

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

June 5, 2023

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton (until 6:56 pm), Peter McKeever until (6:57 pm), Heidi Murphy, David Pfeiffer (Chair), Nick Zavos

Commissioners Absent: None

Staff Present: Allison Madison, Matt Noone, Haley Smith, Steve Steinhoff

Others Present: None

1. Establish Quorum

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

2. Public Comment on Matters not on the Agenda

No members of the public were present.

3. Minutes of the May 8, 2023, Executive Committee Meeting (*actionable item*)

Mr. McKeever moved to approve the minutes of the May 8, 2023, Executive Committee meeting; Ms. Murphy seconded. The motion passed on a voice vote.

4. CARPC Draft Telecommute Policy and Agreement (*actionable item*)

Mr. McKeever moved for approval of the CARPC Draft Telecommute Policy and Agreement; Mr. Zavos seconded. The motion passed on a voice vote.

5. Resolution 2023-04 Approving the CARPC Preliminary 2024 Budget and Property Tax Levy: Recommendation to Commission (*actionable item*)

Mr. Hampton moved for approval of Resolution 2023-04 Approving the CARPC Preliminary 2024 Budget and 2024 Budget and Property Tax Levy: Recommendation to Commission; Ms. Murphy seconded. Mr. Steinhoff clarified that the terms merit and step increases are interchangeable, and that the Agency strives to maintain parity with Dane County by providing cost-of-living increases. The budget provides for both. CARPC does not offer a bonus program for exceptional performance. The motion passed on a voice vote.

6. Authorize the Agency Director to Execute an Agreement with Carolyn Betz for Water Resources Planning Services (*actionable item*)

Mr. McKeever moved to Authorize the Agency Director to Execute an Agreement with Carolyn Betz for Water Resources Planning Services; Mr. Hampton seconded. The actual proposal was unintentionally omitted from the meeting packet; Mr. Steinhoff shared his screen and presented the scope of work to the Committee. WI Salt Wise is not specifically part of this project and Melissa Breyer will be the lead staff member on it. The motion passed on a voice vote.

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

Mr. Hampton moved for approval of the Annual agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources; Ms. Crombie seconded. This is a recurring annual agreement. Mr. Steinhoff stated that in past years DNR has identified additional funds in the second

half of the agreement. Mr. Zavos noted that the agreement goes from January 1, 2023 to December 30th, 2023. Ms. Smith added that typically, these agreements are done retroactively with the first agreement in June covering the first half of the year. An amendment to the agreement will be made in December / January for the second half of the year. The motion passed on a voice vote.

8. Authorize the Agency Director to Execute WI Salt Wise Funding Agreements (*actionable item*)

Ms. Crombie moved to Authorize the Agency Director to Execute WI Salt Wise Funding Agreements; Mr. McKeever seconded. The question arose whether yearly increases had ever been requested. Ms. Madison responded that she is still working with the structure that came from MMSD. Mr. Steinhoff said it might be best to approve the contracts as is and try to request increases later. Ms. Madison stated her goal is to expand the partner pool to fill any widening gaps because it takes a long time for the contracts to get approved. The motion passed on a voice vote.

9. CARPC Senior Management Transition

Job descriptions and Agency structure have been discussed, but the need to advertise positions and continue recruiting efforts while also doing the strategic planning sessions will be challenging. Discussions covered whether the current structure was the most efficient with a small staff, if a single planning director might be a better option, what the appointing authorities might support and any direction they might provide, what different org charts / positions might look like, and the opportunities Mr. Rupiper's retirement provides for restructuring the agency. Should CARPC move in a more general direction and leave the specifics for the strategic planning session and the people hired to work out the details? The Agency needs to hire more than one position to replace resources, add capacity and realign its administrative structure to meet the growing needs of the region. Might restructuring require a change in the bylaws? What does the Agency need to do to fulfill its mission, and can it be done without having an Executive Director (ED) on board yet? A new ED may want to play a role there and filling the senior management functions is an immediate need that may need to come before the strategic planning process. Mr. Steinhoff suggested that the Agency may want to consider hiring a search firm for the ED position. Staff and consultants are handling current projects, but that cannot continue indefinitely. Determining the type of administrator to hire and finding a natural resources replacement must be priorities just to maintain current staff levels. Adding a third position to increase capacity can wait.

The Personnel Committee will need to meet again before the next Executive Committee meeting to advance the process, get more information to make the decisions, get the decisions made and fill openings.

Agenda item #13 was moved up before quorum was lost.

13. April 2023 Financial Statements and the May 2023 Operating Account Reconciliation (*actionable item*)

Ms. Murphy moved for approval of the April 2023 Financial Statements on the May 2023 Operating Account Reconciliation; Ms. Crombie seconded. The motion passed on a voice vote.

10. CARPC Strategic Planning Draft Recommendations – not covered

11. Commissioner Appointment Status and Attendance – not covered

12. CARPC and Local Government Grant Writing Needs

The Agency would like to be able to write grants not only for our own funding needs, but also to be able to offer that service to the municipalities that may not have the staff to do it for themselves.

13. Future Agenda Items (next meeting is **Monday, July 10, 2023, via Zoom Meeting, at **6:00 pm**)**

- Personnel Committee meeting, TBD, Mr. Steinhoff will send out a poll for availability

14. Adjournment

Ms. Murphy moved for adjournment; Mr. Zavos seconded. The motion passed on a voice vote and the meeting was adjourned at 6:58 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Kris Hampton". The signature is written in a cursive, somewhat stylized font.

Kris Hampton, Secretary