

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

May 6, 2024

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie David Pfeiffer, Heidi Murphy, Kris Hampton

Commissioners Absent: Nick Zavos, Peter McKeever

Staff Present: Tanya Sime, 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. **Minutes of the April 8, 2024, Executive Committee Meeting (*actionable item*)**

Ms. Crombie moved for approval of the minutes of the April 8th, 2024, Executive Committee Meeting; Mr. Hampton seconded. The motion passed on a voice vote.

4. **Authorize the Executive Director to Execute Agreement with the Madison Region Economic Partnership (MadREP) for Mapping Services (*actionable item*)**

The intent is that Matt Krempely, who is currently an intern would have a bill out rate of about \$75 and have the capacity to do this if we're able to hire him full time, and that he could help them as needed through the remainder of the year through this agreement. Mr. Hampton moved for approval to Authorize the Executive Director to Execute an Agreement with the Madison Region Economic Partnership (MadRep) for Mapping Service. Ms. Crombie Seconded. The motion passed on a voice vote.

5. **CARPC Budgeting**

a. Overview

b. **Proposed Amendment – 2024 Budget (*actionable item*)**

The purpose to amend the 2024 budget is to bring on our intern Matt Krempely and our LTE Liz Levy which would bring on and additional cost the second half of the year is a net of about \$45,000 more. And then we are anticipating that we will have some additional revenue that we hadn't been counting on for water quality projects that we're expecting to be able to get into you as part of this year. We're expecting to be able to get into you as part of it this year and so we're looking at a net of 30,000. And SaltWise has another \$15,000 in revenue. and a \$15,000 deficit difference between revenue and costs such that we would be drawing down our reserve by that amount. Having more staff, of course, has ramifications to the 25 budget as well. My current draft of that budget has our levy. The ask went up by 6.5 last year, it was 10% of other years, it's been lower. So, it's lower than last year, but higher than some other years in the past. I think the primary changes are that we would be bringing in more SaltWise money. As we look to build that program and make it sustainable. We still have grant funding for 2025 and the 75,000 in grant funding and Caitlin or Alison and I working to add in other sources to supplement and replace. That is going to bring that funding up. And then I have a working assumption right now for what we would be able to bring in in terms of consulting or fee for service work that that would be at 75,000 for next year up from an assumption of 40,000 this year, which is not a dramatic increase. That's a pretty modest increase. But increasing those various numbers in that way gets us to where we can cover additional staff. Mr. Hampton moved for recommendation to approve the proposed Amendment to the 2024 Budget. Ms. Crombie Seconded. The motion passed on a voice vote.

c. Preliminary 2025 Draft Budget

6. Recommendation to Discontinue Executive Chair Role

Executive Committee is all in favor of Discontinuing the Executive Chair Role.

7. Draft CARPC 2023 Annual Report

Followed format from recent years. Will wait until the audit is completed until we will put on the website due to the final page is related to the financials and we would like those financials to match the audit.

**8. March 2024, Financial Statements and the April 2024, Operating Account Reconciliation
(actionable item)**

Mr. Hampton moved for approval of March 2024, Financial Statements and April 2024, Operating Account Reconciliation. Ms. Murphy Seconded. The motion passed on a voice vote.

9. Future Agenda Items (next meeting is Monday, June 10, 2024, via Zoom webinar at 6:00 pm)

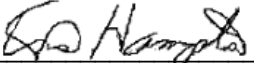
No future items.

10. Adjournment

Mr. Hampton moved for adjournment. Ms. Crombie seconded. The meeting was adjourned at 6:25 P.M.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted


Kris Hampton, Secretary