

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

**August 10, 2020 at 6:00 p.m. (Virtual Zoom Meeting)**

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton, Peter McKeever (arrived 6:15pm), Larry Palm (Chair), David Pfeiffer

Commissioners Absent: None

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

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

2. **Approval of Minutes of the July 6, 2020 Executive Committee Meeting (*actionable item*)**

Ms. Crombie moved to recommend adoption of the minutes of the July 6, 2020 Executive Committee meeting; Mr. Pfeiffer seconded. The motion passed on a voice vote with one abstention.

3. Public Comment

No members of the public attended the meeting.

4. Discussion of Public Hearing Notification Process

Mr. Rupiper reviewed the public hearing notification process and the available information for individual property owners. There is a concern that municipalities do not notify adjacent property owners about public hearings for USA amendments. There was also a discussion about modifying the list of email recipients shown on public hearing notices. Another point raised was that, in the past, there would be a meeting to present materials to the Commission first and then the public hearing was held during the next month's Commission meeting, allowing for a better chance that property owners would know about the public hearings.

Commissioners made the following suggestions: better communication with local administrations to encourage them to notify adjacent property owners; revise public hearing notices to encourage municipalities to notify adjacent property owners and to clarify when the public can speak on USA Amendments; modify Commission agendas to show clearly when the public can speak during the meeting; and, at some point in the future, update the CARPC website to define the process for the public to speak at CARPC meetings and encourage the public to give input during meetings.

5. **Approval of Additional Branding Services (*actionable item*)**

Mr. Steinhoff reviewed the discussion from the July Executive Committee meeting.

Mr. Hampton moved to approve four additional branding services with Distillery; Ms. Crombie seconded. The motion passed on a voice vote.

The approval by the Commission should also include designating the Agency Director to sign the Distillery agreement.

6. **Approval of Revised Job Description for Administrative Services Coordinator (*actionable item*)**

Mr. Hampton moved to approve the revised job description for the Administrative Services Coordinator position; Mr. Geller seconded. The motion passed on a voice vote.

7. **Approval of Precision Retirement Agreements (*actionable item*)**

Mr. Hampton moved to approve the Precision Retirement agreements; Ms. Crombie seconded. The motion passed on a voice vote.

8. **Approval of Wire Transfer Agreement (*actionable item*)**

Ms. Firestone explained the process and the difference between the multiple ways of transferring funds to the Local Government Investment Pool.

Mr. Geller moved to approve the wire transfer agreement; Mr. McKeever seconded. The motion passed on a voice vote.

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

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

Mr. Geller requested that staff research getting funds reimbursed by the CARES Act either through the federal government or the state.

Mr. McKeever asked staff for a projection of revenue and expenses at the end of the year. Mr. Steinhoff stated that previously staff had calculated a decent surplus at the end of the year, and he anticipated having under-budgeted expenses and over-budgeted revenue.

10. Future Agenda Items (Next meeting is at 6pm on September 10, 2020 (before the CARPC meeting), location: Virtual Zoom meeting)

The request for approval of the Retirement Enhancement Program will be presented at the September meetings.

11. Adjournment

Mr. McKeever moved to adjourn; Ms. Crombie seconded. The motion passed on a voice vote. The meeting adjourned at 7:01pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



---

Kris Hampton, Secretary