

**NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE  
October 30, 2024, Minutes**

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MEMBERS PRESENT

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

STAFF PRESENT

DENNIS LAWRENCE

MEMBERS NOT PRESENT

AL HAGA, JR.

OTHERS PRESENT

1.) ROLL CALL

The meeting was called to order at 9:30 AM at the Wausau Business Incubator located at 100 N. 72<sup>nd</sup> Avenue, Wausau, Wisconsin. Roll call was as presented.

2.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE JULY 31, 2024, 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 started with an overview of Commissioner appointments. Since our last meeting three new Commissioners have been appointed. One is Dennis Kreji from Juneau County, another is Randy Fifrick from Marathon County, and the third is Robb Jensen from Oneida County. There are still vacant positions in Adams, Juneau and Vilas County.

He then mentioned that in September the NCWRPC received the SPARK award for the Lincoln County Broadband Plan. The award was presented in Madison at the American Planning Association – Wisconsin Chapter Annual Conference for best plan. Next, he mentioned that the Indirect Cost Allocation Plan was being updated. This internal financial plan is required for federal grant spending.

Finally, he mentioned that at the federal level EDA is included in a Senate Bill for reauthorization. They have not been officially reauthorized for nearly 20 years. If reauthorized there would be some additional planning district funding, better local grant rates for projects, and an expanded list of eligible projects. To express our support, we will be submitting letters of support to both Representatives Tiffany and Van Orden.

3.2 Current Financial Report

MR. LAWRENCE referred to the current financial report. The report identifies nearly \$2,300,000 in cash and deposits, and about \$305,000 in outstanding receivables, for a total of about \$2,500,000. Payables total about \$63,000, which leaves a current financial position of about \$2,512,000. At the last meeting, the financial position was about \$2,396,000.

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

### 3.3 Programs, Grants & Agreements Update

MR. LAWRENCE provided an overview of the active EDA partnership planning grant and WisDOT planning grant.

Next, he discussed several grants staff prepared or assisted in preparing. Two EDA grants have been awarded – one with Mid-State Technical College for the Adams Campus construction project and the other for UW-Stevens Point to purchase recycling/forestry products testing equipment. Another grant award was from the Wisconsin Department of Administration for a new Community Center in the Town of Plum Lake. In addition, two DNR grants and one DOT grant were approved for the NCWRPC. In total over \$6.7 Million in grant awards. He then mentioned a project that was being discussed related to a possible study of the forest products industry state-wide.

Finally, he mentioned that several contracts had been secured and others were pending local budget approvals.

### 3.4 Annual Audit Fee Schedule

MR. LAWRENCE reviewed the audit fee schedule provided by CLA that was in the packets. Fees are \$14,800 for 2024, \$15,120 for 2025, and \$15,435 for 2026. If we meet the Federal Single Audit requirements for federal cash, it would be an additional \$7,000 or so based on year.

On a motion by MR. LAFONTAINE, second by MR. GILNER, the Audit Fee Schedule was accepted and placed on file. Motion passed.

### 3.5 Members Only Assistance Policy Review

MR. LAWRENCE discussed the background for Resolution 99-7. That resolution was prepared to restate the language in State Statute 66.0309 in that the NCWRPC works for member governments, with some exceptions related to state and federal funded projects. It also established our five basic work areas.

Following the discussion, a motion was made by MR. LAFONTAINE, seconded by MS. MANSON, to reaffirm Resolution 99-7. Motion passed.

### 3.6 County Membership Discussion & Action

MR. LAWRENCE informed the committee that during this year's budget process, one county has expressed the possibility of not continuing as a regular member and paying for services as needed. There are still some conversations taking place, but the outcome is

unsure until their budget is final. He then reviewed the formal process outlined in state statutes, which requires a 2/3 vote held six months prior to the end of the year. The discussion then turned to the next steps if they do move to not contribute as a formal member.

On a motion by MR. NYE, second by MS. BAUGHAN, if the county did not include funding for the NCWRPC in their budget, the Executive Director was directed to submit a friendly letter to the county reviewing the benefits of membership and the formal process for such an action, and if that does not resolve the issue then legal counsel would be engaged. Motion passed.

### 3.7 2025 Budget Review & Recommendation

MR. LAWRENCE reviewed the proposed 2025 Annual Budget. The budget materials provided a breakdown of both revenues and expenditures. Also displayed are 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 \$288,000, down slightly from last year. Continuing grants from EDA & DOT equal about \$152,000, about the same as last year; while Project revenues are expected to be about \$650,000, up about 8% from last year. Projects continue to make up the largest revenue source – almost 60% of total revenues. Combined, revenues are anticipated at \$1,110,040 which is up about 4.5% from 2024.

Next, he reviewed Expenditures. Salaries and direct costs are the largest expenditure at \$548,100. Fringe costs are expected at \$399,000 and Overhead costs are expected at \$145,000. Combined, total Expenditures equal \$1,092,425, which is about a 4.6% increase over last year. A positive fund balance of about \$16,000 is projected for next year. He mentioned that projects are developed year-round and additional revenues would likely be added over the year.

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

### 3.8 Closed Session – Staff Salaries & Compensation

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

### 3.9 Reconvene into Open Session

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

On a motion by MS. BAUGHAN, second by MR. CUSHING, staff salaries were approved, as recommended. Motion passed.

### 3.10 AWRPC Directors Survey Summary Review

MR. LAWRENCE provided an overview of the Summary Report from our Summer Annual Meeting. The report covered five basic topics, including staffing, budget and community assistance. He provided a brief overview highlighting both the similarities and differences between the nine regional planning commissions in the state.

### 3.11 Announcements

Next meeting is January 29<sup>th</sup>, 2025.

## 4.) ADJOURNMENT

The chairman adjourned the meeting at 10:35 A.M.

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The meeting was advertised and open to the public.

Minutes Approved on January 29, 2025:

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