

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

May 8, 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: Matt Noone, Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: None

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:03 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public were present.

3. Minutes of the April 10, 2023, Executive Committee Meeting (*actionable item*)

Ms. Murphy moved for approval of the Minutes of the April 10, 2023, Executive Committee Meeting; Ms. Crombie seconded. The motion passed on a voice vote.

4. Authorize the Agency Director to Execute Agreement with the Village of Shorewood Hills for Planning Services (*actionable item*)

Mr. McKeever moved to Authorize the Agency Director to Execute Agreement with the Village of Shorewood Hills for Planning Services; Ms. Murphy seconded.

Mr. McKeever noted that the forest inventory work for this project will require a specific kind of expertise and asked who was going to be doing the work. Matt Noone, the Agency GIS Specialist, has a master's in forestry and worked for the US Forest Service. He will be doing the forest inventory work for the Village.

The motion passed on a voice vote.

5. CARPC Draft Telecommute Policy

Per Commissioner Hampton's request, the Agency began formalizing its Telecommuting policy and presented a draft adapted from the Dane County policy to the Executive Committee for discussion and feedback. Staff input is also being solicited. Mr. McKeever suggested that section 2.12 be cross-referenced with the Telecommuting Agreement Attachment A - Sample Work Schedule for clarification. Chair Pfeiffer suggested adding the phrase "work hours" from the Agreement to that section might suffice. Ms. Smith added that it is standard HR practice not to include agreements and forms in personnel manuals / employee handbooks as they are subject to change and require more flexibility than the policies they pertain to. Executive Committee members agreed. After all feedback is received and formatting revised for consistency with other CARPC personnel policies, it will be presented for consideration at a future Executive Committee meeting.

6. CARPC Preliminary 2024 Draft Budget

Mr. Steinhoff provided background on previous budgets and the levy for context at the April meeting. This evening he presented the "cost-to-continue" budget and reviewed information provided in the meeting packet. Commissioners asked questions about increases in health and dental expenses, the status of the 2022 audit

and ending fund balance, and how an Executive Director might fit in. Mr. Steinhoff replied that the increases in health and dental expenses in the Agency's contract with Dane County are capped and that the auditors have completed a draft audit and have not found any issues. Per the accountants, the prior year fund balance increased by approximately \$100,000, which will help cover any deficit this year, but that figure is subject to change until the final entries are made. The auditors will present the final audit at the June CARPC meeting.

Chair Pfeiffer stated that the question of an Executive Director would be addressed during upcoming strategic planning. He added that preparing budgets so early in the year preempts discussions about staffing changes. He noted that the declining levy percent of Equalized Assessed Value means that levy funding is not keeping pace with growing need for regional planning.

**7. March 2023 Financial Statements and the April 2023 Operating Account Reconciliation
(actionable item)**

Ms. Smith reported nothing out of the ordinary for March except being unable to include the Q1 2023 Request for Reimbursement to WisDOT since the City of Madison has not invoiced the Agency for its share. And prompted by Mr. McKeever's question from the April meeting about the smaller transfers on the March Operating Account Reconciliation report, it was decided that we would increase the amount of those bi-weekly transfers to replenish the operating funds from \$30,000 to \$40,000 since payroll costs have increased substantially since the original transfers were set up.

8. Future Agenda Items (next meeting is Monday, June 5, 2023, via Zoom webinar at 6:00 pm)
- Address commissioner appointment status and absences with the appointing authorities
 - The strategic planning effort
 - Schedule a personnel committee meeting to address the retirement of Deputy Agency Director Mike Rupiper at the end of the month
9. Adjournment

Mr. Hampton moved for adjournment; Ms. Crombie seconded. The meeting adjourned at 7:02 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Kris Hampton", written over a horizontal line.

Kris Hampton, Secretary