

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

December 9, 2019

100 State Street, Suite 400, Madison WI

6:00 p.m.

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Commissioners Present: Mark Geller, Kris Hampton, Peter McKeever (Acting Chair), David Pfeiffer

Commissioners Absent: Maureen Crombie, Larry Palm

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: 0 members of the public

1. Roll Call

Acting Chair McKeever called the meeting to order at 6:02pm. Quorum was established.

2. Approval of Minutes

**a. Consideration of Approval of Minutes of the November 11, 2019 Executive Committee Meeting (actionable item)**

Mr. Pfeiffer moved to approve the minutes of the November 11, 2019 Executive Committee minutes; Mr. McKeever seconded. The motion passed on a voice vote, with two abstentions.

3. Public Comment

No members of the public attended the meeting.

4. Intentionally Left Blank

5. Intentionally Left Blank

6. Action Items

**a. Consideration of Recommending Approval of CARPC Resolution 20119-13 Establishing the Deputy Agency Director Position and Job Description of (actionable item)**

Mr. Hampton moved to recommend approval of CARPC Resolution 2019-13; Mr. Geller seconded. The motion passed on a voice vote.

**b. Consideration of Recommending Approval of Revised Job Descriptions for Agency Director, Director of Environmental Resources Planning Division, and Director of Community and Regional Development Planning Division (actionable item)**

Mr. Geller moved to recommend approval of the revised job descriptions for Agency Director, Director of Environmental Resources Planning Division, and Director of Community and Regional Development Planning Division; Mr. Pfeiffer seconded.

Both staff members were satisfied with the revised job descriptions.

Commissioners requested that the CARPC salary table and Dane County management salary table be brought to the Commission meeting.

The motion passed on a voice vote.

**c. Consideration of Recommending Approval of Revised CARPC Organizational Chart (actionable item)**

Mr. Pfeiffer moved to recommend approval of the revised CARPC organizational chart; Mr. Hampton seconded. The motion passed on a voice vote.

**d. Consideration of Authorizing Agency Director to Execute Agreement with CCL Consulting for CARPC to Provide Sub-consultant Services for the Update of the Comprehensive Plan for the Village of Mazomanie (*actionable item*)**

Mr. Hampton moved to authorize the Agency Director to execute an agreement with CCL Consulting for CARPC to provide sub-consultant services for the update of the comprehensive plan for the Village of Mazomanie; Mr. Geller seconded. The motion passed on a voice vote.

7. Presentations and Discussions

a. Summary of Expenses Related to Office Move to 100 State Street, Madison

Mr. Steinhoff presented a handout that showed the current moving expenses. Mr. McKeever asked about the frequency of backups for GIS data.

8. Financials

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

Mr. Geller moved to approve the December 2019 disbursement and Treasurer's report for November 2019; Mr. Hampton seconded. The motion passed on a voice vote.

9. Future Agenda Items (Next meeting is at 6:00pm, January 9, 2020, location TBD)


The January Executive Committee meeting will be held at 6pm on Thursday, January 9, at 100 State Street, Suite 400, before the CARPC meeting at 7pm.

10. Adjournment

Mr. Hampton moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 6:39pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



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Kris Hampton, Secretary