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Southwestern Wisconsin Regional Planning Commission Meeting
 October 27, 2020
 Meeting Minutes

The regular meeting of the Southwestern Wisconsin Regional Planning Commission was held on Tuesday, October 27, 2020 via Zoom.

1. Call to Order and Roll Call

The meeting of the Southwestern Wisconsin Regional Planning Commission (SWWRPC) was called to order by 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	Absent
Lafayette	Jack Sauer	Absent
	Tim McGettigan	X
	Raymond Spellman	X
Richland	Marty Brewer	X
	Raymond Schmitz	X
	Melissa Luck	X
Others present for meeting:		
Troy Maggied, SWWRPC		
Sonya Silvers, SWWRPC		Kate Koziol, SWWRPC
Jaclyn Essandoh, SWWRPC		Cory Ritterbusch, 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 – McGettigan/Meyers, Passed Unanimously.*

4. Acceptance of Minutes of August 25, 2020

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

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

5. Financial Report

a. Approval of Bills and Vouchers

The Treasurer’s Report with checks paid and received since August 25, 2020 was presented. The RLF 2 which consists of the CARES Act Fund has approved two businesses and lent out \$87,000. There will be closings on three more loans in November.

- *Motion to approve the Treasurer’s report as presented – McGettigan/Brewer, Passed Unanimously*

b. Discussion and approval of 2021 SWWRPC Budget

The 2021 budget as proposed is a 4.27% decrease from 2020. The largest decreases seen in the 2021 budget included a 9.33% decrease in personnel costs. Professional development is down mainly due to staff retention, COVID-impacts on conferences, and hiring of staff needing less training. Healthcare costs actually increased premiums by 11%. Maggied explained that personnel expenses make up 74% of the budget and health insurance is the largest uncontrollable variable from year-to-year. Some of the staff laptops have reached full depreciation and extra was added to the budget for new laptops if needed. Administrative expenses are also up due to fiber optic internet and VOIP service to the office. Overall project expenses are up due to projected travel related to the Richland County Resiliency project, however these costs are covered by project revenue.

Maggied presented the 2020 budget revenues and explained the difference in committed, projected, and potential revenues. He stated that there is a 30.38% increase in revenue over the 2020 budget. This is largely due to 80% of the revenue coming from grants. Keeney requested a final budget be created that reflects actual balances for past years, and balanced budgets as approved in the past. Troy will make these adjustments and distribute to the Commission.

- *Motion to approve the 2021 SWWRPC Budget as presented – Brewer/Anderson, Passed Unanimously*

6. Program Reports

a. Programs, Projects, and Operational overview

The program report was presented for the period covering August thru October. Maggied stated that he has not heard anything more for the \$2.8 million dollar EDA Grant for Dickeyville that was submitted in August. The Dodgeville project is also on hold. SWWRPC has received additional EDA funding for 2-years to support COVID-19 response and recovery planning. Marketing, broadband expansion, and updating outdoor recreation plans will be a main focus. Grant County along with Montfort, Benton, Livingston, and several Richland County municipalities will work with SWWRPC to update their outdoor recreation plans.

b. Discussion on the possibility of applying for new RLF funding through EDA

The \$500,000 RLF CARES act funding will be down to \$30,000 by the end of November. There are still thousands of dollars in loan request out there from businesses. Koziol stated that the RLF Committee just approved loans for Richland Locker, LLC for \$200,000, Baumgartner Cheese Store, Inc. for \$100,000, and Double K Bar & Grill for \$75,000. These loans will be closing in November. Maggied has been in contact with EDA to check on options to capitalize another loan. The CARES Act extends 2 years and can receive a 50% Grant. He will reach out to banks for the local cash matches. EDA will defederalize the RLF loans after seven years. The original RLF loan will require a lot less federal reporting and the CARES Act funding will be defederalized in seven years.

Schmitz commented that Richland County is very appreciative of the support from SWWRPC for the \$328,972 grant for flood recovery. Maggied stated that last Friday, Nov. 23rd the grant was awarded to Richland County and SWWRPC by the U.S. Department of Commerce.

McGettigan requested that board members be present when awards and grants are given out in their county. This would be great for photos and marketing SWWRPC.

7. Outreach and Marketing

a. County presentation summary

Maggied walked through the power point presentation that has been the guide for his county presentations. He has presented in all counties except Richland County. Good remarks were received from the Commissioners for the marketing packet SWWRPC sent out to all the county board members.

8. Policies and Practices

a. Discussion and potential updates to the Personnel Policy Manual and By-laws

Maggied mentioned that a few changes will need to be done to the Personnel Manual. Sick and vacation time for part-time workers and other clerical matters will be updated. The work from home policy and equipment purchasing will need to be looked and adjusted due to COVID-19. He welcomes any thoughts and ideas

pertaining to the updates. The updates to the By-laws will be the use of electronic communications. Currently agendas are sent to the media. Maggied is exploring if this is needed or if this is another step that could be eliminated in the Commission meeting prep work. Commission action on these items will be requested at the November meeting.

9. General Commission Business

a. Discussion and possible action on the 2021 meeting calendar

The 2021 meeting calendar was presented to the Board. Maggied mentioned that there will be one less meeting in 2021. This time will be better spent meeting individually with counties to discuss issues they're facing, and to work to find new projects and new ways to serve.

- *Motion to approve the 2021 meeting calendar as presented – Anderson/Schmitz, Passed Unanimously.*

b. Discussion about updating the 2018-2022 SWWRPC Strategic Plan

The SWWRPC Strategic Plan is a five-year plan that will expire in 2022. Maggied would like this to be explored in 2021 with possibly reducing the length of the plan down to three years. Several Commissioners liked the idea and will explore the idea more in 2021.

c. 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 10:23 a.m. – Meyers/McGettigan, Passed Unanimously.*

d. The Commission returned to open session at 10:38 am. The Commission will work to formalize the evaluation process for the Executive Director position. Maggied will reach out to other RPC Directors and send their practices to Anderson and Brewer to work on. Brewer will look at practices used by SWWRPC counties. Keeney will draft a letter summarizing this evaluation of Maggied. Maggied will set goals for 2021 and provide to the Commission for review, and for use to track performance. No action is needed on Maggied's salary since his increase is consistent with all staff increases, and in the approved 2021 budget.

10. Adjourn

- *Motion to adjourn the meeting at 10:50 a.m. – Meyers/Nickels, Passed Unanimously.*