

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

November 5, 2018

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

4:30 p.m.

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Commissioners Present: Maureen Crombie (arrived 4:36pm), Mark Geller, Ken Golden, Kris Hampton  
Peter McKeever, Chair Larry Palm

CARPC Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 4:32pm. Quorum was established.

2. Approval of Minutes

**a. Minutes of the September 8, 2018 Executive Committee Meeting (*actionable item*)**

Mr. McKeever moved to accept the minutes of the September 8, 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. Presentations and Discussions

**a. Review of Report on Additional Outreach and Marketing for the Greater Madison Vision Survey**

Mr. Steinhoff gave an update on the additional outreach and marketing done for AGMV. Discussion ensued, during which time the following suggestions were made:

1. Make sure that all areas of Madison have participated in taking the survey; and
2. Send emails to EMS/fire/police chiefs and directors, as well as the Dane County Sheriff's office.

5. Action Items

**a. Consideration of Approval of Amendment #2 to the Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)**

Mr. Rupiper stated that CARPC staff had not yet received amendment #2 from the WDNR yet. Mr. McKeever moved to recommend approval once we get the amendment; Mr. Geller seconded. The motion passed on a voice vote.

**b. Consideration of Authorizing the Deputy Director to Execute Memoranda of Understanding with the Towns of Berry, Springfield, Blue Mounds, Sun Prairie, Westport and Bristol for Data and Mapping Services in 2019 (*actionable item*)**

Mr. Golden moved to authorize the Deputy Director to execute Memoranda of Understanding with the Towns of Berry, Springfield, Blue Mounds, Sun Prairie, Westport, and Bristol for data and mapping services in 2019; Mr. Geller seconded. The motion passed on a voice vote.

**c. Consideration of Authorizing the Deputy Director to Execute a Debt Collection Agreement with the Wisconsin Department of Revenue for Unpaid Invoices (*actionable item*)**

Mr. Geller moved to authorize the Deputy Director to execute a debt collection agreement with the Wisconsin Department of Revenue; Mr. McKeever seconded. The motion passed on a voice vote.

**d. Consideration of Adoption of Revisions to the Community Planner Job Description as well as Physical Demands Section of All CARPC Job Descriptions (*actionable item*)**

Mr. Hampton moved to adopt the revisions to the Community Planner job description and the Physical Demands section of all CARPC job descriptions; Mr. Golden seconded. The motion passed on a voice vote.

**e. Consideration of Authorizing the Deputy Director to Execute the 2019 Memorandum of Understanding with the Southwest Wisconsin Workforce Development Board for Fiscal Services (*actionable item*)**

Mr. Hampton moved to authorize the Deputy Director to execute the 2019 Memorandum of Understanding with the Southwest Wisconsin Workforce Development Board for fiscal services; Mr. Geller seconded. The motion passed on a voice vote.

6. Financials

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

Mr. Geller moved to approve the November 2018 disbursements and Treasurer's report for October 2018; Mr. Hampton seconded. The motion passed on a voice vote.

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

The Executive Committee meeting scheduled for December 10th will now meet before the CARPC meeting on December 13th. Time of meeting to be determined once the agenda is set.

8. Adjournment

Mr. McKeever moved to adjourn the meeting; Mr. Hampton seconded. The motion passed on a voice vote. The meeting adjourned at 5:13pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



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Kris Hampton, Secretary