



Southwestern Wisconsin Regional Planning Commission

Meeting Agenda

Tuesday, July 21, 2026 – 8:30 a.m.

Join Zoom Meeting

<https://us06web.zoom.us/j/83752008209>

Meeting ID: 837 5200 8209

Consideration will be given and/or action taken on any or all of the following items:

1. Call to order
 2. Confirmation of meeting notice
 3. Approval of agenda
 4. Acceptance of June 30, 2026 meeting minutes
 5. Public comment (comments are limited to agenda topics and have a 3-minute limit)
 6. Discussion and action to finalize the Executive Director position description
 7. Discussion and action regarding the Executive Director recruitment process
 8. Discussion and possible action on the delegation of responsibilities of staff
 9. Discussion and possible action on the responsibility and authority of the Executive Committee throughout the recruitment and hiring process
 10. Discussion and action regarding any other matters related to the resignation, transition, or rehiring of the Executive Director
 11. Adjourn
 - a. Next Executive Committee Meeting Date: July 28
 - b. Next Full Commission Meeting Date: August 25
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Southwestern Wisconsin Regional Planning Commission Meeting
June 30, 2026
Draft Meeting Minutes

The regular meeting of the Southwestern Wisconsin Regional Planning Commission was held on Tuesday, June 30, 2026.

1. Call to Order

The meeting of the Southwestern Wisconsin Regional Planning Commission (SWWRPC) was called to order by Vice-Chair Guth at 9:01.

Grant County	Bob Keeney	X
	Betsy Ralph	Excused
	Eileen Nickels	Excused
Green County	Jerry Guth	X
	Kristi Leonard	X
	Erica Roth	Excused
Iowa County	Carol Anderson	X
	John Meyers	X
	Todd Novak	Absent
Lafayette County	Jack Sauer	Absent
	Beau Buchs	Excused
	Mandy Johnson	X
Richland County	Kerry Severson	X
	Steve Carrow	X
	Bob Frank	Absent
<u>Staff and others present:</u>		Natalie Strait
Troy Maggied		Mei Mei Keohane
Bryce Mann		Emily Brown
Melinda Nicely		Jaclyn Essandoh
Francis Henn		

2. Confirmation of Notice of Meeting

The meeting agenda was distributed to the county clerks for posting in county courthouses and a press release to local newspaper outlets.

3. Approval of Agenda

- *Motion to approve the agenda as presented – 1st Anderson, 2nd Johnson. Motion passed without negative vote.*

4. Acceptance of the May 26, 2026 meeting minutes

- *Motion to approve the minutes as presented – 1st Leonard, 2nd Severson. Motion passed without negative vote.*

5. Public Comment

- No public comments provided

6. Staffing Update

Executive Director, Troy Maggied, gave notice to the commission of his resignation from SWWRPC and gave a proposed timeline for transition. The commission discussed the hiring process and timeline and



deferred additional discussion and deliberation to the Executive Commission. A special Executive Commission meeting will be set up to further discuss the logistics for hiring a new Executive Director.

7. Discussion on opportunities for increased regional service provision, partnerships, and opportunities to help inform the SWWRPC strategic planning process.

Maggied discussed initial questions to start the conversation of regionalization, focusing on who key partners could be and what shared issues could be connected. Further discussion will be postponed until the Executive Director position has been filled.

8. Adjourn

- **Next Executive Committee Meeting Dates: July 8 & July 28**
- **Next Full Commission Meeting Date: June 30**
- *Motion to adjourn – 1st Anderson, 2nd Meyers. Motion passed without negative vote.*

Position Opening

Executive Director

Purpose: The Southwestern Wisconsin Regional Planning Commission is seeking an experienced community development professional to serve as their next Executive Director. This role is a highly visible leadership position serving a 5-county region with an approximate population of 165,000, 63 cities and villages, and nearly 100 townships. The Executive Director reports to a 15-member Commission. The organization's annual budget is approximately \$1.1 million and supports a staff of between 8-11 employees, depending on workload. The Executive Director is responsible for strategic leadership, organizational accountability, and overall operations.

Position Description: The Executive Director assumes overall leadership for the Commission. They implement the Commission's mission through the development of community-based planning and economic development projects. Historic projects include the creation of award-winning community and economic development plans, provision of staffing services for seven regional organizations, management and deployment of a \$2 million revolving loan portfolio, and grant writing and administration for public works grants resulting in \$18 million of federal investments to develop over nearly 150 acres of new industrial land. The Executive Director establishes contracts and grant agreements, and are accountable for all human resource and financial management duties at the Commission. The Executive Director provides executive oversight of the Commission's contracts, grant agreements, financial management, budgeting, and human resources in partnership with the Finance Manager and Administrative Assistant. The Executive Director also establishes and communicates the Commission's vision, building strong relationships with regional partners and advancing the organization's mission throughout southwest Wisconsin. A primary responsibility of the Executive Director is to foster a collaborative, engaged, and high-performing organizational culture that supports employee development and organizational success.

A Day in the Life: The Executive Director's first year will be spent learning, maintaining, and building organizational culture and helping SWWRPC staff continue to succeed on their projects. The Finance Manager and Administrative Assistant will help on-board the Executive Director to the Commission's finances, practices, and procedures. Building and maintaining strong relationships will be one of the most important functions of the new Executive Director, and may consume a significant amount of time during the first six-months. The most impactful and productive external relationships will be with regional planning and economic development partners such as board members of Prosperity Southwest, rail transit commissions, and local leadership in communities where SWWRPC is currently engaged. The Executive Director will need to demonstrate the ability quickly orient themselves to the Commission's operations in order to prepare for the pending award of nearly \$500,000 of new work slated for late summer or early fall, 2026. These projects include long-range community planning projects, multi-year regional hazard mitigation planning, and administration of public works grants.

About Us: SWWRPC has been providing southwestern Wisconsin with community and economic development services for 56 years. We advocate for necessary and positive change grounded in a history of agriculture, food production, manufacturing, small businesses development, and abundant natural resources. Our staff are interdisciplinary and service-driven. You can read our Strategic Plan here: <https://www.swwrpc.org/about-us>.

About the Commissioners: The Executive Director answers to a board of 15 Commissioners made up of three representatives from each member county. These members include the county board supervisor from each county, and 10 county-appointed Commissioners. The background of these Commissioners is diverse, and include experience as local elected officials, small business owners, farmers, educators, public safety professionals, engineers, realtors, finance professionals, journalists, and a member of the state Assembly. The Commissioners value transparency and accountability, and have a practice of giving the Executive Director latitude in setting the organization's vision and direction. They support this work through policy development, and by serving as connectors between the Commission and the region. The Commissioners are dedicated public service with a passion for the communities of southwestern Wisconsin, and want the Commission to continue delivering unique value to the region.

Location: The Executive Director will be based out of the Platteville office. This role requires frequent travel around the region to accommodate project meetings. The Executive Director will be required to attend or facilitate evening meetings.

Duties and Responsibilities:

- Leads all project development and revenue generation efforts for the organization.
- Creates an organizational culture that fosters a productive and supportive working environment for employees
- Establishes organizational strategy either directly through project and culture development, or indirectly through the facilitation of a strategic plan
- Establishes a vision how the Commission can have a positive impact on the communities of southwestern Wisconsin
- Assumes overall duties and management of the Commission, including implementation of policies and procedures, budgeting, financial management, communications, and personnel management.
- Acts as the commission's personnel officer in the approval of administrative decisions related to the implementation of the Commission policies and procedures.
- Sets organizational culture by leadership through example, employee engagement, establishment of professional development standards, and alignment of projects and staffing with organizational mission.
- Drafts and presents the annual budget to the Commission for approval.
- Manages day-to-day operations, programs, and projects in a manner consistent with the Commission's governing documents, policies, and funder requirements.
- Responsible for the hiring, orientation, supervision, evaluation, discipline, and termination of all Commission staff and volunteers engaged to support the organization's mission.
- Represents the Commission before federal and state agencies, other regional planning commissions, and local governments within the SWWRPC region.
- Seeks funding sources to maintain and enhance Commission programs and operations.

- Acts as the Commission's personnel officer in the administration of the Employee Handbook and Personnel Policies and Procedures.
- Coordinates with the Commission Chair and administrative staff to prepare agendas, minutes, and meeting packets for all Commission and committee meetings.
- Encourages Commissioner participation in program development and legislative advocacy.
- Reviews and works with Commissioners to update, maintain, and implement all Commission policies, procedures, and strategic plan.
- Enhances the Commission's visibility and reputation through media interviews and presentations, along with delivering presentations to county and town boards, city and village councils, nonprofit organizations, and professional groups.
- Keep abreast of professional developments in the field through reading and attendance at conferences and seminars.
- Attends professional planning activities, conferences, seminars, and training sessions, including the Wisconsin Association of Regional Planning Commission meetings.
- Implements any other duties as assigned by the Commission.
- Leads planning projects on occasion and as needed, and also serves in a supporting role for Commission planning projects when needed.

Qualifications:

- Demonstrated ability to generate organizational revenue through the development of contracts and grants, and to maintain the continuing investment of member counties.
- Established organizational management skills, including financial management, strategic planning, and human resources.
- Innovative leadership that will bring fresh ideas and perspectives to the region, while respecting its traditions, history, and economic and cultural diversity.
- Experienced in managing a hybrid in-person/remote workforce.
- Demonstrated experience in collaborating within and across multiple sectors including public officials, higher education, private enterprise, and nonprofit representatives.
- Capable leader who supports the development of high-performing staff with diverse skills, styles, and responsibilities.
- General understanding of municipal finance, including operational and capital expenditure restrictions and economic development incentive practices. An understanding of the basic components of school financing is beneficial.
- Understanding of Comprehensive Planning law in Wisconsin as outlined in Wisconsin Statutes, and including "best practices" for leading planning projects.
- Successful at balancing a wide variety of issues and deadlines simultaneously.
- Possess exceptional communication and relationship skills.
- Experienced in grant writing and administration.
- Proven leadership of governing boards and organized community stakeholders.
- Knowledge of federal, state, and local funding opportunities.
- Thorough understanding of community and economic development planning.
- Experienced with project contracting and preparing scopes of work.
- Creative in the analysis of regional development and facilitating economic development.
- Strong understanding and use of all Microsoft Programs.
- Ability to work productively with others and the public in a collaborative environment.

Education and experience:

- Bachelor's Degree from an accredited college or university in economic or community development, urban planning, public or business administration, or related field.
- Significant experience in a supervisory or management role in regional planning and/or other governmental organizations; private sector experience may substitute for public service experience.
- A background in planning and/or economic development.
- Experience in HR practices, including recruiting, benefits analysis, retention best-practices, performance evaluation, etc.
- Experience in management and public administrative practices.
- Valid driver's license and reliable transportation.
- Desirable - Master's Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities to successfully meet the core Qualifications, and Duties and Responsibilities of the position.

Duties and Responsibilities:

- Executive leadership (project scoping and development, policy development, HR): 30%
- Administrative functions (financial management, budget management, reporting): 25%
- Commissioner engagement (meetings, communication): 15%
- Project support (management, staff support, etc.): 15%
- Direct project work: 10%
- Other duties as needed or assigned: 5%

Compensation:

- Position type: Full-time permanent. FLSA exempt
- Salary range: \$110,000-\$125,000
- Relocation allowance: \$1,500
- Health insurance: SWWRPC pays 88% of premiums (approximately \$13,000 for a single plan and \$33,000 for a family plan).
- Other benefits: Dental and Group Life Insurance, Income Continuation Insurance, Flex Spending, participation in the Wisconsin Retirement System.
- 40 days of annual paid time off, including holidays (12 days), vacation (15 days), and sick leave (13 days)
- Paid family leave for those who qualify
- Hybrid remote/in-person work opportunity
- Generous professional development opportunities

Those interested should submit a resume to jobs@swwrpc.org. Only electronic applications will be reviewed. Applications are due by 5:00 PM on July 21, 2026. The first round of interviews is anticipated to begin the week of August 3 or 10, 2026. Applications will be accepted until a suitable candidate is found.

SWWRPC is fully committed to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work

environment free from discrimination and harassment and where employees are treated with respect and dignity.

DATE: July 21, 2026

TO: SWWRPC Executive Committee

FROM: Troy Maggied, SWWRPC Executive Director

SUBJECT: Updated recruitment and transition process for the Executive Director position

Dear Committee,

This memo updates the original version provided to the Commission on June 30, and outlines a “working document” to capture our shared understanding of the timeline, process, and roles for recruiting and re-hiring the Executive Director.

Transition Timeline: Current Executive Director

- July 17: Last full-time day at SWWRPC
- Weeks of July 20 and 27: 3 days at Mineral Point, 2 days at SWWRPC
- August 3-7 and 13-17: Pre-scheduled vacation. No work at either location.
- August 18-September 4: Hourly work at Mineral Point with an allowance to assist as needed.
- September 7: Full-time in Mineral Point. **Remain on hourly availability as needed, until the new Executive Director fully terminates employment.**

Proposed Recruitment & Rehiring Process and Timeline:

- July 8: Executive Committee meeting to finalize position description and hiring process assign roles, and confirm any transition issues/authorities/roles.
 - **Also consider election / appointment of hiring committee and staff roles.**
 - **Set tentative dates for interviews**
- **No later than July 10:** Post and recruit for Executive Director
- **July 31: Begin screening candidates and scheduling 1st round interviews. Posting can remain open until a suitable candidate is found.**
- July 28: Executive Committee or Hiring Committee. Agenda:
 - Review applications & finalize interview timeline
 - Review / approve draft 2027 budget
 - Conduct Executive Director exit interview
- Week of **August 3 or 10:** 1st round interviews
- Final interviews: After August 25 Commission Meeting? Or scheduled that week as needed.

Transition issues and considerations:

- Consider hourly status to permit me to complete projects and assist with the transition. This will enable me to assist with recruitment, assist staff with quarterly invoicing and reporting, develop the 2027 budget, and steward anticipated contracts through to award.
- Need to determine signing authority during transition. Authority will be needed for approving payroll, expense checks, and signing new grants or contracts.
- I believe annual presentations to counties should occur this year, and it may be valuable to have a joint presentation between me and the new Director when they are hired.

New Updates 7/21/2026

SWWRPC assistance with posting:

- Post the position at the following sites:
 - Indeed: \$775 (estimated)
 - LinkedIn: \$1,050 (estimated)
 - American Planning Association – WI Chapter (WAPA): \$0
 - American Planning Association (APA): \$295
 - Planetizen: \$150
 - Wisconsin Economic Development Association (WEDA): \$0
 - International Economic Development Council (IEDC): \$475
 - National Association of Development Organizations (NADO)
 - National Association of Regional Councils (NARC): \$180
 - International City/County Management Association (ICMA): \$150
 - Wisconsin City/County Management Association (WCMA): \$50
 - Direct email to other RPC directors for distribution among their network
- Position description directs all applications to be sent to 3rd party firm for screening and interview.
- SWWRPC Admin Assistant can assist with logistics related to staff engagement, agenda development and distribution, reserving a venue for in-person meetings, etc.

Options for staff involvement: Staff involvement should be considered an important part of the process. Retention and culture are a core function of the Executive Director, and staff will be able to offer insight into candidates' demonstrated skills and abilities related to these roles.

- Option 1: Identify several staff to join the hiring committee's interview process. Staff can weigh in on positive attributes of candidates as they relate to having a vision for the organization, their ability to create culture, and their professional planning expertise.
- Option 2: Provide an opportunity for staff to meet finalists and provide feedback via a survey.
- Option 3: Require finalists to provide presentations to all Commissioners and staff to demonstrate their presentation and public speaking skills, knowledge or experience with rural development issues, vision for the organization and staff, etc.
- Option 4: Third party firm uses their standard "Assessment Center" approach to engage staff.