

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

**September 10, 2020 at 6:00 p.m.**

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton, Larry Palm (Chair), David Pfeiffer (arrived 6:07pm)

Commissioners Absent: Peter McKeever

Staff Present: Linda Firestone, Sean Higgins, 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 August 10, 2020 Executive Committee Meeting (*actionable item*)**

Mr. Geller moved to recommend adoption of the minutes of the August 10, 2020 Executive Committee meeting; Ms. Crombie seconded. The motion passed on a voice vote.

3. Public Comment

The member of the public did not wish to speak.

4. **Approval of Revisions to RPC Meeting Policies and Deadlines (*actionable item*)**

Mr. Hampton moved to approve the revisions to the RPC policies and deadlines; Mr. Geller seconded.

Discussion ensued regarding proposed edits.

Mr. Geller moved to table this item; Mr. Hampton seconded. The motion passed on a voice vote.

This item was discussed again after item #6. Mr. Pfeiffer moved to take this item off the table; Mr. Geller seconded. The motion passed on a voice vote.

Mr. Pfeiffer moved to amend the motion by replacing the current text with the below edited text; Ms. Crombie seconded.

**Registering and Speaking at RPC Meetings:** Oral comments from registered members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for testimony by each registrant will be 3 minutes, unless additional time is granted at the discretion of the Chair. However, for public hearings on USA/LSA amendments, applicants are granted a maximum of 15 minutes to testify, and other groups of registrants may pool their time of 3 minutes each up to a maximum of 15 minutes. The RPC may alter the order of the agenda items at the meeting.

**Written Communications:** Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, 7 days prior to the meeting. Written communications, including emails sent to [info@capitalarearpc.org](mailto:info@capitalarearpc.org), received after this deadline will be provided to Commissioners at the meeting.

**RPC Action Scheduling:** If significant controversy or unresolved issues are raised at the public hearing, the RPC will usually defer or postpone action to a future meeting.

**RPC Quorum may be Present:** RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.

The amendment passed on a voice vote.

The amended main motion passed on a voice vote.

5. **Approval of Establishing a CARPC Retirement Enhancement Program (*actionable item*)**

Due to the current economic and budget situations Mr. Steinhoff recommended that this topic should be postponed to a later date.

Mr. Geller moved to reconsider the Retirement Enhancement Program in January 2021; Mr. Hampton seconded.

The reconsideration will allow staff to continue research on budget implications and to get some experience with the medical retirement plan.

The motion passed on a voice vote.

6. Discussion on Making Juneteenth (June 19th) an Annual CARPC Paid Holiday

Mr. Steinhoff stated that Dane County had made this a paid holiday and CARPC tries to match Dane County's paid holidays. After discussion, staff was instructed to bring this to the Executive Committee in October as part of the actionable item for the revised CARPC personnel manual.

Item #4 was discussed again before item #7.

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

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

8. **Authorization of Agency Director to Execute 2021 FHWA Sub-recipient Title VI Assurances and Implementation Plan Agreement Parts 1 and 2 (*actionable item*)**

Mr. Hampton moved to authorize the Agency Director to execute the 2021 FHWA Sub-recipient Title VI Assurances and Implementation Plan Agreement Parts 1 and 2; Ms. Crombie seconded. The motion passed on a voice vote.

9. Future Agenda Items (Next meeting is October 5, 2020, at 6pm via virtual Zoom meeting)

Mr. Steinhoff noted that the MPO rolled out its new branding earlier than planned. CARPC is still working with Distillery to update CARPC materials and he expected that CARPC would roll out its revised branding in early October.

10. Adjournment

Mr. Hampton moved to adjourn; Mr. Geller seconded. The motion passed on a voice vote. The meeting adjourned at 6:51pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



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Kris Hampton, Secretary