

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

March 7, 2022

Virtual Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton, Peter McKeever, Larry Palm

Commissioners Absent: (Chair) David Pfeiffer

Staff Present: Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: Forbes McIntosh (6:03 pm), Lobbyist,
Dane County Cities' & Villages' Association (DCCVA)

1. Roll Call

Vice Chair Palm called the meeting to order at 6:03 pm.

2. Public Comment

No members of the public wished to speak.

3. Minutes of the February 7, 2022, Executive Committee Meeting (*actionable item*)

Ms. Crombie moved to approve the minutes of the February 7, 2022, Executive Committee meeting; Mr. McKeever seconded. The motion carried on a voice vote.

4. Appointments to the CARPC Proactive Planning Committee (*actionable item*)

Discussion on this topic ensued. The committee itself was established at the February meeting with resolution 2022-05. Chair Pfeiffer had planned to discuss some names, but he is not here to speak about them. Mr. McKeever moved to refer this item to the next meeting when Chair Pfeiffer would be available; Ms. Crombie seconded. The motion carried on a voice vote.

5. Sponsorship of the Dane County Regional Housing Strategy (*actionable item*)

Questions were asked about what other organizations were participating, what the funding was covering, whether the municipalities involved were doing their own housing studies and the Agency's guidelines on the amounts of contributions, donations and/or sponsorships. Mr. Steinhoff stated that \$500.00 was a typical amount for the Agency to provide given its limited budget. A suggestion was made to have a policy for future contributions to projects and organizations that promote the Agency's goals. Mr. Geller moved to approve sponsorship of the Dane County Regional Housing Strategy; Ms. Crombie seconded. The motion carried on a voice vote.

6. Recommendations Regarding the CARPC Chairperson Position (*actionable item*)

Discussion on this topic ensued. Mr. Palm noted that the role of the Agency Director had evolved and that the need for an Executive Chair may have been reduced, but that there could be flexibility with the position. Mr. Geller moved to refer to the next meeting when Chair Pfeiffer would be available; Mr. McKeever seconded. The motion carried on a voice vote.

7. Commissioner Administrative Requirements

Discussion on this topic ensued. Most commissioners did not feel that submitting an expense report each month was burdensome. A suggestion was made to perhaps change the frequency of when these are done. Ms. Crombie asked Ms. Smith for her input. Ms. Smith responded that the expense reports were the quickest and easiest way to process per diems and expenses in a timely manner since that is attendance-based and can be done without having to wait for the meeting minutes to be approved. Using the meeting minutes as the

basis for per diem payments requires that the minutes first be approved and only covers per diems for that specific meeting and not any expenses incurred. If commissioners were to attend meetings outside of the Agency as a representative of CARPC, the Administrative Services Coordinator would not know that or have the required documentation to pay the per diem. The discussion also covered the Annual Forms that commissioners are asked to sign that include the Code of Conduct, Drug-Free Workplace and Email and Electronic Communication policies. Currently these are geared towards employees but should be revamped to cover both staff and commissioners for next year.

8. **January 2022 Financial Statements and February 2022 Operating Account Reconciliation**
(actionable item)

Mr. Geller moved for approval of the January 2022 Financial Statements and February 2022 Operating Account Reconciliation; Mr. Hampton seconded. The motion carried on a voice vote.

9. Future Agenda Items (Next meeting is April 11, 2022, via Zoom Meeting at 6:00 pm)

- Returning to in-person meetings for the Executive Committee only
- Vice Chair vacancy / new Executive Committee suggestion – Heidi Murphy

10. Adjournment

Mr. Hampton moved to adjourn the meeting; Mr. McKeever seconded. The motion carried on a voice vote and the meeting adjourned at 6:37 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary