

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

**July 12, 2018**

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

**5:00 PM**

Commissioners Present: Mark Geller, Ken Golden, Kris Hampton, Larry Palm (Chair)  
Commissioners Absent: Maureen Crombie, Peter McKeever  
Staff Present: Linda Firestone, Steve Steinhoff  
Others Present: 1 member of the public

1. Roll Call

Chair Palm called the meeting to order at 5:05 PM. Quorum was established.

2. Approval of Minutes

a. **Minutes of the May 7, 2018 Executive Committee Meeting (*actionable item*)**

Mr. Geller moved to adopt the minutes of the May 7, 2018, Executive Committee meeting; Mr. Hampton seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public wished to speak.

4. Action Items

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

Mr. Steinhoff reviewed the changes.

Mr. Hampton moved to recommend the revisions to the Commission; Mr. Golden seconded. The motion passed on a voice vote.

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

Discussion ensued.

Mr. Hampton moved to recommend the revision of the Sewer Service Area amendment fee collection policy to the Commission; Mr. Golden seconded. The motion passed on a voice vote.

c. **Consideration of Recommendation of Revising Sanitary Sewer Extension Review Fees (*actionable item*)**

Discussion ensued.

Mr. Golden moved to recommend revision of CARPC's sanitary sewer extension review fees to the Commission; Mr. Geller seconded. The motion passed on a voice vote.

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

Mr. Steinhoff reviewed the County Executive's motion and explained the difference between items 4.d. and 4.e. Items 4.d. and 4.e. were discussed simultaneously after this point.

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

Mr. Golden moved to recommend approval of a CARPC policy position in favor of removing RPC levy charges from County levy caps to the Commission; Mr. Hampton seconded.

Mr. Golden moved to amend CARPC Resolution No. 2018-5 as follows: replace everything after the word "for" in the NOW statement (last paragraph of the resolution) with "to allow CARPC to independently levy a tax to finance its operations, separating it from the County levy."

Mr. Hampton seconded the amendment. The motion passed on a voice vote.

Mr. Golden moved to further amend CARPC Resolution No. 2018-5 by adding the following WHEREAS: WHEREAS, all regional planning commissions, including CARPC, are governed by a statutory limit of 0.003 percent;

Mr. Geller seconded this amendment. The motion passed on a voice vote.

The motion to recommend the amended resolution to the Commission passed on a voice vote.

5. Financials

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

Mr. Geller moved to approve the July 2018 disbursements and Treasurer's report for June 2018; Mr. Hampton seconded. The motion passed on a voice vote.

6. Presentations and Discussions

a. CARPC Strategic Planning and Inter-agency Regional Planning Long-term Cycle

Chair Palm gave an overview and suggested that the Commission have a retreat to create a long-term strategic plan, then hold a public hearing about the plan.

Discussion included the importance of incorporating current plans (water quality and land use) and AGMV results into any strategic plan, the extent and timing of participation by the public and other groups in the process, and participation by Commissioners.

b. Revisions to the CARPC Personnel Manual

Mr. Steinhoff stated that the changes in the manual were not meant to make major policy changes but were meant to update policies due to changes in law or to make policies match Dane County policies more closely.

Mr. Hampton suggested that paragraph B.3 be revised so that Commissioner's per diem was shown as "set yearly at budget" instead of "\$20 per day."

7. Future Agenda Items (Next meetings: August 6 and September 10; both meetings at 4:30pm in Room 321, CCB)

There were no future agenda items.

8. Adjournment

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

Minutes taken by Linda Firestone

Respectfully Submitted:

  
Kris Hampton, Secretary