

**Minutes of the Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Thursday, January 9, 2025; 10:00 a.m.
Eau Claire Conference Room
Third Floor of Building D, Banbury Place
Eau Claire, WI**

Commissioners Present: Louie Okey, George Rohmeyer, Joe Waichulis, Steve Rasmussen, John Frank, Chuck Hull, Peter Kaz, Patti Anderson, Carl Vandermeulen, Paul Berning, Keith Karpenski, Sharon Kelly, Joel Seidlitz, Dan Hansen, Diane Morehouse, Dane Zook, Terry Hauer, Craig Fowler

Commissioners Absent: Chuck Rueth, Lorelee Clark, Ryan Sicard

Staff Present: Scott Allen, Erin Whyte, Eric Anderson, Chris Straight, Tobi LeMahieu

1. **Call to Order** – 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.
3. **Review and Approve Minutes of November 14, 2024, Commission Meeting** – Motion to approve the minutes of the November 14, 2024, Commission Meeting was made by Karpenski, seconded by Morehouse; motion carried.
4. **Review and Approve Disbursements** – Chair Frank asked if the Commission had any questions on the Disbursements after review; no questions were asked. A motion to approve the disbursements was made by Rasmussen, seconded by Anderson; motion carried.
5. **Discussion/Approval of 2025 Work Program and Budget**— Executive Director Allen brought forth the Work Program handout that all Commissioners received for review. He made note of the edits to the budget since the commission reviewed and approved the budget in September, such as the reduction in expected vacation purchases by employees, levy amounts per work program category, new vehicles, sick leave for the retirees, and also additional travel expenses coming up. A motion was to approve was made by Morehouse, seconded by Okey; motion carried.
6. **Approval of Agreement with Polk County for the Provision of Annual Services for Calendar Year 2025** – Allen gave a brief description, stating that Polk County has requested all external service providers who receive annual funding, such as WCWRPC through the annual levy assessment, to formalize this arrangement through a cooperative agreement or memorandum of understanding. State Statutes still dictate such a financial arrangement, and that is acknowledged in the Polk County agreement. Polk County's agreement also requests annual updates, audit information, and certificate of insurance. These items have been annually provided, and the proposed agreement formalizes this. Motion to approve the Polk County Agreement was made by Kelly seconded by Fowler; motion carried.
7. **Chippewa County Natural Hazard Mitigation Plan Update Agreement** – Allen introduced this agreement and introduced staff member and Senior Planner Chris Straight, who is the primary planner for the Hazard Mitigation plans. Allen stated that Chippewa County is requesting assistance in updating the Chippewa County Natural Hazard Mitigation Plan. Work activities to be completed will comply with requirements identified in the regulation checklist of the FEMA Local Mitigation Plan Review Tool and will assist the county in maintaining FEMA mitigation grant eligibility. Straight spoke to the difference in the agreement in that it is focused on natural hazards and different from the other Hazard Mitigation

plans that may include public health vulnerability assessments and references to terrorism and cybersecurity attacks. He answered questions that the Commissioners presented, including what is to be part of the Hazard Mitigation plans, what is offered in other areas for floods, storms, and intensive fire protection. A motion to approve was made by Hull and seconded by Seidlitz; motion carried.

8. **Clark County Multi-Hazard Mitigation Plan Update Agreement** – Allen explained that this agreement and how Clark County is requesting assistance in updating the Clark County Multi-Hazard Mitigation Plan. Work activities to be completed will comply with requirements identified in the regulation checklist of the FEMA Local Mitigation Plan Review Tool and will assist the county in maintaining FEMA mitigation grant eligibility. Motion to approve was made by Kaz, seconded by Berning; motion carried.
9. **Dunn County Multi-Hazard Mitigation Plan Update Agreement** – Allen introduced the agreement; Dunn County is requesting assistance in updating the Dunn County Multi-Hazard Mitigation Plan. Work activities to be completed will comply with requirements identified in the regulation checklist of the FEMA Local Mitigation Plan Review Tool and will assist the county in maintaining FEMA mitigation grant eligibility. Motion to approve was made by Morehouse, seconded by Berning; motion approved.
10. **Authorize WCWRPC Staff to Complete an Agreement with the Wisconsin Economic Development Corporation (WEDC) for a Capital Catalyst Program Grant Award for the Establishment of a Revolving Loan Fund to be Administered by the Regional Business Fund, Inc. Dunn County Multi-Hazard Mitigation Plan Update Agreement** – Allen introduced the agreement and introduced Fund Manager Tobi LeMahieu to present on the agreement and answer questions. The background for this agreement states that in response to recent hospital and clinic closures in the region, WCWRPC applied for and received a \$250,000 Capital Catalyst grant from the WEDC program to establish a business Revolving Loan Fund (RLF). The funds will be sub-granted to the Regional Business Fund, Inc. (RBF) to administer the RLF. The WEDC program requires a 1:1 match. In anticipation of the grant award, on October 9, 2024, the RBF authorized \$250,000 from the Technology Enterprise Fund (TEF) for use as the required matching funds to capitalize the new \$500,000 RLF. Following the close-out of the grant award, WCWRPC commits to continuing the use of the revolving fund for purposes of administering an RLF. LeMahieu answered all questions and concerns regarding the approval of the agreement and what it entails. Motion to authorize the WCWRPC staff to complete an agreement with WEDC was made by Berning, seconded by Kaz; motion approved.
11. **Approval of a Sub-Grant and Management Agreement with the Regional Business Fund, Inc. (RBF) for the Wisconsin Economic Development Corporation (EDC) Capital Catalyst Program Grant Award Dunn County Multi-Hazard Mitigation Plan Update Agreement** – Allen introduced the agreement and LeMahieu further explained the agreement. The background to this agreement states that WCWRPC applied for and received a \$250,000 Capital Catalyst grant from the WEDC program to establish a new business Revolving Loan Fund (RLF). The funds will be sub-granted to the RBF to administer the RLF, which this agreement codifies. Motion to approve was made by Rasmussen, seconded by Waichulis; motion carried.

BREAK @ 11:10 am to 11:20 am as called by Chair Frank.

12. **Resolution Approving the Capital Catalyst Revolving Loan Fund (RLF) Manual-** Allen introduced the resolution, giving details into the background, as noted, WCWRPC applied for and received a

\$250,000 Capital Catalyst grant from the WEDC program to establish a new business RLF. The funds are sub-granted to the Regional Business Fund, Inc. (RBF) to administer the RLF, and the RBF will manage the RLF under the guidance of a formal manual, which this resolution codifies. Motion to approve the resolution was made by Morehouse, seconded by Kaz; motion carried.

13. **Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Update** – Allen introduced Senior Planner/MPO Director Eric Anderson to present on the MPO updates and to go through the handout of the Chippewa-Eau Claire Metropolitan Planning Organization 2024 Summary Report. Anderson went through the summary, highlighting important updates and answered questions.
14. **Director's Report** – Allen provided an update on project, budget, and staffing activities including RBF updates on loans and financials and CEDs plan and updates handout.
15. **Any Other Business or Updates** – Allen reminded the Commissioners of the open house in the RPC office to show the new remodel and to provide a chance to meet with staff and taste treats from around the region.
16. **Next Proposed Commission Meeting Date** – FRIDAY, March 14, 2025 - Location TBD
17. **Next Tentative Executive Committee Meeting Date** – Thursday, February 13, 2025; 10:00 a.m. at Banbury Place, Eau Claire
18. **Adjournment** @12:04 p.m. by Chair Frank was requested, and a motion to adjourn was made by Berning, seconded by Kaz; meeting adjourned.

Prepared by Erin Whyte