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**Southwestern Wisconsin Regional Planning Commission Meeting**

February 26, 2019

Meeting Minutes

The regular meeting of the Southwestern Wisconsin Regional Planning Commission was held on Tuesday, February 26, 2019 in the upstairs conference room at the Iowa County Court House 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 Vice Chair Keeney at 9:30 AM.

Grant	Bob Keeney	X
	Jerry Wehrle	X
	Eileen Nickels	X
Green	Art Carter	Excused
	Nathan Klassy	X
	John Waelti (Alt. for Mike Doyle)	X
Iowa	Carol Anderson	X
	John Meyers (Ron Benish, proxy)	X
	Todd Novak	X
Lafayette	Kriss Marion (Alt. for Jack Sauer)	X
	Tim McGettigan	X
	Vacant	
Richland	Jeanetta Kirkpatrick, Chair	Excused
	Raymond Schmitz	X
	Vacant	
Others present for meeting:		
	Troy Maggied, SWWRPC	Matt Honer, SWWRPC
	Sonya Silvers, SWWRPC	Kate Koziol, SWWRPC
	Steve Genoway, SWWPC	Jaclyn Essandoh, SWWRPC
	Kristina Tranel, SWWPC	

**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 – Marion/Nickels, Passed Unanimously*

**4. Acceptance of Minutes of November 27, 2018**

The minutes of the November 27, 2018 full commission meeting were distributed.

- *Motion to approve minutes of November 27, 2018 – Anderson/Wehrle, Passed Unanimously*

**5. Financial Report**

- Approval of bills and vouchers

Maggied presented the Treasurer’s Report with checks paid and received since November 27, 2018.

- *Motion to approve the Bills – Novak/McGettigan, Passed Unanimously*

b. Review and Discussion of 2018 Projected Final Financial Position

Maggied presented the Balance Sheet and Statement of Operations, he stated that at the end of the 4<sup>th</sup> quarter Accounts Receivables are 75% collected. The RLF Flood Loan liability money that was set up to help with Viola flooding victims will be going back. There was not a lot of demand with the loans.

Maggied presented the Final Financial Position for 2018. Stating that at the end of the 2018, finances were in good shape. Projected 2018 revenues were expected to be \$555,177 and actual revenue was \$ 634,466. The projected expenditures were \$550,177 and the actual was \$598,094 putting us over by \$36,372. Maggied mentioned we added staff in the spring. Thousand added that the numbers are only preliminary and the audit will start in April and ready for approval in May.

Maggied presented a hand out detailing SWWRPC overhead trends from 2010-2018 with charts and graphs. He highlighted some of the biggest changes over the years and gave depth into the changes. In 2016 the fringe rate increased to its highest point due to the number of married staff at that time which caused health insurance to rise. Admin salaries have continued to decrease since 2011 when SWWRPC decided to outsource the administration functions to Workforce Development rather than keep it in house. Maggied also created county project codes to bill different county projects to instead of all the billing being administration. This allows us to keep administration down and have a better tracking system to show where county dollars are being spent. A graph comparison of fringe and indirect rates from different Planning Commissions across the state was also included.

## 6. Program Reports

a. Programs, Projects, and Operational overview

Maggied highlighted project updates. AD German Warehouse visioning project was kicked off and they will figure out routine uses. There will be a future meeting to discuss EDA funding. Genoway is leading facilitation and will perform limited market analyses. Genoway has also been working on administration roles for the Prosperity Southwest. The RLF that was sent out for a new website received 36 responses which was awarded to The Janesville Group and the contract will be finalized within the next week.

Darlington is pursuing an EDA Public Works Grant to fund an expansion of the industrial park. Maggied has been working with Abby Haas and will be co-presenting to Lee Shirley in March.

The business incubator in Platteville will have a tenant moving on and this will open up 5000 square feet of space in March.

Honer and Zenk have been working to finalize the Regional Housing Studies. The study is funded by 6 counties and will be completed by the end of March. The studies will be shared with the Counties and Commissioners as they come out.

The Town of Brigham Comprehensive Plan updates were completed by Honer. Klassy asked about an update from the Potosi Storm Water damns. Honer explained that there are no new updates and it is still an ongoing issue with the DOT and the DNR to claim ownership.

Maggied has started the six month and annual reviews for staff. The six month review is used to touch base with employees and establish goals for the year.

Maggied will be attending classes for Human Resources. Classes will be conducted over the next two years.

b. 5 Year Comprehensive Economic Development Strategy

Tranel presented the Commission with an update on the 5 Year Comprehensive Economic Development Strategy (CEDS). Meetings were held at the 5 counties and 2 regionally. She walked through the SOARS list which entailed strengths, opportunities, aspirations, and risk. Evaluation framework is required by EDA. The final CEDS plan will be submitted to the EDA in March.

c. Action to approve 2019-2024 Comprehensive Economic Development Strategy

Maggied presented the 2019-2024 Comprehensive Economic Development Strategy Resolution

- *Motion to approve the 2019-2024 Comprehensive Economic Development Strategy Resolution – Klassy/Meyers, Passed Unanimously*

## **7. Outreach and marketing**

### a. Annual Dinner discussion

Maggied mentioned the plans have been underway for this year's annual dinner that will take place June 26<sup>th</sup> at Vesperman Farms. This may be a joined meeting with Grant County Economic Development Board. He mentioned that 2020 will be the 50<sup>th</sup> anniversary of the SWWRPC and open to receiving ideas for next year.

## **8. General Commission Business**

There will be an EDA Summit on March 6<sup>th</sup> at the Belmont Convention Center that all are encouraged to attend. Novak asked how the appointment process to fill vacancies was going. Currently there are 2 appointments that are expiring and 2 that are vacant. Maggied explained that you serve until you resign and they are working on filling vacant spots.

## **9. Adjourn**

- *Motion to adjourn the meeting at 11:04 a.m. – Klassy/Novak, Passed Unanimously.*