

DRAFT MINUTES
of the
Capital Area Regional Planning Commission

October 10, 2024

Monona City Hall, 5211 Schluter Rd, and Via Zoom Webinar

6:00 pm

Commissioners Present: Maureen Crombie, Steve Greb, Kris Hampton, Heidi Murphy, Peter McKeever, David Pfeiffer, Cynthia Richson, Jim Schuler, Caryl Terrell, Bill Tishler, Nick Zavos

Commissioners Absent: Barbara Harrington-McKinney, Allison Volk

Staff Present: Nick Bower, Tanya Sime, Caitlin Shanahan, Jason Valerius

Others Present: None

1. Establish Quorum

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

2. Public Comment on Matters not on the agenda

No public comment.

3. **Consent Agenda (actionable items)** (6:02 pm)

- a. Minutes of September 9, 2024 CARPC Meeting
- b. Executive Committee Recommendations

- (1) Approve August 2024 Financial Statements and September 2024 Operating Account Reconciliation
- (2) Executive Director to Execute the 2025 FHWA Subrecipient Title VI Assurances and Implementation Plan Agreements Parts 1 and 2

Ms. Murphy motioned to separate item b.(1) from the consent agenda because it was tabled by the Executive Committee at the October 7 meeting for consideration at the November meeting. Mr. Hampton seconded. The motion passed unanimously.

Ms. Murphy motioned to approve the consent agenda. Ms. Terrell seconded. The motion passed unanimously.

4. Strategic Planning Report – Presentation by Executive Director and Commission Discussion (6:03 pm)

Ms. Murphy motioned to relax Roberts Rules. Mr. Schuler seconded. The motion passed unanimously. A page-by-page review of the Strategic Planning Report was performed with the commission. Executive Director Valerius will have a final draft before the committee for the November 14th, 2024 meeting.

5. 2025 Work Program – Presentation by Executive Director and Commission Discussion (8:24 pm)

Mr. Mc Keever motioned to table the 2025 Work Program presentation to the November 14th, 2024 Commission meeting. Ms. Murphy seconded. The motion passed unanimously.

6. **CARPC Resolution 2024-07 Authorizing the Senior Environmental Engineer to Execute WDNR Surface Water Planning Grants and Related Documents for Black Earth Creek and Brewery Creek (actionable item)** (8:26 pm)

Mr. Hampton motioned to approve CARPC Resolution 2024-07 Authorizing the Senior Environmental Engineer to Execute WDNR Surface Water Planning Grants and Related Documents for Black Earth Creek and Brewery Creek. Ms. Terrell seconded. The motion passed unanimously.

7. Reports (8:27 pm)

- a. Chairperson and Executive Committee – Nothing from the Chairperson and Executive Committee to report.
- b. Executive Director

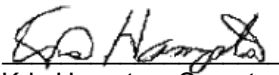
- (1) Programs and Services Updates
- (2) Partnership Updates

Executive Director Valerius described highlights from the Executive Director's report in the packet.

8. Future Agenda Items (next meeting November 14, 2024, via Zoom Webinar and in-person location TBD?, 6:00 pm)
 - a. USA Amendment Hearing – Middleton (November)
 - b. Strategic Planning Report Approval/Acceptance/Receipt (November)
 - c. 2025 Work Program Adoption (November)
 - d. Potential 2025 Budget Amendment (December)
 - e. Environmental Corridors Report Hearing and Adoption (November/December/January, TBD)
 - f. Others?
9. Adjournment
Chair Pfeiffer adjourned the meeting at 8:40 PM.

Minutes prepared by Tanya Sime and reviewed by the Executive Director.

Respectfully submitted:


Kris Hampton, Secretary