

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

December 5, 2022

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Heidi Murphy (until 6:28 pm), David Pfeiffer (Chair), Nick Zavos

Commissioners Absent: Peter McKeever

Staff Present: Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: None

1. Roll Call

The meeting was called to order at 6:03 pm. Quorum was established.

2. Public Comment

No members of the public were present.

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

Ms. Crombie moved for approval of the November 7, 2022, Executive Committee Meeting; Ms. Murphy seconded. The motion passed on a voice vote.

4. Closed Session

- a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. The subject matter concerns the evaluation of the Agency Director/Division Director for Community and Regional Development Planning*

All Executive Committee members went into a Zoom breakout room to discuss the performance of the Agency Director / Director of Community and Regional Development Planning Division.

5. Return to Open Session

Per Chair Pfeiffer, Ms. Crombie moved to return to open session; Mr. Hampton seconded. The motion passed on a voice vote and the Executive Committee returned to Open Session.

6. Performance Evaluation of the Agency Director / Director of Community and Regional Development Planning Division (*actionable item*)

Mr. Hampton moved for approval of a satisfactory performance evaluation and award of merit increase for the Agency Director / Director of Community and Regional Development Planning Division; Mr. Zavos seconded. The motion passed on a voice vote.

7. Addendum to Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)

Per Mr. Rupiper the DNR was not able to get the Commission the addendum as they had intended, so this item will have to be deferred until January 2023. Ms. Crombie moved to table the Addendum to Annual

Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources until the January meeting; Mr. Hampton seconded. The motion passed on a voice vote.

8. CARPC 2023 COVID Paid Time Off Benefit (*actionable item*)

Mr. Steinhoff stated that Chair Pfeiffer, Mr. Rupiper, and he discussed input on this item provided at the November Executive / Personnel Committee meeting and recommend follow Dane County's policy to provide up to 80 hours of COVID Paid Time Off in 2023. The basis of the recommendation is that the Agency follows other Dane County policies and should do so consistently.

Ms. Murphy move for approval of 80 hours of CARPC 2023 COVID Paid Time Off Benefit to eligible employees; Mr. Zavos seconded. The motion passed on a voice vote.

9. Authorization for the Agency Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2023 (*actionable item*)

Mr Steinhoff provided background information. Ms. Crombie moved for Authorization for the Agency Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2023; Mr. Hampton seconded. The motion passed on a voice vote.

10. Authorization for the Agency Director to Execute a Memorandum of Understanding with the Southwest Wisconsin Workforce Development Board (SWWDB) for Financial and Payroll Services in 2023 (*actionable item*)

Mr. Steinhoff noted that for 2023, this contract changes from a fixed amount to an actual cost basis not to exceed \$38,100 versus previous contracts that billed a fixed amount every month.

Mr. Hampton moved for Authorization for the Agency Director to Execute a Memorandum of Understanding with the Southwest Wisconsin Workforce Development Board (SWWDB) for Financial and Payroll Services in 2023; Mr. Zavos seconded. The motion pass on a voice vote.

11. October 2022 Financial Statements and November 2022 Operating Account Reconciliation (*actionable item*)

Mr. Zavos stated that the financials appeared to be in good order and that nothing unusual transpired during the month. Chair Pfeiffer added that the Agency is still on track to have a surplus this year. Ms. Murphy moved for approval of the October 2022 Financial Statements and November 2022 Operating Account Reconciliation; Ms. Crombie seconded. The motion passed on a voice vote.

12. Future Agenda Items (next meeting is January 9, 2023 via Zoom Meeting at 6:00 pm)

- Addendum to Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (tabled agenda item)

13. Adjournment

Ms. Crombie moved for adjournment; Mr. Hampton seconded. The meeting adjourned at 6:30 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary