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Southwestern Wisconsin Regional Planning Commission Meeting
 May 26, 2020
 Meeting Minutes

The regular meeting of the Southwestern Wisconsin Regional Planning Commission was held on Tuesday, May 26, via Zoom meeting.

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 10:30 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	X
	Todd Novak	Excused
Lafayette	Jack Sauer	X
	Tim McGettigan	X
	Raymond Spellman	X
Richland	Marty Brewer	X
	Raymond Schmitz	X
	Melissa Luck	X
Others present for meeting:		
Troy Maggied, SWWRPC		Matt Honer, SWWRPC
Sonya Silvers, SWWRPC		Kate Koziol, SWWRPC
Jaclyn Essandoh, SWWRPC		Danielle Thousand, SWWDB

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. Election of Officers

Anderson presented the Nomination Committee’s slate of officers to the Commission. Robert Keeney to serve as Commission Chair, Carol Anderson to serve as Vice Chair, and Tim McGettigan to serve as Secretary/Treasurer.

- *Motion to approve the nomination of officers as presented: Robert Keeney to serve as Commission Chair, Carol Anderson to serve as Vice Chair, and Tim McGettigan to serve as Secretary/Treasurer – Meyers/Brewer, Passed Unanimously.*

4. Approval/Amendment of Agenda

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

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

5. Acceptance of Minutes of February 25, 2020

The minutes of the February 25, 2020 full Commission meeting were distributed.

- *Motion to approve minutes of February 25, 2020 as presented – Anderson/McGettigan, Passed Unanimously.*

6. Financial Report

a. Approval of Bills and Vouchers

Maggied presented the Treasurer's Report with checks paid and received since February 25, 2020. He reported that all five of the county contributions were received. The RLF is receiving steady payments on the loans they currently have out.

- *Motion to approve the Bills – Brewer/Meyers, Passed Unanimously*

b. Presentation of Q1 2020 financials

Maggied presented the Q1 financial position for 2020, which shows expenses to date in excess of revenues by \$37,176.23. There is work that will be coming in and this is no surprise. Expenses are also reported to be down currently at 18.5% for the quarter.

- *Motion to approve the Q1 financials – Anderson/Schmitz, Passed Unanimously*

c. Preliminary discussion of county contributions for 2021

Keeney mentioned with Grant County there is a new finance director and at this time there is a lot of unknowns. He recommends looking at this at a future meeting.

7. Program Reports

a. Programs, Projects, and Operational overview

The program report was presented for the period covering February thru May. Maggied provided an overview of this document to new Commission members and asked for any input on how to improve the reporting document.

a. Discussion on the EDA implementation of the Cares Act

Maggied reported that SWWRPC was invited to apply for the EDA Cares Grant up to \$500,000 to capitalize a new Revolving Loan Fund, as well as additional funding for economic development support to address impacts from COVID-19. The Economic Development Planning work will focus on local procurement, rural broadband, and marketing support for the region. The RLF funding comes with the requirement to use the loan funds within two years, or send them back to EDA. There is also discretionary funding for traditional EDA projects such as public works infrastructure. Troy is currently in conversation with five partners to work on discretionary grants.

b. Discussion and possible action on a resolution committing SWWRPC to serve as co-applicant with UW Platteville on an EDA i6 Innovation Grant.

This three-year grant is meant to build and support new businesses and then scale them up. The project budget is \$1,076,851, half of which is provided in local match by UW Platteville, Prosperity Southwest, Grant County Economic Development Corporation, and WySis. SWWRPC's role as co-applicant would be to assist with the marketing, outreach, and to get ideas off campus. Koziol will primarily be doing the work for this project, which will bring \$169,770 in revenue to SWWRPC over the three-year grant period.

- *Motion to approve the resolution committing SWWRPC to serve as co-applicant with UW Platteville on an EDA i6 Innovation Grant – Meyers/Sauer, Passed Unanimously*

c. Discussion and action to approve the updated RLF Manual

Koziol explained the changes to the RLF manual. There is new funding of \$500,000 and with that is new flexibilities for borrowers. These flexibilities also apply to the existing RLF. These flexibilities include waiving for one year, from May 7, 2020 to May 6, 2021, certain regulations in order to allow the RLF to become more flexible and responsive to COVID-19 impacted businesses. At the discretion and approval of the RLF Board, the following flexibilities may be implemented: The minimum interest rate may be waived, and the interest rate may be set at the discretion of the Board; The requirement to leverage capital may be waived or reduced; The requirement to demonstrate that credit is not otherwise available may be waived. In addition to the waivers above, the Board may grant deferrals of payments for both principal and interest for a one year period from May 7, 2020 to May 6, 2021. Admin can now also recoup 100% of the admin cost as well. These changes are incorporated into the plan the Commission is being asked to approve. This plan has already received preliminary approval from EDA. Once the new loan funds come in, staff will create another plan to manage that and ask for approval at a future meeting.

- *Motion to approve the updates to the RLF manual as presented - Anderson/Wehrle, Passed Unanimously.*

8. Outreach and Marketing

a. Annual Meeting and 50th Anniversary Celebrations updates

Maggied updated the Commission that due to COVID-19 and the restrictions the annual meeting and celebration will be cancelled.

b. Marketing strategy and plan

Koziol shared the marketing plan with the Commissioners. SWWRPC needed a stronger plan in marketing to make the region aware of the services we offer. Staff met and developed a plan for ways to be more successful with reaching the community, and the plan includes how SWWRPC can use various media (paper mailers, email, social media, etc) to reach our diverse audiences. The plan was designed to be manageable for limited staff time.

9. Policies and Practices

a. SWWRPC COVID-19 Operation Policies

Maggied updated the Commission that the staff has been working remotely since March and continues to do so. If there is a need for office time, the staff has been coordinating with each other to follow regulations. At this time Maggied is working on a reopening plan.

10. General Commission Business

a. Designation of Members to the Executive Committee

Per the SWWRPC by-laws, the Executive Committee consists of three officers and two members designated by the county board chairs not represented on the slate of officers. Carter and Brewer were asked to designate members to the Executive Committee to represent their counties. Brewer designates Melissa Luck to serve on the Executive Committee, Carter will also serve on the Committee. The Executive Committee will be represented by Robert Keeney, Tim McGettigan, Carol Anderson, Art Carter, and Melissa Luck.

b. Discussion and possibly action to set the location of future Commission Meetings

Maggied requested that in the future full Commission meetings be held in Platteville. Silvers has looked into several places that could accommodate the meetings. The full Commission typically meets seven to eight times a year. Keeney questioned whether there was a need for the full Commission to meet that often. Maggied stated that there is no requirement for the amount of meetings to be held in the by-laws. Meeting frequency and location will be taken up at a future date.

c. Discussion and possible action to set a June Commission meeting date

Discussion was held and the Commission feels there is no need for a June full Commission meeting or July Executive Committee meeting. The next full Commission meeting will be held in August and the next Executive Committee meeting will be in September.

d. Delivery of the Staff and Commissioner Binders

Maggied stated that the binders are ready for delivery and this will be happening in the near future. There is also an electronic version that is being worked on.

11. Adjourn

- *Motion to adjourn the meeting at 11:59 a.m. – McGettigan/Schmitz, Passed Unanimously.*