

**MINUTES**  
of the  
Capital Area Regional Planning Commission

July 12, 2018

Rm 351 CCB, 210 Martin Luther King Jr Blvd, Madison WI

6:15 PM

Commissioners Present: Brad Cantrell, Lauren Cnare, Ken Golden, Mark Geller, Kris Hampton, Ed Minihan, Larry Palm, David Pfeiffer, Bruce Stravinski, Caryl Terrell (phoned in)

Commissioners Absent: Maureen Crombie, Tony Hartmann, Peter McKeever

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: 1 member of the public

1. Chair Palm called the meeting to order at 6:17pm. Quorum was established.

2. Consent Agenda

a. **Approval of Minutes of the June 11, 2018 CARPC Meeting (*actionable item*)**

b. **Report of the Executive Committee (*actionable item*)**

**(1) Revisions to the CARPC Code of Conduct and Conflict of Interest (*actionable item*)**

**(2) Recommendation of Revising Sewer Service Area Amendment Fee Collection Policy (*actionable item*)** (separated as item #7.a. below)

**(3) Recommendation of Revising Sanitary Sewer Extension Review Fees (*actionable item*)** (separated as item #7.b. below)

**(4) Recommendation of Approval to Commission of CARPC Policy Position in Favor of Removing Regional Planning Commission Levy Charges from County Levy Caps (*actionable item*)** (separated as item #7.e. below)

**(5) Discussion and Consideration of Recommendation of Potential Action on Budget and Personnel Panel Motion Regarding Changes to CARPC Funding Structure (*actionable item*)** (separated as item #7.f. below)

**(6) Approval of July 2018 Disbursements and Treasurer's Report for June 2018 (*actionable item*)**

(7) Discussion of CARPC Strategic Planning and Inter-agency Regional Planning Long-term Cycle

(8) Discussion of Revisions to the CARPC Personnel Manual

Mr. Golden moved to accept the consent agenda; Ms. Cnare seconded. No items were pulled off of the consent agenda other than what was shown on the agenda. The motion passed on a voice vote.

3. Public Comment on Matters not for Public Hearing

No members of the public wanted to speak.

4. Presentation and Discussions

a. Report of the Members of the Madison Area Transportation Planning Board

Chair Palm reviewed the topics discussed at the MATPB meeting. Mark Clear has resigned from the City of Madison Common Council so he is no longer Chair of the MPO.

(1) Joint MPO/CARPC Work Group Update

Since Mr. Golden and Mark Clear are no longer members of the work group, the next work group meeting has been cancelled. Chair Palm stated that, since staff may be able to write up the report on its own, he thought it was appropriate to have a joint MPO/CARPC meeting and dispense with the joint work group. Mr. Steinhoff stated that he and Bill Schaefer were in the process of writing up recommendations. Once the MPO has a new chair, Chair Palm will request a joint MPO/CARPC meeting.

## 5. Reports

### a. Report of Directors

#### (1) Report of Deputy Director on Division of Community and Regional Planning Activities

Mr. Steinhoff gave a report on AGMV activities and the survey, and reported on staff work for the first six months of 2018. He also reviewed the data information available on the CARPC website and showed the AGMV survey website.

#### (2) Report and Discussion Division of Environmental Resources Planning Activities

Mr. Rupiper gave an update.

Ms. Cnare moved to discuss item 7.c. (CARPC Bylaws) next; Mr. Geller seconded. The motion passed on a voice vote. The order of discussion was items 7.c., 7.d., 7.e., 7.f., and then back to item 5.b.

### b. Report of Executive Chair on Commission Outreach Activities

#### (1) Budget and Personnel Panel Meeting Report

Chair Palm briefed Commissioners on the BPP meeting.

## 6. PUBLIC HEARINGS (7 p.m.)

### a. Revising Sewer Service Area Amendment Fee Collection Policy

#### (1) Staff Overview

#### (2) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing

#### (3) Commissioner Questions and Discussion

Mr. Rupiper gave an overview and reasons why the policy needs to be changed.

Chair Palm opened the public hearing. There were no registrants. Chair Palm closed the public hearing.

### b. Revising Sanitary Sewer Extension Review Fees

#### (1) Staff Overview

#### (2) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing

#### (3) Commissioner Questions and Discussion

Mr. Rupiper gave an overview and reasons why the fees need to be increased.

Chair Palm opened the public hearing. There were no registrants. Chair Palm closed the public hearing.

## 7. Action Items

### a. **Consideration of Revising Sewer Service Area Amendment Fee Collection Policy (*actionable item*)**

Mr. Cantrell moved to approve the revised policy; Mr. Pfeiffer seconded. The motion passed on a voice vote.

### b. **Consideration of Revising Sanitary Sewer Extension Review Fees (*actionable item*)**

Mr. Pfeiffer moved to approve the increase in sanitary sewer extension review fees; Ms. Cnare seconded. The motion passed on a voice vote.

### c. **Consideration of Revisions to CARPC Bylaws (*actionable item, supermajority of 8 votes required for approval*)**

Ms. Cnare moved to accept the revised CARPC bylaws; Mr. Pfeiffer seconded. Commissioners who voted aye: Minihan, Terrell, Pfeiffer, Cantrell, Cnare, Geller, Golden, Hampton, Stravinski, and Palm. Commissioners who were absent: McKeever, Crombie, and Hartmann. Motion passed on a roll call vote.

### d. **Approval of 2019 Levy Charge Certification Letter to Dane County (*actionable item*)**

Ms. Cnare moved to approve the 2019 levy charge certification letter; Mr. Hampton seconded. The motion

passed on a voice vote.

e. **Consideration of Recommendation of Approval of CARPC Policy Position in Favor of Removing Regional Planning Commission Levy Charges from County Levy Caps (*actionable item*)**

Chair Palm read the changes to the resolution:

- (1) New third WHEREAS: WHEREAS, regional planning commissions are limited under Wis. Stat. § 66.0309(14)(a) to a levy charge not to exceed 0.003 percent of total equalized assessed value within its jurisdiction;
- (2) Revised NOW paragraph to read: NOW, THEREFORE BE IT RESOLVED that the Capital Area Regional Planning Commission expresses its support to allow CARPC to independently levy a tax to finance its operations, separating it from the county levy.

Mr. Stravinski suggested that "(CARPC)" be placed behind "Capital Area Regional Planning Commission" in the NOW paragraph. That edit was made to the revised resolution.

Ms. Terrell moved to adopt the revised resolution; Mr. Golden seconded.

The motion passed on a voice vote with one objection (Ms. Cnare).

f. **Discussion and Consideration of Potential Action on Budget and Personnel Panel Motion Regarding Changes to CARPC Funding Structure (*actionable item*)**

Chair Palm summarized the events at the BPP meeting of July 9th pertaining to County Executive Parisi's motion, and stated that the BPP members agreed to meet in mid-September to discuss the motion.

8. **Future Agenda Items (Next meetings are August 9 and September 13; both meetings are at 6:15 pm in Room 351, CCB)**

There will be two special meetings in the fall: a joint MPO/CARPC meeting and a CARPC retreat.

Mr. Stravinski reported that he will not be able to attend the August CARPC meeting.

9. **Adjournment**

Mr. Golden moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 7:08pm.

Minutes taken by Linda Firestone

Respectfully Submitted:

  
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Kris Hampton, Secretary