

***NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE
September 23, 2005 Minutes***

MEMBERS PRESENT

GEORGE BORNEMANN
WILBUR FRITZ
ERHARD HUETTL
MAURICE MATHEWS
THOMAS RUDOLPH

STAFF PRESENT

DENNIS LAWRENCE

MEMBERS EXCUSED

ROBERT HAYWARD
VIRGINIA HEINEMANN
GENE SIMON

OTHERS PRESENT

ROBERT CURRAN
WILBUR PETROSKEY

1.) ROLL CALL

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

2.) AUDIENCE COMMENT

None.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE AGENDA AS MAILED

On the motion of MR. MATHEWS, second by MR. RUDOLPH, the agenda was approved.

4.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE DECEMBER 8, 2004 MEETING

On the motion of MR. BORNEMANN, second by MR. MATHEWS, the minutes of the previous meeting were approved.

5.) DISCUSSION/BUSINESS

5.1 Executive Director's Report

MR. LAWRENCE provided updates on a variety of items. He informed the Committee that the EDA grant was approved and it was slightly higher than the average grant. He went on to review some of the issues regarding some EDA rule changes. His next update was on the GROW Grant that was discussed at the previous meeting. It had been awarded, but there were no other details at this time. This grant is a joint project with the workforce development organization and UW – Stevens Point. He the provided an overview of a Wisconsin Department of Commerce Initiative to consolidate revolving loan funds into larger “regional” loan pools. The reason for this is the inactivity of many small local loan funds. Two final items related to internal operations. One was that the 2000 Ford Taurus was sold and a new 2005 Ford Taurus purchased through the state contract. He stated he had spoke with MR. HUETTIL prior and the money was budgeted. The final item was that there were interviews being held on Friday the 30th for a Assistant Planner position. This was a refill of a vacant position.

5.2 Current Financial Report

MR. LAWRENCE distributed copies of the current financial report. The report lists over \$627,000 in cash and over \$74,000 in outstanding

receivables, for a total of \$702,065. He also added that all open projects would be billed prior to the end of the year and that the year-end accounts receivable would reflect that action.

Payables total about \$27,000, which leaves a current financial position of \$675,065. At the last meeting the position was \$642,414. Overall, the organization continues to be in a strong financial position.

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

5.3 Designation of 2005 Fund Balance Reserve Accounts

MR. LAWRENCE reminded the Committee that last year we implemented a policy to officially restrict funds following the Audit completion. The 2004 Audit identified \$679,860 in unrestricted funds.

The recommendation was to establish seven accounts, these were Vehicle Replacement \$5,000 (for four years), Copier Replacement \$5,000 (for four years, Future Move \$5,000, Long Term Sick & Vacation Payout \$34,500, 2006 Budget Set-Aside \$50,000 (for possible shortfall), Cash Flow Management \$150,000, and Reserve \$300,000.

On motion of MR. BORNEMANN, second by MR. FRITZ, the recommended Fund Balance Reserve Accounts were designated. All were in favor.

5.4 Increase Commissioner Per Diem

MR. LAWRENCE stated that he had spoken with some of the other regional planning commissions and they pay \$50 to \$60 Per Diems. He then checked NCWRPC records and there has not been an increase since the early 1990's. Therefore he was recommending an increase from the current \$40 to \$50 beginning in 2006.

On motion of MR. MATHEWS, second by MR. RUDOLPH, The 2006 Per Diem increase was approved. All were in favor.

5.5 Executive Session

MR. LAWRENCE distributed a packet of information regarding several personnel issues. At that time a motion was made by MR. RUDOLPH, second by MR. BORNEMANN, for the Committee to go into Executive Session. All were in favor by a roll call vote.

On a motion by MR. BORNEMANN, second by MR. RUDOLPH, Health Insurance was continued to a part-time employee. All were in favor.

On a motion by MR. BORNEMANN, second by MR. FRITZ, a request from an employee to move from full-time to part-time status was accepted. All were in favor.

On a motion by MR. RUDOLPH, second by MR. MATHEWS, the Recommended salary increases were approved, including a 3 percent cost of living for all current full-time staff. All were in favor.

On a motion by MR. RUDOLPH, second by MR. FRITZ, the Executive Director's salary adjustment request was approved. All were in favor.

Actions following Executive Session

The Executive Committee reconvened into open session on a motion by MR. RUDOLPH, second by MR. MATHEWS. All were in favor by a roll call vote.

On a motion by MR. RUDOLPH, second by MR. BORNEMANN, all actions taken in closed session were approved. All were in favor.

6.) ADJOURNMENT

On a motion by MR. MATHEWS, seconded by MR. RUDOLPH, the Executive Committee Meeting was adjourned at 10:50 A.M.

The meeting was advertised and open to the public.
It was located at the Best Western Midway Hotel in the Basil Room, Wausau.

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
Minutes Approved:

Chair, Vice-Chair or Secretary-Treasurer/Date