

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

December 11, 2023

Zoom Webinar

6:00 pm

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

Commissioners Absent:

Staff Present: Tanya Sime, Steve Steinhoff

Others Present: Forbes McIntosh

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:00 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No members of the public were present.

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

Mr. McKeever moved for approval of the Minutes of the November 11, 2023, Executive Committee Meeting; Ms. Crombie seconded. The motion passed on a voice vote.

4. **Minutes of the November 30, 2023, Personnel Committee Meeting (*actionable item*)**

Ms. Murphy moved for approval of the Minutes of the November 30, 2023, Executive Committee Meeting; Ms. Crombie seconded. The motion passed on a voice vote.

5. **Closed Session (*actionable item by roll call vote*)**

- a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds for recruitment of agency employee(s).*

Mr. Hampton moved to convene into a closed session for discussion purposes; Ms. Crombie seconded. A roll call vote was taken:

Ms. Crombie – Aye; Mr. Hampton – Aye; Mr. McKeever – Aye; Ms. Murphy – Aye; Chair Pfeiffer – Aye; and Mr. Zavos – Aye. The motion passed unanimously, and the committee convened into a closed session.

6. **Return to Open Session (*actionable item by roll call vote*)**

Ms. Murphy moved to return to open session: Mr. McKeever seconded. A roll call vote was taken Ms. Crombie – Aye; Mr. Hampton – Aye; Mr. McKeever – Aye; Ms. Murphy – Aye; Chair Pfeiffer – Aye; and Mr. Zavos – Aye. The motion passed unanimously, and the Committee returned to an open session.

7. **Performance Evaluation of the Agency Director / Director of Community and Regional Development Planning Division and authorization of the Executive Chairperson to approve the annual merit increase (*actionable item*)**

Mr. McKeever moved for approval for the Executive Director Performance Evaluation and Annual Merit Increase; Ms. Crombie seconded. The motion passed on a voice vote. Ms. Murphy added a thank you to the Executive Director for all his years of service and hard work.

8. Authorize Agency Director to Execute Agreement with the Town of Rutland for Planning Services (actionable item)

Mr. McKeever moved for approval of the Authorization of the Agency Director to Execute Agreement with the Town of Rutland for Planning Services; Mr. Hampton seconded. The motion passed on a voice vote. Mr. McKeever raised a question on the not to exceed cost. Is it in addition to the 160 hours of donated time or does it include the 160 hours. It was clarified that it includes the 160 hours of donated time. It is not revenue it is a donation.

9. Addendum to 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 Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources; Mr. Zavos seconded. The motion passed on a voice vote. This is not on a per calendar year it is bi-annual. This is for the second half of the year. The contract is for \$44,600 which is the remaining balance of the contracted amount of \$95,000.

10. Replace CARPC 2024 COVID Paid Time Off Benefit with Increase in Sick Leave Accrual Rate: Amendment to CARPC Personnel Manual (actionable item)

Mr. Zavos. moved for approval of the Replacement of the CARPC 2024 COVID Paid Time Off Benefit with Increase in Sick Leave Accrual Rate: Amendment to CARPC Personnel Manual; Mr. McKeever seconded. The motion passed on a voice vote.

11. Authorize Agency Director to Execute Agreement with City of Madison for Transportation Planning Service (actionable item)

Ms. Crombie moved for approval to Authorize Agency Director to Execute Agreement with City of Madison for Transportation Planning Service; Mr. Zavos seconded. The motion passed on a voice vote.

12. Authorize the Agency Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2024 (actionable item)

Ms. Crombie moved for approval to Authorize the Agency Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2024; Mr. Zavos seconded. The motion passed on a voice vote.

13. October 2023 Financial Statements and the November 2023 Operating Account Reconciliation (actionable item)

Mr. Zavos moved for approval to move the October 2023 Financial Statements and the November 2023 Operating Account Reconciliation to the consent agenda for Thursdays, December 14th Full Commission Meeting: Ms. Murphy seconded. The motion passed on a voice vote. Mr. McKeever asked for clarification on Peter Gray invoice. The final invoice is for \$23,000 and he has been paid three installments prior to the final invoice. He will have three follow up conversations with David and three with Jason.

14. Future Agenda Items (next meeting is Monday, January 8, 2024, via Zoom webinar at 6:00 pm)

None.

15. Adjournment

Mr. Hampton moved for adjournment. The meeting adjourned at 6:28 pm.

Minutes taken by Tanya Sime 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 style with a horizontal line underneath it.

Kris Hampton, Secretary