

**Minutes of  
West Central Wisconsin Regional Planning Commission  
10:00 a.m., Thursday, March 14, 2014  
Banbury Place, 800 Wisconsin Street, Eau Claire, WI**

**Commissioners Present:** Jess Miller, Mike Leisz, Lee McIlquham, Charlie Harwick, Chuch Rueth, Joe Waichulis, Richard Creaser, Steven Rasmussen, Robert Walter, Kathy Clark, John Frank, Gordy Steinhauer, Tom Engel, William Johnson, Warren Nelson, Agnes Ring, Larry Weisenbeck

**Commissioners Absent:** Ken Jost, Bill Koepp, Leigh Darrow, Travis Schachtner

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

**Visitors Present:** Tom McCarty, Eau Claire County Administrator

1. **Call to Order:** Chair Miller called the meeting to order at 10:05 a.m.
2. **Welcome and Introductions:** Mr. McCarty welcomed the Commissioners and gave an update on various developments in the county. It was requested by the Commission that Eau Claire County give an update on a report regarding infrastructure that they are currently working on. Mr. Rasmussen also gave a report on a WCA coalition to a legislative exchange in Madison held in February.
3. **Action Items:**  
**Minutes of January 9, 2014 Commission Meeting:** Mr. Johnson moved to accept the minutes as distributed; seconded by Mr. Harwick; motion carried.  
**Approval of Disbursements:** A motion was made by Mr. Walter to approve the disbursements, seconded by Mr. Waichulis; motion carried. It was requested by Ms. Ring and Mr. Leisz to receive more detailed financial information to have a better understanding of the Commission's budgetary operations.
4. **Motion to go into Closed Session Pursuant to the Provisions of Section 19.85(1) (c) of Wisconsin Statutes to "Consider Employment, Promotion, Compensation and/or Performance Evaluation Data of any Public Employee over Which the Governmental Body has Jurisdiction or Exercises Responsibility":** A motion was made by Mr. Rasmussen, seconded by Mr. Harwick to go into closed session.
5. **Roll Call Vote to be Taken:** Chair Miller called the roll. All members voted in the affirmative.

**Closed Session**

6. **Status of Executive Director Replacement:** Commissioners discussed replacement options.
7. **Conversation with Internal Candidate for Executive Director:** The internal candidate for Executive Director was interviewed by the Commissioners.
8. **Consider Employment, Promotion and/or Terms of Employment for Executive Director:** The Commissioners discussed issues relating to the Executive Director position.
9. **Motion to Return to Open Session:** Ms. Ring moved to return to open session, seconded by Mr. Leisz; motion carried.

**Open Session**

10. **Any Appropriate Motion:** By a vote of 16-1, the position of Executive Director was offered to Lynn Nelson and accepted. By a vote of 15-2, her starting salary will be \$82,000 plus benefits. She will start her duties as Executive Director on April 21, 2014.

**BREAK (Lunch was served)**

**11. Continuation of Action Items**

**Appointment of RBF, Inc. Board At-Large Member:** Mr. Tappen noted that Pierce County has been approved to consolidate with the RBF, Inc. Dan Ostermann has agreed to serve as the at-large member, who previously served on the RBF, Inc. Board of Directors in 2007-2009, so he is familiar with the RBF, Inc. operations. Mr. Johnson moved to approve the appointment, seconded by Ms. Ring; motion carried.

**Town of Somerset Comprehensive Plan Update Agreement:** Mr. Tappen explained that the Town is interested in updating their comprehensive plan and asked the Commission to assist with this endeavor. Motion made by Ms. Ring to approve the agreement, seconded by Mr. Frank; motion carried. Mr. Frank

noted that Mr. Tappen is listed as contact person for the Commission and should be amended to Ms. Nelson.

**Contract Extensions:** Mr. Tappen noted that all these agreements are yearly extensions of management services.

- **TEF Fund Sub-grant Management Agreement with RBF, Inc.:** Mr. Nelson moved to approve the TEF agreement, seconded by Mr. Johnson; motion carried.
- **EDA Fund Sub-Grant Management Agreement with RBF, Inc.:** Mr. Engel moved to approve the EDA agreement, seconded by Mr. Waichulis; motion carried.
- **Consolidated Fund Management Agreement with RBF, Inc.:** Mr. Johnson moved to approve the Consolidated agreement, seconded by Mr. Weisenbeck; motion carried.

**Resolution 2014-03 Certify EDA Revolving Loan Fund Strategy and Plan:** Mr. Tappen explained that this was a yearly certification approving the RLF plan for meeting policies, procedures, and standards as put forth by EDA. Mr. Weisenbeck moved to approve the resolution, seconded by Mr. Harwick; motion carried.

**Resolution 2015-05 Authorizing Regional SRTS TAP Application:** Mr. Tappen noted that this resolution authorized the Commission to submit an application, and if awarded, accept the TAP award and enter into all necessary agreements with DOT for a regional SRTS project. Mr. Johnson moved to approve the resolution, seconded by Mr. Walter; motion carried.

**12. Information Items:**

**Director's Report:** Mr. Tappen thanked the Commissioners for their support. He is optimistic and excited about the future of the Commission and that it is being turned over to a very capable new Executive Director.

**13. Next Meeting Date:** The next meeting will be May 8, 2014 in Dunn County.

**14. Adjournment:** Mr. Waichulis moved to adjourn the meeting, seconded by Mr. Harwick; motion carried. The meeting adjourned at 1:06 p.m.

Prepared by: Lisa K. Ruth