



SOUTHWESTERN WISCONSIN
REGIONAL PLANNING
COMMISSION

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Southwestern Wisconsin Regional Planning Commission

Meeting Agenda

Tuesday, June 25, 2024 – 9:00 a.m.

Platteville City Hall – Board Room

75 N. Bonson St.

Platteville, WI 53818

1. Call to order and introduction of new Commissioner David Turk
2. Confirmation of meeting notice
3. Approval of the agenda
4. Acceptance of May 28, 2024 meeting minutes
5. Presentation on SwwRPC Continual Improvement practices
6. Review of Progress made to implement the 2022-2025 Strategic Plan and discussion on updating the Plan
7. Discussion and Possible Action on updates to the Personnel Policy Manual
8. Adjourn
 - a. Next Executive Committee Meeting Date: July 23
 - b. Next Full Commission Meeting Date: August 27





Southwestern Wisconsin Regional Planning Commission Meeting
May 28, 2024
Meeting Minutes

The regular meeting of the Southwestern Wisconsin Regional Planning Commission was held at the Platteville City Hall Common Council room in Platteville, WI on Tuesday, May 28, 2024.

1. Call to Order, Roll Call, and Introductions

The meeting of the Southwestern Wisconsin Regional Planning Commission (SWWRPC) was called to order by Chair Bob Keeney at 9:00 AM.

Grant County	Bob Keeney	X
	Jerry Wehrle	X
	Eileen Nickels	X
Green County	Jerry Guth	X
	Jody Hoesly	Excused
	Erica Roth	X
Iowa County	Carol Anderson	X
	John Meyers	X
	Todd Novak	X
Lafayette County	Jack Sauer	X
	Beau Buchs	Excused
	Mandy Johnson	X
Richland County	David Turk	Excused
	VACANT	
	Melissa Luck	Excused
Staff and others present:		Kate Koziol
Troy Maggied		Dan Hauck
Bryce Mann		Ellen Tyler
Austin Coppernoll		Jaclyn Essandoh
Alyssa Schaeffer		Jacob Nelson
Misty Molzof		

2. Confirmation of Notice of Meeting

A copy of the press release was sent to the county clerks for posting in county courthouses.

3. Election of Officers

The Nominating Committee presented their slate of nominees: Bob Keeney as chair, Carol Anderson as Vice chair, and John Meyers as Secretary. *Motion to approve the slate of nominees and close nominations – 1st Novak; 2nd Sauer. Passed unanimously.*

4. Designation of members of the Executive Committee

The Executive Committee must include SWWRPC officers and be made up representatives from all member counties. After discussion with County Board Chairs, Chair Keeney appointed the following members: Jerry Guth for Green County, Mandy Johnson for Lafayette County, David Turk for Richland County. Officers will make up the balance of the Committee.



5. Approval of Agenda

Motion to approve the agenda as presented – 1st Roth; 2nd Anderson. Passed unanimously.

6. Acceptance of Minutes of February 27, 2024

Section 5c needs editing for clarification.

Motion to approve the minutes with the edits – 1st Meyers; 2nd Guth. Passed unanimously.

7. Financial Report

a. Review of Bills and Vouchers

General transactions for 1st quarter were submitted. Accounts payable checks are created bi-weekly and sent to the chair for approval before being sent out. RLF funds are held in three separate accounts with the only movement being interest, loan payments, and occasional checks written. Sick leave balances are all accounted for.

b. Review and discussion of Q1 financials

RLF payments have been removed from the general ledger in order to reflect a more accurate statement of funds available for operations. Revenues exceed expenditures by \$178,430 in Q1 due to all county contributions received at the beginning of the year and Hauck's start date occurring in May despite being budgeted for January. Current annual budget expenditure sits at 21% through the first quarter of the year. The current financial sheet includes monthly costs which will be removed going forward.

Motion to remove Monthly column of off statement of operations– 1st Anderson; 2nd Guth. Passed unanimously.

c. Update on new finance and payroll process

SWWRPC is currently 5 months into the new financial processes. The current payroll and accounting software don't transfer smoothly and a search for new software may be required. Current processes are being continually improved and are more efficient since separating from SWWDB. Potential software options were discussed including banding together municipalities and counties to use the same license.

8. Program Reports

a. Project and Operational overview

Maggied provided the commissioners with a general overview of the current SWWRPC project list. Coppennoll created a Belmont mapping project regarding solar and wind concerns. Coppennoll took the input from community members and highlighted important topics and placed them onto map. This map displayed where places like housing could be optimally located. This map could also be a potential tool to use during future discussions. Maggied is currently working on three EDA grant application opportunities.

b. Discussion and possible action to update the Revolving Loan Fund Plans

The RLF program is funded by the EDA and requires updated plans that outline the guidelines for loaning procedures. Keeney questioned about businesses that are no longer open but are still paying off their loan each month. Current practice allows closed businesses to continue payment and Keeney suggested adding specific language to address this situation.



Motion to reapprove both RLF Plans as presented – 1st Meyers; 2nd Anderson. Passed unanimously.

c. Update on the CEC Conference

Platteville will be hosting the state's first Connecting Entrepreneur Communities Conference after beating out five other cities for the chance to host. The current attendee count is over 180 with over 63 speakers (the target was 100 attendees). The CEC Conference will take place all across Platteville Main Street, giving an experience of the entire area of Platteville and the Driftless Region. The disbursement of attendees show activity all across the state coming to the conference.

d. Discussion on the AWRPC Summit

The first AWRPC Annual Summit since 2018 will be hosted by SWWRPC at the Chalet Landhaus in New Glarus. The summit will cover several topics including RPC policies, administration, projects, and a moderated EDA discussion with EDA Chicago Regional Director Susan Brehm and WEDC Secretary and CEO Missy Hughes. Nearly half of the RPC directors are new and this event will help with connecting RPCs to learn and support each other. Guth will attend and provide a welcome to the region.

9. Policies and Practices

a. Discussion and Possible Action on updates to the Personnel Policy Manual

The SWWRPC Personnel Policy Manual has been updated with the majority of changes being updated language and topics, including vacation & PTO, parental leave, technology updates, and business practices. Adjusted policies regarding paid holidays and PTO that were approved by the executive committee were discussed. When compared to other RPCs, SWWRPC was previously on the lower end of paid holidays and PTO. Maggied stated that he has a goal to increase the average retention time for employees to 5+ years from the current 3.6 years, and these policies will help achieve that goal. The current job market has required SWWRPC to draw employees from farther away, increasing the market range for attracting new employees.

A discussion regarding Paid Family Leave with the executive committee was also addressed. SWWRPC currently offers no time off for Family Leave but is proposing up to 22 days a year. This policy would be applicable to the addition of family members or emergencies regarding existing family members. The current sick leave balances might not be able to cover all needs and adding paid family leave could help alleviate stress for current employees. The addition of this policy could also help with attracting new workforce. Comments from commissioners involved support for the policy stating the need for family support and employee well-being. Other comments addressed concerns about budgeting for a policy with such a small workforce and having adequate staffing during employee absences. SWWRPC staff provided insight into the current practices for new families and depleting sick leave and vacation for childcare. Maggied discussed the RPC's role as a planning organization and its intent to move forward into the future where it can test out practices and policies to lead the way for others in the region.

Additional policies that will be addressed in future iterations include AI & it's usage in our work, reimbursement schedules, sick-leave accrual policies, unemployment insurance withdrawal, remote worker guideline creation, and length of service or performance bonuses.



Motion to approve changes for holiday and vacation, along with clerical and administrative language as approved by executive committee with additional discussion for family leave at a later time— 1st Anderson; 2nd Novak. Passed unanimously.

10. General Commission Business

a. Review of 2024 Commission Membership Roster

The list of Commissioners will be included in the packet for information until the year's turnover is complete. Moving away from governor appointees has been a great move. Maggie thanked Sauer for the quick turnaround in appointing for Buchs & Johnson. A new appointee is needed for Ray Schmitz in Richland County, and Melissa Luck will need a successor by September.

11. Adjourn

- a.** Next Full Commission meeting date: Tuesday, June 25
- b.** Next Executive Commission meeting date: Tuesday, July 23

Motion by to adjourn the meeting— 1st Novak; 2nd Sauer. Passed unanimously.