

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

October 5, 2020 at 6:00 p.m. (Virtual Zoom Meeting)

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

Commissioners Absent: Peter McKeever

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

Others Present: Forbes McIntosh

1. Roll Call

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

Haley Smith, the new Administrative Services Coordinator, was introduced.

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

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

3. Public Comment

Mr. McIntosh requested courtesy from all parties during Commission meetings.

4. **Approval of Revised Participant Information Section of Agendas (*actionable item*)**

Mr. Geller moved to recommend approval of the revised participant information section of agendas, including all parts of the requested action; Mr. Hampton seconded.

Discussion ensued.

The motion passed on a voice vote.

5. **Approval of Revisions to CARPC Personnel Manual (*actionable item*)**

Mr. Hampton moved to recommend approval of the revision to the CARPC personnel manual; Ms. Crombie seconded. The motion passed on a voice vote.

6. **Authorization of Agency Director to Execute Agreements with the Village of Blue Mounds and the Town of Bristol (*actionable item*)**

Mr. Geller moved to recommend authorization of the Agency Director to execute agreements with the Village of Blue Mounds and the Town of Bristol; Ms. Crombie seconded. The motion passed on a voice vote.

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

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

8. Future Agenda Items (Next meeting is November 9, 2020, at 6pm as Zoom virtual meeting)

There were no future agenda items.

9. Adjournment

Ms. Crombie moved to adjourn; Mr. Hampton seconded. The motion passed on a voice vote. The meeting adjourned at 6:21pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:

A handwritten signature in cursive script that reads "Kris Hampton". The signature is written in black ink and is positioned above a horizontal line.

Kris Hampton, Secretary