

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

March 8, 2021

Virtual Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton (6:15 pm), Peter McKeever (6:15 pm), Larry Palm (Chair), David Pfeiffer

Staff Present: 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 January 11, 2021 Executive Committee Meeting (*actionable item*)**

Ms. Crombie moved to recommend approval of the minutes of the January 11, 2021 Executive Committee meeting; Mr. Pfeiffer seconded. The motion passed on voice vote.

3. Public Comment

A member of the public registered but was not present.

4. Review of Five-Year Financial Forecast

Mr. Steinhoff presented an overview of the five-year financial forecast noting that it is the kick-off of the budget process. Fiscal year-end 2020 ended with a surplus due to staff turnover and additional revenue. Total operating reserve at end of year was 55% of the Net Total Expenses compared to auditor's recommendation of 25%. However, the operating reserve is projected to drop in coming years as expenses increase faster than revenues.

Discussion ensued regarding potential use of a portion of the operating reserve for CARPC priorities. Commissioners agreed that using reserve funds for priorities warranted further consideration and asked staff to prepare options for consideration at the next meeting.

5. Discussion of Authorizing the Deputy Agency Director to Execute a Contract for Green Infrastructure Planning in the Black Earth Creek Watershed

Mr. Rupiper discussed the results of the Request for Proposals (RFP) that was sent out in early February to hire a consultant for Green Infrastructure Planning for the Black Earth Creek Watershed. Proposals were received from three different consulting teams on February 26th. The consultant selection subcommittee (Mike Rupiper; Bill Chang, Administrator, Village of Cross Plains; Peter Antonie, Gateway to the Driftless and Andy Morton, former DNR/BECWA) reviewed the proposals, interviewed the consultants, and selected the highest scoring consultant on Friday, March 5th. The selected consultant team is led by Emmons and Oliver Resources Inc and the amount of the contract is actual costs not to exceed \$150,000 as allocated for consulting services in the FEMA / WEM grant agreement. The contract was provided to the Executive Committee for review prior to the meeting and will be on the consent agenda for approval at Thursday night's CARPC meeting.

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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.

6. **Authorizing the Agency Director to Execute Contracts with Park Bank for Online Access to Conduct ACH and Wire Transfer Activities (*actionable items*):**
 - a. **Park Bank Agreement for Electronic Payments (ACH)**
 - b. **Park Bank Wire Transfer Agreement**

Mr. Hampton moved to recommend Authorizing the Agency Director to Execute a Contract with Park Bank for Online Access to Conduct ACH and Wire Transfer Activities; Mr. Geller seconded. The motion passed on a voice vote.

7. **Financials (*actionable items*):**
 - a. **Approval of the December 2020 Financial Statements and January 2021 Disbursements**
 - b. **Approval of the January 2021 Financial Statements and February 2021 Disbursements**

Mr. Geller moved to recommend Approval of the December 2020 and January 2021 Financial Reports and the January 2021 and February 2021 Disbursements Reports; Ms. Crombie seconded.

Mr. Steinhoff noted that there were two versions of the Statement of Operations in this month's packets so commissioners could determine which version they would like to see in the meeting packets each month. Commissioners preferred the summarized statement which is what will be presented going forward. Commissioner Pfeiffer also asked if the Disbursements Report might also be available on a quarterly basis.

The motion passed on voice vote.

8. **Future Agenda Items (Next meeting is April 5, 2021, via Virtual Zoom Meeting at 6:00 pm)**
 - a. **Levy separation item line in the state budget inquiry from DCTA**
 - b. **Uses of the operating reserve funds**
9. **Adjournment**

Mr. Hampton moved to adjourn; Mr. McKeever seconded. The motion passed on a voice vote. The meeting adjourned at 7:01 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary