

**NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION  
EXECUTIVE COMMITTEE  
Meeting Minutes  
April 24, 2024**

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MEMBERS PRESENT

TED CUSHING  
ROCKY GILNER  
DAVID LAFONTAINE  
PAUL MILLAN  
RON NYE

STAFF PRESENT

DENNIS LAWRENCE

MEMBERS EXCUSED

LORETTA BAUGHAN  
AL HAGA, JR.  
BETTY MANSON

OTHERS PRESENT

None

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 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 reviewed the current Commissioner status. He stated that there are three vacant appointments - one in Adams County, one in Juneau County, and one in Vilas County. The Governor appointed two new Commissioners since the last meeting. In Marathon County he appointed Josh Klingbeil to replace Daniel Guild and in Onedia County he appointed Robb Jenson to replace Harland Lee. Marathon County has recently submitted names to the Appointments Office for the Joint position and will approve a County appointment soon. Those should be official by the next meeting.

He then mentioned our existing office lease runs through 2025 and he is working with the landlord to develop a new 5-year lease for our current space. Our rent is lower than most of the vacant office space in the downtown area. He also stated that the new office vehicle should be delivered in the next couple of weeks. It has been on order for over six months. Next, he stated that the annual Association of Regional Planning Commission meeting will be held in New Glarus on June 5<sup>th</sup> and 6<sup>th</sup>. It is being coordinated by Southwestern Wisconsin Regional Planning Commission. Chairperson Millan and the Executive Director will attend. There is also a staff day being planned as part of that event. Finally, he mentioned that officer elections would occur at the Full Commission meeting.

3.2 Current Financial Report

MR. LAWRENCE distributed copies of the current financial report. The report identifies about \$2,342,000 in cash and deposits, and about \$192,000 in outstanding receivables, for a total of \$2,534,190. Payables total about \$63,000, which leaves a current financial position of \$2,471,090. At the previous meeting, the financial position was \$2,451,837. He mentioned that some funds may be reallocated to other accounts to maximize interest rates over the year. The financial position continues to be strong.

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

### 3.3 Programs, Grants & Agreements Update

MR. LAWRENCE reviewed the report provided in the meeting packet. First, he discussed the EDA planning grant underway for the region. He then mentioned that an EDA grant for Mid-State Technical College had been approved for \$2 Million and another grant, for UW Stevens Point, has been submitted to EDA. Lastly, he mentioned some local agreements that have been developed and signed, including hazard mitigation plans, comprehensive plans, and staff recruitment assistance.

### 3.4 Wisconsin River Watershed Update

MR. LAWRENCE provided an update on this effort. At the last meeting we discussed moving forward with an initial series of meetings to gauge interest in moving forward with a full watershed plan. Earlier this week we were given the go ahead to submit for the initial funding for this effort by DNR. An application will be submitted soon.

### 3.5 EDA Technical Assistance Grant Concept

MR. LAWRENCE stated he has had some discussion with the economic development representative from EDA for Wisconsin related to the possibility of the NCWRPC submitting an application for technical assistance funding. There are a variety of possible projects that could be funded. Staff will bring forward a proposal at a later meeting.

### 3.6 2023 Audit Review

MR. LAWRENCE reviewed the 2023 Audit report. Select information was included in the packet, including a five-year trend presentation. The Statement of Net Position showed Total Assets of \$2,746,808 and Total Liabilities of \$921,731, with a Total Net Position of \$2,025,079. He then reviewed the Statement of Revenues and Expenses where there was a positive operating income and an overall increase in net position. Operating Income was \$183,419. Generally, the NCWRPC has been performing financially well with no audit related issues. CLA would be at the Full Commission meeting to present a detailed overview of the audit and answer any questions.

### 3.7 Designation of Fund Balance Accounts for 2024

MR. LAWRENCE reminded the Committee that the NCWRPC's policy is to officially restrict unrestricted funds following the completion of the annual audit. Total unrestricted funds for 2023 amount to \$2,025,079, an amount similar to last 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 \$1,634,679.

On the motion of MR. LAFONTAINE, second by MR. GILNER, the fund balance account designations were approved, including a 5% cost adjustment to the annual amounts in the vehicle, copies, plotter and phone system accounts. All were in favor.

### 3.8 Strategic Plan Discussion

MR. LAWRENCE stated that the NCWRPC updates its strategic plan about every five years in various ways. The last full update was in 2011 followed by an Executive Committee review in 2016. The pandemic delayed the 2021 effort to now. Staff participated in an exercise and that draft was reviewed and discussed. A variety of strengths, weaknesses, opportunities, and threats were identified. At the Full Commission meeting a survey will be collected to add additional information to this report. The goal is to have the new Strategic Plan adopted at the July Meeting.

### 3.9 Announcements

MR. LAWRENCE stated that the next Executive Committee meeting will be held on July 31, 2024.

## 4.) ADJOURNMENT

The Executive Committee Meeting was adjourned at 10:35 A.M.

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The meeting was held at the Wausau Entrepreneurial & Educational Center and was advertised and open to the public.

Minutes Approved on July 31, 2024

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