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## Public Meeting Notice

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

Banbury Place, 800 Wisconsin Street, Building D, 4<sup>th</sup> Floor, Suite 405 H  
Eau Claire, Wisconsin 54703  
(Down the Hall from the WCWRPC Offices)

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### Agenda

1. **Call to Order** – Chair John Frank
2. **Review and Approve Minutes of April 11, 2024, Executive Committee Meeting** – Frank
3. **2025 Preliminary Budget Review** – Executive Director Scott Allen/Frank  
*Background:* 2025 preliminary budget information will be reviewed and discussed.  
*Potential Action:* Review and provide feedback on the 2025 preliminary budget.
4. **Review of Minimum Dollar Amount in Reserve Account** – Allen/Frank  
*Background:* At the May 23, 2024, Commission meeting, discussion took place regarding the minimum dollar amount to be maintained in the WCWRPC Reserve Account. The matter was last discussed by the Commission in July and September 2020, at which time the Commission approved the Reserve Account to be maintained at a minimum sufficient to cover five months of expenses for the WCWRPC.  
*Potential Action:* Review and recommend a revised minimum amount to be maintained in the WCWRPC Reserve Account.
5. **Update to WCWRPC Employee Handbook to Modify Holidays** – Allen/Frank  
*Background:* In conjunction with recent remote work changes to the Employee Handbook, 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). As noted in the previous agenda item, budget implications are fairly minimal for this half-day holiday “addition.” Employees currently receive pay for 7.5 designated holidays and three personal holidays per year.  
*Potential Action:* Review and potentially approve a modification to the Employee Handbook to modify Holidays.

6. **Review and Consideration of a Deputy Director Position Description – Allen/Frank**  
*Background:* At the Executive Committee meeting of February 8, 2024, it was requested to review and discuss the possibility of adding a Deputy Director role to WCWRPC staff. This could take the form of an incidental, temporary designation (e.g., in the case of the Executive Director’s absence), or as a new title and job description (e.g., a full-time, ongoing role). Of the 9 RPCs in Wisconsin, 5 have a full-time Deputy Director or Assistant Director position: Bay Lake; East Central; North West; South East; and South West. At the Executive Committee meeting of April 11, 2024, Executive Director Allen was directed to provide draft job descriptions for consideration and will present that information for discussion, review, and potential action.  
*Potential Action:* Review and approve any position description(s) modifications; or provide input and guidance for future action.
  
7. **Purchase of Bicycle Racks for WCWRPC Safe Routes To School – Frank/Allen**  
*Background:* The WCWRPC Safe Routes to School (SRTS) is seeking approval for purchasing bike racks for the Chippewa Falls Area Unified School District and the Eau Claire Area School District. In the past few years, bike rack audits have been completed by WCWRPC staff. These audits assess the needs of the conditions at each school in the districts and identify how many bike racks are needed. After these assessments, each district was interested in updating its current bike rack stock. Bike racks for the School District of Altoona were purchased this last spring and will be delivered in the next coming weeks. Because the purchase exceeds \$5,000, Commission approval is required. (Costs for Chippewa and Eau Claire districts total \$6,523.26.)  
*Potential Action:* Review and approve the purchase.
  
8. **Any Other Business or Updates – Allen/Frank**
  
9. **Next Commission Meeting Date – Thursday, July 11, 2024 – Barron County,**  
Location TBD
  
10. **Next Executive Committee Meeting Date – Thursday, August 8, 2024 – Location**  
TBD
  
11. **Adjournment**