

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

December 13, 2018

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

5:30 p.m.

Commissioners Present: Maureen Crombie, Mark Geller, Peter McKeever (arrived 5:36pm),
Chair Larry Palm

Commissioners Absent: Ken Golden, Kris Hampton

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

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 5:37pm. Quorum was established.

2. Approval of Minutes

Consideration of Approval of Minutes of the November 5, 2018 Executive Committee Meeting (*actionable item*)

Mr. Geller moved to approve the minutes of the November 5, 2018, Executive Committee meeting; Mr. McKeever seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public were present.

4. Action Items

a. Consideration of Approval of CARPC Title VI-ADA Policy Statement (*actionable item*)

Mr. Geller moved to approve the CARPC Title VI ADA Policy Statement; Ms. Crombie seconded.

Commissioners pointed out that there were several public outreach events missing from the report and asked that those events be added.

The motion passed on a voice vote.

b. Consideration of Approval of Changes to Appendix E of CARPC Personnel Manual (*actionable item*)

Mr. Geller moved to approve the changes to Appendix E of the CARPC personnel manual (including the 2019 update to the federal mileage rate); Ms. Crombie seconded.

Instead of showing "TBD" for the 2019 mileage rate, Chair Palm suggested using the phrase "As determined by the IRS reimbursement rate" until such time as the 2019 federal mileage rate for business was published.

Discussion points included:

1. The removal of individual staff names from the CARPC organizational chart as shown in Appendix E;
2. Indicating what items in Appendix E are annual changes and what are policy changes; and
3. Allowing the Executive Chairperson to review and approve changes to Appendix E in the future (January 2019 Executive Committee agenda item).

The motion passed on a voice vote.

c. 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*)

Discussion ensued including the impact of a move on access to County employees, and the difficulty of transporting meeting materials between the new office and the City-County Building where Commission meetings will likely continue to be held.

Mr. McKeever moved to approve the authorization of the Deputy Director to negotiate terms of a non-binding letter of intent for office space for CARPC as part of the colocation with the Madison Area Transportation Planning Board; Mr. Geller seconded. The motion passed on a voice vote.

d. Consideration of Approval of Amendment to the Agreement with the Madison Metropolitan Sewerage District (*actionable item*)

Mr. Geller moved to approve the Amendment to the Agreement with the Madison Metropolitan Sewerage District; Ms. Crombie seconded. The motion passed on a voice vote.

5. Presentations and Discussions

a. Update on A Greater Madison Vision

Mr. Steinhoff reviewed the draft findings of the Greater Madison Vision survey. Discussion ensued.

6. Financials

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

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

7. Future Agenda Items (Next meeting is January 7, 2019, in room 321 CCB)

Action item to allow the Executive Chairperson to approve changes to Appendix E of the CARPC personnel manual

8. Adjournment

Mr. McKeever moved to adjourn the meeting; Ms. Crombie seconded. The motion passed on a voice vote. The meeting adjourned at 7:10pm.

Minutes taken by Linda Firestone

Respectfully Submitted:


Kris Hampton, Secretary