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**Southwestern Wisconsin Regional Planning Commission Meeting**  
 November 26, 2019  
 Meeting Minutes

The regular meeting of the Southwestern Wisconsin Regional Planning Commission was held on Tuesday, November 26, 2019 in the upstairs conference room at the Iowa County Courthouse in Dodgeville, Wisconsin.

**1. Call to Order and Roll Call**

The meeting of the Southwestern Wisconsin Regional Planning Commission (SWWRPC) was called to order by Chair Kirkpatrick at 9:30 AM.

Grant	Bob Keeney	X
	Jerry Wehrle	X
	Eileen Nickels	X
Green	Art Carter	X
	Nathan Klassy	X
	John Waelti	X
Iowa	Carol Anderson	X
	John Meyers	Excused
	Todd Novak	X
Lafayette	Kriss Marion	X
	Vacant	
	Raymond Spellman	X
Richland	Jeanetta Kirkpatrick, Chair	X
	Raymond Schmitz	Excused
	Melissa Luck	X
Others present for meeting:		
Troy Maggied, SWWRPC		Matt Honer, SWWRPC
Sonya Silvers, SWWRPC		Kate Koziol, SWWRPC
Steve Genoway, SWWRPC		Jaclyn Essandoh, SWWRPC
Tim McGettigan		

**2. Confirmation of Notice of Meeting**

A copy of the press release was sent to the county clerks and media. Per SWWRPC By-Laws, a copy of the press release was sent to County Resource Agents at UW Extension as well as the offices of all legislators covering the five-county region. A copy was also provided to the Commissioners in the meeting packet.

**3. Approval/Amendment of Agenda**

The agenda was distributed. There were no amendments to the posted agenda.

- *Motion to approve agenda as presented – Anderson/Wehrle, Passed Unanimously.*

**4. Acceptance of Minutes of October 22, 2019**

The minutes of the October 22, 2019 full Commission meeting were distributed.

- *Motion to approve minutes of October 22, 2019 as presented – Nickels/Keeney, Passed Unanimously.*

**5. Financial Report**

- Approval of Bills and Vouchers

Maggied presented the Treasurer's Report with checks paid and received since October 22, 2019. Keeney inquired about the three RLF Loans listed on the treasurer's report. Koziol added there is also a RLF loan for KJ Cold Storage that is not shown on the report due to the timing of the payment. Genoway added that the Potosi loan will be closing out this year.

- *Motion to approve the Bills – Carter/Waelti, Passed Unanimously*

b. Review and Discussion of Q3 2019 Financial Position

Maggied presented the Statement of Operations and Balance Sheet. He stated that at the end of the 3<sup>rd</sup> quarter the organization was approximately 74% expended. We have recovered 70% of total anticipated revenues. Expenditures are currently in excess of revenues by a marginal amount mainly due to revenues that are billed late in the year and have not come in yet. Kirkpatrick asked if office rental would be going up and the status of the current office situation with the prior flooding and mold in the building. Maggied stated that SWWRPC hired a mold air quality control company to come in and test the air quality in the office. The reports came back acceptable with some recommendations to prevent future problems. SWWRPC paid the bill of \$900.00 and the Landlord Al Otto is to reimburse SWWRPC the full amount. We will also be getting an estimate for a deep cleaning to be done in the office. Maggied will talk to the Al Otto about the cost and reimbursement. There is no expected change in office rental for 2020.

## 6. Program Reports

a. Programs, Projects, and Operational overview

The program report was presented for the period covering October and November. Maggied mentioned no real changes since last month except for the transitioning out of the Dodgeville and Richland projects. Nickels inquired about the 5310 Mobility Management and the five county meetings that were held. Maggied briefly explained the nature and goals of the project and stated the volunteer driver pool is aging out and is an ongoing issue. SWWRPC co-hosted outreach efforts to attract new volunteer drivers in all five counties in September and November. Marketing was done via radio and flyers that were posted. Essandoh has been working on new maps to show drivers locations in comparison to the rider's locations, thus, providing a better understanding of where a specific need would be most beneficial for all. Updating the hiring policies for volunteer drivers in all the regions to better reflect one another is also on the radar.

b. Discussion and Possible Action on Resolution

Maggied presented a resolution that would approve the submission of an EDA Disaster Recovery and Economic Resiliency Grant for Richland County. He walked through the four main scope of work items for the flood recovery and economic resiliency strategy. The scope of work would come in at approximately \$414,000. This would be an 80/20 grant and the match would be \$82,000 with \$53,000 being in cash and the balance in-kind. Maggied requested that the SWWRPC Commission approve this resolution, and approve SWWRPC funds to show as a cash match for the grant, in order to allow quick submission. The cash match funds would be recovered from communities in the future, but to get their commitments prior to submission would delay submission too long. The Commission discussed and agreed to this process.

- *Motion to approve the resolution authorizing the submission of an application for a flood recovery and economic resiliency grant to The Economic Development Administration, and to provide the local match necessary for the grant until recovered from local communities – Marion/Klassy, Passed Unanimously*

## 7. Outreach and Marketing

a. Annual Meeting and 50<sup>th</sup> Anniversary Celebrations updates

Maggied updated the Commission on photography sessions that has taken place since the last meeting. The next step in the planning process is to contact possible speakers.

## 8. Policies and Practices

### a. Discussion and Possible Action to Update the Policy Manual

The policy manual was provided in the Commission Packets with the track changes highlighted. Keeney questioned double wording of Executive Director on page 3 of the manual. Maggied will remove and update.

- *Motion to adopt and approve the updated the policy manual, after removal and amendment on page 3 - Anderson/Novak, Passed Unanimously.*

## 9. General Commission Business

### a. Update on the Revised Commissioner Appointment Process

Maggied stated that all resolutions and paperwork have been submitted via email and hard copy to the Clerks and County Board Chairs, as well as to the Governor's Office of Appointments. The next step for the Commission will be to look at the terms that have ended and start updating. Anderson, Klassy, and Waelti currently have terms that have lapsed. Maggied will submit to Lafayette County for Tim McGettigan to fill the vacant Lafayette County seat. Klassy has expressed desire to step down and not be reappointed for a new term. Maggied will reach out to Mike Doyle in regards to this. Waelti will be reappointed in December. Grant County will plan on reappointing Nickels in December.

### b. Discussion of the 2020 board and staff development training

Maggied presented the 2020 proposed board and staff engagement activities outline. He walked through each month's Commission meetings and explained ideas and activities with each. He believes this will be beneficial to the new Commissioners that will be appointed in April, as well as staff. Marion would like the August meeting moved to the Platteville Incubator building. Koziol will make arrangements to schedule this.

### c. Discussion and approval of the Treasurer/Sectary Election

Maggied requested postponement until the new year and reappointment of all Commissioners.

- *Motion to postpone the Treasurer/Sectary election until Lafayette County fills the vacant Commission seat – Marion/Carter, Passed Unanimously.*

## 12. Adjourn

- *Motion to adjourn the meeting at 10:49 a.m. – Novak/Wehrle, Passed Unanimously.*