

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
10:00 a.m. – Thursday, August 16, 2018
RPC Offices, Banbury Place, Eau Claire, WI**

Commissioners Present: Louie Okey, Steve Gerrish, Joe Waichulis, Steve Rasmussen, John Frank, William Johnson, Larry Weisenbeck

Staff Present: Lynn Nelson, Lisa Ruth

1. **Call to Order:** Chair Frank called the meeting to order at 10:00 a.m.
2. **Approval of Minutes of June 28, 2018 Executive Committee Meeting:** A motion was made by Mr. Rasmussen to approve the June 28, 2018 Executive Committee meeting minutes, seconded by Mr. Waichulis; motion carried.
3. **Conflict of Interest Policy:** Chair Frank noted that a conflict of interest policy is in place for employees (as per the employee handbook), but not for Commissioners. After some discussion, Mr. Okey moved to approve a conflict of interest policy for Commissioners and staff as drafted, seconded by Mr. Johnson; motion carried.
4. **Vacation Policy for Part-Time Staff:** Ms. Nelson asked that the following vacation policy for part-time staff be added to the Employee Handbook on page 11, as amended by the Executive Committee:

A part-time employee who is employed at the rate of .50 or more of a full-time position will, commencing on ~~may, in the sole discretion of the Executive Director,~~ **the second year anniversary of his/her hiring**, be granted paid vacation based on the full-time vacation table (noted above) in proportion to his or her part-time percentage of full-time employment (e.g., a .50 part-time employee who has been employed for three consecutive years may be granted one week [i.e., five calendar days] of paid vacation).

Mr. Okey moved to approve the policy, as amended, seconded by Mr. Weisenbeck; motion carried.

5. **WCWRPC Bylaw Review:** A review of the bylaws took place. The following updates were proposed for approval by the full Commission.

OFFICER TERM LIMITS FOR BYLAWS

a. Article V, Section 2 of the WCWRPC Bylaws is amended by:

- (1) Replacing the phrase "Selection OF Terms" with "Selection AND Terms" in the section title; and
- (2) Inserting the following sentence after the second full sentence in that Section, "...duly elected and qualified. **No Commissioner may serve more than two consecutive terms as Commission Chair.** Prior to the May meeting..."

Mr. Weisenbeck moved to approve the amendment as written, second by Mr. Waichulis; motion carried.

LEVY APPROVAL MONTH

b. Article VIII of the WCWRPC Bylaws is amended by:

- (1) Replacing "Contracts, Checks, Deposits" with "Contracts, Checks, Deposits, **and Annual Levy**" in the article title; and
- (2) Inserting a new Section 5 at the end thereof that reads: **Section 5 – Annual Levy – The annual levy of member counties by the Commission under Wis. Stat. Sec. 66.0309(14) for the upcoming fiscal year shall be considered and approved by the Commission at its March meeting.**

Mr. Okey moved to approve the amendment, with the other changes proposed by the Executive Committee, seconded by Mr. Waichulis; motion carried.

Other changes proposed by the Executive Committee included:

- c. Article II, Section 4 – Notice of Meetings.
Remove redundant language (“comply with” is typed twice), in last sentence.
Mr. Rasmussen moved to approve this change, seconded by Mr. Waichulis; motion carried.
- d. Article III, Section 2 – Terms of Appointment
Replace entire section with: “**The term of appointment for each Commissioner will commence on the date on which he or she is appointed by his/her County Board and expire on the date his/her replacement is appointed by that County Board.**”
Mr. Okey moved to approve the amended language, seconded by Mr. Waichulis; motion carried.
- e. Article II, Section 1 – Annual Meeting
Add the following language: “There shall be an annual meeting of the Commission each year to adopt an annual budget **prior to October 1 of that year** and to conduct such other businesses as may be properly before it.”
Mr. Rasmussen moved to approve this amendment, seconded by Mr. Okey; motion carried.
- f. Article V, Section 4 – Removal
Change and add the following: “Removal from office shall require a two-thirds (2/3) vote of the Commissioners present **at any Commission meeting.**”
Mr. Rasmussen moved to approve the amendment, seconded by Mr. Gerrish; motion carried.
- g. Article VIII, Section 3 – Deposits
Change the first sentence to read: “...such manner so the deposits will not be made inconsistent with Wisconsin law....”
Mr. Rasmussen moved to approve the change, seconded by Mr. Gerrish; motion carried.
- h. Article IV, Section 1 – Executive Committee
Make changes to first and third sentence as follows:
First sentence “...will establish a committee with a ~~minimum of~~ one representative from each of the...”;
Third sentence ...”an alternative Commission member from his **or her** county to represent ~~him~~ **the county** if he/she is unable to attend a committee meeting. ~~In no event shall the Committee be comprised of more than seven (7) persons.~~”
Mr. Waichulis moved to approve the changes, seconded by Mr. Rasmussen; motion carried.
- i. Article IV, Section 1 – Executive Committee
Removed last sentence: “~~In no event shall the Committee be comprised of more than seven (7) persons.~~”
Mr. Johnson moved to approve the change, seconded by Mr. Okey; motion carried.

All changes proposed to the bylaws will be brought before the Full Commission in September for their approval.

- 6. **Economic Development Administration (EDA) Short Term Planning Grant Application:** EDA has announced the availability of short-term planning grant funds. WCWRPC would like to pursue this funding. Mr. Okey moved to authorize submittal of a WCWRPC EDA Short-Term Planning Grant application, matching funds in the amount of \$19,780, and to authorize Lynn Nelson to act as the authorized WCWRPC representative for the application and award materials. Seconded by Mr. Johnson; motion carried.

7. **Director's Update:** Ms. Nelson updated Commissioners on project, budget, and staffing activities. She distributed WCWRPC Balance Sheet and Profit & Loss data through June and a response from FEMA regarding accuracy of floodplain maps.
8. **Next Commission Meeting Date:** The next Commission meeting will be September 13, 2018 at Lehman's Supper Club in Rice Lake.
9. **Next Executive Committee Meeting Date:** To be determined.
10. **Motion to Adjourn:** Mr. Waichulis moved to adjourn, seconded by Mr. Rasmussen. Motion carried. Meeting adjourned at 11:45 a.m.

Prepared by: Lisa Ruth