**Minutes of the Meeting of the**

**West Central Wisconsin Regional Planning Commission (WCWRPC)**

**Thursday, September 12, 2024; 10:00 a.m.
Clark County Highway Department**

**511 W South St, Loyal, WI 54446**

**Commissioners Present:** Louie Okey, George Rohmeyer, Joe Waichulis, Steve Rasmussen, John Frank, Chuck Hull, Peter Kaz, Patti Anderson, Chuck Rueth, Carl Vandermeulen, Loralee Clark, Paul Berning, Keith Karpenski, Sharon Kelly, Joel Seidlitz, Ryan Sicard

**Commissioners Absent:** Dan Hansen, Diane Morehouse, Dane Zook, Terry Hauer, Craig Fowler

**Staff Present:** Scott Allen, Erin Whyte

1. **Call to Order –** John Frank called the meeting to order at 10:02 a.m.
2. **Welcome and Introductions –** Frank welcomed the commissioners and roll call was called by WCWRPC office manager Erin Whyte. Commissioner Kaz introduced guest Sheila Nyberg, Executive Director at Clark County Economic Development Corporation. Nyberg welcomed us to Clark County and gave a brief update on new happenings in Clark County.
3. **Review and Approve Minutes of July 11, 2024, Commission Meeting –** Motion to approve the minutes of the July 11, 2024, Commission Meeting by Rueth, seconded by Kaz; motion carried.
4. **Review and Approve Disbursements –** Executive Director Allen noted charges for Miovision related to the MPO’s new traffic camera, of which these are “pass through” charges; Allen also noted employee mileage reimbursement related to the temporary loss of a Commission vehicle due to a hit-and-run driver. Motion to approve the disbursements by Okey, seconded by Kaz; motion carried.
5. **2025 Preliminary Budget Review –** Chair Frank appointed WCWRPC Director Allen to review the handout of the 2025 budget; items on the budget mentioned by Allen were insurance expenses, sick leave payouts for former employees, dues and subscriptions (IMPLAN), office rent and remodel, capital purchase (car), and employee vacation purchases. Motion to approve the 2025 preliminary budget by Rueth, seconded by Sicard; motion carried.
6. **Affirm Adoption of 2025 Rural Transportation Work Program through the Approval of the 2025 Preliminary Budget –** Director Allen gave a brief description of the background on this agreement by stating that this required to adopt every year and is typically done through process of adopting the preliminary budget. The agreement will be used for transportation related projects and associated work is for the seven- county region, the tasks include working on different projects with communities, counties State of Wisconsin, Federal government, and other regional partners. Motion to affirm the adoption of the 2025 Rural Transportation Work Program by Sicard, seconded by Waichulis; motion carried.

**BREAK** @ 10:50 am to 11:00 am as called by Chair Frank. At the conclusion of the break, Secretary/Treasurer Waichulis introduced Clark County Board Chair Tom Wilcox who welcomed the Commission to the new Highway Department facility.

1. **Dunn County Comprehensive Plan Update Agreement –** Director Allen gave a brief explanation of the agreement, including the need and request from Dunn County for an updated comprehensive Plan, including the Dunn County Farmland Preservation Plan. There was a brief discussion on the cost for the plan. Motion to approve by Anderson, seconded by Rassmussen; motion carried.
2. **Chippewa County Comprehensive Plan Update Agreement –** Allen explained that this agreement is similar to the Dunn County agreement as it is a request to update the Chippewa County Comprehensive Plan, including the Chippewa County Farmland Preservation Plan. Motion to approve by Okey, seconded by Kaz; motion carried.
3. **Approval of Agreements with Mississippi River Regional Planning Commission (MRRPC) and Bluebird Consulting to Provide Services on behalf of the U.S. Department of Agriculture (USDA) Rural Business Development Grant (RBDG) to Complete a Regional Outdoor Recreation Plan –** Allen presented in detail these agreements and their purposes, including referencing the Bluebird Consulting and MRRPC agreements with WCWRPC for USDA funding. Allen explained that this is for RBDG funds to complete a regional outdoor recreation plan and includes four counties within the WCWRPC region and four within MRRPC. The two agreements allow MRRPC and Bluebird Consulting to operate as sub-contractors to be compensated by the RBDG award funds through WCWRPC. Motion to approve by Sicard, seconded by Seidlitz; motion carried.
4. **Approval of Agreement with the Wisconsin Department of Natural Resources (WDNR) for the Funding of Updated Urban Sewer Service Area (SSA) Plans for Hudson and Menomonie –** Allen explained that a comprehensive update is needed for both Menomonie and Hudson SSA plans and that the WDNR will provide consultation and ultimate review and approval. A project proposal and scope of work was presented as a handout to the Commission to review. Motion to approve by Sicard, seconded by Rasmussen; motion carried.
5. **Technology Enterprise Fund (TEF) Manual Revision –** Allen explained TEF is a revolving loan fund for Regional Business Fund, Inc. (RBF), and funds are not being used currently, nor have they been in the past much at all. A plan was presented to use TEF as match funds so that RBF can utilize EDA funds. A change to the manual is necessary so that these funds can be utilized in this fashion. RBF Board of Directors recommended approval of the change at their meeting of September 11, 2024. Motion by Sicard, seconded by Karpenski; motion carried.
6. **Director’s Report –** Allenprovided an update on project, budget, and staffing activities including housing studies, USDA grant approval, staff’s internal strategic plan, and office remodel.
7. **Any Other Business or Updates –** No other business or updates were offered.
8. **Next Commission Meeting Date –** Thursday, November 14, 2024; 10:00 a.m. at Banbury Place, Eau Claire Conference Room in Eau Claire
9. **Next Executive Committee Meeting Date –** Thursday, October 10, 2024; 10:00 a.m. at Banbury Place, Eau Claire
10. **Adjournment** @12:02 p.m. by Chair Frank was requested, first a motion to adjourn was made by

 Waichulis, seconded by Berning. Meeting adjourned.

Prepared by Erin Whyte