

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

February 11, 2019

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

4:30 p.m.

RPC Meeting Policies and Deadlines

Registering and Speaking at RPC Public Hearings and Meetings: Persons wishing to speak must register and give the registration form to the meeting recorder before the corresponding "Public Comment..." or Public Hearing item is taken up. Oral comments will not be heard for individual agenda items not designated for public hearing, but will be heard under the "Public Comment..." agenda item. The time limit for testimony by each registrant will be 3 minutes, unless additional time is granted at the discretion of the Chair. However, for public hearings on USA/LSA amendments, applicants are granted a maximum of 15 minutes to testify, and other groups of registrants may pool their time of 3 minutes each up to a maximum of 15 minutes. Commissioners may direct questions to speakers. The RPC may alter the order of the agenda items at the meeting.

Deadlines for Written Communications: Written communications intended to be provided to the Commission and considered as part of the information package for a public hearing or agenda item should be received in the RPC office no later than noon, 7 days prior to the meeting. Written communications received after this deadline will be reported and provided to the Commission at the meeting.

RPC Action Scheduling: If significant controversy or unresolved issues are raised at the public hearing, the RPC will usually defer or postpone action to a future meeting.

RPC Quorum may be Present: RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.

Background Documents:

- a. Mission-Vision Statements and Operating Agreements
- b. Categories of Decision Making (revised November 2017)
- c. Code of Conduct/Conflict of Interest Policy (revised July 2018)
- d. Commissioner Committees (revised November 2017)
- e. CARPC meeting agenda for Thursday, January 10, 2019

1.	Roll Call
2.	Approval of Minutes a. Consideration of Approval of Minutes of the January 7, 2019 Executive Committee Meeting (actionable item)
3.	Public Comment
4.	Closed Session <i>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 two personnel items: (1) the hiring of a GIS Specialist; and (2) and the salary/performance of the Deputy Director.</i>
5.	Return to Open Session
6.	Approval of Personnel Items a. Approval of Hiring of GIS Specialist (actionable item) b. Approval of Revised Salary Structure for Deputy Director Position (actionable item)
7.	Presentations and Discussions a. Review and Discussion of Draft Terms for New Office Space b. Discussion of Forming Committees to Guide and Develop Recommendations Related to Agency Projects
8.	Action Items a. Consideration of Approval to Submit Form PRB-002 to Wisconsin Historical Society Adopting the Entire General Records Schedule for Wisconsin Municipal and Related Records (actionable item)

	<p>b. Consideration of Approval of Authorizing Executive Chair to Approve Annual Changes to Appendix E of CARPC Personnel Manual (<i>actionable item</i>)</p> <p>c. Consideration of Approval of Authorizing the Deputy Director to Execute Agreement with designCraft Advertising for Developing a Website for A Greater Madison Vision (<i>actionable item</i>)</p>
9.	<p>Financials</p> <p>a. Consideration of Approval of February 2019 Disbursements and Treasurer's Report for January 2019 (<i>actionable item</i>)</p>
10.	Future Agenda Items (Next meeting is at 4:30pm, March 11, 2019, in room 321 CCB)
11.	Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

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