

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

April 5, 2021

Virtual Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton (until 6:47 pm), Larry Palm (Chair), David Pfeiffer

Commissioners Absent: Peter McKeever

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

Others Present: None

1. Roll Call

2. Approval of Minutes of the March 8, 2021 Executive Committee Meeting (*actionable item*)

Ms. Crombie moved to approve the minutes of the March 8, 2021 Executive Committee Meeting; Mr. Hampton seconded. The motion carried on a voice vote.

3. Public Comment

No members of the public were present.

Mr. Hampton stated he needed to leave early. To accommodate his request, Chair Palm moved on to the actionable items first. There were no objections.

8. Authorization of Agency Director to Execute Agreement with Distillery for Communication Services (*actionable item*)

Mr. Pfeiffer moved to authorize the Agency Director to Execute an Agreement with Distillery for Communication Services; Mr. Geller seconded. The motion carried on a voice vote.

9. Authorization of Agency Director to Execute Agreement with Krystal Images Photography for Photography Services (*actionable item*)

Ms. Crombie moved to authorize the Agency Director to Execute an Agreement with Krystal Images Photography Services; Mr. Hampton seconded. Discussion ensued as to what types of photos would be taken and how they would be utilized. Mr. Steinhoff stated that having a well-organized and catalogued photo library would be useful in our communications with the public and would be used in newsletters, the Regional Development Framework (RDF) materials, specific projects such as Starkweather and Black Earth Creek, for PowerPoint presentations, reports and on the website. The motion carried on a voice vote.

10. Authorization of Agency Director to Accept and Sign Grant Award Documents from US Economic Development Administration for Sector Strategy for Pandemic Recovery (*actionable item*)

Mr. Geller moved to authorize the Agency Director to Accept and Sign Grant Award Documents from the US Economic Development Administration (EDA) for Sector Strategy for Pandemic Recovery; Mr. Pfeiffer seconded. Mr. Steinhoff explained that this will be separate item on the April 8, 2021 CARPC Meeting agenda. The application was submitted in November 2020 and is a joint application with the Madison Region Economic Partnership (MADRep). The motion passed on a voice vote.

11. Recommendation of Support for a Levy Limit Exclusion for Amounts Counties Levy on Behalf of Regional Planning Commissions (*actionable item*)

Mr. Hampton moved to Recommend Support for a Levy Limit Exclusion for Amounts Counties Levy on Behalf of Regional Planning Commissions; Ms. Crombie seconded. Chair Palm provided a brief overview. The governor had included language in his proposed budget to remove RPCs throughout the state from the levy limits of the county budget. The motion carried on a voice vote.

12. Approval of February 2021 Financial Statements and March 2021 Disbursements (*actionable item*)

Mr. Geller moved for Approval of the February 2021 Financial Statements and March 2021 Disbursements; Mr. Hampton seconded. The carried on a voice vote.

13. Authorization of Agency Director to Sign State/Municipal Agreement for a Non-Infrastructure Transportation Alternatives Program (TAP) Project (*actionable item*)

Mr. Geller moved to Authorize the Agency Director to Sign a State/Municipal Agreement for a Non-Infrastructure Transportation Alternatives Program (TAP) Project; Ms. Crombie seconded. Mr. Steinhoff provided some background and stated that a unit of government had to be a co-sponsor on this project and that it is a multi-year program. The Agency has partnered on this before. The Greater Madison MPO has informed staff that CARPC will assume minimal risk. The motion carried on a voice vote.

Chair Palm returned to agenda item number 4 at this point.

4. Assessment of CARPC Financial Systems

Staff noted that this is a continuation of previous conversations about identifying opportunities for improvement. Short-term improvements have been identified and implemented. A long-term improvement option is to manage accounting in-house with outside oversight. Outside expertise is needed to evaluate this option and plan for any transition. Discussion addressed possible consultations with CARPC auditors, and timing of a potential transition.

5. Virtual Meeting Considerations

Mr. Steinhoff shared information he had received from his participation webinars on holding virtual meetings. Commissioners expressed satisfaction with current meeting practices. Commissioners discussed how and when might they return to in-person meetings. Issues raised included the likelihood of hybrid in-person and virtual meetings, capacity of the conference room, technology needs.

Commissioner Hampton left the meeting.

6. Discussion on Post-COVID-19 Commission Timeline

Commissioners discussed technology needs, criteria for returning to in -person meetings, and meeting venue. It was suggested that CARPC follow Public Health of Madison and Dane County guidelines. CARPC will continue to need remote meeting capacities, especially for the public and staff that attend only for portions of a meeting.

7. Discussion of 2021 CARPC Budget (continuation from previous meeting)

Staff reviewed options for use of some of the excess operating reserve funds: commission communication services for the regional development framework; pay UrbanFootprint to add a 2050 transportation layer to our growth scenario; commission photography services to build the agency's photo library; commission consultations on financial system improvements; and a possible extension of the Urban Footprint license for another year as the current license expires at the end of this year.

Commissioners discussed the trade-off between using some reserve funds to meet current needs versus saving them to cover projected operating deficits in coming years. There was general agreement that, given future uncertainty, meeting some current needs makes sense. Commissioners and staff also discussed the value of continuing the UrbanFootprint license to help implement the regional development framework by using the tool to inform local planning, and the potential to generate revenue to cover the license cost. Upcoming discussions with local communities will shed light on potential support for use of UrbanFootprint.

14. Future Agenda Items (Next meeting is May 10, 2021, via Virtual Zoom Meeting at 6:00 pm)

- Purchase of technical services from Urban Footprint

15. Adjournment

Mr. Geller moved to adjourn; Ms. Crombie seconded. The motion passed on a voice vote. The meeting adjourned at 7:29 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary