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**Southwestern Wisconsin Regional Planning Commission Meeting**  
 October 22, 2019  
 Meeting Minutes

The regular meeting of the Southwestern Wisconsin Regional Planning Commission was held on Tuesday, October 22, 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 Vice Chair Keeney 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	X
	Todd Novak	Excused
Lafayette	Kriss Marion	X
	Vacant	
	Raymond Spellman	X
Richland	Jeanetta Kirkpatrick, Chair	Excused
	Raymond Schmitz	X
	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	
Kristina Tranel, SWWRPC	Tim McGettigan	
Danielle Thousand, SWWRPC		

**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 – Carter/Meyers, Passed Unanimously*

**4. Acceptance of Minutes of August 27, 2019**

The minutes of the August 27, 2019 full commission meeting were distributed. John Meyers asked that the minutes be updated to reflect that he was present at the meeting.

- *Motion to approve minutes of August 27, 2019 with amendment to remove Ron Benish, as being proxy for John Meyers and marking John Meyers as present – Meyers/Anderson, Passed Unanimously.*

## 5. Financial Report

### a. Approval of Bills and Vouchers

Maggied presented the Treasurer's Report with checks paid and received since August 27, 2019. He also mentioned that all county contributions have been received and deposited. Marion asked the status of the RLF Funds and asked how the word is getting out about the RLF. Genoway, who is the new RLF administrator, stated there is about \$35,000 in the account right now and that number reflects some tardy payments. The fund amount will rise as payments come in from existing RLF loans. There is also a plan in the works to grow the fund for next year. Networking with county economic developers and the website are the biggest resources for getting the RLF information out.

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

### b. Discussion and Action on 2020 Budget

The 2020 draft budget was presented to the executive committee in September with a motion made to recommend to the full commission for approval. The 2020 budget as proposed is a 6.5% increase from 2019. The largest increases seen in the 2020 Budget included a 34% increase in healthcare costs driven from increased premiums and changes in plans from single to family. Maggied explained that personnel expenses make up 74% of the budget and health insurance is the largest uncontrollable variable from year-to-year. Added increases also included the 50<sup>th</sup> anniversary annual dinner and the AWRPC Summit, which have driven up mileage and per-diem expenses. SWWRPC has also seen two contracts sunset in 2019, with a loss of revenue equal to nearly \$100,000.

Maggied presented the 2020 budget revenues and explained the difference in committed, projected, and potential revenues. He stated the commission will need to find nearly \$298,000 to meet expenditures in 2020. This is larger than the gap needed in previous years, but not unachievable since projects come in throughout the year. He presented several slides of data referencing trends in annual finances over the past several years. In 2017 and 2018, actual year-end revenue exceeded revenue projections at budget time by 14% and 21%, respectively. Revenue for 2019 is currently exceeding projected revenue by 17%. The slides show the number of contacts have gone down but revenue has went up. This reflects the quality of the projects coming in and time management finding the right contracts.

Klassy asked about the potential Railroad mapping revenue. Maggied explained that four years ago SWWRPC did a pilot project for the railroad by mapping all of the assets from Monroe to Janesville to be used as a mapping asset tool. The DOT is still in an ongoing search trying to get funding for the project.

- *Motion to approve the 2020 Budget as presented – Meyers/Marion, Passed Unanimously*

## 6. Program Reports

### a. Programs, Projects, and Operational overview

The program report was presented for the period covering August, September, and October.

### b. Commission and Staff Binders

The vision is for this to be a tool of resources for commissioners and staff to reference as a hard copy in a binder, as well as electronically online. A list of intended documents for the binder was presented. Carter stated that the commission used to have binders and mentioned he would like to see a list of goals for commissioners included. Luck stated she had seen others use a list of director's roles and duties and believed it would be beneficial to her as a new commissioner. Maggied asked for any requests or concerns to be sent to him.

### c. 2020 AWRPC Summit

In 2018, SWWRPC participated in the first-ever Summit of Regional Planning Commissions in partnership with nine other RPCs from around the state. Maggied gave an overview of the last event in 2018 and asked commissioners who

would be interested to keep in mind that in 2020 it will be June 11-12 in Wisconsin Rapids. Maggie will present more information as it comes together.

## 7. Outreach and Marketing

### a. 2020 Board and Staff development training

Maggie would like the board and staff to participate in a development training in February that would be beneficial for engagement between all the new staff and commissioners that have come on board. This has been done in the past and the board responded well to the idea. Maggie will put together more ideas and present them at the November commission meeting.

### b. 2020 Annual Meeting Dinner and 50<sup>th</sup> Anniversary

Maggie gave a run through of ideas created for the annual dinner from a meeting held with Kristen Mitchell and Kate Koziol. The commission liked the direction of the ideas. This included a proposal to contract with a photographer to take photos of the region for use by anyone in the region, and present as a gift at the Annual Meeting. Troy noted that the proposed photographer was his sister-in-law, who has contracted with Filson and the State of Wyoming Tourism Agency and therefore qualified. There were no concerns expressed about contracting for this work. Preparations for the 50<sup>th</sup> Anniversary Dinner will proceed and Maggie will report back as things develop.

## 8. Policies and Practices

### a. SWWRPC Commission By-laws

Maggie shared the recommendation from the Executive Committee meeting in September to change the duration of terms for commissioners from 6-years to 3-years with no term limits. Keeney stated with the 3-year terms and having the control, making changes when needed will be easier. If approved, Troy will work with County Board chairs to fill vacancies and renew terms.

- *Motion to adopt and approve the updated by-laws, with acceptance of 3-year terms for commissioners – Anderson/Meyers, Passed Unanimously.*

### b. Resolution to revise membership composition of the commission from Governor Appointees to County Appointees

All five County Boards have approved the resolutions to transition from governor appointees to county appointees. Maggie will gather all of the counties' resolutions and send them over to the Governor. Once finalized the commission will need to look at the terms that have ended and start updating. Maggie will submit to the county for McGettigan to be back on the commission and that would be the last step for a complete board of 15 members.

- *Motion to approve the resolution to revise membership composition of the commission from governor appointees to county appointees – Klasy/Waelti, Passed Unanimously.*

### c. 2020 SWWRPC Meeting Calendar

The 2020 SWWRPC calendar was presented. Maggie noted two changes in normal scheduling: the 50<sup>th</sup> Anniversary Dinner meeting will be on July 1<sup>st</sup> and the September 23<sup>rd</sup> Executive committee meeting that will be held on a Wednesday. All meeting times and agendas will be posted on the SWWRPC website.

### d. SWWRPC Procedures Manual

The updated procedures manual was presented. Thousand stated the updating process consisted of cleaning up wording, adding more details to procedures, and deleting procedures no longer in practice.

- *Motion to approve the SWWRPC Procedures Manual as presented – Anderson/Nickels, Passed Unanimously.*

## 9. General Commission Business

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

Maggied requested postponement until the November 26<sup>th</sup> meeting. At that time Tim McGettigan, who has filled the Treasurer/Sectary position previously, would possible be back on the commission board. This appointment would serve until May 2020 when the next officer elections are held.

- *Motion to postpone the Treasurer/Sectary election until the next full commission meeting November 26th – Carter/Wehrle, Passed Unanimously.*

**10. Director Evaluation: Closed Session under Wis. Stats. S 19.85 (1) c., “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility”, i.e., the annual evaluation and employment contract/salary of the executive director.**

- *Motion to enter closed session at 10:44am. – Carter/Schmitz, Passed Unanimously.*

## 11. Return to Open Session

The commission returned to open session at 11:20 am. The salary increase of 1.5% is built into the 2020 budget for all staff, including the Director. Keeney requested that an updated two-year contract for Maggied to serve as Executive Director (2020-2021) be prepared and sent to Kirkpatrick for signing. The 2021 salary can be negotiated at the end of 2020.

- *Motion to approve a two-year contract for Maggied to serve as Executive Director in 2020 and 2021, and to receive a 1.5% salary increase in 2020 – Klassy/Meyers, Passed Unanimously.*

## 12. Adjourn

- *Motion to adjourn the meeting at 11:30 a.m. – Meyers/Nickels, Passed Unanimously.*