

**Minutes of
West Central Wisconsin Regional Planning Commission
10:00 a.m., Friday, March 13, 2015
Farm Table, Amery, WI**

Commissioners Present: Jess Miller, Ken Jost, Travis Turner, Lee McIlquham, Florian Skwierczynski, Mike Goettl; Joe Waichulis, Chuck Rueth, Norman Wesenberg, Richard Creaser, Steve Rasmussen, Kathy Clark, John Frank, Gordy Steinhauer, William Johnson, Warren Nelson, Craig Moriak, Agnes Ring, Larry Weisenbeck

Commissioners Absent: Robert Walter, Travis Schachtner

Staff Present: Lisa Ruth, Levi Wagner

Visitors Present: Dan Draxler, Bremer Bank; Steve Healy, Polk County EDC; Peter Henry, Farm Table; Dana Frey, Polk County Administrator; Jesse Garza, Congressman Duffy's Office; Scott Bolstad, Senator Ron Johnson's Office

1. **Call to Order:** Chair Miller called the meeting to order at 10:00 a.m. He noted that Lynn Nelson could not be here due to illness.

2. **Welcome and Introductions:** After introductions, all visitors gave a brief presentation on their various activities.

3. **Action Items:**

Minutes of January 8, 2015 Commission Meeting: Mr. Rasmussen moved to accept the minutes as distributed; seconded by Mr. Waichulis; motion carried.

Approval of Disbursements: A motion was made by Mr. Rueth to approve the disbursements, seconded by Mr. Turner; motion carried.

Regional Business Fund, Inc. Board Appointment: Mr. Wagner stated that Jim Lahti from Bremer Bank was asked and agreed to be on the RBF, Inc. Board as the WCWRPC representative. Motion made by Mr. Johnson to approve the appointment, seconded by Mr. Waichulis; motion carried.

Contract Extensions: Mr. Wagner and Ms. Ruth noted that all these agreements are yearly extensions of management services to provide for the administration of the following funds:

- TEF Fund Sub-Grant Management Agreement with RBF, Inc.
- EDA Fund Sub-Grant Management Agreement with RBF, Inc.
- Consolidated Fund Management Agreement with RBF, Inc.

Ms. Ring moved to approve the agreements, seconded by Ms. Clark; motion carried.

Resolution 2015-01 Certify EDA Revolving Loan Fund Strategy and Plan: Ms. Ruth explained that this was a yearly certification provided to EDA. Mr. Johnson moved to approve the resolution, seconded by Mr. Goettl; motion carried. Mr. Frank asked that staff contact him on a clarification of the "area's adjustment strategy" mentioned in the resolution.

4. **Staff Report – Levi Wagner, RBF, Inc.:** Mr. Wagner gave a brief summary of loan fund activities for 2014. An annual report should be ready for the May meeting. He noted that the first three months of 2015 have been busy with approximately \$300,000 in loan closures, TEF loan approval, and supporting a loan to the St. Croix Valley Business Incubator. He stated that the RBF, Inc. is also very interested in the revolving loan funding monies mentioned in the Governor's budget.

5. **Director's Report:** Chairperson Miller went over some points forwarded to him by Lynn Nelson. They touched on the audit, 2014 and 2015 budgets, staff reorganization, contacting/meeting with state legislators, and projects/proposals the staff is currently working on.

Ms. Ruth explained that Ms. Nelson's performance evaluation will be April 16th by the Executive Committee. She asked that Commissioners fill out and return the evaluation forms that were distributed earlier. Rating schedule and comments, by Commissioners and staff, will be summarized to assist the Executive Committee in the decision-making process.

Since there was time left, Chairperson Miller asked the Commissioners to give a brief report on activities in their respective counties.

6. **Next Meeting Date:** The next meeting will be May 14, 2015 in Eau Claire County. The Executive Committee will be meeting April 16, 2015.
7. **Adjournment:** Mr. Waichulis made a motion to adjourn the meeting, seconded by Mr. Goettl; motion carried. The meeting adjourned at 12:10 p.m.

Prepared by: Lisa K. Ruth