

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

**Meeting Minutes**

**April 26, 2023**

---

MEMBERS PRESENT

LORETTA BAUGHAN  
TED CUSHING  
ROCKY GILNER  
DAVID LAFONTAINE  
CRAIG MCEWEN  
PAUL MILLAN  
RON NYE

STAFF PRESENT

DENNIS LAWRENCE

MEMBERS EXCUSED

AL HAGA, JR.  
BETTY MANSON  
JAY VERHULST

OTHERS PRESENT

1.) ROLL CALL

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

2.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE JANUARY 25, 2023, MEETING.

On the motion of MR. LAFONTAINE, second by MR. CUSHING, the minutes of the previous meeting were approved.

3.) DISCUSSION/BUSINESS

3.1 Executive Director's Report

MR. LAWRENCE reviewed Commissioner status. He stated that there are two Governor appointments expiring in June - one Ken Winters in Juneau County and the other for Daniel Guild in Marathon County. Jay Verhulst's term expired in January. He represents Vilas County. There is one Joint appointment also expiring in June. That is Hans Breitenmoser in Lincoln County. Currently, there is also a vacant Joint appointment in Vilas County. Both Lincoln and Vilas County will need to submit names for these positions to the Governor's Appointments Office.

Next, he mentioned that he had spoken with Marathon County about future space need for the Commission. The county is renovating office space near the North Central Health Care facility. Space will likely be available in 2024. Our existing office lease runs through 2025.

Finally, he mentioned that the annual Association of Regional planning Commission meeting will be held in Milwaukee on June 15<sup>th</sup> and 16<sup>th</sup>. Both he and Chairperson Millan planned to be in attendance.

3.2 Current Financial Report

MR. LAWRENCE distributed copies of the current financial report. The report identifies about \$1,967,000 in cash and deposits, and about \$127,000 in outstanding receivables, for a total of \$2,094,729. Payables total about \$59,000, which leaves a current financial position of \$2,036,129. At the previous meeting, the financial position was \$1,929,747. He mentioned that some funds would be reallocated to other accounts to maximize interest rates prior to the next meeting. The financial position continues to be strong.

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

### 3.3 Programs, Grants & Agreements Update

MR. LAWRENCE reviewed the report in the meeting packet. First, he discussed the two current EDA programs underway for the region. He stated that the 3-Year Planning Partnership grant was under final review. That grant is for the same amount as prior years. He then mentioned that an EDA grant for Mid-State Technical College had been approved for \$2 Million. Staff were currently working with Northcentral Technical College and UW Stevens Point on grant applications as well.

He then provided an update on the Main Street Bounce Back grant program. In total 560 awards were made totaling \$5.6 Million. A follow-up survey is planned for these businesses in the coming months to see how they are doing and what assistance they might need in the future. The goal is that these businesses continue to grow in our region.

Lastly, he mentioned some small local agreements that have been signed and started, including GIS assistance and comprehensive plans.

### 3.4 Staffing Update

MR. LAWRENCE stated that there were four applications received and interviews were conducted. An offer was made and accepted. As discussed previously, based on starting salary, overall salary adjustments will need to be made to maintain both fairness and organizational competitiveness. Christian Boulanger's start date is June 13<sup>th</sup>. He is finishing a Master of Urban Planning degree at UW Milwaukee and is currently an intern at the City of Brookfield. He will be working on broadband plans, comprehensive plans, hazard mitigation plans, and other projects.

### 3.5 2022 Audit Review

MR. LAWRENCE reviewed the final 2022 Audit materials. Draft information was included in the packet. First, he provided an overview of the audit, and the various items included this year as a single audit. The Statement of Net Position showed Total Assets of \$2,907,123 and Total Liabilities of \$1,082,009, with a Total Net Position of \$1,796,560. He then reviewed the Statement of Revenues and Expenses where there was a positive operating income and an overall increase in net position. 2022 Operating Income of \$218,830 compared to last year's \$107,950. CLA would be at the Full Commission meeting to present a detailed overview of the audit.

### 3.6 Designation of Fund Balance Accounts for 2023

MR. LAWRENCE reminded the Committee that the NCWRPC's policy is to officially restrict unrestricted funds following the completion of the annual audit. The 2022 Audit identified a total of \$1,610,582 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 \$1,524,197.

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

### 3.7 Authorization to purchase new Office Copy Machine

MR. LAWRENCE asked the committee to refer to the packet with the three estimates for copy machines. There is a quote for one Ricoh and two Canon copiers with various features. They range in price from \$9,000 to 12,380. He stated that they are still reviewing final required options and asked for authorization to purchase not to exceed \$13,000. Once ordered it takes about 30 to 60 days to arrive.

On the motion of MR. LAFONTAINE, second by MR. GILNER, authorization to purchase a new copy machine at a price not to exceed \$13,000. All were in favor.

### 3.8 NCWRPC 50th Anniversary Meeting Discussion

MR. LAWRENCE stated that the NCWRPC is celebrating its 50 anniversary this year. It was created back in 1973, the last of the nine regional planning commissions in the state. As such, to celebrate the next meeting will be held at a different location. The Executive Committee will have a regular business meeting and the Full Commission meeting will include some regular items, but the speaker will be more historical in nature.

### 3.9 Announcements

MR. LAWRENCE stated that the next Executive Committee meeting will be held on July 26, 2023.

4.) ADJOURNMENT

The Executive Committee Meeting was adjourned at 10:25 A.M.

---

The meeting was advertised and open to the public.

Minutes Approved on July 26, 2023



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