

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

May 10, 2021

Virtual Zoom Meeting

6:00 pm

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**Commissioners Present:** Maureen Crombie, Mark Geller, Kris Hampton, Peter McKeever, Larry Palm (Chair), David Pfeiffer (6:05 pm)

**Commissioners Absent:** None

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

**Others Present:** Bob Wipperfurth, President, Dane County Cities' & Villages' Association (DCCVA) and President, Village of Windsor

1. Roll Call

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

2. **Approval of Minutes of the April 5, 2021, Executive Committee Meeting (*actionable item*)**

Mr. Geller moved to approve the minutes of the April 5, 2021 Executive Committee meeting; Ms. Crombie seconded. The motion carried on a voice vote.

3. Public Comment

Mr. Wipperfurth thanked Chair Palm for his leadership in guiding CARPC on behalf of the Village of Windsor and the DCCVA.

4. 2022 CARPC Preliminary Budget Review

Mr. Steinhoff sent members of the Executive Committee corrected 2022 budget documents and provided an overview of the revised figures. The preliminary budget is used to identify the levy charge and represents a continuation of current operations. No property billing tax adjustment is anticipated for 2022 and there will be a small increase in revenues stemming from the WEM/FEMA and EDA grants. Personnel turnover is not expected, and there are no planned parity raises since the Agency lags one year behind the Dane County schedule. Operating reserves stand at 45% which is more than the 25% recommended by the auditors. Budgets this year are in a new format and now appear in the same order as the financial statements for consistency. The CARPC budget is typically approved in June and the levy charge set with a resolution to allow it to be certified in time for the August 1<sup>st</sup> statutory deadline. Ideally a meeting of the Budget & Personnel Panel would take place in June, but very few participants responded to the Agency's two requests for availability.

Mr. Wipperfurth requested that the Agency make one more attempt to convene a meeting of the Budget & Personnel Panel (BPP) in June.

5. **Authorize Agency Director to Sign Data Sharing Agreement with City of Madison and Master Product Suite Agreement with DataAxel (*actionable item*)**

Mr. McKeever moved to authorize the Agency Director to Sign Data Sharing Agreement with the City of Madison and Master Product Suite Agreement with DataAxel. Mr. Hampton seconded. The motion carried on a voice vote.

Mr. Steinhoff clarified that the City of Madison purchases the software and allows the Agency to use the data to update the land use inventories. There is no cost to the Agency for this.

**6. Approve March 2021 Financial Statements and April 2021 Disbursements (*actionable item*)**

Mr. Geller moved for Approval of the March 2021 Financial Statements and April 2021 Disbursements; Ms. Crombie seconded. The motion carried on a voice vote.

A question was raised concerning the receivable line item for the old USA amendments. Per Mike Rupiper this amount represents USA amendments remaining to be billed under CARPC fee resolutions 2014-8 and 2016-3 that may remain unbilled for years until the properties are developed. The Agency has since changed the way USA amendment fees are billed.

**7. Future Agenda Items (the next meeting is June 7, 2021, via Virtual Zoom Meeting at 6:00 pm)**

- a. Budget discussions will continue
- b. There will be discussions on returning to in-person and / or hybrid meetings

**8. Adjournment**

Mr. Hampton moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 6:29 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



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Kris Hampton, Secretary