

MINUTES
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.**

Commissioners Present: Mark Geller, Kris Hampton, Peter McKeever (arrived 5:29pm), Chair Larry Palm, David Pfeiffer

Commissioners Absent: Maureen Crombie

CARPC Staff Present: Linda Firestone, Steve Steinhoff

Others Present: None

1. Roll Call

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

2. Approval of Minutes

a. Consideration of Approval of Minutes of the January 7, 2019 Executive Committee Meeting (actionable item)

Mr. Hampton moved to approve the minutes of the January 7, 2019, Executive Committee meeting; Mr. Geller seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public were present.

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 two personnel items: (1) the hiring of a GIS Specialist; and (2) and the salary/performance of the Deputy Director.*

Mr. Hampton moved to convene into closed session; Mr. Geller seconded. A roll call vote was taken: Commissioners who voted "aye": Chair Palm, Mr. Geller, Mr. Hampton, and Mr. Pfeiffer. Commissioners who were absent: Ms. Crombie and Mr. McKeever. The motion passed on a roll call vote.

5. Return to Open Session

Mr. Hampton moved to return to open session; Mr. Geller seconded. A roll call vote was taken: Commissioners who voted "aye": Chair Palm, Mr. Geller, Mr. Hampton, and Mr. Pfeiffer. Commissioners who were absent: Ms. Crombie and Mr. McKeever. The motion passed on a roll call vote.

6. Approval of Personnel Items

a. Approval of Hiring of GIS Specialist (actionable item)

Mr. Pfeiffer moved to approve the hiring of the GIS Specialist at the range indicated by staff; Mr. Hampton seconded. The motion passed on a voice vote.

b. Approval of Revised Salary Structure for Deputy Director Position (actionable item)

Mr. Hampton moved to approve the revised salary structure and the placement of the Deputy Director at range 25 Step 9; Mr. Geller seconded. The motion passed on a voice vote.

7. Presentations and Discussions

a. Review and Discussion of Draft Terms for New Office Space

Mr. Steinhoff reviewed the lease term sheet that was in the packet. Discussion ensued regarding the details of the move, the lease/sub-lease, and layout of the office space. Meeting space requirements were also discussed. Ms. Firestone was asked to find out the details of the GASB rule for multi-year leases.

b. Discussion of Forming Committees to Guide and Develop Recommendations Related to Agency Projects

Discussion ensued. It was determined that two new committees need to be formed:

1. Ad Hoc Land Use Plan Committee: Committee members supported one representative of each appointee plus one extra member for total of five members, with possible links to the environmental community; and
2. Ad Hoc Flood Mitigation Guidance Committee: This committee needs collaboration between strong outside members with the appropriate commissioners. Membership of three commissioners was suggested, with staff member Mike Rupiper as the lead person.

Chair Palm asked Mr. Steinhoff to prepare recommendations for the March Executive Committee meeting. Chair Palm stated he would solicit membership to these committees at the Thursday (February 11th) CARPC meeting.

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*)**

Mr. Hampton moved to accept the Wisconsin Municipal Records Schedule (WMRS) as "option in" and approve the submittal of Form PRB-002 to the Wisconsin Historical Society adopting the entire General Records Schedule for Wisconsin Municipal and Related Records; Mr. Pfeiffer seconded. The motion passed on a voice vote.

b. **Consideration of Approval of Authorizing Executive Chair to Approve Annual Changes to Appendix E of CARPC Personnel Manual (*actionable item*)**

Mr. Geller moved approval of authorizing the Executive Chair to approve annual changes to Appendix E of the CARPC Personnel Manual; Mr. Hampton seconded.

Mr. McKeever requested that the Executive Committee be notified anytime that the Executive Chair approval any changes to Appendix E.

The motion passed on a voice vote.

c. **Consideration of Approval of Authorizing the Deputy Director to Execute Agreement with designCraft Advertising for Developing a Website for A Greater Madison Vision (*actionable item*)**

Mr. Hampton moved to approve the adoption of option #2 as shown in the cover sheet (hire designCraft to develop a new AGMV website); Mr. Geller seconded. The motion passed on a voice vote.

9. Financials

a. **Consideration of Approval of February 2019 Disbursements and Treasurer's Report for January 2019 (*actionable item*)**

Mr. Geller moved to approve the February 2019 Disbursements and Treasurer's Report for January 2019; Mr. Hampton seconded. The motion passed on a voice vote.

10. Future Agenda Items (Next meeting is March 11, 2019, in room 321 CCB)

11. Adjournment

Mr. Hampton moved to adjourn; Mr. McKeever seconded. The motion passed on a voice vote. The meeting adjourned at 6:08pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary