

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

January 8, 2018

CCB Rm 321, 210 Martin Luther King Jr. Blvd, Madison WI

4:30 PM

Commissioners Present: Maureen Crombie, Mark Geller, Ken Golden, Kris Hampton (departed at 5:58pm), Peter McKeever, Larry Palm (Chair), Caryl Terrell (non-voting member)

Commissioners Absent: None

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Background Documents

- a. (1) Strategic Plan Summary and Operating Agreements
- (2) Categories of Decision Making (revised November 2017)
- (3) Code of Conduct/Conflict of Interest Policy (revised November 2017)
- (4) Commissioner Committees (revised November 2017)
- (5) Agenda for CARPC Meeting on 1/11/18

1. Roll Call

Chair Palm called the meeting to order at 4:30 PM. Quorum was established.

2. Approval of Minutes

a. **Minutes of the December 11, 2017, Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes of the December 11, 2017, Executive Committee meeting; Ms. Crombie seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public attended the meeting.

4. Closed Session

- a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. The subject matter concerns the evaluation of the Deputy Director/Division Director for Community and Regional Development Planning.*

Mr. Hampton moved to convene into closed session; Ms. Crombie seconded. A roll call vote was taken: Commissioners who voted "aye": Chair Palm, Ms. Crombie, Mr. Geller, Mr. Golden, Mr. Hampton, and Mr. McKeever. Commissioners who voted "no": none. The motion passed on a roll call vote.

Mr. Geller moved to return to open session; Mr. Hampton seconded. A roll call vote was taken: Commissioners who voted "aye": Chair Palm, Ms. Crombie, Mr. Geller, Mr. Golden, Mr. Hampton, and Mr. McKeever. Commissioners who voted "no": none. The motion passed on a roll call vote.

- b. *The Commission intends to convene into closed session pursuant to Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility; also pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, because competitive or bargaining reasons require a closed session. The subject matter of the closed session concerns a Memorandum of Understanding with Dane County to Continue Receiving GIS Services. No action will be taken in closed session.*

Mr. Hampton moved to convene into closed session; Mr. Golden seconded. A roll call vote was taken: Commissioners who voted "aye": Chair Palm, Ms. Crombie, Mr. Geller, Mr. Golden, and Mr. Hampton. Commissioners who voted "no": Mr. McKeever. The motion passed on a roll call vote.

5. Return to Open Session
Mr. Golden moved to return to open session; Mr. Hampton seconded. A roll call vote was taken: Commissioners who voted "aye": Chair Palm, Ms. Crombie, Mr. Geller, Mr. Golden, Mr. Hampton, and Mr. McKeever. Commissioners who voted "no": none. The motion passed on a roll call vote.
6. Approval of Evaluation of Deputy Director (*actionable item*)
 - a. Approval of Evaluation of Deputy Director (actionable item)

Mr. Hampton moved to approve the evaluation of the Deputy Director, and the Executive Committee, acting as the Personnel Committee, finds the job performance of Stephen Steinhoff to be satisfactory; Mr. Golden seconded. The motion passed unanimously on a voice vote.

Item 9.a. was voted on before item 7 was discussed.
7. Presentations and Discussions
 - a. Discussion of Continuation of Legal Services

Chair Palm wanted to review legal services as part of due diligence. CARPC's current legal counsel is receptive, provides sound legal advice, with a reasonable fee structure. The consensus among the Commissioners was to continue with CARPC's current legal counsel.
 - b. Discussion of Potential Revisions to the 2018 CARPC Work Program

Mr. Steinhoff explained why the 2018 work program needed to be revised and detailed the revisions.
 - c. Legislative Updates
 - i. AB 770 / SB 640 (Development Property Modernization Act of 2017)
 - ii. AB 547 / SB 600 (Permitting and Mitigation Requirements for Nonfederal and Artificial Wetlands)
Mr. Steinhoff reviewed his discussion with Forbes McIntosh. Mr. McKeever suggested that copies of the opposition letters that Chair Palm sent to state legislators be sent to the appointing authorities. Mr. McKeever also suggested that CARPC send a letter to the state legislators asking for an amendment to change the taxing structure. He requested that this be put on a future agenda.
8. Action Items Approval of Agreement to Provide Services to the Pleasant Springs Sanitary District for a Collection System Capacity Evaluation (*actionable item*)
 - a. **Commission Options When an Appointing Authority Does Not Keep Appointments Current (*actionable item*)**

Ms. Terrell reported on the discussion she had with the County Executive. Mr. McKeever suggested that this issue be dropped for the present time. Mr. Golden agreed except he requested that this issue be included on the agenda for the next Budget and Personnel Panel meeting.

The consensus of the Commissioners was to take no action at this time.
 - b. **Agreement to Provide Services to the Pleasant Springs Sanitary District for a Collection System Capacity Evaluation (*actionable item*)**

Mr. Hampton moved to approve the signing of the agreement to provide services to the Pleasant Springs Sanitary District; Mr. Golden seconded.

Mr. Rupiper gave an overview of the services CARPC would provide to Pleasant Springs.

The motion passed on a voice vote.
 - c. **Agreement with designCraft for Marketing Services to A Greater Madison Vision (*actionable item*)**

Mr. Golden moved to approve the signing of the agreement with designCraft for marketing services to AGMV; Ms. Crombie seconded.

Mr. Steinhoff gave an overview of the agreement and the marketing services that were needed for AGMV.

Mr. McKeever moved to authorize staff to approve the marketing plan once it is received instead of bringing it to the Executive Committee. The amendment to the motion passed on a voice vote.

The main motion passed on a voice vote as amended.

d. **Agreement with Dane County for the Services of GIS Specialist (*actionable item*)**

Mr. Golden moved to direct staff to engage with Dane County about preferred options; Mr. Geller seconded.

The motion passed on a voice vote.

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

Mr. Golden moved to approve the agreement to provide water quality management planning assistance to the Wisconsin Department of Natural Resources; Mr. McKeever seconded.

Mr. Rupiper gave an overview of the purpose of this agreement.

The motion passed on a voice vote.

9. Financials

a. **Approval of January 2018 Disbursements and Treasurer's Report for December 2017 (*actionable item*)**

Mr. Golden moved to approve the January 2018 disbursements and the Treasurer's report for December 2017; Mr. Hampton seconded. The motion passed on a voice vote.

10. Future Agenda Items (Next meetings February 5th and March 5th, Room 321 CCB)

11. Adjournment

Mr. Golden requested that all future agendas and public notifications about the Executive Committee include a notice that a quorum of the Commission may be present.

Mr. Golden moved to adjourn the meeting; Mr. Geller seconded. The motion passed on a voice vote. The meeting adjourned at 6:05pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary