

**Southwestern Wisconsin Regional Planning Commission Meeting**

August 25, 2020

Meeting Minutes

The regular meeting of the Southwestern Wisconsin Regional Planning Commission was held on Tuesday, August 25, 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	Excused
Lafayette	Jack Sauer	X
	Tim McGettigan	X
	Raymond Spellman	X
Richland	Marty Brewer	X
	Raymond Schmitz	Excused
	Melissa Luck	Excused
Others present for meeting:		
Troy Maggied, SWWRPC	Matt Honer, 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 – Brewer/Anderson, Passed Unanimously.*

**4. Acceptance of Minutes of May 25, 2020**

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

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

**5. Financial Report**

a. Approval of Bills and Vouchers

The Treasurer's Report with checks paid and received since May 25, 2020 was presented. The RLF is receiving steady payments on the loans they currently have out.

- *Motion to approve the Treasurer's report – Anderson/Wehrle, Passed Unanimously*

b. Presentation of Q2 2020 financials

Q2 financials show must expenses running below 50% for the year, with expenditures exceeding revenue by approximately \$45,000. Some revenue was projected higher in quarter 3 and 4 so this should be addressed in coming months.

- *Motion to approve the Q2 financials – McGettigan/Nickels, Passed Unanimously*

c. Discussion and possible action of county contributions for 2021

Three scenarios were provided to the Commissioners for discussion and in order to share with new Commissioners the process the Commission has used in the past to determine this number. The first scenario was developed by applying the % increase in Equalized Value for the counties from 2018-2019, which was 5%. This is the process used to determine increases in requests since 2016. The second scenario reflected a 3% increase, which was approximately the same percentage requested in 2018 and 2019 when Equalized Value increases were lower. The third scenario reflected a 0% increase for 2021.

- *Motion to approve a 2021 County Contribution request with an increase of 4.99% – Motion introduced by McGettigan. Motion failed or lack of a second.*
- *Motion to approve a 2021 County Contribution request with an increase of 3.00% – Klassy/Nickels. During discussion, Meyers said he supported some increase but not 3%. He may support at 2% increase which is closer to Iowa County's cap of 1.44% tied to Net New Construction. Brewer and Jack said they would not vote for any increase. Discussion was had around projected increase in personnel costs tied to health care increases. Roll call was requested. Votes in favor: McGettigan, Anderson, Nickels, Wehrle, Klassy, Waelti. Votes opposed: Spellman, Keeney, Meyers, Brewer, Carter, Sauer. Motion failed with tie of 6 in favor and 6 opposed.*
- *Motion to approve a 2021 County Contribution request with an increase of 2.00% – Meyers/Wehrle. During discussion, Brewer stated he would only vote to keep increases level. Meyers stated some increase was important since he didn't believe in a stagnating budget. Roll call was requested. Votes in favor: McGettigan, Anderson, Nickels, Wehrle, Meyers, Klassy, Waelti, Spellman, Carter. Votes opposed: Keeney, Brewer, Sauer. Motion passed with 9 in favor and 3 opposed.*

d. Discussion of preliminary budget

Maggied stated that the board will need to approve the preliminary budget at the October meeting. Preliminary numbers show personnel costs down 3.4% from the 2020 budget, which is significant since personnel costs make up 74% of the total budget. ETF has stated that Tier 1 healthcare premiums will increase by 6% in 2021 (8% for non-Tier 1 plans). Further discussion will be held at the September Executive Committee meeting.

e. Discussion and acceptance of 2019 audit

The 2019 audit was completed and thoroughly reviewed by Danielle Thousand and Tim McGettigan, who stated that everything appeared to look good. Maggied will distribute copies of the audit to Commissioners via email.

- *Motion to approve the 2019 Audit as presented – McGettigan/Anderson, Passed Unanimously*

**6. Program Reports**

a. Programs, Projects, and Operational overview

The program report was presented for the period covering May thru August. Highlights include submission of a \$2.8 million dollar EDA Grant for Dickeyville to develop 22 acres of industrial land. A similar project is

underway for Dodgeville. Jaclyn has been working on Broadband mapping project for Iowa County. Kate has been working developing a scope of marketing services for the region. There is also future plans to offer assistance with Outdoor Recreation Plans to enable communities to be eligible for DNR recreation planning grants. Due to internal marketing efforts, the SWWRPC website has had nearly 1,000 new visitors in the last 30 days.

- b. Discussion and possible action to approve a Resolution adopting the WisDOT Rural Transportation Planning Work Plan for 2021  
The WisDOT Rural Transportation Planning Work Plan for 2021 was presented and discussion was held about the proposed work included in this program. The Work Plan is summited every year for DOT funding of approximately \$44,800.00 for SWWRPC, which requires a 10% local match. DOT requires a resolution from the Commission to complete this funding process.
  - *Motion to approve the WisDOT Rural Transportation Planning Work Plan for 2021. – Anderson/Brewer, Passed Unanimously*
- c. Discussion and possible action to approve the updated Title VI Plan  
Maggied reported that no action is need until next year.
- d. Discussion and action to approve the Revolving Loan Fund Plan for the new CARES Act funded RLF  
SWWRPC has received new EDA funds to capitalize a \$500,000 RLF, and this requires a new RLF plan summarizing these guidelines. These guidelines closely mirror those in the existing plan and provide additional flexibilities to the RLF board in lending this money.
  - *Motion to approve the Revolving Loan Fund Plan for the new CARES Act funded RLF as presented – McGettigan/Meyers, Passed Unanimously.*

## 7. Outreach and Marketing

- a. Presentation and discussion if the 2020 Annual Report, Newsletter, and RLF flyers  
The 2020 Annual Report, Fall Newsletter, and RLF Flyers were included in the meeting packet. The Annual Report has not been created in many years and is both a reporting and marketing document. All these materials will be distributed to all County Board Supervisors in the five counties next week. The County Board members present invited Maggied will get on county board agendas in September to present on SWWRPC work.

## 8. Policies and Practices

- a. SWWRPC and County COVID-19 updates  
Staff are continuing with COVID precautions with staff working remotely when needed. Maggied will update the remote work policy and present it to the Commission for review and approval in November.

## 9. General Commission Business

- a. Discussion of 2021 meeting frequency  
A 2021 meeting schedule was presented that reduces full Commission meetings to a total of five, including the Annual Meeting. Executive Committee would still meet twice a year. This would free up time for quarterly or semi-annual meetings in counties to discuss local county issues and see how SWWRPC can best support local work.
  - *Motion to approve the revised meeting schedule for 2021 – Brewer/Keeney, Passed Unanimously.*
- b. September Executive Committee meeting date

The September Executive Committee meeting was originally changed to 9/23 due to prior obligations that have since been cancelled. The Board decided to keep the current September 23<sup>rd</sup> date.

#### 10. Adjourn

- *Motion to adjourn the meeting at 11:01 a.m. – Sauer/McGettigan, Passed Unanimously.*