

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

September 8, 2022

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Heidi Murphy, David Pfeiffer (Chair)

Commissioners Absent: Mark Geller, Peter McKeever

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

Others Present: Forbes McIntosh, Bob Wipperfurth (6:08 pm)

1. Roll Call

The meeting was called to order at 6:13 pm due to technical difficulties and the need to establish quorum. Quorum was established.

2. Public Comment

3. Minutes of the August 8, 2022, Executive Committee Meeting (*actionable item*)

Ms. Crombie moved for approval of the Minutes of the August 8, 2022, Executive Committee Meeting; Mr. Hampton seconded. The motion passed on a voice vote.

4. CARPC 2023 Budget Recommendations (*actionable items*):

- a. Amendment to Fund 25% of the MPO Community Relations Specialist (*actionable item*)**
- b. Resolution 2022-09 Adopting the CARPC 2023 Budget (*actionable item*)**

Mr. Steinhoff presented two budget proposals for consideration. Proposal A is the preliminary budget approved by the Commission in June with the addition of a one semester UW-Madison internship; Proposal B also includes the internship, adjusted revenue projections based on recent year-to-date figures and funding of a 25% MPO Community Relations Specialist.

Questions were raised about the work the Community Relations Specialist would be doing; how the success of this position would be measured and the logistics of sharing a position with another agency. Mr. Steinhoff responded that logistics still need to be discussed and, upon hire, the MPO and CARPC will clarify the metrics of the position for evaluation. CARPC's share of the new position will complement plans to add a Communication Specialist to a Senior Planner position. 2023 will be a trial run; there is no on-going commitment at this time.

Ms. Murphy moved to recommend Proposal-B to the full commission; Mr. Hampton seconded. The motion passed on a voice vote.

5. Authorization of the Agency Director to Execute an Agreement with UW-Madison for a Land Use Assessment Internship (*actionable item*)

Mr. Steinhoff provided an update on the timing of the internship which has now been pushed out to the 2023 summer and fall semesters with a possibility of extending it through the winter. Chair Pfeiffer stated that the budget amendment to fund the position should be approved before the agreement was executed. Mr. Steinhoff added that the start and end dates of the agreement should be revised and if possible, he would also like to change the payment option so that payment is not made until the project starts.

Ms. Crombie moved for a friendly amendment to execute the agreement pending approval of the full commission of the budget amendment and a revised contract; Ms. Murphy seconded. The motion passed on a voice vote to table execution of the agreement.

6. Authorization of the Agency Director to Execute an Agreement with Johnson Block CPAs for the 2022 Audit (*actionable item*)

Ms. Smith apprised the Committee that Johnson Block is no longer willing to do three-year agreements as they had in the past, and annual contracts will be required going forward. In general, it was felt that Johnson Block works well with both the Agency and the accountants, they have a good handle on our activities and their pricing was reasonable. With all the other upcoming staff and programming changes coming up in 2023, it was agreed that the Agency would like to work with them on the 2022 audit. However, they had not responded to our contract in time to present it at this meeting. Chair Pfeiffer suggested that this item be held for the October meeting.

Mr. Hampton moved to table this item until the October meeting; Ms. Murphy seconded. The motion passed on a voice vote.

7. Approval of the July 2022 Financial Statements and August 2022 Operating Account Reconciliation (*actionable item*)

Due to Mr. Geller's resignation from the commission, Ms. Smith reported on the July 2022 Financial Statements and August 2022 Operating Account Reconciliation. Mr. Hampton moved for approval; Ms. Crombie seconded. The motion passed on a voice vote.

8. Future Agenda Items (next meeting is October 10, 2022, 6:00 pm, at the CARPC office)

- Nomination considerations for a new member to the Executive Committee and Treasurer
- Revisiting / returning to in-person meetings

9. Adjournment

Mr. Hampton moved for adjournment; Ms. Murphy seconded. The meeting adjourned at 6:58 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

Members of the Public:

- Forbes McIntosh, Lobbyist, Dane County Cities' and Villages' Association (DCCVA)
- Bob Wipperfurth, President, Dane County Cities' and Villages' Association (DCCVA)