

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

January 9, 2020

100 State Street, Suite 400, Madison WI

6:00 p.m.

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton, Peter McKeever, Larry Palm (Chair), David Pfeiffer

Other Commissioners Present: Caryl Terrell

Staff Present: Linda Firestone, Sean Higgins, Mike Rupiper, Steve Steinhoff

Others Present: 0 members of the public

1. Roll Call

Chair Palm called the meeting to order at 6:01pm. Quorum was established.

2. Approval of Minutes

a. **Consideration of Approval of Minutes of the December 9, 2019 Executive Committee Meeting (actionable item)**

Ms. Crombie moved to approve the minutes of the December 9, 2019, Executive Committee minutes; Mr. Pfeiffer seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public attended the meeting.

4. Closed Session

a. *The Commission 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. The subject matter concerns the evaluation of the Agency Director/Division Director for Community and Regional Development Planning.*

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

5. Return to Open Session

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

6. Approval of Evaluation of Agency Director

a. **Consideration of Approval of Evaluation of Agency Director (actionable item)**

Mr. McKeever moved to authorize Chair Palm to provide the Agency Director with an evaluation based on the conversation during the closed session; Ms. Crombie seconded. The motion passed on a voice vote.

7. Action Items

a. **Consideration of Approval of RPC Self-Certification (actionable item)**

Mr. McKeever moved to approve the RPC self-certification; Mr. Hampton seconded. The motion passed on a voice vote.

b. **Consideration of Approval of Cooperative Monitoring Agreements with the USGS, City of Madison, and City of Middleton (*actionable item*)**

Mr. Geller moved to approve the cooperative monitoring agreements with the USGS, City of Madison, and the City of Middleton; Ms. Crombie seconded. The motion passed on a voice vote.

c. **Consideration of Approval of Amendment to the 2019 Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)**

Mr. Hampton moved to approve the amendment to the 2019 agreement to provide water quality management planning assistance to the WDNR; Ms. Crombie seconded. The motion passed on a voice vote.

d. **Consideration of Approval of Amendments to Agreements with the Towns of Sun Prairie, Bristol Springfield, Blue Mounds, Berry, and Westport for 2020 Services (*actionable item*)**

Mr. Hampton moved to approve the amendments to the agreements with the Towns of Sun Prairie, Bristol, Springfield, Blue Mounds, Berry, and Westport; Ms. Crombie seconded. The motion passed on a voice vote.

e. **Consideration of Approval of Changes to Appendix E of CARPC Personnel Manual (*actionable item*)**

Mr. McKeever moved to approve the changes to Appendix E of the CARPC personnel manual; Mr. Geller seconded. The motion passed on a voice vote, with one abstention (Chair Palm).

f. **Consideration of Authorizing Agency Director to Execute Engagement Letter with Johnson Block CPAs for 2019-2021 Financial Audits (*actionable item*)**

Mr. Geller moved to authorize the Agency Director to execute the engagement letter with Johnson Block CPAs for the 2019, 2020, and 2021 financial audits; Mr. Pfeiffer seconded. The motion passed on a voice vote.

8. Financials

a. **Consideration of Approval of January 2020 Disbursements and Treasurer's Report for December 2019 (*actionable item*)**

Mr. Geller moved to approve the January 2020 disbursements and the Treasurer's report for December 2019; Mr. Pfeiffer seconded. The motion passed on a voice vote.

9. Future Agenda Items (Next meeting is February 10, 2020, at 100 State Street, Suite 400)


For February meeting: Review of draft mission and vision statements.

10. Adjournment

Mr. Hampton moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 6:50pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary