

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

October 8, 2018

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

4:30 PM

Commissioners Present: Mark Geller, Ken Golden, Kris Hampton, Peter McKeever (arrived 4:32pm), Larry Palm, Caryl Terrell (non-voting)

Commissioners Absent: Maureen Crombie

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

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 6, 2018 Executive Committee Meeting (*actionable item*)**

Mr. Golden moved to approve the minutes of the August 6, 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 the meeting.

4. Action Items

a. **Consideration of Authorizing the Deputy Director to Offer the Position of Community Planner at Step 2 (*actionable item*)**

Mr. Golden requested that the minutes reflect that he was impressed by AGMV's sponsorship of All Things Considered on the radio.

Mr. Hampton moved to authorize the Deputy Director to offer the position of Community Planner at Step 2; Mr. Golden seconded. The motion passed on a voice vote.

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

Mr. Golden moved to approve the amendments; Mr. Geller seconded.

After discussion, Mr. Golden amended his motion to include language that would call out the second amendment if staff does not receive the second amendment from the Department of Natural Resources before the CARPC meeting; Mr. Geller seconded the amended motion.

The amended motion passed on a voice vote.

c. **Consideration of Authorizing Three Actions to Prepare for Digitalization (*actionable item*)**

(1) **Consideration of Approval of the Scanning Clerk Job Description (*actionable item*)**

(2) **Consideration of Authorization to Hire Part-time Scanning Clerk(s) (*actionable item*)**

(3) **Consideration of Approval to Purchase Wide-Format Scanning Equipment (*actionable item*)**

Discussion included the specifics of a purchase of a wide-format scanner.

Mr. Golden moved to authorize the approval of all three items; Mr. McKeever seconded. The motion passed on a voice vote.

d. **Consideration of Adoption of Revisions to the CARPC Personnel Manual (*actionable item*)**

Mr. Golden moved to adopt the revisions to the CARPC personnel manual; Mr. Hampton seconded. The motion passed on a voice vote.

e. **Consideration of Adoption of Revisions to the Community Planner Job Description (*actionable item*)**

Discussion included the need to add language for social media skills.

Mr. Golden had significant concerns that the Physical Demands section was in violation of the American Disability Act and he could not support the job description as currently written. He suggested that "see, talk, and hear" could be revised to read "perceive and communicate."

Mr. Hampton moved to refer this back to staff for revisions; Mr. Golden seconded. The motion passed on a voice vote.

5. Financials

a. **Consideration of Approval of October 2018 Disbursements and Treasurer's Report for September 2018 (*actionable item*)**

Mr. Geller moved to approve the October 2018 disbursements and Treasurer's report for September 2018; Mr. Golden seconded.

Mr. McKeever liked the inclusion of a contribution to the Madison Hmong New Year Celebration, and he supported this contribution.

Mr. Steinhoff reported that he attended the Yang Clan Pre Hmong New Year Celebration on October 6th and was able to speak to them about AGMV.

The motion passed on a voice vote.

6. Presentation and Discussions

a. Review of the 2017 Annual Report

Suggestions made during the discussion:

1. Page 8: Enlarge the numbers on the map, or use a brighter background color for the numbers, so they can be easily seen.
2. Page 9: Include (1) some conclusions (or include enough information so that readers can easily draw their own conclusions); (2) some recommendations; (3) retile the page "What Should Be Done?"; and (4) add CARPC's website URL and contact information. Make this page more interactive.
3. Page 10: The total amounts for revenues and expenses should match.
4. Page 11: Remove the "New" from "New Mission and Vision Statements." Move this information to page 3.
5. Use future reports as an outreach mechanism to engage communities regarding a new plan.
6. This report could be used as a way to advocate for water quality and stormwater management.
7. This report should target younger audiences and be accessible online.
8. This report should state that the plan mentioned in the report is the existing adopted plan and not the plan that will be developed from the AGMV process.

Mr. Steinhoff stated that CARPC was moving away from publishing PDF reports and are now moving toward publishing more interactive online reports.

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

8. Adjournment

Mr. Golden moved to adjourn the meeting; Mr. Hampton seconded. The motion passed on a voice vote. The meeting adjourned at 5:20pm.

Minutes taken by Linda Firestone

Respectfully Submitted:

  
Kris Hampton, Secretary