

**Minutes of  
West Central Wisconsin Regional Planning Commission  
10:00 a.m., Thursday, January 9, 2014  
Trollhaugen Convention & Event Center, Dresser, WI**

**Commissioners Present:** Jess Miller, Ken Jost, Mike Leisz, Lee McIlquham, Charlie Harwick, Richard Creaser, Steven Rasmussen, Robert Walter, Warren Nelson, William Johnson, Tom Engel, Agnes Ring, Larry Weisenbeck, Travis Schachtner

**Commissioners Absent:** Bill Koepp, Leigh Darrow, Joe Waichulis, Charles Rueth, John Frank, Kathleen Clark, Gordy Steinhauer

**Staff Present:** Jay Tappen, Lisa Ruth

**Visitors Present:** Dana Frey, Polk County Administrator; Jesse Garza, Congressman Duffy's Office

1. **Call to Order:** Chair Miller called the meeting to order at 10:00 a.m.
2. **Welcome and Introductions:** Mr. Frey welcomed the Commissioners and gave an update on various developments in the county. Mr. Garza also updated Commissioners on projects and issues that Congressman Duffy is involved in.
3. **Action Items:**  
**Minutes of November 14, 2013 Commission Meeting:** Mr. Jost moved to accept the minutes as distributed; seconded by Ms. Ring; motion carried.

**Approval of Disbursements:** A motion was made by Mr. Johnson to approve the disbursements, seconded by Mr. McIlquham; motion carried.

**Appointment of RBF, Inc. Board At-Large Member:** Mr. Tappen noted that the time to appoint an at-large member has been extended since DOA has not yet approved Pierce County consolidating to the RBF, Inc. He also asked for more suggestions for candidates because the previous submissions turned down the offer to serve. No action needs to be taken at this time.

**Resolution Designating Executive Director as Authorized Representative for EDA Partnership Planning Grant Application:** Mr. Tappen explained that this was in response to an EDA concern of an "authorized representative" signing EDA applications. This resolution formalizes that the Executive Director is an "authorized representative" of the Commission as approved and with full knowledge of the Commission. Mr. Rasmussen moved to approve the resolution, seconded by Mr. Nelson; motion carried.

**Resolution Adopting 2013 Comprehensive Economic Development Strategy (CEDS):** Mr. Tappen noted that this resolution was to adopt the 2013 CEDS Annual Report for submission to EDA. Mr. Engel moved to approve the resolution, seconded by Mr. Schachtner; motion carried.

**Discussion/Action on 2014 Capital Equipment Purchases:** Mr. Tappen went over the items listed. Some concerns were discussed over the cost and needs of these items. Mr. Tappen assured them the items would only be purchased as needed and cost comparisons would be made. Mr. Walter moved to approve the purchases, seconded by Mr. Jost; motion carried.

**Discussion/Action on 2014 Budget and Work Program:** Mr. Tappen highlighted the project activities in each area of the work program. He noted that the Executive Committee has been meeting since June to go over the budget and work program. In the 2014 budget, he noted the deficit of the 2013 budget. Action is being taken to remedy this situation. After some discussion, Mr. Rasmussen moved to approve the 2014 Budget and Work Program, seconded by Mr. Harwick; motion carried.

**Pierce County Revolving Loan Fund Administration Agreement:** Mr. Tappen stated that this agreement was for the purpose of providing services to Pierce County for their Revolving Loan Fund for a short period of time. When approval is received from DOA, Pierce County will join the RBF, Inc. and loans will then be consolidated fully to the RBF, Inc. Motion made by Mr. Jost to approve signing the agreement, seconded by Mr. Engel; motion carried.

**Town of Lake Holcombe DOT TEA Application Preparation Agreement:** Mr. Tappen went over the responsibilities of the Commission and Town and cost of the application preparation. Mr. Johnson moved to approve the agreement; seconded by Mr. Harwick; motion carried.

**Town of Lake Holcombe CDBG PFED Application Preparation Agreement:** Mr. Tappen went over the responsibilities of the Commission and Town and cost of the application preparation. Mr. Rasmussen moved to approve the agreement; seconded by Mr. Walter; motion carried.

**4. Information Items:**

**Director's Report:** Mr. Tappen noted that after 23 years with the Commission, he would be retiring on April 18, 2014. He enjoyed his time with the Commission and thanked the Commissioners for their support. He went over the concerns for the budget and what steps will be taken to alleviate those concerns. A current employee is interested in the position of Executive Director and he explained his transition proposal. He also mentioned that the person hired to take Esther's place had resigned and that the other candidate, Kim Zimmerman, that had been interviewed, has been hired. He further updated Commissioners on current and potential projects of the WCWRPC.

**5. Next Meeting Date:** Due to conflicts on March 13<sup>th</sup>, the next Commission meeting will be Friday, March 14, 2014 in Eau Claire County. Due to conflicts for the Executive Committee, they will be meeting February 6<sup>th</sup> at 11:00 am.

**6. Adjournment:** Mr. Harwick moved to adjourn the meeting, seconded by Mr. Walter; motion carried. The meeting adjourned at 12:05 p.m.

Prepared by: Lisa K. Ruth