

MINUTES OF THE ANNUAL MEETING
of the
Capital Area Regional Planning Commission

January 10, 2019

CCB Room 351, 210 Martin Luther King Jr. Blvd., Madison WI

6:15 p.m.

Commissioners Present: Brad Cantrell, Lauren Cnare, Maureen Crombie, Mark Geller, Kris Hampton, Peter McKeever, Ed Minihan (arrived 6:55pm), Chair Larry Palm, David Pfeiffer, Bruce Stravinski

Commissioners Absent: Ken Golden, Tony Hartmann, Caryl Terrell

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: No members of the public were present

1. Roll Call

Chair Palm called the meeting to order at 6:17pm. Quorum was established

2. **Relaxing the Rules to Discuss Informally (*actionable item*)**

Mr. Hampton moved to relax Robert's Rules so there could be informal discussion; Ms. Cnare seconded. The motion passed on a voice vote.

3. **Election of Officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer (*actionable item*)**

Chair Palm asked Ms. Crombie to preside over the election of the Chairperson. Mr. McKeever nominated Mr. Palm for the position of Chairperson; Mr. Hampton seconded. The nomination passed on a voice vote.

Ms. Crombie transferred control of the meeting back to Chair Palm.

Mr. Geller nominated Mr. McKeever for the position of Vice Chairperson; Mr. Cantrell seconded. The nomination passed on a voice vote.

Mr. Cantrell nominated Mr. Hampton for the position of Secretary; Ms. Crombie seconded. The nomination passed on a voice vote.

Ms. Cnare nominated Mr. Geller for the position of Treasurer; Mr. Hampton seconded. The nomination passed on a voice vote.

4. **Appointment of Executive Committee Members (*actionable item*)**

Chair Palm reminded Commissioners that, according to the revised bylaws, the Executive Committee consists of the four officers with up to two additional members (currently Mr. Golden and Ms. Crombie). Ms. Crombie stated she would be willing to continue serving on the Executive Committee.

Mr. McKeever nominated Mr. Pfeiffer (replacing Mr. Golden) and Ms. Crombie to be on the Executive Committee; Mr. Cnare seconded. The nomination passed on a voice vote.

5. **Designation of Chairperson as CARPC Employee with Title "Executive Chairperson" (*actionable item*)**

Mr. Stravinski moved to designate the Chairperson as a CARPC employee with the title "Executive Chairperson"; Mr. Pfeiffer seconded. The motion passed on a voice vote.

6. Consideration of Adoption of CARPC Resolution 2019-01 Expression of Appreciation for Executive Committee Service in 2018 (*actionable item*)

Mr. Cnare moved to adopt CARPC Resolution 2019-01; Mr. Cantrell seconded. The motion passed on a voice vote.

7. Consent Agenda (*actionable item*)

a. Consideration of Approval of Minutes of the November 8, 2018 CARPC Meeting (*actionable item*)

b. Report of the Executive Committee from December 13, 2018 and January 7, 2019 Meetings (*actionable item*)

- (1) **December 13: Consideration of Approval of CARPC Title VI-ADA Policy Statement (*actionable item*)**
- (2) **December 13: Consideration of Approval of Changes to Appendix E of CARPC Personnel Manual (*actionable item*)**
- (3) **December 13: Consideration of Approval of Authorization of Deputy Director to Negotiate Terms of a Non-binding Letter of Intent for Office Space for CARPC as Part of Colocation with the Madison Area Transportation Planning Board (*actionable item*)**
- (4) **December 13: Consideration of Approval of Amendment to the Agreement with the Madison Metropolitan Sewerage District (*actionable item*)**
- (5) **January 7: Approval of Evaluation of Deputy Director (*actionable item*)**
- (6) **January 7: Consideration of Approval of RPC Self-Certification (*actionable item*)**
- (7) **January 7: Consideration of Adoption of CARPC Resolution 2019-02 for a Title VII/ADA Non-Discrimination Policy (*actionable item*)**
- (8) **January 7: Consideration of Approval Cooperative Monitoring Agreements with the USGS, City of Madison, and City of Middleton (*actionable item*)**
- (9) **December 13/January 7: Consideration of Approval of December 2018 and January 2019 Disbursements and Treasurer's Report for November and December 2018 (*actionable item*)**

Chair Palm commented on the recommendation of the Executive Committee regarding an increase of the Deputy Director's stipend. He stated that, since more conversation was needed regarding how the Deputy Director position is shown on the salary schedule, and that the increase had budget implications, there would be no vote on the Executive Committee's recommendation to increase the Deputy Director's stipend.

Ms. Crombie moved to approve the consent agenda; Mr. Cantrell seconded.

The motion passed on a voice vote.

8. Public Comment on Matters not for Public Hearing

No members of the public attended the meeting.

9. Presentations and Discussions

a. Report of the Members of the Madison Area Transportation Planning Board

Chair Palm thanked the members of the Commission for attending the joint CARPC-MATPB meeting on January 9th.

b. Presentation on and Discussion of the Yahara WINs Intergovernmental Agreement as a Model for Regional Collaboration

Mr. Rupiper gave a presentation. Discussion ensued.

10. Report of Directors

a. Report of Deputy Director on Division of Community and Regional Planning Activities

Mr. Steinhoff gave a report of the activities of the Division of Community and Regional Planning and also a summary of AGMV survey results. Discussion ensued.

Chair Palm stated that (1) a Commission session was needed to dig into the details of the AGMV results; and (2) Commissioners needed to start thinking about revisions to the land use plan.

b. Report and Discussion on Division of Environmental Resources Planning Activities
(1) Correspondence from WDNR

Mr. Rupiper reviewed his division's 2018 activities and gave a brief report on the current divisional activities.

Mr. McKeever asked if follow-up is done to find out if municipalities act on the recommendations that CARPC makes during the USA amendment review process. Mr. Rupiper replied that Conditions of Approval are reviewed and required to be met as part of the sewer extension consistency review process. Recommendations are discussed with the communities to various degrees depending on the nature of the recommendation, its current applicability, DNR support, etc.

11. Action Items

a. **Discussion and Consideration of Approval of a Proposed Model Resolution Acknowledging the Need for Intergovernmental Agreement and Coordinated Action to Address Regional Flooding (actionable item)**

The resolution was reviewed and the following changes were suggested:

In the first WHEREAS, change "our region" to "Capital Area Region" or "Greater Madison Region";
Insert stronger language of what the intergovernmental group will be doing;
In the fourth WHEREAS, change "increased risk" to "increased impact" (a further suggestion was to not edit the fourth WHEREAS and create a separate WHEREAS for "impact");
In BE IT FURTHER RESOLVED, change "stormwater management standards" to "strategies"; and
In BE IT FURTHER RESOLVED, the resolution should say that the entity is being created and participation by municipalities is needed to create the next step.

Chair Palm would like this item to become a standard monthly agenda item.

b. **Consideration of Acceptance of the Recommendations from the MPO-CARPC Joint Work Group (actionable item)**

Mr. McKeever moved to accept the recommendations and move forward on short-term recommendations; Mr. Pfeiffer seconded. The motion passed on a voice vote.

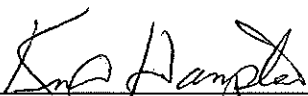
12. Future Agenda Items (Next meeting is February 14, 2019, Room 351, City-County Bldg)

13. Adjournment

Mr. Cantrell moved to adjourn; Mr. Hampton seconded. The motion passed on a voice vote. The meeting adjourned at 8:24pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary