**Minutes of the Meeting of the**

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

**Friday, March 14, 2025; 10:00 a.m.
Dunn County Government Center**

**3001 Highway 12 East, Menomonie, WI**

**Commissioners Present:** George Rohmeyer, Joe Waichulis, John Frank, Peter Kaz, Patti Anderson, Paul Berning, Keith Karpenski, Sharon Kelly, Diane Morehouse, Dane Zook, Craig Fowler, Chuck Rueth (remote), Loralee Clark, Ryan Sicard, Adam Accola

**Commissioners Absent:** Louie Okey,Carl Vandermeulen, Joel Seidlitz, Dan Hansen, Terry Hauer, Chuck Hull

**Staff Present:** Scott Allen, Erin Whyte, Craig Johnson, Tobi LeMahieu

1. **Call to Order –** Chair John Frank called the meeting to order at 10:00 a.m.
2. **Welcome and Introductions –** Frank welcomed the Commissioners; Frank requested that roll call was called by WCWRPC Office Manager Erin Whyte; quorum was present for the purposes of doing business. Chair Frank and Morehouse then introduced the new commission member for Dunn County, Adam Accola.
3. **Review and Approve Minutes of January 9, 2025, Commission Meeting –** Motion to approve the minutes of the January 9, 2025, Commission Meeting was made by Morehouse, seconded by Fowler; motion carried.
4. **Review and Approve Disbursements –** Chair Frank asked if the Commission had any questions on the disbursements after review and if Executive Director Scott Allen had anything to discuss that was out of the ordinary on the budget. Allen explained that there is an audit charge and Safe Routes to School Bike prop on the disbursements. A motion to approve the disbursements was made by Morehouse, seconded by Karpenski; motion carried.
5. **Resolution Recognizing Outgoing Commission Member—**Chair Frankread the resolution for Steve Rasmussen to thank him for his 15 years of service. The resolution was reviewed and approved. A motion was made by Chair Frank to approve, seconded by Sicard; motion carried. Rasmussen thanked the Commission and left the meeting at this time.
6. **Contract Extensions for Business Loan Funds –** Allen introduced Regional Business Fund Manager Tobi LeMahieu. She gave an explanation of the agreements to be reviewed and approved separately. These are the annual extensions of management service arrangements to provide for the administration of the listed business loan funds since 2007. Sicard inquired about the history of the consolidation process. LeMahieu shared that background and also responded to a question about the overall delinquency rate, which is only around one percent. The separate agreements are as follows:
* **Economic Development Administration (EDA) Revolving Loan Fund Sub-Grant and Management Agreement** with the Regional Business Fund, Inc. (ongoing since 1995) - Motion to approve by Morehouse, seconded by Clark; motion carried.
* **Technology Enterprise Fund (TEF) Loan Fund Sub-Grant and Management Agreement** with the Regional Business Fund, Inc. (ongoing since 2006) – Motion to approve by Berning, seconded by Anderson; motion carried.
* **Consolidated Loan Fund Management Agreement** with the Regional Business Fund, Inc. (ongoing since 2007) - Motion to approve by Kelly, seconded by Berning; motion carried.
* **EDA CARES Revolving Loan Fund Sub-Grant and Management Agreement** with the

Motion to approve by Zook, seconded by Morehouse; motion carried.

1. **Resolution 2025-3 Certifying Economic Development Administration (EDA) CARES ACT Recovery Assistance Revolving Loan Fund Plan –** LeMahieu introduced the resolution, explaining that it is an annually submitted EDA certified CARES ACT recovery assistance Revolving Loan Fund Plan, and it is consistent with and is supportive of the region and its economy. A motion to approve was made by Rueth and seconded by Fowler; motion carried.

**BREAK**@ 10:45 am to 10:55 am as called by Chair Frank.

1. **Annual Levy for 2026 Calendar Year –** Allen reviewed the handout that everyone received in the packet with the options for the 2026 Levy increase and he explained that the Executive Committee recommended a 3% increase. A discussion was held about the increase, taking into consideration the cost of living, federal grants, and economic issues. A motion to approve Option 4, 3% increase on the 2026 levy was made by Karpenski, seconded by Berning; motion carried.
2. **Director’s Report –** Allenprovided an update on project, budget, and staffing activities including an update on the RBF audit which is completed and the RPC audit coming up the end of March. An update on the Balance Sheet, outstanding payments for 2023-2024, and profit/loss correction on the staff auto expenses that was made.
3. **Any Other Business or Updates –** Allen reminded the Commissioner that he will be on vacation next week, with Deputy Director Badtke serving in his absence.
4. **Next Proposed Commission Meeting Date –** Thursday, May 8, 2025 – Banbury Place, Eau Claire
5. **Next Tentative Executive Committee Meeting Date –** Thursday, April 10, 2025; 10:00 a.m. at Banbury Place, Eau Claire
6. **Adjournment** at 11:35 a.m. by Chair Frank was requested, and a motion to adjourn was made by

 Morehouse, seconded by Kaz; meeting adjourned.

At the conclusion of the meeting, the Commission convened on the capacity of the 2025 Comprehensive Economic Development Strategy (CEDS) Committee for the purposes of reviewing and discussing draft goals for the 2025 CEDS.

Prepared by Erin Whyte