

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

July 6, 2020 at 6:00 p.m. (virtual Zoom meeting)

Commissioners Present: Maureen Crombie, Kris Hampton (departed 6:45pm), Peter McKeever, Larry Palm (Chair), David Pfeiffer

Commissioners Absent: Mark Geller

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: Forbes McIntosh

1. Roll Call

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

2. **Approval of Minutes of the June 8, 2020 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to recommend adoption of the minutes of the June 8, 2020 Executive Committee meeting; Mr. Pfeiffer seconded. The motion passed on a voice vote.

3. Public Comment

No public comment was provided.

4. **Approval of Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)**

Mr. Hampton moved to recommend approval of the annual agreement with the Wisconsin Department of Natural Resources; Mr. McKeever seconded. The motion passed on a voice vote.

5. **Adoption of Revisions to the CARPC Internal Controls Procedures (*actionable item*)**

Ms. Crombie moved to recommend adoption of revisions to the CARPC internal controls procedures; Mr. Hampton seconded. The motion passed on a voice vote.

6. Discussion of Dane County Retirement Enhancement Program

Mr. Steinhoff reviewed Dane County's retirement enhancement program. Discussion items included how funds would accrue; where the funds would be recorded on our balance sheet; what triggers the start of the liability; which Precision Retirement account this money can be transferred into (can it only be used for medical expenses or can it be transferred into the 401(a) account); whether an employee's previous CARPC service counts toward accumulated time and how the funds would accrue for these employees; possible changes to the County's program; and whether CARPC needs this program. The consensus was that CARPC should follow the County's general program. The next step is to develop CARPC's policy so it will not disrupt CARPC finances. Staff was directed to present a plan at the next meeting as an actionable item.

7. **Approval of July 2020 Disbursements and Treasurer's Report for June 2020 (*actionable item*)**

Mr. McKeever moved to recommend approval of the July 2020 disbursements and Treasurer's report for June 2020; Mr. Hampton seconded. The motion passed on a voice vote.

8. Discussion of Potential Additional Branding Services

Mr. Steinhoff discussed the reasons for more services from Distillery, which include applying the visual elements to our communications (website, Powerpoint presentations, newsletters, and reports). An updated website and revised report format would be most useful. This would be a one-time fee which would not adversely affect CARPC's current budget. The discussion included whether this was a good use of CARPC funds; the history of CARPC's branding efforts; and the goals of this rebranding, which include a common look with the MPO and the desire to have a logo that can be scaled for different types of media. A redesigned letterhead and business cards can be done by CARPC staff. This item needs to be presented at a future meeting, including examples of what has been produced to date, how CARPC is going to do better

regional planning with this expenditure, and budget implications. This should be put on the August Executive Committee and CARPC agendas with all four items as an actionable item.

9. Future Agenda Items (Next meeting is August 10, 2020, location: TBD)

Approval of Precision Retirement's agreements (August meeting)

Mr. Pfeiffer requested that the Commission's public hearing notification process for Urban Service Area Amendments be discussed at a future meeting.

10. Adjournment

Mr. McKeever moved to adjourn; Ms. Crombie seconded. The motion passed on a voice vote. The meeting adjourned at 7:00pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary