

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

**Minutes**

**April 28, 2021 Meeting**

---

**MEMBERS PRESENT**

LORETTA BAUGHAN  
ROCKY GILNER  
RON NYE  
PAUL MILLAN  
JERRY NELSON  
THOMAS RUDOLPH  
EDMUND WAFLE

**STAFF PRESENT**

DENNIS LAWRENCE

**MEMBERS EXCUSED**

CRAIG McEWEN  
JAY VERHULST

**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 JANUARY 27, 2021 MEETING.

On the motion of MR. RUDOLPH, second by MR. NYE, 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 Governor's appointment positions that have terms expiring. Those are Loretta Baughan in Lincoln County, Jerry Niles in Juneau County, and Doug Machon in Wood County. Two Joint positions are slowly moving through the process. In Adams County, Rick Pease has been nominated, as has Hans Breitenmoser in Lincoln County. Vilas County also has an open Joint position. There is a vacant Governor's appointment in Adams and both a Governor's and Joint position open in Portage County.

Next, he mentioned the American Rescue Plan. The result will be nearly \$140 million dollars to the counties, cities, villages, and towns of our region. Guidance from the US Treasury Department are still not finalized. He then mentioned that the NCWRPC has been in discussions with WEDA, DNR and the Wisconsin Council on Forestry related to the Verso closure and its impacts on the Timber industry in the state and region. As part of that effort, two listening sessions are being organized to seek input. Those are being held virtually on May 6 and 11. Input will then be organized as part of a Regional Economic Development Strategy or REDS.

Finally, he mentioned that the Association of Wisconsin Regional Planning Commissions (AWRPC) would have their annual meeting virtually on June 15.

#### 4.2 Current Financial Report

MR. LAWRENCE distributed copies of the current financial report for the first quarter ended March 31, 2021. The report identifies about \$1,787,000 in cash and deposits, and about \$241,000 in outstanding receivables, for a total of \$2,028,655. Payables total about \$59,000, which leaves a current financial position of \$1,970,055. At the previous meeting, the financial position was \$1,764,163. Overall, the organization continues to be in a strong stable financial position.

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

#### 4.3 Financial Year End Review & Audit Schedule

MR. LAWRENCE referred to the 2020 Statement of Revenue and Expenses from our year end accounting. The statement displays both 2020 actual and budgeted for a comparison.

Overall revenues were \$1,443,443 compared to the budgeted of \$822,578. The increase reflects about \$600,000 of pass-through funds for the Wisconsin Regional Orthoimagery Consortium, or WROC. With that removed revenues were up about \$20,000 over budget. On the expenses side, overall expenditures were \$1,287,455 compared to budgeted of \$762,273. Again, if you remove the pass-through funds for WROC, expenditures were down over \$20,000. The net result was an excess of revenues of \$155,000.

Also included in the handout was a copy of the Statement of Revenues, Expenses and Changes in Net Position from the 2020 Audit. This report shows both 2020 and 2019 for comparison. Both revenues and expenditures were up from 2019 – mainly because of the WROC project. With that removed, revenues were up, and expenditures were down. The final change in position reflects an increase of \$155,987.

#### 4.4 2021 Fund Balance Designation

MR. LAWRENCE reminded the Committee that the NCWRPC's policy is to officially restrict unrestricted funds following the completion of the annual audit. The 2020 Audit identified a total of \$1,368,018 as unrestricted funds, an amount much like 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 TAP Match, Match to various local grants, Local Project/Program Match, Long-Term Sick Payout, Post

Employment Liability, Annual Levy Replacement, and Operating Reserve. Combined these accounts restrict all of those identified as restricted in the next Audit.

On the motion of MR. NELSON, second by MR. RUDOLPH, the Budget Amendment was approved. All were in favor.

#### 4.5 Programs, Grants & Agreements Update

MR. LAWRENCE reviewed the three comprehensive agreements secured since the previous meeting. One for the Town of Sigel in Wood County, one for the Town of Bevent in Marathon County, and the other for the City of Schofield also in Marathon County.

He went on to mention two grants that have been recently awarded by EDA. One is for the City of Antigo for an industrial park expansion and the other is for the City of Wisconsin Rapids to do some planning work related to the Verso Mill closure. He then mentioned that a previous grant award for the Lac du Flambeau Tribal Workforce Training Center was having a groundbreaking next month and hope to have construction completed by December. The NCWRPC also received a grant through the US Department of Commerce called the SPRINT Challenge. This is a joint effort with CREATE Portage to promote entrepreneurship throughout the entire region. Finally, he mentioned a freight rail grant agreement that was being finalized to prepare a regional freight study.

#### 4.6 Staffing Update

MR. LAWRENCE provided an update on the planner position that was currently being advertised. The notice is on the American Planning Association – Wisconsin website, the State Cartographer's Office website and on the NCWRPC website. The notice was also provided to UW Madison, UW Milwaukee graduate planning schools and UW Stevens Point natural resources program for student and alumni distribution. The closing date is May 10<sup>th</sup> with the hope of someone on staff by late June or July. To date there are three applicants.

#### 4.7 Bylaws & Handbook Changes Discussion

MR. LAWRENCE stated that at the July meeting they would be seeing some proposed changes to both the bylaws and employee handbook. There are several changes that will be forthcoming for the bylaws, including adding a statement related to virtual meetings, refilling officer vacancies from within the Executive Committee, changing some references to levy and budget timelines, and a statement for suspension of rules during a national or state emergency, such as a pandemic. The bylaws have not been updated since 2004.

The Employee Handbook needs just a couple of changes as well. One is a simple correction due to a rule change related to waiting period for Wisconsin Deferred Compensation and the other relates to a formal "Work from Home" policy. He asked if there were any questions or other areas that they thought might need to be addressed in either.

4.8 Announcements

MR. LAWRENCE reminded the committee to log off the Executive Committee link and access the link for the Full Commission meeting at 11:00 AM.

5.) ADJOURNMENT

The Chairperson adjourned the meeting.

---

The meeting was advertised and open to the public.

Minutes Approved on April 28, 2021:

A handwritten signature in cursive script, reading "Joretta Boughan", is written over a horizontal line.