

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Thursday, June 13, 2024; 10:00 a.m.**

Commissioners Present: Louie Okey, George Rohmeyer, John Frank, Steve Rasmussen, Ryan Sicard, Sharon Kelly, Joe Waichulis

Commissioners Absent: None

Staff Present: Scott Allen, Erin Whyte, Kim Zimmerman

1. **Call to Order:** Chair Frank called the meeting to order at 10:00 a.m.
2. **Review and Approve Minutes of April 11, 2024, Executive Meeting-** A motion to approve the April 11, 2024, minutes was made by Rasmussen, seconded by Okey; motion carried.
3. **2025 Preliminary Budget Review-** Chair Frank and Executive Director Allen reviewed the budget with the committee. The committee provided feedback for the 2025 preliminary budget. One topic that was brought forward was the need for a new vehicle for staff use; the 2012 Ford Fusion is the oldest in the fleet and has recent troubles. Discussion also occurred regarding computer hardware costs, professional memberships and credentials, and health insurance. The decision to provide multiple budget options at the July Commission meeting was suggested and the discussion to be continued at the next meeting.
4. **Review of Minimum Dollar Amount in Reserve Account-** Allen explained that in the past the minimum dollar amount in a reserve account (fund balance) was to be maintained at a minimum sufficient to cover five months of expenses for WCWRPC. The committee decided that the status of the reserve would be reviewed during the formulation of the annual budget. The current status of the reserve will be checked at the August Executive Committee meeting. A motion was made by Okey to maintain the current five month reserve policy, seconded by Waichulis; motion carried.
5. **Update to WCWRPC Employee Handbook to Modify Holidays-** Executive Director Allen shared with the committee that the staff have reviewed the possibility of removing the half-day "Spring Holiday" (a/k/a Good Friday) and replacing it with the full day after Thanksgiving (a/k/a Black Friday). A motion to pass the switch of the holidays effective immediately was made by Okey, seconded by Sicard; motion carried. Chair Frank voted nay.
6. **Review and Consideration of a Deputy Director Position Description-** Allen explained that at the meeting in February, it was requested to review and discuss the possibility of adding a Deputy Director role to the WCWRPC staff. Following discussion at the April meeting, Executive Director Allen was directed to provide sample job descriptions to consider; he presented them to the committee to review at this time. A discussion of the hiring process was discussed among the group, and it was decided to post an internal job first and have the committee assist in the process of hiring, with Executive Director Allen to provide a recommendation at the August meeting. A motion to add a "Senior Planner/Deputy Director" (option 1) position description was made by Sicard, seconded by Kelly; motion carried.
7. **Purchase of Bicycle Racks for WCWRPC Safe Routes to School-** The WCWRPC Safe Routes to School (SRTS) program is seeking approval for purchase bike racks for Chippewa Falls Area unified School District and the Eau Claire area School District. Because the purchase

exceeds \$5000.00 (Total \$6,523.26), commission approval is required. A motion to approve the purchase of the bike racks was made by Rasmussen, seconded by Kelly; motion carried.

8. **Any Other Business or Updates:** Executive Director Allen, presented some handouts that had goals listed out that he reviewed. The lease renewal for the WCWRPC office and final construction updates were discussed as well.
9. **Next Commission Meeting Date:** Thursday July 11, 2024; Barron County, Turtleback Golf Course in Rice Lake, WI
10. **Next Executive Committee Meeting Date:** Thursday, August 8, 2024; Banbury place, Suite H, Eau Claire, WI
11. **Motion to Adjourn:** The meeting was adjourned at 12:15 p.m.

Prepared by Erin Whyte