

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

October 9, 2017  
Revised 11/6/17

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

4:30 PM

Commissioners Present: Maureen Crombie (arrived 4:35pm), Ken Golden, Kris Hampton, Peter McKeever (arrived 4:35pm), Larry Palm (Chair), Mark Geller (*added 11/6/17*)

Commissioners Absent: None

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 9/11/17 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes of the 9/11/17 Executive Committee meeting; Mr. Golden seconded. The motion passed unanimously on a voice vote.

3. Public Comment

Chair Palm stated that he and CARPC staff met with members from C.R.A.N.E.S. regarding A Greater Madison Vision. This was in response to Jon Becker's requests during the September Executive Committee and CARPC meetings.

4. Contracts and Approvals

a. **Affirming Deputy Director's Execution of Memorandum of Understandings with Towns of Berry, Springfield, Westport, Sun Prairie, Bristol and Blue Mounds for Mapping Services (*actionable item*)**

Chair Palm stated that he had verbally authorized Mr. Steinhoff to sign the Memorandums of Understanding (MOUs) with the six towns which have chosen to opt out of Dane County zoning because: a) the MOUs govern services currently within the scope of CARPC's work program; and b) execution of the MOUs was time sensitive. Some of the MOUs have been executed by Mr. Steinhoff.

Mr. Hampton moved to approve the execution of these MOUs; Mr. Golden seconded.

Discussion centered on the \$60 fee as shown in the MOUs and whether this fee was enough to cover actual salaries and direct/indirect costs. Mr. Steinhoff stated that this was the amount that Dane County charged for this type of work. Mr. Golden requested that staff look at direct and indirect costs to ensure that they are included in the total fee. Mr. Steinhoff stated that employee time would be tracked and recorded. There was also discussion about the amount of staff time these data/mapping requests will take and if staff will be overburdened.

The motion passed unanimously on a voice vote.

b. **Authorizing Deputy Director to Execute Contract with Southwest Wisconsin Workforce Development Board for Provision of Financial Services in 2018 (*actionable item*).**

Mr. Golden moved to authorize the Deputy Director to execute the contract with the Southwest Wisconsin Workforce Development Board for provision of financial services in 2018; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

c. **Authorizing Deputy Director to Sign Letter of Support for City of Madison's Application to the US DOT's TIGER IX Grant Program (*actionable item*)**

Mr. McKeever moved to authorize the Deputy Director to sign the letter of support for the City of Madison's application to the US DOT's TIGER IX Grant program; Mr. Golden seconded.

Chair Palm thought that it would be appropriate for both he and Mr. Steinhoff to sign the letter.

The motion passed unanimously on a voice vote.

5. Personnel Matters

a. Revisions to the CARPC Personnel Manual (10 minutes)

Discussion ensued about the number of vacation hours that CARPC exempt employees receive vs. the number of vacation hours that Dane County professional employees receive. Ms. Firestone was instructed to change the number of vacation hours that CARPC exempt employees receive to match the vacation hours that Dane County exempt employees receive. Ms. Firestone stated that she was aiming to have all changes to the personnel manual completed so that the new manual would be effective on January 1, 2018. Once the revised manual is adopted, staff will need to compare the terms of other government entities, like the City of Madison and the State of Wisconsin, with the terms of the revised manual. Commissioners also requested that staff create a report to show the potential cost per year of the increased number of vacation hours and send the report to the members of the Executive Committee.

6. Executive Committee Procedures

a. **Procedures for Executive Committee Recommendations to the Commission (*actionable item*)**

The following points were made during the discussion:

- Commissioners did not know what the term "management" meant.
- The budget needs to be acted on by the entire Commission and should not be included in any consent agenda.
- A consent agenda on the Commission agenda should be used for items that the Executive Committee approves and the Commission accepts as listed in "Categories of Decision Making."
- When the "Categories of Decision Making" document is presented to the entire Commission for approval/adoption, if a Commissioner disagrees with where items are located in the sections, the Commissioner needs to speak up.
- Executive Committee members should take the time to have thorough discussions about items or issues that will be brought to the full Commission.

Mr. Golden made the following motion: Each bullet point in the document "Categories of Decision Making" shall be numbered 1 through 7. The report of the Executive Committee to the full Commission shall individually detail anything covered by items 1-4 separately and that a consent agenda be established for anything under 5 and 6. Any one Executive Committee member or any one Commissioner at the Commission meeting shall have the right to request that any item from that consent agenda be separated for separate discussion. Mr. Hampton seconded the motion. The motion passed unanimously on a voice vote.

7. Financials

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

Mr. Geller moved to approve the October 2017 disbursements and September 2017 Treasurer's report; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

8. Future Agenda Items (Next meetings: 11/6/17 and 12/11/17, both in room 321, CCB)


Mr. Golden stated that he would send some edits to the CARPC Code of Conduct to staff. Chair Palm said that a discussion about the Code of Conduct will need to be scheduled for a future meeting.

9. Adjournment

Mr. Hampton moved to adjourn; Mr. Golden seconded. The motion passed unanimously on a voice vote. The meeting adjourned at 5:17pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



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Kris Hampton, Secretary