

**Minutes of the Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Thursday, March 19, 2026; 10:00 a.m.
Chippewa County Highway Shop, 801 E. Grand Ave.
Chippewa Falls, WI**

Commissioners' Present: John Frank, Joe Waichulis, George Rohmeyer, Paul Berning, Sharon Kelly, Lorelee Clark, Craig Fowler, Keith Karpenski, Adam Accola, Louie Okey, Patti Anderson, Dan Hansen, Joel Seidlitz, Diane Morehouse, Dane Zook, Chuck Hull, Peter Kaz

Commissioners Absent: Terry Hauer, Ryan Sicard, Chuck Rueth

Staff Present: Scott Allen, Landon Profaizer, Tobi LeMahieu, Eric Anderson

1. **Call to Order** – Chair Frank called the meeting to order at 10:00 a.m.
2. **Welcome and Introductions** – Frank welcomed the Commissioners and requested Executive Director Allen call the roll; quorum was present for the purpose of doing business.
3. **Review and Approve Minutes of January 8, 2026, Commission Meeting** – Motion to approve the minutes of the January 8, 2026, Commission meeting was made by Waichulis, seconded by Kaz; motion carried.
4. **Review and Approve Disbursements** – Executive Director Scott Allen gave a report on the disbursements and any unique expenses such as annual subscriptions and reimbursements. Motion to approve disbursements was made by Okey, seconded by Rohmeyer; motion carried.
5. **Contract Extensions for Business Loan Funds** – Regional Business Fund (RBF) Manager LeMahieu provided background information on five annual extensions of management service agreements. Must be acted on separately by the Commission.
 - a. Economic Development Administration (EDA) Revolving Loan Fund Sub-Grant and Management Agreement with the Regional Business Fund, Inc. (ongoing since 1995). Program information provided by LeMahieu. Question if any recipients are close to write-off. LeMahieu noted none for this program. Motion to approve the management agreement of the fund made by Morehouse, seconded by Kaz; motion carried.
 - b. Technology Enterprise Fund (TEF) Loan Fund Sub-Grant and Management Agreement with the Regional Business Fund, Inc. (ongoing since 2006). Program information provided by LeMahieu. Question from Accola regarding previous program recipients. LeMahieu will identify and provide this information following the meeting. Motion to approve the management agreement of the fund made by Fowler, seconded by Accola; motion carried.
 - c. Consolidated Loan Fund Management Agreement with the Regional Business Fund, Inc. (ongoing since 2007). Program information provided by LeMahieu, with an additional brief history by Chair Frank. Motion to approve the management agreement of the fund made by Kaz, seconded by Seidlitz; motion carried.
 - d. EDA CARES Revolving Loan Fund Sub-Grant and Management Agreement with the Regional Business Fund, Inc. (ongoing since 2020). Program information provided by LeMahieu. Motion to approve the management agreement of the fund made by Waichulis, seconded by Okey; motion carried.
 - e. Wisconsin Economic Development Corporation (WEDC) Capital Catalyst Revolving Loan Fund Sub-Grant and Management Agreement with the Regional Business Fund, Inc. (ongoing since

2025). Program information provided by LeMahieu. Motion to approve the management agreement of the fund made by Seidlitz, seconded by Hull; motion carried.

6. **Resolution 2026-01 Certifying Economic Development Administration (EDA) CARES ACT Recovery Assistance Revolving Loan Fund Plan** – LeMahieu provided information regarding the loan fund plan that must be submitted annually to EDA. Plan goals updated to reflect Comprehensive Economic Development Strategy (CEDS) updated in 2025 and adopted by the Commission. Ensures consistency of economic development efforts and goals throughout the region. Note from Accola to update the UW-Stout Discovery Center with new name. Question from Hansen about how RBF markets and provides information regarding funding programs. LeMahieu noted several methods used to share information including: newsletters, EDC events, conferences, speaking engagements or trainings, and word-of-mouth from banking institutions, other business owners, and small business development centers. Motion to approve Resolution 2026-01 made by Hansen, seconded by Seidlitz; motion carried.
7. **WCWRPC Appointment to the Regional Business Fund, Inc. (RBF) Board of Directors** – New appointment (or reappointment) needed from WCWRPC to the RBF Board of Directors. The Executive Committee recommends reappointment of Dan Lytle for one final term. Motion made by Waichulis to reappoint Dan Lytle to final term of RBF Board of Directors as a representative of WCWRPC, seconded by Accola; motion carried.
8. **Approval of Agreement between the Village of Almena and WCWRPC** – Village requesting administrative assistance from WCWRPC regarding a recently funded FEMA Hazard Mitigation Grant Program grant for a community safe room project in the Village of Almena. Question from Kelly on the total grant amount and project cost. Allen offered to investigate further. Question from Clark regarding the safe room capacity and population served. Profaizer and others referenced similar projects and the use of a neighborhood radius as use coverage. Motion by Rohmeyer to approve the agreement between the Village of Almena and WCWRPC for project administration services, seconded by Okey; motion carried.
9. **Annual Levy for 2027 Calendar Year** – Options presented and discussed regarding the 2027 levy and recommendation of the Executive Committee for a 3% increase. Other options offered for discussion included 4% (Zook) and 5% (Hansen). Motion made by Karpenski to approve the recommendation made by the Executive Committee for a 3% levy increase in 2027, seconded by Berning; motion carried.

10 MINUTE MEETING RECESS – 11:10am to 11:20am

10. **Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Update** – Anderson presented highlights of recently completed plans including the 2055 Long Range Transportation Plan (LRTP) and the 2025 MPO Summary Report. Poster of LRTP summary information was also shared with printed copies provided to meeting attendees.
11. **Director's Report** – Allen provided an update on project, budget, and staffing activities. Also noted the upcoming 55th birthday of WCWRPC on March 22nd.
12. **Any Other Business or Updates** – Frank shared the Executive Director evaluation form and noted March 31st due date for mailing completed evaluations. Commissioners asked to fill out and return

using the self-addressed envelopes as soon as possible. Frank and Waichulis will tabulate results and share with the Executive Committee at the April meeting.

13. **Next Commission Meeting Date** – Thursday, May 21, 2026 – Banbury Place, Eau Claire.
14. **Next Tentative Executive Committee Meeting Date** – Thursday, April 9 or 16, 2026 – Banbury Place, Eau Claire
15. **Adjournment** – Meeting adjourned at 12:15 p.m.