

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

May 9, 2022

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair)

Commissioners Absent: None

Staff Present: Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: None

1. Roll Call

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

2. Public Comment

No members of the public were present.

3. Minutes of the April 11, 2022, Executive Committee Meeting (*actionable item*)

Mr. McKeever moved to approve the minutes of the April 11, 2022, Executive Committee Meeting; Ms. Crombie seconded. The motion carried on a voice vote with Ms. Murphy abstaining.

4. CARPC 2023 Preliminary Budget

Mr. Steinhoff presented an overview of the 2023 Preliminary Budget. In general, there is a slight decrease in revenues with a larger decrease in expenses. Personnel expenses represent about 75% of the budget and a 3% salary increase is budgeted for 2023 to maintain parity with estimated Dane County salary increases. This first run-through results in a deficit budget of \$20,750. Budget deficits are funded from operating reserves. Feedback is being solicited and meetings with the appointing authorities are being arranged.

Revenue decreases are largely due to several project based federal grants (WEM/FEMA and EDA/MadREP) being completed this year. Expense decreases were achieved through the completion of several grant supported projects, more precise budgeting techniques and pandemic-related cost savings. New this year is estimating what Dane County will do for salary increases rather than adopting their policies retroactively as had been done in the past. The preliminary budget is used to identify the levy charge and represents a continuation of current operations. No property tax billing adjustment is anticipated for 2023, but with salary increases of approximately 4.5% in 2022 and a 3% increase estimated for 2023 to maintain parity with Dane County, an increase in the levy amount, in addition to drawing on some reserves, is still needed to cover about a third of those additional salary costs. The CARPC preliminary 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 1st statutory deadline.

Discussion ensued. Mr. McKeever noted that Dane County recently proposed a \$1,000 one-time payment to its employees to help offset inflation and wanted to know if the Agency would match it. He would also like to see a line item for an Executive Director in the 2023 budget. Ms. Crombie asked for clarification on which grants were ending, whether they were renewable and new grants were being pursued. They will not

be renewed, but we keep our eye open for new funding opportunities. Mr. Geller supports the budget and would also like to move forward with pursuing the Executive Director position. Mr. Hampton asked when the last time the sewer extension review fees were increased. Mr. Rupiper stated they were reviewed a few years ago and he believes they still reflect CARPC's actual costs. Mr. McKeever noted that since our fee revenues have increased, they have reduced the pull on the levy and would support the hiring of an Executive Director. More discussion is needed on that topic before it can be included in the budget.

5. Draft CARPC 2021 Annual Report

CARPC publishes annual reports as required by Wisconsin Statutes §66.0309(8)(b). Commissioners felt the report was well done, asked how much staff time went in to producing it and how it was distributed.

6. **Agreement between CARPC and Rock County for Hazard Mitigation Planning Update Services**
(actionable item)

An opportunity to create a potential new revenue stream has come to the Agency via referral from the Southwestern Wisconsin RPC. Rock County approached SWWRPC to do a Hazard Mitigation Planning Update, but due to limited staff, they have asked CARPC to take on the project. Caitlin Shanahan has previous experience in this area from her time at Wisconsin Emergency Management and will be leading the project. It is a smaller budget and tighter timeline than usual and is expected to run through 2023. This is a great opportunity to expand the Agency's services, develop staff proficiency, build collaborative partnerships with SWWRPC and Rock County, and potentially lay the groundwork for future collaboration with a larger region. The total contract amount is \$24,591 and the project falls within the planning service hours allotted in the 2022 Work Program.

Mr. McKeever suggested that Chair Pfeiffer accompany staff to any presentations that may be made to help build those new relationships. Chair Pfeiffer asked if all the counties do this at the same time and whether we couldn't reach out to them to provide those services. Mr. Steinhoff responded that they were most likely on different schedules, but we certainly could reach out to them. Chair Pfeiffer also mentioned that Dane County reached out to the municipalities to help them do their work. Would we need to do that with the Rock County Project? Mr. Steinhoff stated that municipality participation was indeed a requirement. Mr. Hampton asked if the agreement would be a contract between CARPC and Rock County or CARPC and SWWRPC. Mr. Steinhoff responded that since CARPC will be doing the work, it was determined that the contract would be between the Agency and Rock County. SWWRPC will be available for guidance and assistance if needed.

Mr. Geller moved to Authorize the Agency Director to Sign the Agreement between CARPC and Rock County for Hazard Mitigation Planning Update Services; Mr. McKeever seconded. The motion carried on a voice vote.

7. **March 2022 Financial Statements and April 2022 Operating Account Reconciliation**
(actionable item)

Mr. McKeever asked where the reserve that we speak of was reflected in the financial statements. Mr. Steinhoff responded that it shown in the Unrestricted Net Position on the Balance Sheet. It currently reflects closer to five months-worth of operating expenses.

Mr. Geller moved for approval of the March 2022 Financials and April 2022 Operating Account Reconciliation; Ms. Murphy seconded. The motion carried on a voice vote.

8. Future Agenda Items (Next meeting is June 6, 2022, via Zoom Meeting at 6:00 pm)

- Continued discussions on the Executive Director position

9. Adjournment

Mr. Hampton moved to adjourn the meeting; Ms. Crombie seconded. The meeting adjourned at 7:03 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Kris Hampton". The signature is written in a cursive, flowing style.

Kris Hampton, Secretary