

Southwestern Wisconsin Regional Planning Commission Executive Committee Meeting

April 23, 2019
Meeting Minutes

1. Call to order, roll call and introductions

The meeting of the Southwestern Wisconsin Regional Planning Commission's (SWWRPC) Executive Committee was called to order by Kirkpatrick at 9:36 AM.

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| Members Present: | Art Carter Bob Keeney Jeanetta Kirkpatrick John Meyers |
| Members Excused: | 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 5-county region. A copy was also provided to the Commissioners in the meeting packet.

3. Approval/Amendment of Agenda

The agenda was distributed for review and discussion by Commissioners.

- *Motion to approve the agenda as presented – Carter/Keeney, Motion Carried.*

4. Acceptance of Minutes of September 26, 2018

- *Motion to approve the minutes as presented – Carter/Keeney, Motion Carried.*

5. Financial Report

a. Discussion of Status of 2018 Open Contracts and Accounts Receivable

Troy reported that one client had been having difficulty paying for contracted services. They have issued the last check to have 2018 paid in full, but still have an outstanding balance for 2019 services of \$9,263.15. Information here is FYI only. This contract officially extends through June. SWWRPC has halted work on this contract until the current expenses are recovered.

b. Discussion and Possible Action on 2020 County Contributions

The Draft 2020 County Contributions were developed using the same process as in previous years, basing the requested increase on the increase in the most-recent Equalized Property Value of the 5-county region. The increase in Equalized Value from 2017-2018 was 3.5%, which was applied to the 2019 SWWRPC County Contributions of \$145,659.49 to arrive at a draft 2020 Contributions of \$150,762.02. This is distributed across counties in proportion to each county's Equalized Value, with the following breakdown: Grant \$45,999.56, Green \$42,434.82, Iowa

\$28,844.53, Lafayette \$16,814.20, and Richland \$16,668.91. This 3.5% is slightly higher than last year's requested increase of 3.3%, but still only around .0014% of the region's overall Equalized Value. The Committee reviewed this and each county's change in Equalized Value. Consensus was to bring this to the whole Commission for discussion and approval.

c. Discussion of SWWRPC Total Compensation Statements

Working with SWWRPC's financial manager, Troy has developed draft Total Compensation Statements to present to staff over the next month. These are blended statements reflecting actual 2019 salaries and benefits, with budgeted expenses for professional development and estimated sick and vacation use. The goal is to share with staff the total investment in their careers in addition to their salaries. The goal is to have Statements with actual year-end numbers provided to staff around the time W-2s are issued in early 2020, and yearly thereafter. The Committee discussed various strategies used in their counties, and differences in public and private organizations.

Troy asked the Committee their thoughts or opinions on creating a spot bonus practices or years when there are year-end surpluses. The Committee was split on the idea, and discussed merits and concerns. The consensus was to have this discussion on a year-by-year basis in conjunction with year-end finals and budget projections. This would need to be an item in the budget if its to be paid out in the end of the year.

6. Program Report

a. Update on staffing and workload

With the CEDS and housing studies substantially complete, staff is moving on to other projects. The Arena Comprehensive Plan will be starting this summer, as will the SWCAP Needs Assessment. Staff is also working on an EDA Public Works grant, and drafting several proposals for workforce and innovation-related projects with partners. Staff are also working to implement the CEDS through several on-line GIS programs that were shared with the Committee.

b. Update on Administrative Operations

Troy and Sonya continue to work to improve office policies and documentation aimed at increasing efficiency during times of transition, and improving the organization's institutional memory. Sonya is moving through all the organization's records to file, scan, or shred as directed by our Records Retention Schedule. She has worked through financial files, and is currently working on RLF files. Personnel and HR files will follow. She may engage on project files such as the Rail Transit Commissions as well. She is also working to update the Procedure's Manual developed under Director Ward and updated over the last year by SWWDB staff. Sonya will review and incorporate changes that reflect office procedures. Troy hopes to provide this to the Commission for review in late summer or fall.

Troy is still working closely with Matt Riley of SWWDB to get high-speed internet and new phones added to the office. This has been a difficult process and CenturyLink is challenging to work with, but the hope is to have it installed in April or May. The original install date was to be March.

7. Outreach and Marketing

a. Discussion of the 2019 Annual Meeting in Richland County

Sonya is taking the lead in organizing the June 26th Annual Meeting which will be held at the Phoenix Center in Richland Center. A guest speaker is still needed, and the timeline is moving forward with Save the Dates to go out in early May.

b. Discussion on preparation for 2020 50th Anniversary Annual Meeting

The 2020 Annual Meeting is scheduled for July 1st at Velzy Commons on the UW Platteville Campus. The agenda and program is open, though Troy has considered welcoming back SWWRPC Alumni to highlight their past and current work.

8. Policies and Practices

a. Discussion and Possible Action on employee insurance coverage

Following up on discussion that occurred during the 2018 update to the Policy Manual, Troy presented auto insurance coverage from all staff for discussion. He wanted to know if the Committee has set limits they were interested, or just a record of coverage, and how frequent these should be collected. Richland and Green counties only require that employees have insurance. Iowa has a minimum coverage requirement. Consensus was to ensure employees have coverage and collect it the first of each year.

b. Discussion on statutory requirements of Commission make-up

Troy posed the idea of changing how Commission members are chosen, and shared the Wisconsin Statutes on this issue with the Committee who discussed pros and cons to the idea. Troy's proposal was to, if possible, move away from Governor-appointed positions and make all positions appointed by member counties. The Committee's consensus was to have all Commissioners appointed by the respective counties. Troy will engage legal council to get a determination on this process and bring information to the May Commission meeting.

c. Discussion on proposed 2-year county budgets

At a recent AWRPC Director's meeting, Jon Hochkammer reported on a proposal by the state legislature to enable counties to move to a 2-year budgeting cycle. Committee members were generally unaware of this. They were unsure how this would work since funding levels are often not set to allow this. Troy will follow up and get the Committee more information.

9. General Commission Business

Bob reported that the open house for the new Grant County Law Enforcement and HHS Building is on May 18th at noon. Tomorrow morning is a ground-breaking at Blackhawk Tech for a new Ag Facility.

10. Adjourn

- *Motion to adjourn at 10:51 AM – Meyers/Carter, Motion Carried.*