

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

November 9, 2020 at 6:00 pm (via virtual Zoom Meeting)

Commissioners Present: Mark Geller, Kris Hampton, Peter McKeever, Larry Palm (Chair),
David Pfeiffer (arrived 6:03 pm)

Commissioners Absent: Maureen Crombie

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

Others Present: None

1. Roll Call

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

2. **Approval of Minutes of the October 5, 2020 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to recommend approval of the minutes of the October 5, 2020 Executive Committee meeting; Mr. Geller seconded. The motion passed on voice vote.

3. Public Comment

No members of the public attended the meeting.

4. **Authorization for Agency Director to Execute Planning Assistance Agreement with Town of Springfield (*actionable item*)**

Mr. McKeever moved to recommend authorization for the Agency Director to execute a planning assistance agreement with the Town of Springfield; Mr. Hampton seconded. Discussion ensued concerning the scope of services CARPC was providing. Mr. Steinhoff clarified, and the motion passed on a voice vote.

5. **Adoption of Revised Internal Control Procedures (*actionable item*)**

Mr. Geller moved to recommend adoption of revised internal control procedures; Mr. McKeever seconded. The motion passed on a voice vote.

6. **Authorization for Agency Director to Execute Annual Agreement with City of Madison for Transportation Planning Services in 2021 (*actionable item*)**

Mr. Pfeifer moved to recommend authorization for Agency Director to Execute the annual agreement with the City of Madison for transportation planning services in 2020; Mr. Hampton seconded. Discussion ensued about the billing arrangement. Mr. Steinhoff clarified and the motion passed on a voice vote.

7. **Authorization for Agency Director to Execute Memorandum of Understanding with the Southwest Workforce Development Board for Financial Services in 2021 (*actionable item*)**

Mr. Geller moved to recommend authorization for Agency Director to Execute a memorandum of understanding with the Southwest Workforce Development Board for financial services in 2021; Mr. McKeever seconded. Discussion ensued about the origins of CARPC's association with SWWDB and if other options might be available. The contract may be terminated if the Agency decides to move in a different direction. The motion passed on a voice vote.

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LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.

8. Authorization for Deputy Agency Director to Provide Letter of Support and Associated Financial Contribution to WI Salt Wise (*actionable item*)

Mr. McKeever moved to recommend authorization for Deputy Agency Director to provide a letter of support and associated financial contribution of \$5,000 in 2021 and 2022 to WI Salt Wise; Mr. Pfeifer seconded. Mr. Rupiper provided background on the reasons for the collaboration and contribution. The motion passed on a voice vote.

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

Mr. Geller moved to recommend approval of the November 2020 disbursements and Treasurer's report for October 2020; Mr. Hampton seconded. Discussion ensued about the level of detail provided. The motion passed on a voice vote.

10. Future Agenda Items (Next meeting is December 7, 2020 at 6:00 pm CST, via Zoom Virtual Meeting)

11. Adjournment

Mr. Hampton moved to adjourn; Mr. Pfeifer seconded. The meeting adjourned at 6:34 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary