

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

Minutes

May 27, 2020 Meeting

MEMBERS PRESENT

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

STAFF PRESENT

DENNIS LAWRENCE

MEMBERS EXCUSED

CRAIG McEWEN

OTHERS PRESENT

1.) ROLL CALL

The teleconference meeting was called to order at 9:30 A.M., and the roll call was as presented. MR. MILLAN thanked everyone for attending the meeting and wished them all well considering the world in which we live in currently.

2.) AUDIENCE COMMENT

None.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE JANUARY 29, 2020 MEETING.

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

4.) DISCUSSION/BUSINESS

4.1 Executive Director's Report

MR. LAWRENCE started with an update on various Commissioner appointments. We received notice that the reappointment of Craig McEwen representing Marathon County had been made. He is a Joint appointment and his new term ends in 2025. Appointments for both Wood County Commissioners were also approved, Doug Machon as the Governor's appointment and Dave LaFontaine as the Joint appointment. Their terms will expire in 2021 and 2025, respectively.

Next he mentioned that the Annual AWRPC meeting would be held on June 19th, but instead of in-person meeting it will be a virtual meeting using Zoom.

He then mentioned that letters were sent out to all towns, villages and cities in Wood County providing information on the regional planning commission. We have already had follow-up with Biron, Pittsville, Port Edwards, and Wisconsin Rapids. Letters are also going out to all our member counties soon related to kicking-off the redistricting process.

4.2 Current Financial Report

MR. LAWRENCE distributed copies of the current financial report. The report identifies \$1,851,000 in cash and deposits, and about \$109,000 in outstanding receivables, for a total of \$1,961,076. Payables total about \$59,000, which leaves a current financial position of \$1,902,476. At the last meeting the financial position was \$1,976,873. Overall the organization continues to be in a strong financial position.

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

4.3 Year End Financial Review & Audit Preview

MR. LAWRENCE stated that both the financial statement and management letter would be fully presented by the Auditors at the Full Commission meeting in July. Within each packet is a copy of some financial documents, including the year-end Statement of Revenues and Expenditures and the portions of the 2019 Audit.

The Statement of Revenues and Expenditures reflected actual revenues of \$747,230 and expenses of \$767,351,475. Expenditures include both GASP 68 and 75 audit adjustments, which are considered bookkeeping adjustments – not cash. These are compared to 2019 budgeted revenues and expenditures of \$749,702 and \$727,262, respectively. With the GASP reporting adjustments removed the NCWRPC had a fund balance of \$22,440.

The Statement of Net Position reflected Total Assets of \$2,058,209 and Total Liabilities of \$616,091, for a Net Position of \$1,299,670. This is decrease of \$20,121.

4.4 Annual Report Review & Adoption

MR. LAWRENCE presented the draft of the 2019 Annual Report. The Annual Report is an overview of the activities of the organization over the calendar year. Regional planning commissions are required to prepare an Annual Report under state statute. Once approved the report will be printed and distributed to elected officials and other interested parties.

He highlighted the county and regional accomplishments sections. The other sections of the document include: the purpose, history and mission statement of NCWRPC, organizational goals, local assistance, audited 2018 financial statements, North Central Wisconsin Development Corporation financial statements, and a listing of both professional staff and commissioners.

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

4.5 Programs, Grants & Agreements Update

MR. LAWRENCE stated the NCWRPC received a letter indicating it had passed its EDA Peer Review evaluation. In addition, the three year EDA Partnership Planning grant application was awarded. This will be

for the same rate of \$70,000 per year for a total of \$210,000, at the 50/50 grant rate.

Next he reviewed new agreements secured since the previous meeting. They are a Sewer Service Area Plan for the City of Marshfield and comprehensive Plan updates for the Town of Quincy in Adams County, the Town of Armenia in Juneau County, the Town of McMillan in Marathon County, and the Town of Winchester in Vilas County.

4.6 Authorization to Submit EDA CARES ACT Grant

MR. LAWRENCE mentioned that EDA had been awarded \$1.5 Billion of Stimulus funds in the recently passed CARES Act. As part of that funding, Economic Development Districts are allowed to submit grant applications to provide a standard scope of work in the region, including preparing a Regional Recovery Plan, updating the CEDS with a Resiliency section, among other things. Applications are due by June 8th.

On the motion of MR. NYE, second by MR. NELSON, staff was directed to apply for EDA funds. All were in favor.

4.7 NCWRPC Efforts During Pandemic

MR. LAWRENCE provided a brief overview of the various NCWRPC activities that have been undertaken related to the Coronavirus. In an effort to help small businesses and local governments navigate through the COVID-19 Health Emergency, NCWRPC has created a website dedicated to providing businesses and local governments access to critical COVID-19 resources and information. The website is categorized into four sections: Funding Opportunities such as available grant and loan programs, Organizations that offer essential guidance and resources during this pandemic, Resources for Local Governments including the League of Wisconsin Municipalities' COVID-19 website and guidance for conducting public meetings remotely, and Other Information such as health guidelines and the State Emergency Orders.

NCWRPC's website also has COVID-19 Dashboard that monitors COVID-19 cases in Wisconsin. The dashboard tracks the number of cases, positive and negative, throughout Wisconsin. He noted that several other agencies are using this information and many have added it to their own sites.

4.8 Organizational Operations to Date

MR. LAWRENCE outlined the operation of the organization during the last several weeks. Most staff is working full-time from home while a few are working in the office occasionally. Since March 23rd the office has been closed and working remotely. During those weeks there is a

Monday conference call with staff to monitor projects and each Friday staff provides a brief report on work activities. Beginning this week three staff was in the office. All the recommended safeguards are in place and being followed.

4.9 Essential Staff Plan Review and Office Re-Opening

MR. LAWRENCE provided an overview of the "Minimum Basic Operations Staffing Plan" that was prepared in April. He then discussed the Re-opening plan, which is changing every day based on real circumstances. The goal is to have some staff in the office daily beginning May 26th, but limiting the number to 4. Staff will alternate working remotely and flexing hours throughout June with the hope that we can be back to a new normal by July 1. He will monitor the situation and will modify as needed to protect the health of staff.

4.10 Discussion of NCWRPC Meeting Options for remainder of 2020

MR. LAWRENCE stated that the next meetings scheduled were July 22 and October 28. Considering the health concerns the meetings may not be able to be held in person. He provided a brief overview of some options, such as Google Meet. There was a good discussion. In early July a decision will be made based on circumstances.

4.11 Announcements

MR. LAWRENCE stated that he would take care of expense sheets for each of the members on the call.

5.) ADJOURNMENT

On a motion by MR. NELSON, second by MR. RUDOLPH, the Executive Committee Meeting was adjourned at 10:45 A.M.

The meeting was advertised and open to the public.

Minutes Approved on July 22, 2020:


