following the meeting.

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The meeting was advertised and open to the public. The meeting was held at the Wausau Entrepreneurial & Education Center, Wausau.

Minutes Approved on January 31, 2018:

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