

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

April 9, 2018

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

4:30 PM

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Background Documents

- (1) Mission-Vision Statements and Operating Agreements
- (2) Categories of Decision Making (rev. 11/2017)
- (3) Code of Conduct/Conflict of Interest Policy (rev. 11/2017)
- (4) Commissioner Committees (rev. 11/2017)
- (5) CARPC Meeting Agenda 4/12/18

1. Roll Call

Commissioners Present: Maureen Crombie (arrived 4:34pm), Mark Geller, Ken Golden, Kris Hampton, Peter McKeever, Larry Palm

Commissioners Absent: none

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: No members of the public

Chair Palm called the meeting to order at 4:31 PM. Quorum was established.

2. Approval of Minutes

a. **Minutes of the February 5, 2018 Executive Committee Meeting (*actionable item*)**

Mr. Golden moved to approve the minutes of the February 5, 2018, Executive Committee meeting; Mr. Hampton seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public were present at this meeting.

4. Presentations and Discussions

a. Revisions to the CARPC Bylaws

Mr. Steinhoff reviewed the reasons for the revisions and what language needed to be revised or discussed.

Several sections needed to be renumbered since there are two Article II Section 9s. This meant that Section 9 Reconsideration, Section 10 Rescinding, and Section 11 Meeting Procedural Rules all needed to be renumbered as Section 10 Reconsideration, Section 11 Rescinding, and Section 12 Meeting Procedural Rules. (NOTE: The new section numbers will be used going forward in these minutes.)

The following sentences that appear in both Article II Section 10 Reconsideration and Article II Section 11 Rescinding need to be revised: "A vote of the Commission will be used to determine if the item will be placed on the table. If the item falls under Article II Section 9, a Supermajority Vote shall be necessary to pass."

Revised to: "A majority vote of the Commission will be used to determine if the item is in order. If the item requires action defined in Article II Section 9.a., a Supermajority Vote will be needed to pass the item."

Chair Palm stated that the following sentences in Article II Section 10 should be revised:

"The Chairperson shall receive a request in writing to reconsider by two (2) Commissioners no less than seventy-two (72) hours prior to the next Commission meeting. The request shall include the details of new relevant information to justify reconsideration action."

Revised to: "The Chairperson shall receive a request in writing to reconsider by two (2) Commissioners who were on the prevailing side of the original vote no less than seventy-two (72) hours prior to the next Commission meeting. The requests shall include the reasons to justify reconsideration of action and will be included with the agenda item for deliberation."

Commissioner McKeever suggested the elimination of Article II Section 11 Rescinding since rescinding is actually part of reconsideration. Then Article II Section 12 Meeting Procedural Rules will need to be renumbered to Article II Section 11 Meeting Procedural Rules.

Article II Section 9.c. reads "A Supermajority Vote that does not receive eight (8) votes shall be deemed a final action and Article II Section 11 shall not apply." This is in conflict with Article II Section 10. Article II Section 9.c. needs to be deleted.

A paragraph in Article V Section 2 which read "The Executive Committee shall be appointed by the Commission and shall consist of five (5) Commissioners with not less than one (1) representative from each appointing authority. The Chairperson serves as the Chairperson of the Executive Committee." was modified to read "The Executive Committee shall be appointed by the Commission and shall consist of officers of the Commission and up to two (2) additional Commissioners with not less than one (1) representative from each appointing authority. The Chairperson serves as the Chairperson of the Executive Committee."

Mr. Golden moved to approve the changes as recommendations to the Commission for the modifications as the Executive Committee has discussed and has come to a consensus; Mr. McKeever seconded. The motion passed on a voice vote.

b. Development of a Policy Regarding Responding to Requests for Assistance from Local Communities

Mr. Steinhoff gave an overview and stated there was currently no policy on how to handle requests from local communities. He then read the suggested policy as shown in the cover sheet.

Mr. Hampton, Chair Palm, and Mr. Golden were more comfortable with 16 hours instead of the 24 hours as shown in the policy.

There was a discussion about the viability of "serve multiple units of government and further regional planning" in the third bullet of the policy. Discussion included:

- Chair Palm suggested the addition of an approval mechanism, for example, "subject to Executive Committee approval," and then that gets a maximum number of hours before getting bumped in the paid category.
- Mr. Golden asked if staff did any work for school districts. Mr. McKeever remarked that school districts would be an interesting market.
- Mr. McKeever suggested the removal of the phrase "that serve multiple units of government" and then say "that has a regional impact in the judgment of the Commission."
- Mr. Golden suggested that staff report projects beyond a certain threshold to the Executive Committee.
- Chair Palm suggested inclusion of language that states preference will be given to requests that further regional planning.
- Mr. McKeever wants a policy that is adopted by the full Commission. Mr. Golden does not want to see lots of items on a Commission agenda. Requests need to be approved by a smaller entity than the full Commission.
- Mr. Geller would like to see staff submit a quarterly report to the Executive Committee showing the requests for these types of services, what are the entities asking for, and how much time each request took.

c. Revisions to CARPC Personnel Manual

Ms. Firestone reviewed the differences between Dane County FMLA policy and CARPC's FMLA policy. Does CARPC want to match the 14 weeks of extra leave time that Dane County has?

Mr. McKeever would like a list of items that need to be decided, that are more controversial, or need to be resolved by the Committee.

Ms. Firestone pointed out on the cover sheet: #4. It was suggested that eight hours of Personal Time be awarded at either the beginning of every quarter or the end of every quarter, with Personal Time earned in one year being able to carry over to the next year.

Mr. Hampton asked if Personal Time could be accrued per pay period like vacation and sick time is accrued.

Chair Palm raised the issue of the amount of accrued PTO. He would like a discussion about accrued PTO. He requested a grid of all PTO for all CARPC employees.

Mr. Golden would like the to-be-written retirement section to include information on employees who retire and then are rehired. Do they get benefits as a new employee or starting from the date of original hire?

Mr. McKeever remarked that Section H-3 Concealed Carry/Weapons Policy needs to have the phrase "at functions outside of Agency premises while representing CARPC" be added to the end of the first sentence. He also remarked that he was not satisfied with our conflict of interest statement and he would send Ms. Firestone a copy of a conflict of interest statement for the Executive Committee's review.

Chair Palm suggested that the Code of Conduct/Conflict of Interest, CARPC Drug-Free Workplace Policy, and E-Mail and Electronic Communication Policies documents all be given to employees every year with a cover sheet that each employee must sign and acknowledge that he/she has received those policies.

d. Review Proposed Revisions to the Biannual Amendment Process of the *Dane County Land Use and Transportation Plan*

Mr. Steinhoff gave a summary of why a review was necessary and reviewed the options listed on the cover sheet. Staff recommended that the review this year be postponed to October, with periodic reviews every six months, as per current policy, or change the policy to annual reviews.

Mr. McKeever wanted to keep the review process the same as it was.

Mr. Geller and Mr. Hampton liked option 2 as shown on the cover sheet. Mr. Golden liked option 2 with liberal use of the word "may"; for example, as in "The Commission may review amendments twice a year."

Chair Palm stated that he would like to see some sort of communication with the Commissioners to inform them of the impact of past actions in either the Deputy Director's report or include a listing or chart of the actions taken since the last change to the LUTP in the monthly packet.

e. Legislative Updates and Discussion

Regarding item c. on the cover sheet: Discussion ensued during which Mr. Steinhoff stated that about half of the other regional planning commissions in the state felt there was potential harm by raising the issue. Mr. McKeever wondered if CARPC should address its concern in a letter to the County Executive. Chair Palm stated that this should be adopted by the Commission before a letter is written. This should be added as a future agenda item, including adoption of a statement by the Commission and writing a draft of the letter to the County Executive.

5. Financials

- a. **(1) Approval of March 2018 Disbursements and Treasurer's Report for February 2018 (actionable item)**  
**(2) Approval of April 2018 Disbursements and Treasurer's Report for March 2018 (actionable item)**

Mr. Hampton moved to approve the March 2018 Disbursements and Treasurer's Report for February 2018 and the April 2018 Disbursements and Treasurer's Report for March 2018; Mr. McKeever seconded. The motion pass on a voice vote.

6. Future Agenda Items (Next meetings: May 7 and June 11 in Room 321, City-County Building)

1. Adoption of a statement by the Commission regarding the promotion of legislation to remove the RPC levy from the calculation of the county levy limit and writing a draft of the letter to the County Executive.
2. Discussion about employee accrued paid time off.
3. Revision of the CARPC conflict of interest policy.

7. Adjournment

Mr. McKeever moved to adjourn; Mr. Hampton seconded. The motion passed on a voice vote. The meeting adjourned at 6:07pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



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Kris Hampton, Secretary