

**NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE**

Minutes

July 22, 2020 Meeting

MEMBERS PRESENT

LORETTA BAUGHAN
ROCKY GILNER
RON NYE
CRAIG McEWEN
PAUL MILLAN
JERRY NELSON
THOMAS RUDOLPH
JAY VERHULST
EDMUND WAFLE

MEMBERS EXCUSED

STAFF PRESENT

DENNIS LAWRENCE

OTHERS PRESENT

REINHARDT BALCERZAK

1.) ROLL CALL

The virtual meeting was called to order at 9:30 A.M. and the roll call was as presented. Google Meet was the meeting platform. MR. MILLAN thanked everyone for attending the meeting using the virtual format.

2.) AUDIENCE COMMENT

None.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE MAY 27, 2020 MEETING.

On the motion of MR. RUDOLPH, second by MR. GILNER, the minutes of the previous meeting were approved.

4.) DISCUSSION/BUSINESS

4.1 Executive Director's Report

MR. LAWRENCE stated that things have been very busy. The office is still partially closed, with only four to five staff in at any one time. Each week starts with an all staff call or virtual meeting to identify work efforts. On Friday's, staff that are working remotely provide a brief written report on work activities. Meetings are starting again and most projects are all back on track.

Next he provided an update on various Commissioner Appointments. In Adams County, Rick Pease is being nominated to replace Peter Hickethier, whose term expired in June. This is a Joint appointment so the county will need to submit one more name to the State Appointment Office. In Forest County, Tom Tallier is being replaced by Bill Chaney as the direct county appointment. In Lincoln County, Chuck Bolder did not seek reelection and Paul Gilk has been appointed to serve as the new county appointment. Also in Lincoln County, Frank Saal, Jr. has moved and has resigned his seat as a Joint appointment. The county will be submitting names soon to refill this position.

4.2 Current Financial Report

MR. LAWRENCE asked members to refer to the current financial report. He noted that the date should read June not March. The report identifies \$1,542,717 in cash and deposits, and about \$75,200 in outstanding receivables, for a total of \$1,617,919. Payables total about \$59,000, which leaves a current financial position of \$1,559,319. At the

outlined in the Employee Handbook. She would be assigned some of the EDA grant workload and other various projects.

On the motion of MR. NYE, second by MR. VERHULST, staff was directed to apply for EDA funds. All were in favor.

4.6 Recommendation of 2021 Levy and Cap Rates

MR. LAWRENCE provided a brief overview of the budget process and the anticipated 2021 budget. The recommendation to fund member assistance was to set the "not to exceed" rate at last year's actual rate of 0.000851% and set the Cap Rate not to exceed last year's level of \$43,000. These actions would collect approximately \$250,000, which will cover the anticipated costs for member program assistance in 2021. The goal is to provide some reduction for all members to help lessen the burden on county budgets, which have been drastically impacted.

On a motion by MR. NELSON, second by MR. McEWEN, a recommendation was made to set the Levy Rate at "not to exceed" 0.000881% and set the Levy Cap at "not to exceed" \$43,000. Motion passed.

4.7 Announcements

MR. LAWRENCE stated that staff would take care of expense sheets for each of the members on the call. No need to complete an expense sheet.

5.) ADJOURNMENT

On a motion by MR. RUDOLPH, second by MR. VERHULST, the Executive Committee Meeting was adjourned at 10:35 A.M.

The meeting was advertised and open to the public.

Minutes Approved on October 28, 2020:

Edmund Waff

last meeting, the financial position was \$1,902,476. Overall, the organization continues to be in a strong financial position.

On the motion of MS. BAUGHAN, second by MR. NELSON, the financial report was accepted. All were in favor.

4.3 Designation of Fund Balance Accounts for 2020

MR. LAWRENCE reminded the Committee that the NCWRPC's policy is to officially restrict unrestricted funds following the completion of the annual audit. The 2019 Audit identified a total of \$1,286,444 as unrestricted funds, an amount similar to the previous year.

The recommendation was to restrict funds in sixteen accounts, these are: Vehicle Replacement, Copier Replacement, Plotter Replacement, Phone Replacement, Computer/Software Upgrades, Future Moving Costs, Office Lease - Current Year, Match Funds EDA, Match Funds DOT, Match Funds DOT Regional Safe Routes To School, Match to various grants, Local Project/Program Match, Long-Term Sick Payout, WRS Liability, Annual Levy Replacement, and Operating Reserve. Combined these accounts restrict \$1,254,331 of those funds identified as unrestricted. These amounts will be reflected in the 2020 Audit.

On the motion of MR. VERHULST, second by MR. McEWEN, the fund balance account designations were approved. All were in favor.

4.4 Programs, Grants & Agreements Update

MR. LAWRENCE stated that two agreements were added since the last meeting. One for a comprehensive plan update in the Town of Wabeno, Forest County, and the other is a transit plan with Marathon County.

Next, he discussed the EDA CARES Act grant that was submitted in June. The application is still in final review, but announcements should be made in the next week. This project would have several components to it, including the development of a regional recovery plan, expanded technical assistance, and some specialized studies. This will be discussed further at an up-coming meeting.

4.5 Staffing Authorization

MR. LAWRENCE stated that the current casual limited term part-time Planner position was done at the end of the month. The hope was to hire this employee back as a regular part-time planner. The person has been doing excellent work but does not want more than four days a week for personal reasons. The recommendation would be for the position to start September 1 at a pay rate of \$21.50 per hour with prorated benefits as