

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

April 10, 2023

Zoom Meeting

6:00 pm

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

Commissioners Absent: Nick Zavos

Staff Present: Caitlin Shanahan, Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: Forbes McIntosh

1. Establish Quorum

The meeting was called to order at 6:00 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public wished to comment.

3. Minutes of the March 6, 2023, Executive Committee Meeting (*actionable item*)

Mr. Hampton moved for approval of the Minutes of the March 6, 2023, Executive Committee Meeting; Ms. Murphy seconded. The motion passed on a voice vote.

4. Solar Statement for Application to SolSmart for Regional Organization Designation (*actionable item*)

Mr. McKeever moved for approval of the Solar Statement for Application to SolSmart for Regional Organization Designation; Ms. Crombie seconded. The motion passed on a voice vote.

Ms. Shanahan stated that drafting this statement is the first step in the application process. Mr. Hampton asked what "identifying the barriers to the PV installation local zoning codes" might be? Ms. Shanahan responded that those issues have not been identified yet but will be as part of the designation process.

5. Authorize the Agency Director to Execute Agreement with Rain to Rivers (*actionable item*)

Mr. McKeever moved to Authorize the Agency Director to Execute Agreement with Rain to Rivers; Ms. Crombie seconded. The motion passed on a voice vote.

Mr. Rupiper stated that this is a small contract for WI Salt Wise to do a couple of winter maintenance training workshops and open houses for the West Central RPC's equivalent of MAMSWaP, their stormwater partnership in western Wisconsin, called Rain to Rivers (R2R).

6. CARPC 2024 Budget Outlook and Considerations – Staff Presentation and Discussion (Budget Outlook 2023-04-10.pdf) (9:34 – 28:10)

Mr. Steinhoff presented the context, budget trends, 2023 year-to-date, and 2024 budget considerations. Discussion ensued regarding the property tax levy. Mr. Hampton asked if hiring an Executive Director was still on the table. Chair Pfeiffer stated that will be addressed in the upcoming strategic planning process.

7. Draft CARPC 2022 Annual Report

Ms. Shanahan presented a brief overview of the Draft CARPC 2022 Annual Report. Ms. Murphy asked how the report was distributed to the greater community. Ms. Shanahan stated that it is shared every year in the newsletter, on our website and social media accounts, and that there are also statutory requirements for filing.

8. Potential In-Person Commission Meetings in 2023

Mr. McKeever stated that we should go out into the local communities when invited to do so but sees no reason to meet in person for Executive Committee meetings. For full commission meetings, he agreed there were space limitations, and was concerned about public participation. Ms. Crombie echoed those sentiments but asked if there was acceptable equipment for hybrid meetings at the CARPC office. Mr. Rupiper said that the equipment the Agency has worked well for hybrid meetings and Mr. Steinhoff added that the CARPC conference room could handle a hybrid meeting if some commissioners attended remotely. He also felt that from a participation standpoint, being able to attend meetings remotely was a benefit. Chair Pfeiffer found that the audio was very good, but the camera could not Zoom in on the in-person attendees. The Agency will continue to look for opportunities to visit other municipalities and try to hold a hybrid meeting over the summer.

9. **February 2023 Financial Statements and the March 2023 Operating Account Reconciliation (*actionable item*)**

Ms. Crombie moved for approval of the February 2023 Financial Statements and the March 2023 Operating Account Reconciliation; Mr. McKeever seconded. The motion passed on a voice vote.

Mr. McKeever asked a question about some transfers on the operating account reconciliation reports.

10. Future Agenda Items (next meeting is May 8, 2023, via Zoom Meeting at 6:00 pm)

- None were presented

11. Adjournment

Mr. Hampton moved for adjournment; Ms. Murphy seconded. The motion passed on a voice vote and the meeting adjourned at 6:46 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' & Villages' Association (DCCVA)