

**Minutes of the  
West Central Wisconsin Regional Planning Commission (WCWRPC) Meeting  
Thursday, July 9, 2020 - 10:00 a.m.  
Zoom Video or Dial-In Meeting**

**Commissioners Present:** Stan Buchanan, Louie Okey, Gary Taxdahl, Dave Eisenhuth, Don Hauser, Lee McMenamain, Peter Kaz, Joe Waichulis, Allen Krause, Steve Rasmussen, Tom Quinn, Diane Morehouse, John Frank, Connie Russell, Dane Zook, Tracy LaBlanc, Joe Demulling, Tom Magnafici, Dan Hansen, Larry Weisenbeck, Judy Achterhof

**Staff Present:** Lynn Nelson, Lisa Ruth, Landon Profaizer, Kim Zimmerman

**Visitors Present:** April Anderson, CliftonLarsenAllen

1. **Call to Order:** The meeting was called to order at 10:03 a.m. by Chair John Frank. Landon Profaizer reviewed zoom operating tips. Roll call attendance was taken.
2. **Welcome and Introduction of Commissioners and Guests:** Chair Frank introduced the Commission's newest board member, Tom Magnafici, who was unable to attend the May meeting.
3. **Review and Approve Minutes of May 28, 2020 Commission Meeting:** Ms. Morehouse moved to approve the minutes as distributed, seconded by Mr. Taxdahl; motion carried.
4. **Review and Approve Disbursements:** A motion was made by Ms. LaBlanc to approve the disbursements with the additions noted and explained by Ms. Nelson, seconded by Mr. Rasmussen; motion carried.
5. **Presentation of 2019 Audit:** April Anderson from CliftonLarsenAllen went over the 2019 Audit Report Notations summary. Items included were the Auditors' Report (Opinion), General Fund, and Long-Term Obligations. Ms. Anderson fielded numerous questions from Commissioners. It was noted that the draft version that was sent to Commissioners contained an error on page 30 regarding the column "Variance with Final Budget". It was asked if the Commission should have a policy in place regarding fund balances. This item will be discussed at the next Executive Committee meeting. Mr. Rasmussen moved to approve the 2019 audit with the change noted on page 30, seconded by Mr. Okey; motion carried.
6. **2021 Preliminary Budget Review:** Ms. Nelson went over three presented options for the 2021 budget. It was noted the Executive Committee approved Option 3 but wanted to get feedback from the full Commission. Discussion followed regarding funding and other monies that may be available. Ms. Nelson stated that the budget should be firmer by the September meeting when the preliminary budget will be approved.
7. **Resolution Amending WCWRPC Flexible Benefit Plan:** As per IRS notices, the WCWRPC is proposing to amend the organization's flexible benefit plan. Mr. Buchanan moved to approve the resolution, seconded by Ms. Morehouse; motion carried.
8. **Economic Development Administration (EDA) Comprehensive Economic Development Strategy (CEDS) Survey:** WCWRPC is updating its five-year EDA CEDS. Staff are looking for input from Commissioners via a survey included in their meeting materials. They were asked to complete the survey and return it to WCWRPC offices.
9. **Director's Report:** Ms. Nelson highlighted project, budget, and staffing activities. The newly printed Annual Report was included in their meeting packets.

10. **Next Executive Committee Meeting Date:** To be determined
11. **Next Commission Meeting Date:** Thursday, September 10, 2020 – Location to be determined.
10. **Adjournment:** Mr. Okey moved to adjourn, seconded by Ms. Achterhof; motion carried. Meeting adjourned at 11:50 a.m.

Prepared by: Lisa K. Ruth