

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Thursday, April 13, 2023; 10:00 a.m.
Banbury Place, Building D, 4th Floor, Suite 405H**

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

Commissioners Absent: Ryan Sicard

Staff Present: Lynn Nelson, Lisa Ruth, Chris Straight

1. **Call to Order:** Chair Okey called the meeting to order at 10:01 a.m.
2. **Review and Approve Executive Committee Minutes of March 23, 2023:** A motion was made by Mr. Rasmussen to approve the March 23, 2023 Executive Committee meeting minutes as presented, seconded by Mr. Frank; motion carried.
3. **Discussion on WCWRPC's Regional Role in Sewer Service Area Plans and Administration:**
Mr. Straight went over the roles that the WCWRPC/Metropolitan Planning Organization (MPO) play when assisting with the functions of the Sewer Service Area (SSA). He summarized the purpose of the SSA.

The WCWRPC has been involved in the creation of SSA plans and updates, plus administrative functions which include 208 reviews, amendments, tracking/outreach, advocating for updated plans, and general information dissemination. Much discussion followed regarding designated/non-designated status, the role of the WCWRPC, and the designation of new sewer service areas in the region. Motion made by Mr. Rohmeyer that WCWRPC continue to provide sewer service area planning support within the region as resources allow and to phase-out any WCWRPC administrative role by the time the anticipated update of the *Chippewa Falls-Eau Claire Urban Sewer Service Area Plan* is completed, seconded by Mr. Waichulis; motion carried.
4. **Approval of Agreement with the Town of Anson for Assistance with Community Survey Services:**
The Town of Anson is updating their comprehensive plan and is requesting WCRPC assistance with the preparation and analysis of a community survey. Mr. Rasmussen moved to approve the agreement, seconded by Mr. Kelly; motion carried.
5. **Approval of Lending Specialist Candidate:** Ms. Nelson noted that there is no candidate at this time.
6. **Review Staff Salary Schedule:** This topic has been discussed between Ms. Nelson, Chair Okey, and Vice-Chair Frank. Mr. Frank noted that the top annual salary hadn't changed for many positions. After review and discussion, the following changes were proposed as the maximum 2023 salary by position categories: Office Manager \$52,500; Finance Manager \$72,500; Assistant Planner \$62,500, Associate Planner \$75,000; Senior Planner \$95,000, and Executive Director \$120,000. Mr. Frank moved to approve the increase in top annual salaries effective immediately (according to salary schedules/annual staff reviews), seconded by Mr. Waichulis; motion carried.
7. **Motion to go into Closed Session:** Pursuant to the Provisions of Section 19.85(1)(c) of Wisconsin Statutes to "Consider Employment, Promotion, Compensation or Performance Evaluation Data of Any Public Employee over Which the Governmental Body has Jurisdiction or Exercises Responsibility" and "Pursuant to the Provisions of Sections 19.85(1) (e) and (g) of Wisconsin Statutes to review loan applications, negotiate the terms for investment of public funds, and confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved". Ms. Kelly moved to go into closed session, seconded by Mr. Rasmussen; motion carried.
8. **Roll Call Vote to be Taken:** A roll call vote was taken; all Commissioners present voted in the affirmative.

Closed Session

9. **Executive Director Performance Evaluation:** The Executive Director evaluation was discussed.

Open Session

10. **Any Appropriate Motion/Action:** Motion by Waichulis to approve a \$10,000 bonus, effective immediately, for Ms. Nelson, seconded by Mr. Rasmussen; motion carried. The Commissioners thanked Ms. Nelson for her services to the Commission.
11. **Any Other Business or Updates:** There was no other business.
12. **Next Executive Committee Meeting Date:** Thursday, June 8, 2023 unless staff hiring approvals are needed prior.
13. **Next Commission Meeting Date:** Thursday, May 11, 2023; 10:00 a.m. at Banbury Place, Eau Claire.
14. **Motion to Adjourn:** The meeting was adjourned at 12:04 p.m.

Prepared by Lisa Ruth