

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

Minutes

October 28, 2020 Meeting

MEMBERS PRESENT

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

STAFF PRESENT

DENNIS LAWRENCE

MEMBERS NOT PRESENT

OTHERS PRESENT

1.) ROLL CALL

The meeting was called to order at 9:30 AM via Google Meet, and the roll call was as presented.

2.) AUDIENCE COMMENT

None.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE JULY 22, 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 provided an update on Commissioner status. In Adams County we are still waiting for a new Governor's appointment to replace Rick Bakovka. We are also waiting for the county to submit names for the Joint position that is open as the result of Peter Hickethier's resignation. Rick Pease is acting in that position now. In Lincoln County, we have an open Joint position following Frank Saal's move out of the county and another Joint position in Vilas County with Charles Rayala, not seeking another term.

Next, he mentioned that the first digital NCWRPC NEWS newsletter was distributed to over 900 emails. It had been a printed quarterly newsletter since 1998 with four issues per year. To modernize and save resources we have moved to digital for three editions of the newsletter but will still print and mail our Annual Report. State statutes require preparation and distribution of the Annual Report.

He then mentioned that he had been having discussions with Portage County over the last several months. The county has not been a member of the commission since the early 1980's, although several local units have been on again off again members. Those discussions have resulted in the NCWRPC being added into the Portage County budget. The budget is still moving through the process and if approved, they would fill out the region as the tenth and final county. He reminded them that when he first became director, we only had six counites. The county is looking for assistance in the areas of economic development and both various county and local projects. They would also need three commissioners to be appointed, increasing our Commission to 30.

Finally, he mentioned that the office reopened in September with all staff in person and the coronavirus protocols in place. However, based on the escalating level of new cases in Marathon County, there may be some adjustments and to reduce staff time in the office and go virtual again until the virus is under control. Keeping staff safe and healthy is the priority.

4.2 Current Financial Report

MR. LAWRENCE distributed copies of the current financial report. The report identifies \$1,595,000 in cash and deposits, and about \$180,000 in outstanding receivables, for a total of \$1,479,594. Payables total about \$59,000, which leaves a current financial position of \$1,715,226. At the last meeting, the financial position was \$1,559,319. He noted that the checking account included \$125,000 of pass through funds. MR. MILLAN stated that the organization continues to be in a strong financial position.

On the motion of MR. WAFLE, second by MR. VERHULST, the financial report was accepted. All were in favor.

4.3 Strategic Plan Update & Timeline

MR. LAWRENCE provided a brief overview of what strategic planning is and then provided a history of the strategic planning process the NCWRPC undertakes.

Strategic planning is a process to set direction for the organization. It is a process of determining what you intend to accomplish and what resources are needed to accomplish those goals. The 2011 plan identified five strategic goals: 1) adapt to change, 2) increase funding, 3) improve communication, 4) maintain county support, and 5) assist overstretched staff. About every ten years a new plan is developed and every five years that plan is reviewed. We last prepared a new plan in 2011 with a review in 2016. Following that timeline, we are due for a new plan in 2021. However, considering the current pandemic the timeline will be delayed, so we incorporate in person discussion. We expect to complete late 2021 or early 2022.

There was discussion related to timeline and it was agreed that we could move the process back until the coronavirus is under control. This will continue to be an item on the agenda until a formal timeline is developed.

4.4 Programs, Grants & Agreements Update

MR. LAWRENCE stated that many of the projects discussed will be shown in the next item when discussing the budget. First, he mentioned the administrative agreement with Centergy will continue at the same

rate and that there was a comprehensive plan update that was recently approved. He then mentioned that FEMA grants submitted last year for Marathon County, Oneida County and the Mole Lake Tribe in Forest County had been approved. All three All Hazard Mitigation Plans will likely kick off in 2021. Next, he stated that WisDOT has approved the Transportation Assistance Program (TAP) grant applications for the City of Tomahawk and Wood County to prepare Bicycle and Pedestrian Plans.

Next, he reviewed the EDA Cares Act grant approval. EDA awarded the NCWRPC additional funding to help develop a regional recovery plan, an update to the comprehensive economic development strategy with recovery and resiliency components, prepare a regional health assessment, and a land use and business park inventory study. In addition, funds were provided to provide technical assistance.

4.5 Budget Review & Recommendation

MR. LAWRENCE reviewed the proposed 2021 Annual Budget. The budget handout provided a breakdown of both revenues and expenditures. The detailed budget displayed both 2020 approved amounts and the 2021 proposed amounts for each budget category.

First, he reviewed the three primary sources of Revenue. The levy membership charge is expected to collect about \$255,000, down from last year as the result of the levy rate and cap decrease. He noted that this does not include Portage County. Continuing grants from EDA & DOT stayed the same at \$141,000, while project revenues are expected to be about \$450,000. Project revenues are up in large part because of the EDA Cares Act funding. Combined, total revenues are anticipated at \$849,537, which is up about 3.3% from 2020.

Next, he reviewed Expenditures. Salaries and direct costs are the largest expenditure at \$408,840. Salaries include 6 full-time and 2 part time, with one position vacant. Fringe costs are expected at \$290,661, and overhead costs at \$116,902 for 2021. Combined, total Expenditures equal \$816,403, which is about a 7.9% increase over 2020. A fund balance of about \$33,000 is projected.

On a motion by MR. NYE, second by MS. BAUGHMAN, the 2021 Annual Budget as presented was recommended by the Executive Committee for adoption by the Full Commission. Motion passed.

4.6 Closed Session – Staff Salaries & Compensation

A motion was made by MR. NYE, seconded by MR. GILNER, for the Committee to go into Closed Session per Wisconsin Statute 19.85. All were in favor by a roll call vote.

4.7 Reconvene into Open Session

The Executive Committee reconvened into open session on a motion by MR. VERHULST, second by MR. RUDOLPH. All were in favor.

On a motion by MR. NYE, second by MR. McEWEN, staff salaries were approved. Motion passed.

4.8 Announcements

MR. LAWRENCE stated that the next meeting would be January 27th, 2021 and it would be held virtually.

5.) ADJOURNMENT

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

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

Minutes Approved on January 27, 2021:

Edmund Wafle