NORTH CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE
Meeting Minutes
April 30, 2025

MEMBERS PRESENT

LORETTA BAUGHAN
ROCKY GILNER
DAVID LAFONTAINE
PAUL MILLAN
RON NYE

STAFF PRESENT

DENNIS LAWRENCE

MEMBERS EXCUSED

TED CUSHING
BETTY MANSON

OTHERS PRESENT

1.) ROLL CALL

The meeting was called to order at 9:30 A.M., and there was a quorum.

2.) APPROVAL, ADDITIONS, OR CORRECTIONS TO THE MINUTES OF THE JANUARY 29, 2025, MEETING.

On the motion of MR. LAFONTAINE, second by MR. GILNER, the minutes of the previous meeting were approved.

3.) DISCUSSION/BUSINESS

3.1 Executive Director's Report

MR. LAWRENCE reviewed the status of Commissioners. There are five positions that will be coming up for reappointment. Three are county appointments and two are Joint appointments. There are also three vacant positions. Staff will continue to work with the Governor's Appointment Office and the counties to get these positions filled. He then mentioned that included in the Governor's State Budget was an exemption of the regional planning levy from the formula related to the local level limit. This has been proposed before, but it has always been removed by the time the final budget is approved.

Next, he informed the committee that there had been an extensive public records request made to all the nine regional planning commissions. The request claims these are being made to promote transparency in government. We responded to the request stating it would require a substantial number of hours to fulfill, and we would require prepayment to complete. Currently, the request is on hold. Finally, he mentioned that the Annual Meeting of the Association of Regional Planning Commissions (AWRPC) will be held in Eau Claire on June 6th.

3.2 Current Financial Report

MR. LAWRENCE referred to the Year End financial report. The report identifies about $2,223,000 in cash and deposits, and about $311,000 in outstanding receivables, for a total of $2,534,815. Payables total about $63,000, which leaves a current financial position of $2,471,715. At the previous meeting, the financial position was $2,512,723. Overall, the organization continues to be in a good financial position.

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

3.3 Programs, Grants & Agreements Update

MR. LAWRENCE reviewed the handout in the meeting packet. First, he discussed the current EDA and DOT planning programs underway for the region. Then he discussed two grant applications that were paused at the federal level. He was hopeful they would proceed at some point but are on hold for now. Then he mentioned some small local work agreements for various communities, including a comprehensive plan for Stevens Point.

3.4 Review 2024 Audit

MR. LAWRENCE stated that the audit would be presented at the Full Commission meeting later but wanted to highlight a few items. The Statement of Net Position showed Total Assets of $2,574,036 and Total Liabilities of $594,236, with a Total Net Position of $2,126,569. That includes $2,099,478 of unrestricted funds. He then reviewed the Statement of Revenues and Expenses showing a positive operating income and an overall increase in net position.

3.5 Fund Balance Designation for 2025

MR. LAWRENCE reminded the Committee that the NCWRPC's policy is to officially restrict unrestricted funds following the completion of the annual audit. As identified from the audit, total unrestricted funds for 2024 amount to $2,099,478, 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 $1,796,084.

On the motion of MR. LAFONTAINE, second by MS. BAUGHAN, the fund balance account designations were approved. All were in favor.

3.6 Review & Establish Assistant Director Position

MR. LAWRENCE provided a brief overview of the proposed position description. The goal is to establish an "assistant/deputy" director by additional duties to a current senior staff person. An assistant director would be involved in various management level duties along with the Executive Director and would also fill in when the Executive Director is out of the office. They would also be a possible candidate to replace the Executive Director when they resign or retire.

On the motion of MR. LAFONTAINE, second by MS. BAUGHAN, the Assistant Director position was approved and the job description with edits was approved. All were in favor.

3.7 Review New GIS Manager Job Description

MR. LAWRENCE reviewed the new description. The GIS Manager position will need to be filled later this year as our current staff person retires. The job description and salary rate will be finalized before advertising occurs in late summer.

3.8 Federal Funding Distribution Challenges & Impacts

MR. LAWRENCE discussed the issue of federal and state funds being cancelled or reevaluated and the impact of that on the organization. Nearly half of our current budget either directly or indirectly stems from federal sources. Some of the approved grants have required revisions to agreements already in place to remove certain language, others are paused for federal agencies to review these programs, while others appear to be cancelled outright. All of this has a financial impact. At the very least there will be some cashflow impacts related to timing for reimbursements or potentially the loss of revenue. We will continue to follow and will provide future updates.

3.9 Announcements

MR. LAWRENCE stated that the next Executive Committee meeting will be held on July 30, 2025.

4.) ADJOURNMENT

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

The meeting was held at the Wausau Business Incubator,
advertised, and open to the public.

Minutes Approved on April 30, 2025