

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

**January 11, 2021**

**Virtual Zoom Meeting**

**6:00 pm**

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

**Commissioners Absent:** Peter McKeever

**Staff Present:** Mike Rupiper, Haley Smith, Steve Steinhoff; Sean Higgins (late arrival).

**Others Present:** Christian van der Linden, 350 Madison (late arrival; observing only)

1. Roll Call.

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

2. **Approval of Minutes of the December 7, 2020 Executive Committee Meeting (*actionable item*)**

Ms. Crombie moved to recommend approval of the minutes of the December 7, 2020 Executive Committee meeting; Mr. Geller seconded. The motion passed on voice vote.

3. Public Comment

No members of the public were present at this time.

4. Closed Session

- a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. The subject matter concerns the evaluation of the Agency Director/Division Director for Community and Regional Development Planning*

Mr. Hampton moved to convene into closed session; Ms. Crombie seconded. A roll call vote was taken. Commissioners who voted aye: Maureen Crombie; Mark Geller Kris Hampton; Chair Palm and David Pfeiffer. The motion passed on a roll call vote.

5. Return to Open Session

Mr. Hampton moved to return to open session; Mr. Geller seconded. The motion passed on a voice vote. The committee returned to Open Session.

6. **Evaluation of the Agency Director (*actionable item*)**

Mr. Hampton moved to authorize Chair Palm to provide the Agency Director with a positive review for 2020. Mr. Pfeiffer seconded. The motion passed on voice vote.

Chair Palm asked if the member of the public wished to speak; they declined.

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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.

**7. Approval of Cooperative Monitoring Agreements with the USGS, City of Madison, and City of Middleton (actionable item)**

Mr. Rupiper stated that these are now five-year agreements except the agreement with the City of Middleton which is still a one-year agreement. A question was asked if there were any increases built into it. Mr. Rupiper stated that there was a modest increase of a couple of percent for cost of living and inflation.

Mr. Hampton moved to recommend approval of the Cooperative Monitoring Agreements with the USGS, City of Madison, and the City of Middleton; Ms. Crombie seconded. The motion passed on voice vote.

**8. Approval of Amendment to the 2020 Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (actionable item)**

Mr. Rupiper stated that an amendment was needed to the 2020 contract because the Department of Natural Resources did not receive its federal funding until late in the year.

Mr. Hampton moved to recommend approval of the Amendment to the 2020 Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources; Ms. Crombie seconded. The motion passed on voice vote.

**9. Authorizing the Deputy Agency Director to Execute a WEM Hazard Mitigation Grant Program Agreement and Related Documents (actionable item)**

Mr. Rupiper stated that this was a new grant agreement with FEMA and Wisconsin Emergency Management (WEM) for work on Black Earth Creek Green Infrastructure Planning for flood resilience project. The funds will be used to hire a consultant. Caitlin Shanahan was recognized for her contributions and assistance in applying for this grant.

Ms. Crombie moved to recommend Authorizing the Deputy Agency Director to Execute a WEM Hazard Mitigation Grant Program Agreement and Related Documents; Mr. Hampton seconded. The motion passed on voice vote.

**10. Approval of Amendments to Agreements with the Towns of Sun Prairie, Bristol Springfield, Blue Mounds, Berry, for 2021 Services (actionable item)**

A question was asked if the Town of Westport opted out of this agreement? Mr. Higgins stated that the Town of Westport contracts with another provider for mapping and had previously opted out.

Mr. Hampton moved to recommend Approval of Amendments to Agreements with the Towns of Sun Prairie, Bristol Springfield, Blue Mounds, Berry, for 2021 Services; Ms. Crombie seconded. The motion passed on voice vote.

**11. Approval of Changes to Appendices E and F of the CARPC Personnel Manual or Authorization to Remove Said Appendices from the CARPC Personnel Manual (actionable item)**

Ms. Smith stated that most of this information changes on an annual basis if not more frequently and can be better communicated to staff either through the open enrollment process or memos as changes occur without having to go through the full approval process each time a change is required.

Ms. Crombie moved for option 2 to Remove Said Appendices from the CARPC Personnel Manual Approval; Mr. Hampton seconded. The motion passed on voice vote.

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**12. Approval of the November 2020 Financial Reports and the December 2020 Disbursements Report (actionable item)**

Mr. Steinhoff stated that this month's financial reports was based on our discussions from the last meeting. We are now using the actual Balance Sheet and Statement of Operations reports from the Southwest Wisconsin Workforce Development Board (SWWDB) with a one-month lag to provide more accurate information and eliminate duplication of efforts. We have also spoken internally about simplifying the Statement of Operations into broader categories for ease of review.

And instead of the Treasurer's report which tried to forecast the monthly expenditures, we are now using a Disbursements and Reconciliation report to show the actual expenditures for the most recent month. It was noted that items related to staff and commissioners should be less detailed since these are public documents.

Mr. Geller moved to recommend Approval of the November 2020 Financial Reports and the December 2020 Disbursements Report; Ms. Crombie seconded. The motion passed on voice vote.

**13. Future Agenda Items (Next meeting is February 8, 2021, via Virtual Zoom Meeting at 6:00 pm)**

**14. Adjournment**

Mr. Hampton moved to adjourn; Ms. Crombie seconded. The motion passed on voice vote. The meeting adjourned at 6:54 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



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Kris Hampton, Secretary

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