

**MINUTES**  
**of the Executive Committee of the**  
**Capital Area Regional Planning Commission**

**August 6, 2018**

**Room 321, 210 Martin Luther King Jr. Blvd., Madison, WI**

**4:30 PM**

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Commissioners Present: Kris Hampton, Mark Geller, Larry Palm, Ken Golden, Maureen Crombie (arrived 4:35pm), Peter McKeever

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: No members of the public

1. Roll Call

Chair Palm called the meeting to order at 4:30 PM. Quorum was established.

2. Approval of Minutes

a. **Minutes of the July 12, 2018 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes of the July 12, 2018, Executive Committee meeting; Mr. Geller seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public were present.

4. Action Items

a. **Consideration of Approval of Revisions to the CARPC Personnel Manual (*actionable item*)**

Chair Palm stated that Commissioners can continue to have discussions regarding policy but the personnel manual needed to be updated since many sections were out of date.

Mr. Geller move to approve the revisions to the CARPC personnel manual; Mr. Golden seconded.

Mr. Hampton requested one additional change. On page 3 in the paragraph "Executive Chairperson," he requested that "is hired" be changed to "may be hired". There were no objections to this requested change.

The amended motion passed on a voice vote.

5. Financials

a. **Approval of August 2018 Disbursements and Treasurer's Report for July 2018 (*actionable item*)**

Mr. Geller moved to approve the August 2018 disbursements and Treasurer's Report for July 2018; Ms. Crombie seconded. The motion passed on a voice vote.

6. Presentations and Discussions

a. Potential Revisions to CARPC 2018 Budget

Mr. Steinhoff gave a review of changes to the 2018 budget, which is attached.

Items of discussion included:

- Commissioners requested (1) rental information for wide-format scanners instead of purchasing a scanner; and (2) AGMV expenses and revenues be separated from other expenses and revenues and shown on their own separate lines;
- Line 31 was wrong and needed to be corrected;
- Fundraising for the scenario survey has been completed;
- Fundraising for AGMV could be continued as part of the ongoing commitment to recognizing the new vision; and
- The process of scanning old documents and maps.

b. CARPC Draft 2019 Work Program

Chair Palm stated that the 2019 work program will be presented at the September 18th Commission meeting for adoption.

c. Potential CARPC 2019 Budget Revisions Including Move Costs

Mr. Steinhoff gave an overview and reviewed the handout, which is attached.

Discussion topics included:

- The services provided by the Southwest Wisconsin Workforce Development Board;
- Whether CARPC could ask for more donations for AGMV;
- Terms of the lease for a new office location; and
- Dane County's reaction to CARPC moving to a new location.

d. CARPC Strategic Planning

Chair Palm summarized the reasons for CARPC to continue strategic planning after last year's retreats. CARPC could even do some joint strategic planning with the Madison Area Transportation Policy Board. Instead of having a strategic planning retreat in October, it may be better to have a joint MPO/CARPC meeting off-site.

7. Future Agenda Items (Next meetings September 10th and October 8th; both meetings are in Room 321 CCB)

8. Adjournment

Mr. Hampton moved to adjourn the meeting; Ms. Crombie seconded. The motion passed on a voice vote. The meeting adjourned at 5:44pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



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Kris Hampton, Secretary