

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

November 11, 2019

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

6:00 p.m.

Commissioners Present: Maureen Crombie, Peter McKeever, Chair Larry Palm, David Pfeiffer

Commissioners Absent: Mark Geller, Kris Hampton

CARPC Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 6:00pm. Quorum was established.

2. Approval of Minutes

a. **Consideration of Approval of Minutes of the October 10, 2019 Executive Committee Meeting (actionable item)**

Mr. Pfeiffer moved to approve the minutes of the October 10, 2019, Executive Committee meeting; Ms. Crombie seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public were present.

4. **Closed Session (actionable item)**

a. *The Executive Committee intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities.*

Ms. Crombie moved to convene into closed session; Mr. McKeever seconded. A roll call vote was taken. Commissioners who voted aye: Maureen Crombie, Peter McKeever, Chair Larry Palm, David Pfeiffer. Commissioners who were absent: Mark Geller and Kris Hampton. The motion passed on a roll call vote.

5. **Return to Open Session (actionable item)**

Mr. McKeever moved to return to open session; Ms. Crombie seconded. A roll call vote was taken. Commissioners who voted aye: Maureen Crombie, Peter McKeever, Chair Larry Palm, and David Pfeiffer. Commissioners who were absent: Mark Geller and Kris Hampton. The motion passed on a roll call vote.

6. Presentations and Discussions

a. Update of Office Move to 100 State Street, Madison

Mr. Steinhoff and Ms. Firestone reported on the move to CARPC's new office. Mr. Steinhoff stated that CARPC staff would be meeting with Madison police at 8am on November 20th to discuss safety issues. Chair Palm requested that Commissioners be notified about this meeting.

7. Action Items

- a. **Consideration of Authorization for Agency Director to Execute Agreement with City of Madison for Transportation Planning and Demographic and Employment Forecast Services in 2020 (*actionable item*)**

Mr. Pfeiffer moved to authorize the Agency Director to executive the agreement with the City of Madison for transportation planning and demographic and employment forecast services in 2020; Ms. Crombie seconded.

Mr. Steinhoff reported on the benefits of this agreement.

The motion passed on a voice vote.

- b. **Consideration of Approval of Authorizing the Agency Director to Execute the 2020 Memorandum of Understanding with the Southwest Wisconsin Workforce Development Board for Financial Services (*actionable item*)**

Mr. Pfeiffer moved to authorize the Agency Director to executive the 2020 MOU with the Southwest Wisconsin Workforce Development Board; Ms. Crombie seconded. The motion passed on a voice vote.

- c. **Consideration of Assurances and Agreement with WisDOT for Implementation of Title VI Implementation Plan (*actionable item*)**

Mr. Pfeiffer moved to authorize the assurances and agreement with the WisDOT; Ms. Crombie seconded. The motion passed on a voice vote.

- d. **Consideration of Approval of Authorizing Agency Director to Execute Addendum to Website Services Agreement with designCraft Advertising (*actionable item*)**

Mr. Pfeiffer moved to authorize the Agency Director to execute an addendum to the website services agreement with designCraft Advertising; Ms. Crombie seconded. The motion passed on a voice vote.

- e. **Consideration of Approval of Authorizing Agency Director to Execute Agreement with City of Madison/Metro Transit for Employee Bus Passes (*actionable item*)**

Mr. Pfeiffer moved to authorize the Agency Director to execute the agreement with the City of Madison/Metro Transit for employee bus passes; Ms. Crombie seconded. A discussion followed regarding the reason why CARPC would not continue to receive no-fee bus passes from the City. Mr. McKeever moved to amend the motion by adding the following to the end of the authorization: "If based on CARPC's location CARPC is required to pay..."

The amended motion passed on a voice vote.

8. Financials

- a. **Consideration of Approval of November 2019 Disbursements and Treasurer's Report for October 2019 (*actionable item*)**

Mr. McKeever moved to approve the November 2019 Disbursements and Treasurer's Report for October 2019; Mr. Pfeiffer seconded. The motion passed on a voice vote.

9. Next Meeting Date, Time and Future Agenda Items (Next meeting: December 9, 6:00 pm, location TBD)

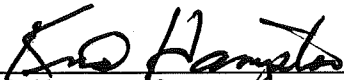
Ms. Firestone reminded the Executive Committee that Mr. Steinhoff's review is due in January.

10. Adjournment

Mr. McKeever moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 7:05pm.

Minutes taken by Linda Firestone
Minutes edited by CARPC staff

Respectfully Submitted:


Kris Hampton, Secretary