

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

**September 11, 2017**

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

**4:30 PM**

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Commissioners Present: Maureen Crombie, Mark Geller, Ken Golden, Kris Hampton, Larry Palm (Chair)

Commissioners Absent: Peter McKeever

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: 1 member of the public

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 August 7, 2017 Executive Committee Meeting (*actionable item*)**

Mr. Golden moved to approve the minutes of the August 7, 2017 Executive Committee meeting; Mr. Hampton seconded. The motion passed on a voice vote.

3. Public Comment

Jon Becker, a member of the public, commented on AGMV and requested a meeting with the CARPC Chair and CARPC staff.

4. Executive Committee Recommendations

a. Discussion of Procedures for Executive Committee Recommendations to the Commission

Discussion focused on the following questions:

1. Can/Should an Executive Committee member change his/her vote during a Commission meeting after he/she has already voted on the issue during an Executive Committee meeting?
2. Does the Commission as a whole trust the Executive Committee to adequately and almost always reflect what the Commission would have done itself?
3. Should the Commission have to vote on something voted on by the Executive Committee?
4. If the Executive Committee puts forward something to the full commission, and members of the Executive Committee get into a discussion, should the Executive Committee be having these discussions as the Executive Committee or should the discussion be conducted by the full Commission?

The discussion generated the following points:

The most important duty of the Commission was to talk about planning, and the Executive Committee should be responsible for the areas of management, budget, personnel, space, and contracts.

Suggestion that the Executive Committee report be voted on as part of a consent agenda item.

Proposal for a motion for a subsequent meeting, that (1) the Commission delegate the authority to act on management, budget, personnel, space, and contracts to the Executive Committee; (2) there is a report on actions on those items that is presented to the full Commission that comes after the minutes. If any one Commissioner wishes to have the full Commission act on any of those items on those issues, that Commissioner can request that item be re-discussed at that point in the agenda; (3) the Executive Committee may make recommendations to the full Commission on policy items that it discusses but the

full Commission has to adopt the policy; and: (4) when the Executive Committee reports to the full Commission, the Committee should list how the Committee voted.

Reminder about the "Categories of Decision-Making" document. It was requested that this document be included in the next Executive Committee packet, along with a list of discussion topics from CARPC staff.

A policy discussion was needed on the Executive Committee with recommendations to the full Commission.

When the Executive Committee presents an issue to the full Commission, the Executive Committee should state whether it (1) recommends adoption, (2) recommends to not adopt; or (3) does not make any recommendation.

Chair Palm suggested that this conversation continue at the next meeting and questioned whether this needs to go to the full Commission or if this should be an internal policy discussion. It was requested that this topic be put on the Executive Committee's October agenda.

## 5. Events

### a. Discussion of Proposed Listening Session with Local Officials Regarding CARPC Input to Local Planning

Mr. Steinhoff gave a brief overview of the purpose of this item.

Discussion generated the following points:

One of the most successful things the Dane County RPC did was to divide the county into four quadrants.

In order to have a good discussion, the staff, with the approval of the Commission, should develop no more than a one-page document that stimulates the discussion with either questions that people should be answering, or ideas about how the Commission could be more productive and helpful to local officials (for example, an optional review of the local comp plan by Commission staff and the Commission itself).

How people are selected or whether they volunteer. If there is a panel discussion, how do you pick who is on the stage? Do we avoid people who have a history of being unproductive and contentious in such situations?

The Commission should strive to strengthen its presence in terms of regional planning in Dane County.

Communities need to better understand how their plans relate to the regional plan.

There needs to be a plan for how a listening session will be conducted.

Staff will investigate if there is interest for a fall meeting. Mr. Geller suggested the meeting be held at Verona. Chair Palm stated that, at some point, there needs to be an engagement with a community that is not engaged.

## 6. Personnel Manual

### a. Discussion of Revisions to the Personnel Manual

The Executive Committee reviewed a spreadsheet that showed staff's paid time off and CARPC's payout policy.

Chair Palm asked Ms. Firestone to review Dane County's paid time off policies and report on them at the next Executive Committee meeting.

The discussion included the paid time off accumulation policy and usage of paid time off.

b. Code of Conduct

Discussion ensued about whether to revise the Code of Conduct to include language about solicitation and nominal value.

Mr. Steinhoff was directed to ask CARPC's legal counsel about (1) solicitation on behalf of the Commission; and (2) nominal value.

7. Financials

a. **Approval of September 2017 Disbursements and Treasurer's Report for August 2017 (*actionable item*)**

Mr. Geller moved to approve the September disbursements and the Treasurer's Report for August; Ms. Crombie seconded. The motion passed on a voice vote.

b. **Authorizing CARPC Treasurer to Approve Deputy Director Timesheets and Credit Card Purchases (*actionable item*)**

Mr. Golden moved to authorize the CARPC Treasurer to approve the Deputy Director's timesheets and credit card purchases; Mr. Hampton seconded.

A question was raised as to whether the motion should be about the Executive Director's timesheets and credit card purchases instead of the Deputy Director's. The motion to authorize the CARPC Treasurer to approve the Executive Director's timesheets and credit card purchases passed on a voice vote.

8. Other Business

a. Discussion of Proposed Changes to Environmental Rules for Foxconn Plant

In response to question about whether Foxconn was exempt from any rules or NR121, Mr. Rupiper stated that the analysis he read was from the Legislative Reference Bureau. Foxconn was exempt from having to do an environment impact statement and would also be exempt from wetland filled permitting provided it did wetland mitigation at a two-to-one ratio.

9. Future Agenda Items (Next meetings October 9 and November 6)

1. Dane County paid time off policies.
2. CARPC legal counsel's response to (1) solicitation on behalf of the Commission, and (2) nominal value.
3. Mr. Golden's motion regarding the procedures for Executive Committee recommendations to the Commission.

10. Adjournment

The meeting adjourned at 6pm.

Minutes taken by Linda Firestone

Respectfully Submitted:

  
Kris Hampton, Secretary