

NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE

Minutes

July 28, 2021 Meeting

MEMBERS PRESENT

LORETTA BAUGHAN
ROCKY GILNER
RON NYE
CRAIG McEWEN
PAUL MILLAN
JERRY NELSON
THOMAS RUDOLPH
JAY VERHULST

STAFF PRESENT

DENNIS LAWRENCE

MEMBERS EXCUSED

OTHERS PRESENT

1.) ROLL CALL

The virtual meeting was called to order at 9:30 A.M. and the roll call was as presented. Google Meet was the meeting platform. MR. MILLAN thanked everyone for attending.

2.) AUDIENCE COMMENT

None.

3.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE April 28, 2021 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 stated that things have been very busy, including redistricting being completed in eight counties in on a condensed timeline and road rating for nearly 40 communities, in addition to our regular projects.

He then provided an update on various Commissioner Appointments. In Portage County, Al Haga and Larry Rakowski were appointed. Al as the Gov. and Larry as the Joint. In Marathon County, Dave Oberbeck has been appointed by the county to take the place of Catherine Wineman, who term ended in June. There are three reappointments pending with the Governor's Appointment Office. Those are for Loretta Baughan in Lincon County, Jerry Niles in Juneau County and Doug Machon in Wood County. In Juneau County, Ed Wafle has resigned because of some health issues. He served as a direct County appointment as will be replaced soon by the county. He did serve as our Secretary/Treasurer so we will hold an election to refill his position in October.

He then went on to mention that the Annual Reports were printed and mailed out in June. He hoped everyone had received their copy. Finally, he informed the committee that Pam Winkels had submitted a letter of resignation and would be leaving in mid-August.

4.2 Current Financial Report

MR. LAWRENCE asked members to refer to the current financial report. The report if for June 30, 2021. It identifies \$1,798,771 in cash

and deposits, and about \$70,000 in outstanding receivables, for a total of \$1,868,251. Payables total about \$59,000, which leaves a current financial position of \$1,809,651. At the last meeting, the financial position was \$1,970,055. Overall, the organization continues to be in a strong financial position.

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

4.3 Programs, Grants & Agreements Update

MR. LAWRENCE stated that two grants had been received. The first was for the EDA SPRINT grant that was announced earlier in the year. The final paperwork and agreements have been finalized and accepted. The other was with the Minnesota Department of Transportation. This grant will be used a match with a WisDOT grant to prepare a Western Wisconsin Freight Study. A third grant with the WEDC is under final review. This will be for the administration of some state funds for local business support. Combined these will add about \$47,000 in new revenues this year.

Next, he stated three agreements were added since the last meeting. One for an Economic Impact Analysis for the Kowalski Interchange for the Village of Kronnewetter, and two comprehensive plan updates. One for the Town of Monico in Oneida County and the other for the Town of Eau Pleine in Marathon County. Combined about \$17,000 in new revenues this year.

Lastly, he announced that EDA has released guidance for \$3 Billion in various funding programs. In total there are six new programs, each with its own rules. Some of these include Build Back Better, Travel & Tourism, Economic Adjustment, and Indigenous Communities. In the next couple of weeks staff will be participating in webinars and calls with EDA to determine possibilities for our region to access some of these funds.

4.4 BMO Harris Bank Letter Authorization

MR. LAWRENCE reviewed the letter. The letter, signed by our chairperson, authorizes the executive director and office coordinator access to the bank account information, including balances, making deposits and other regular tasks.

On the motion of MR. NYE, second by MS. BAUGHAN, the letter was approved for signature. All were in favor.

4.5 Employee Handbook Changes

MR. LAWRENCE stated that there was one change that needed to be made to the handbook. This is in Section III, item J. The text needs to be revised based on a rule change by the Deferred Compensation program. It removes the waiting period. Another item of discussion was the possibility of adding a Flex policy/Telecommuting policy to the handbook. As a result of COVID-19 and changing work attitudes employees are looking for more flexibility and option from working from home. This draft policy may be prepared for discussion at a future meeting.

On the motion of MR. VERHULST, second by MR. NELSON, the handbook revision was made for Section III, item J. All were in favor.

4.6 Staffing Update & Regional Planning Commission Salary Survey

MR. LAWRENCE provided an overview of the recruitment process. The planner position was posted, and initial interviews were conducted. A second interview was held with the top candidate and references were checked. An offer was made and accepted. The week before she was to start, she called and stated she had taken another position. Salary and relocation were issues. We then did another round of interviews with a candidate, checked references, and offered the position. He tentatively accepted, but following discussion with his partner, he declined the position. Currently we have pulled the job notice and will wait to fill the position.

Next, he reviewed the salary survey that was provided in the meeting packets. The discussion of salaries has been ongoing with other directors related to recruitment and retention with the other regional planning commissions. The survey was conducted earlier in the year to look more specifically at the planner, senior planner, and executive director position. These were common positions across the state. Eight of the nine RPCs participated. Basically, at the planner level and executive director level the NCWRPC is low. We are comparable with our mid-level or Senior level staff.

4.7 Closed Session – Staff Salaries & Compensation

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

4.8 Reconvene into Open Session

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

On a motion by MR. VERHULST, second by MR. McEWEN, recommended base adjustments for staff salaries were approved. Motion passed.

4.9 2021 Budget Amendment

MR. LAWRENCE referred to the amended budget sheet in the packet. As a result of significant additional revenues and the previous action to provide salary adjustments the 2021 Budget needs to be amended.

The 2021 Budget was approved in October 2020 and amended in January to reflect the addition of Portage County membership and two agreements. Amended revenues were \$922,657 and expenditures were \$818,903. This proposed amendment will add \$64,712 in revenues and \$7,788 in additional expenditures. The result will be 2021 revenues of \$987,369 and expenditures of \$826,691, with an anticipated fund balance of \$56,924.

On the motion of MR. NYE, second by MS. BAUGHAN, the Budget Amendment was approved. All were in favor.

4.10 Announcements

MR. LAWRENCE stated that with MR. WAFLE was our Secretary/Treasurer. With his resignation we will need to elect someone to fill out the remainder of his term. He also mentioned that now Portage County has all three of their commissioners appointed they will need to meet and identify their representative to the Executive Committee.

5.) ADJOURNMENT

On a motion by MR. RUDOLPH, second by MR. VERHULST, the Executive Committee Meeting was adjourned at 10:30 A.M.

The meeting was advertised and open to the public.

Minutes Approved on October 27, 2021:

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

