

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

December 11, 2017

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

4:30 PM

Commissioners Present: Maureen Crombie (arrived at 4:45pm), Mark Geller, Ken Golden, Kris Hampton, Peter McKeever, Larry Palm (Chair), Caryl Terrell

Staff Present: Linda Firestone, Sean Higgins, Mike Rupiper, Steve Steinhoff

Background Documents

- a. (1) Mission-Vision Statements and Operating Agreements
- (2) Categories of Decision Making (revised November 2017)
- (3) Code of Conduct (revised November 2017)
- (4) Commissioner Committees (revised November 2017)
- (5) Agenda for CARPC Meeting on 12/14/17

1. Roll Call

Chair Palm called the meeting to order at 4:30 PM. Quorum was established.

a. **Minutes of the November 6, 2017, Executive Committee Meeting (actionable item)**

Mr. Golden moved to approve the minutes of the November 6, 2017 Executive Committee meeting; Mr. Geller seconded. The motion passed on a voice vote.

3. Public Comment

There were no members of the public in attendance.

4. Closed Session

- a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. The subject matter concerns the evaluation of the Deputy Director/Division Director for Community and Regional Development Planning.*

Mr. Hampton moved to go into closed session; Mr. McKeever seconded. Chair Palm polled each member of the Executive Committee and all Commissioners said aye.

Mr. Hampton moved to return to open session; Mr. Golden seconded. The motion passed on a voice vote.

- b. *The Commission intends to convene into closed session pursuant to Wis. Stats. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility; also pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, because competitive or bargaining reasons require a closed session. The subject matter of the closed session concerns a Memorandum of Understanding with Dane County to Continue Receiving GIS Services. No action will be taken.*

Mr. Hampton moved to go into closed session; Mr. Golden seconded. Chair Palm polled each member of the Executive Committee and all Commissioners said aye.

5. Return to Open Session

Mr. Hampton moved to return to open session; Mr. Golden seconded. The motion passed on a voice vote.

6. Presentations and Discussions (Items in Section 6 were discussed after Section 9.)

a. Update on Revised Personnel Manual

Ms. Firestone gave an update on the status of the revised personnel manual.

Mr. Golden stated that he would like the scope of the Code of Conduct rewritten to include conduct by Commissioners.

b. Discussion of Authorization for Deputy Director to Execute Recurring and Non-Financial Agreements

Mr. Steinhoff reviewed the reasons why staff was seeking this authorization.

Mr. Hampton requested that the Executive Chairperson review and approve these agreements before the agreements are executed.

Commissioners had no objections to authorizing the Deputy Director to sign recurring, non-financial agreements as a matter of office procedure.

c. Review of Amendments to the 2018 CARPC Budget

Mr. Steinhoff gave an overview of the budget changes.

Mr. McKeever requested that Commissioners be informed of the AGMV donors and donor amounts.

Mr. Golden had two concerns about AGMV donations:

- (1) There needs to be a level of separation between CARPC and AGMV so that AGMV is not perceived to be a sub-unit of CARPC; and
- (2) Accepting donations from donors who could benefit financially if the donor was involved in a proposal that needed to be reviewed and/or approved by the Commission.

d. Discussion of Commission Options When an Appointing Authority Does Not Keep Appointments Current

Chair Palm gave an overview of this issue. There was support for commissioners to be current. Commissioner Terrell offered to ask the County to take the necessary steps to make its CARPC appointees current. If that does not work, then the Commission may need to decide if this is important enough to revise the bylaws to include how long unassigned commissioners can serve.

Mr. Golden suggested that Chair Palm should write a letter to all four appointing authorities detailing what the problem is, asking them for ideas on how to handle this situation, and offering them some options: (1) do nothing; (2) remove the voting power of that commissioner but allowing that commissioner to participate in discussions; (3) remove that commissioner; or (4) other (option to be supplied by the appointing authority). The Commission needs to put this on the appointing authorities.

There was a concern that, if one appointing authority was not extending appointment terms, other appointing authorities could do likewise.

Chair Palm stated that he wanted to talk to the Dane County Executive before sending a letter.

Mr. Golden requested that an update be added to the January Executive Committee agenda as an actionable item.

Commissioners felt that all appointments should be up to date.

7. Action Items (Items in Sections 7, 8, and 9 were discussed after the Executive Committee came back into open session after discussing Section 4.)

a. **Approval of Revised CARPC Code of Conduct/Conflict of Interest Policy (*actionable item*)**

Mr. McKeever moved to table item 7.a. until Mr. Golden returned to the meeting; Ms. Crombie seconded. The motion passed on a voice vote.

Once Mr. Golden returned, Mr. McKeever moved to take item 7.a. off the table; Ms. Crombie seconded. The motion passed on a voice vote.

Mr. Golden moved to approve the revised CARPC Code of Conduct/Conflict of Interest Policy; Mr. Hampton seconded. The motion passed on a voice vote.

b. **Approval of Recommendations from the Ad Hoc Committee on Process for Reviewing Applications for Revision of Sewer Service Area and Environmental Corridor Boundaries (*actionable item*)**

Mr. McKeever moved to approve the recommendations; Mr. Geller seconded.

Chair Palm and Mr. Steinhoff reviewed the changes made to the flowchart "Proposed Process for Plan Amendments in Dane County." Chair Palm also discussed the changes made to the process of reviewing land use issues.

The motion passed on a voice vote.

8. Authorization for Executive Chairperson and Deputy Director to Execute Agreements

a. **Agreements with USGS, City of Madison, and City of Middleton for Cooperative Water Resources Monitoring in 2018 (*actionable item*)**

Mr. McKeever moved to authorize execution of the agreements with USGS, City of Madison, and City of Middleton for cooperative water resources monitoring in 2018; Ms. Crombie seconded. The motion passed on a voice vote.

b. **Agreement with City of Madison for Transportation Planning Services from MATPB in 2018 (*actionable item*)**

Mr. Golden moved to authorize execution of the agreement with City of Madison for Transportation Planning Services from MATPB in 2018; Mr. Hampton seconded. The motion passed on a voice vote.

c. **Title VI/Nondiscrimination Agreement and Assurances with the Wisconsin Department of Transportation (*actionable item*)**

Mr. McKeever moved to authorize execution of the Title VI/Nondiscrimination Agreement and Assurances; Ms. Crombie seconded. The motion passed on a voice vote.

9. Financials

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

Mr. Geller moved to approve the December 2017 disbursements and the Treasurer's report for November 2017; Mr. Golden seconded. The motion passed on a voice vote.

10. LRB 3663/2 Development Property Modernization Act of 2017

a. Discussion of LRB 3663/2 Development Property Modernization Act of 2017

Ms. Terrell reviewed the language of the bill.

During the discussion Chair Palm suggested three things:

- (1) Have staff review and annotate the section of the bill and how it impacts the Commission's work and any municipality jurisdictions that the Commission engages with;
- (2) By forming partnerships with organizations that are likewise affected, the Commission could make engagements with the cities and villages, towns, or municipalities to try and make more connected engagements with them; and
- (3) Bring it to the Commission for action, but this could be where the Commission has to be stronger about articulating to the public what these things do.

Mr. Hampton suggested that Mr. Steinhoff talk with other regional planning commissions and find out what position they were going to take so that the RPCs, as a group, would write this letter.

Points made during the discussion:

- (1) This bill was on the fast track through the legislative process.
- (2) Commissioners wanted to take action now instead of waiting on whatever path the bill took.
- (3) This bill related to the Stormwater Technical Advisory Committee's recommendations.
- (4) Forbes McIntosh was be a good source of information on how the legislation was doing and where it was likely to go.

Chair Palm requested that Commissioners let staff know of any actual examples of something that might get affected by this, because one thing the Commission could do with its coalition is to follow up and then highlight those stories as to the impact that this legislation could make.

Mr. McKeever requested that an update on this bill be put on the agenda for the January meeting, and figure out when it is appropriate for the Commission to take a formal vote to oppose the bill.

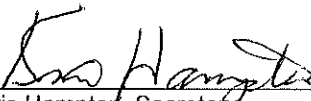
11. Future Agenda Items (Next meetings January 8 and February 5; both meetings in Room 321, CCB)

12. Adjournment

Mr. McKeever moved to adjourn; Mr. Hampton seconded. The motion passed on a voice vote. The meeting adjourned at 6:34pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary