

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

**March 9, 2020**

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

**6:00 p.m.**

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Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton, Larry Palm (Chair), David Pfeiffer, Peter McKeever (arrived 6:05pm)

Commissioners Absent: None

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

Others Present: None

1. Roll Call

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

2. **Adoption of Minutes of the February 10, 2020 Executive Committee Meeting (*actionable item*)**

Mr. Pfeiffer moved to adopt the minutes of the February 10, 2020 Executive Committee meeting; Mr. Hampton 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 recruitment of an Environmental Engineer.*

Mr. Hampton moved to go into closed session; Ms. Crombie seconded. A roll call vote was taken. Commissioners who voted aye: Ms. Crombie, Mr. Geller, Mr. Hampton, Chair Palm, and Mr. Pfeiffer. Commissioners who voted no: None. Commissioners who were absent: Mr. McKeever. The motion passed on a roll call vote.

5. Return to Open Session

Mr. Hampton moved to go back into open session; Ms. Crombie seconded. A roll call vote was taken. Commissioners who voted aye: Ms. Crombie, Mr. Geller, Mr. Hampton, Mr. McKeever, Chair Palm, and Mr. Pfeiffer. Commissioners who voted no: None. The motion passed on a roll call vote.

6. **Approval of Hiring Environmental Engineer or Recruiting Environmental Resources Planner (*actionable item*)**

Mr. Pfeiffer moved to direct staff to make offers as discussed in closed session; Mr. McKeever seconded. The motion passed on a voice vote.

7. Potential Revisions to CARPC Bylaws Including Execution of Contracts

Chair Palm reported a proposed change to delegate the execution of contracts to individual CARPC staff members instead of the Executive Director. Discussion ensued. Mr. McKeever thought including "Approved by the Commission on <date>" on the signature page of each signed agreement was a good idea.

8. Increasing Efficiency of Processing Expense Reimbursements

Discussion items included:

- (1) when documentation of requested reimbursements would need to be received from Commissioners, including the necessity of having a final submission date;
- (2) the frequency of emails sent to Commissioners (one reminder email per quarter would be sufficient);

- (3) the necessity of approval of Commissioner payments by the Agency Director before the request for payment is submitted to SWWDB; and
- (4) the language to be used in revised bylaws, the personnel manual, and a policy manual.

Chair Palm suggested that Commissioners have mailboxes or folders in which to place their documents. Ms. Firestone was asked to talk to SWWDB about the necessity of back-up documentation.

9. **Approval of Revisions to CARPC Personnel Policies Regarding Incentives for Opting Out of Health Insurance Coverage Provided by CARPC (*actionable item*)**

Mr. McKeever moved to approve the revisions to the CARPC personnel manual; Mr. Geller seconded. The motion passed on a voice vote.

10. **Approval of Revised Job Description for Deputy Agency Director (*actionable item*)**

Mr. Geller moved to approve the revised job description for the Deputy Agency Director; Ms. Crombie seconded. The motion passed on a voice vote.

11. **Approval of Increasing the Credit Limit on CARPC's Credit Card to \$10,000 (*actionable item*)**

Mr. Geller moved to approve the increase of the credit limit of the CARPC credit card to \$10,000; Mr. Hampton seconded. The motion passed on a voice vote.

12. **Approval of March 2020 Disbursements and Treasurer's Report for February 2020 (*actionable item*)**

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

13. **Authorization of Agency Director to Execute Contract with Distillery for Co-Branding Services with MPO (*actionable item*)**

Mr. Steinhoff reviewed the details of Distillery's proposal. Commissioners voiced a desire for CARPC staff and Commissioners to provide input as logos and visuals are being developed for the MPO and CARPC.

Ms. Crombie moved to approve staff's recommendation of Option B; Mr. Pfeiffer seconded. The motion passed on a voice vote.

14. Future Agenda Items (Next meeting is April 6, 2020, at 100 State Street, Suite 400, Madison, WI.)

Potential item for the April agenda was proposed changes to the CARPC bylaws.

15. Adjournment

Mr. Hampton moved to adjourn; Ms. Crombie seconded. The meeting adjourned at 7:22 pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



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Kris Hampton, Secretary