

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

Minutes

January 27, 2021 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 EXCUSED

OTHERS PRESENT

1.) ROLL CALL

The virtual meeting was called to order at 9:30 A.M., and the roll call was as presented.

2.) AUDIENCE COMMENT

None.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE OCTOBER 28, 2020 MEETING.

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

4.) DISCUSSION/BUSINESS

4.1 Executive Director's Report

MR. LAWRENCE stated that he had been in contact with the Governor's Appointment Office. There are three Joint positions still in varying stages. In Adams County, Rick Pease has been nominated, but there is still paperwork needed to finalize. In both Lincoln and Vilas Counties, names need to be submitted to fill these vacant spots. He mentioned that he had contacted all three county clerks to make them aware of the situation. He then provided an update on various Commissioner terms that would expire in 2021. These are: Jerry Niles in Juneau County, Loretta Baughan in Lincoln County, and Catherine Wineman in Marathon County. He would reach out to all and see if they have interest in continuing for another term.

Next, he mentioned we are underway with the development of a new website. The existing site is old and in need of an update. CARES funding will be used to do this update. In spring, the NCWRPC will be hosting virtual county discussions to open communications with local staff and elected officials. Commissioners would be invited as well in their respective county.

Finally, he mentioned a variety of items that will come before the committee in the coming months. These include: new cost allocation plan, ETF resolutions related to insurance, bylaw updates, and employee handbook changes.

4.2 Current Financial Report

MR. LAWRENCE distributed copies of the current financial report. The report identifies about \$1,714,500 in cash and deposits, and about

\$118,000 in outstanding receivables, for a total of \$1,822,763. Payables total about \$59,000, which leaves a current financial position of \$1,767,163. At the previous meeting, the financial position was \$1,715,222. Overall, the organization continues to be in a strong stable financial position.

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

4.3 Financial Year End Review & Audit Schedule

MR. LAWRENCE referred to the 2020 Assets & Deferred Outflows Statement. This is commonly called a balance sheet. The statement displays both 2019 and 2020 for a comparison. Overall Assets remain at about the same level as last year at around \$2.2 Million. This does include administered funds or funds held for others of about \$660,000, which is reflected as both an asset and liability. Capital assets decreased because of depreciation. Liabilities also decreased in 2020 to \$550,000 and the Pension Liability was \$97,000. Overall total liabilities decreased to \$792,708, while the net position increased slightly to \$1,590,798. The overall Total liabilities, Deferred Inflows of Resources and Net position equaled \$2,519,848.

He then stated that the audit was scheduled for February 9th and 10th and should be ready for our April meeting.

4.4 2021 Budget Amendment

MR. LAWRENCE distributed the amended budget. As a result of some additional revenues the 2021 Budget needs to be amended, prior to setting up the new budget year.

The 2021 Budget was approved in October 2020, with identified revenues of \$849,537. The amendment would increase that amount by \$70,620 to \$9226,657. This reflects the addition of Portage County and new two agreements. Expenditures are only expected in increase from \$816,403 to 818,903, a change of \$2,500. The increase is the result of some additional direct costs.

On the motion of MS. BAUGHAN, second by MR. NYE, the Budget Amendment was approved. All were in favor.

4.5 Programs, Grants & Agreements Update

MR. LAWRENCE reviewed the two comprehensive agreements secured since the previous meeting. One for a highway plan in Marathon County and the other a comprehensive plan update with the Town of Cassian in

Oneida County. He also mentioned the new membership with Portage County starting January 1st, 2021.

He went on to mention several grants that have been recently completed or are in process of being prepared. Submitted to date are EDA applications for the City of Wisconsin Rapids, the City of Antigo, the City of Wausau, and the Village of Marathon City. In progress are applications for the City of Elroy. In addition, an application has been submitted for the region for an entrepreneurship project.

4.6 Portage County Membership Status

MR. LAWRENCE mentioned that Portage County formally acted to become a member of the NCWRPC. This will be the first time since the 1970's that all ten counties are members.

He then discussed that he had several conversations with the county executive about membership. Portage County then reached out to other members and following that process, we were included in the 2021 County Budget. To date, staff has met with numerous county staff as well as city and village staff to identify opportunities in the coming year. Economic development has been a major focus of the discussion so far. In addition, the county is in the process of filling the three vacant commissioner positions. Chris Holman, County Executive, should be joining the Full Commission meeting later today.

4.7 Authorization to fill Planner Position

MR. LAWRENCE referred to the information in the meeting packet. The planner position has been vacant since 2019. We were planning to fill in the spring of 2020, but the pandemic delayed that effort. The position will focus on community and economic development. He briefly reviewed the position description, salary survey, and process. A salary range of \$45,000 to \$55,000 is expected – the base rate is included in the 2021 budget. Depending on candidates that rate could be increased. The goal is to advertise in spring and over summer fill the position if an experienced and qualified candidate applied. If not, the position will go unfilled until a later date.

On a motion by MR. NYE, second by MR. NELSON, refilling the planner position and salary range were approved. Motion passed.

4.8 NCWRPC Strategic Plan Review & Discussion

MR. LAWRENCE stated that this was briefly discussed at the last meeting and the Strategic Planning Report was provided in the packets. The plan was originally prepared in 2011 with an outside facilitator to

set direction for the organization. A review was completed in 2016, and the plan was not modified. He reviewed some of the findings from the plan, including the five priority goals and the four general trends.

Next, he mentioned that the Strategic Plan would normally have been started now, but with the pandemic and the need for in person discussion the plan is being pushed to later this year or early 2022. Some survey work may be done prior to provide information to the process. This planning effort will not utilize an outside facilitator. A formal timeline will be presented at a future meeting.

5.) ADJOURNMENT

On a motion by MR. RUDOLPH, second by MR. NELSON, the Executive Committee Meeting was adjourned at 10:40 A.M.

The meeting was advertised and open to the public.

Minutes Approved on April 28, 2021:

Edmund G. Waffle