

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

December 7, 2020

Virtual Zoom Meeting

6:00 pm

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

Staff Present: Mike Rupiper, Haley Smith, Steve Steinhoff.

1. Roll Call

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

2. **Approval of Minutes of the November 9, 2020 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to recommend approval of the minutes of the November 9, 2020 Executive Committee meeting; Mr. Pfeiffer seconded. The motion passed on voice vote.

3. Public Comment

Tanner Nystrom of the Village of Maple Bluff Administration/Police Department introduced himself; the Commissioners and staff reciprocated.

4. Discussion of Potential Improvements to CARPC Financial Systems

Ms. Smith presented an overview of some issues she noted during her first few of months as the new Administrative Services Coordinator. The main issues are a lack of access to commission data once it is forwarded to the third-party accountants for processing; software and other limitations; duplication of transactional data due to lack of access to data; process inefficiencies; timing issues in producing financials early enough for the Executive Committee and CARPC meetings each month and questions concerning the level of detail and types of information needed by the commissioners to meet their fiduciary responsibilities. No changes have been made at this point. Ms Smith is asking the commission if they are receptive to other options.

Discussion ensued. Chair Palm asked what information the commissioners really want to see and if it would be acceptable to use the reports that the third-party accountants are already producing? Is a month lag in those reports a reasonable trade-off for more complete and accurate information?

General consensus was that financial information should not be recreated for reporting purposes and that we should consider bringing software in-house to have more control over our data and processes and to avoid duplication of work. A suggestion was made to contact the auditors for input or guidance in software selection and implementation. A sense of urgency to convert to a new system was also conveyed; however, finding a new system and a conversion will take time to properly research and implement. A more likely timeframe would be July 1, 2021 after the audit has been completed and at the start of a new quarter.

Mr Steinhoff stated that most of the duplication issues would be avoided by using the financials produced by the third-party accountants each month, but that alone would not resolve all the issues. The commissioners agreed that using the computer-generated financials with a month lag would be an acceptable alternative and that they are receptive to other options. It was also suggested that any other system should be an online option that would also provide backup support.

5. Discussion of Potential Amendments to CARPC 2021 Budget

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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 hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Mr Steinhoff presented an overview of the 2020 budget amendments to be approved at the January 2021 Annual Meeting. They include a reduction in billing for the property tax levy, increased personnel costs, a contribution to Wisconsin Salt Wise, and increased revenues and use of operating reserves. As there were no objections, a public hearing for these amendments on the January 2021 agenda.

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

Ms. Crombie moved to recommend approval of the December 2020 disbursements and Treasurer's report for November 2020; Mr. Geller seconded. Chair Palm noted that these reports will all look different when the commission meets in January as we move forward with the new reports from the third-party accountants. The motion passed on a voice vote.

6. Discussion of Potential Revisions to CARPC Bylaws

Chair Palm walked committee members through proposed changes to the CARPC Bylaws. Most changes were to improve clarity and organization. One proposed, more substantive change was to remove the restriction that prevents the Executive Committee from making policy recommendations to the full commission.

The commissioners were pleased with the revisions. The plan now is to introduce the revisions at the January annual meeting, hold the public hearing in February and adopt in March.

8. Future Agenda Items (Next meeting is January 11, 2021, via Virtual Zoom Meeting)

9. Adjournment

Mr. Mckeever moved to adjourn; Ms. Crombie seconded. The meeting adjourned at 7:07 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary