

**NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE &
NORTH CENTRAL WISCONSIN DEVELOPMENT CORPORATION
ANNUAL MEETING
October 26, 2022, Minutes**

MEMBERS PRESENT

LORETTA BAUGHAN
TED CUSHING
ROCKY GILNER
RON NYE
DAVE LAFONTAINE
PAUL MILLAN

STAFF PRESENT

DENNIS LAWRENCE

MEMBERS NOT PRESENT

AL HAGA, JR.
CRAIG McEWEN
JAY VERHULST

OTHERS PRESENT

1.) ROLL CALL

The meeting was called to order at 9:30 AM at the Wausau Entrepreneurial & Education Center. The roll call was as presented.

2.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE JULY 27, 2022, MEETING.

On the motion of MR. LAFONTAINE, second by MR. GILNER, the minutes of the previous meeting were approved with one correction.

3.) NCWRPC DISCUSSION & BUSINESS:

3.1 Executive Director's Report

MR. LAWRENCE stated that almost all Commissioner positions are current, except for one, which is a vacant Joint position in Vilas County. There will also be a Governor's position in Vilas County that will come up for reappointment in January. That seat is currently held by Jay Verhulst. The Executive Director will reach out to him prior to the next meeting. Finally, he announced that Sam Wessel and his wife had their first child, a daughter named Jordana, on October 14, 2022.

3.2 Current Financial Report

MR. LAWRENCE distributed copies of the current financial report. The report identifies nearly \$1,973,500 in cash and deposits, and about \$98,800 in outstanding receivables, for a total of about \$2,072,000. Payables total about \$59,000, which leaves a current financial position of about \$2,014,000. At the last meeting, the financial position was \$2,126,000. MR. LAWRENCE stated that the organization continues to be in a strong financial position.

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

3.3 Designation of Fund Balance Accounts

MR. LAWRENCE reminded the Committee that the NCWRPC's policy is to officially restrict unrestricted funds following the completion of the annual audit. The 2021 Audit identified a total of \$1,416,207 as unrestricted funds, an amount 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 Safe Routes To School/SPRINT, Match to

various Grants/Projects, Annual Budget Program Match, Long-Term Compensated Absences, Other Post-Employment Benefits, and Operating Reserve. Combined these accounts restrict \$1,414,395.

On the motion of MR. LAFONTAINE, second by MS. BAUGHAN, the fund balance account designations were approved. All were in favor.

3.4 Programs, Grants & Agreements Update

MR. LAWRENCE provided an overview of the packet handout. First, he discussed the three active EDA grants. Then he reviewed the Main Street Bounce Back grant program the NCWRPC is administering throughout the region. The NCWRPC has already received \$4 million dollars for local business grants and was awarded another \$1 million, for a total of \$5 million. He also mentioned that the NCWRPC was awarded a TAP Grant to continue our regional safe routes to school planning program. Finally, he mentioned a couple recent contracts that were secured.

3.5 Budget Review & Recommendation

MR. LAWRENCE reviewed the proposed 2023 Annual Budget. The budget materials provided a breakdown of both revenues and expenditures. The budget also displays the prior year approved budget amounts for comparison.

First, he reviewed the three primary sources of Revenue. The levy membership charge is expected to collect about \$290,000, down about 2% from last year as the result of both a levy rate and cap decrease. Continuing grants from EDA & DOT increased to \$214,000, while project revenues are expected to be about \$541,000. Projects make up the largest revenue source – over 50%. Combined, total revenues are anticipated at \$1,049,126, which is up about 1% from 2022.

Next, he reviewed Expenditures. Salaries and direct costs are the largest expenditure at \$489,011. Salaries maintain the vacant Planner position. Fringe costs are expected at \$366,445 and Overhead costs are expected at \$134,127. Combined, total Expenditures equal \$989,583, which is about a 2% increase over 2022. A positive fund balance of about \$59,000 is projected for next year. He mentioned that projects are developed year-round and additional revenues would likely be added.

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

3.6 Closed Session – Staff Salaries & Compensation

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

3.7 Reconvene into Open Session

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

On a motion by MR. NYE, second by MR. LAFONTAINE, staff salaries were approved, including an amendment to increase the intern hourly rate by \$2. Motion passed.

4.) NCWDC Annual Meeting:

4.1. Review of Outstanding Loans

MR. LAWRENCE provided a brief history of the NCWDC. He reminded them that the NCWDC was folded into the NCWRPC and the Executive Committee now served as the board for that organization. There is only one active loan – Hometown Trolley in Forest County and one judgment resulting from a default – In Touch shipping.

4.2 Approve Staffing Work Agreement

MR. LAWRENCE stated that the NCWRPC has provided staffing to the NCWDC since it began. This agreement would be for next year and would be reviewed again at the next annual meeting.

On a motion by MR. CUSHING, second by MR. LAFONTAINE, the Work Agreement was approved. Motion passed.

5.) ADJOURNMENT

The chairman adjourned the meeting at 10:40 A.M.

The meeting was advertised and open to the public.

Minutes Approved on January 25, 2023:

