

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

February 10, 2020

CARPC Office, 100 State Street, Suite 400, Madison, WI

6:00 p.m.

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

Commissioners Absent: Maureen Crombie

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

Others Present: None

1. Roll Call

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

2. Approval of Minutes

a. **Consideration of Approval of Minutes of the January 9, 2020 Executive Committee Meeting (actionable item)**

Mr. Hampton moved to approve the minutes of the January 9, 2020 Executive Committee minutes; Mr. McKeever seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public attended the meeting.

4. Presentations and Discussions

a. **Conflict Between Deputy Agency Director Job Description and CARPC Bylaws Regarding Executive of Contracts**

Mr. McKeever suggested that the Deputy Agency Director's job description be revised to remove the authority to execute contracts and agreements so that the job description does not conflict with the bylaws. Discussion ensued about the layer of back up necessary in the event that the Agency Director and Executive Chairperson are not available to execute contracts. An amendment to the bylaws should be written to authorize the Commission to delegate signature of contracts to individual CARPC staff. This revision to the bylaws needs to be made in Article VII Section 7. There was also a suggestion made to add language to the bylaws regarding procedures during emergency situations.

5. Action Items

a. **Consideration of Adoption of CARPC Resolution 2020-02 Title VI/ADA Non-Discrimination Policy (actionable item)**

Mr. Hampton moved to adopt CARPC Resolution 2020-02; Mr. Geller seconded. The motion passed on a voice vote.

b. **Consideration of Recommendation to Commission for Three Options for Agency Mission Statement (actionable item)**

Chair Palm read the three options plus CARPC staff's recommended language.

Discussion occurred regarding the reason why phrase "land use" was not used and the meaning of "regional challenges." Staff's goal with its recommended language was to keep the mission statement broad. Staff wanted a statement that clearly stated who we are and what we do.

Mr. Hampton moved to recommend staff's preferred mission statement "Guiding communities in overcoming regional challenges through assistance, collaboration and planning" to the Commission; Mr. Geller seconded.

Commissioners revised the mission statement to read "Strengthen the region by engaging communities through planning, collaboration, and assistance." Mr. Hampton moved to amend the mission statement; Mr. McKeever seconded. The motion to amend the mission statement passed on voice vote.

The motion to recommend the amended mission statement passed on a voice vote.

c. Consideration of Options for Addressing CARPC 2020 Budget Issues (*actionable item*)

Mr. McKeever moved to recommend option #1 to the Commission (employees will receive an extra paycheck of pay for the year); Mr. Hampton seconded. The motion passed on a voice vote.

Mr. Steinhoff asked if the budget should be amended. Commissioners felt that the budget should not be amended at this time, but, if necessary, it could be amended at a later date.

d. Consideration of Approval of Letter of Support of Designation of U.S. Highway 151 as an Alternative Fuels Corridor (*actionable item*)

Mr. Pfeiffer moved to approve the letter of support; Mr. McKeever seconded. The motion passed on a voice vote.

e. Consideration of Adoption of Revised CARPC Internal Control Procedures (*actionable item*)

Chair Palm requested that the Treasurer review and approve the monthly credit card charges. The approval does not need to be made before the monthly credit card invoice is paid. This review and approval procedure should to be added to the CARPC internal control procedures.

Discussion occurred regarding increasing the credit card's credit limit.

Chair Palm requested that Section B.1.a. be revised to read as "With the Commission Chair, acts as the authorized agents for the CARPC bank accounts. All authorized agents have the authority to sign CARPC checks."

Mr. McKeever moved to amend the CARPC internal control procedures as discussed and moved to adopt the amended internal control procedures; Mr. Geller seconded. The motion passed on a voice vote.

6. Financials

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

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

7. Future Agenda Items (Next meeting is March 9, 2020, at 100 State Street, Suite 400, Madison, WI)

Proposed items for the March agenda:


- a. Discussion on a better way for handling per diem/mileage expenses to reduce the number of emails;
- b. Review of bylaws; and
- c. Revision of Deputy Agency Director's job description.

8. Adjournment

Mr. Hampton moved to adjourn; Mr. Pfeiffer seconded. The meeting adjourned at 7:37pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:


Kris Hampton, Secretary