

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

January 9, 2023

Zoom Meeting

6:00 pm

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

Commissioners Absent: None

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

Others Present: None

1. Roll Call
2. Public Comment on Matters not on the Agenda

3. Minutes of the December 5, 2022, Executive Committee Meeting (*actionable item*)

Ms. Crombie moved for Approval of the Minutes of the December 5, 2022, Executive Committee Meeting; Ms. Murphy seconded. The motion passed on a voice vote with Mr. McKeever abstaining.

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

Mr. McKeever moved for approval of the Addendum to the Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources; Mr. Hampton seconded. The motion passed on a voice vote. This item had been tabled from the December meeting because the addendum had not been received from DNR. Mr. Rupiper noted that the addendum covered the second half of 2022 retroactively.

5. Resolution 2023-02 Adoption of the 2023 CARPC Title VI / ADA Non-Discrimination Policy (*actionable item*)

Mr. Hampton moved for Adoption of Resolution 2023-02 Adoption of the 2023 CARPC Title VI / ADA Non-Discrimination Policy; Mr. McKeever seconded. The motion passed on a voice vote.

6. Authorization of the Agency Director to Execute Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield and Sun Prairie for 2023-2024 Services (*actionable item*)

Ms. Murphy moved for Authorization of the Agency Director to Execute Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield and Sun Prairie for 2023-2024 Services; Ms. Crombie seconded. The motion passed on a voice vote.

7. Authorization of the Agency Director to Execute an Agreement with the Town of Bristol for Comprehensive Planning Services (*actionable item*)

Mr. Hampton moved for Authorization of the Agency Director to Execute an Agreement with the Town of Bristol for Comprehensive Planning Services; Mr. McKeever seconded. The motion passed on a voice vote.

Mr. Steinhoff noted that this planning project along with the one for the Village of Shorewood will be the main planning service projects for 2023. Chair Pfeiffer added that the Village of Black Earth had put out a Request for Proposal on the state purchasing system for an outside service provider to assist them with different services including comprehensive planning. Mr. Higgins responded that their scope and breadth of what they

were looking for was beyond what CARPC could handle and its areas of expertise, but that Agency services were offered to them in other areas.

8. Authorization of the Agency Director to Execute an Agreement with the Village of Shorewood Hills for Planning Services (actionable item)

Ms. Crombie moved for Authorization of the Agency Director to Execute an Agreement with the Village of Shorewood Hills for Planning Services; Mr. McKeever seconded. The motion passed on a voice vote.

9. CARPC Strategic Planning 2023

Mr. Steinhoff stated that the Agency transition from land use reviews during urban service area amendment processes to a proactive and cooperative engagement earlier in the community planning process could entail changes in agency operations and governance. A strategic planning process to identify and build agreement on such changes is needed. The Chair and Directors recommend a joint meeting with the Proactive Planning Committee in March to discuss their findings and recommendations followed by a facilitated comprehensive planning session starting in May or June. The Executive Committee expressed a preference for the joint meeting taking place during regular CARPC meeting. Staff met with a professional facilitator to discuss potential services to CARPC. A staff report to the Proactive Planning Committee, describing findings and draft recommendations, was included in the packet for the January 12 Commission meeting. The strategic planning process could impact CARPC's 2024 budget.

10. November 2022 Financial Statements, December 2022 Operating Account Reconciliation and Q4 Operating Account Reconciliation (actionable item)

Ms. Murphy moved for Approval of the November 2022 Financial Statements, December 2022 Operating Account Reconciliation and Q4 Operating Account Reconciliation; Mr. Zavos seconded. The motion passed on a voice vote.

11. Future Agenda Items (next meeting is **Monday, February 6, 2023, via Zoom Meeting at 6:00 pm)**

- None were proposed

12. Adjournment

Mr. Hampton moved for adjournment; Ms. Crombie seconded. The meeting adjourned at 6:28 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary