

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

March 11, 2019

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

4:30 p.m.

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

Commissioners Absent: None

CARPC Staff Present: Linda Firestone, Sarah Fuller, Mike Rupiper, Caitlin Shanahan, 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. **Consideration of Approval of Minutes of the February 11, 2019 Executive Committee Meeting (actionable item)**

Mr. Hampton moved to approve the minutes of the February 11, 2019, Executive Committee meeting; Mr. Pfeiffer seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public were present.

4. Presentations and Discussions

a. Annual Review of CARPC Bylaws

The following were suggested changes to the bylaws:

1. Add to Article I Section 1: If a Commissioner does not attend two Commission meetings in a row without notice, a letter of notification will be sent to the Commissioner's appointing authority." (This does not pertain to committee meetings, as members of committees can be removed for non-attendance.)
2. Add as Article II Section 1.d.: The term "Commission meeting" as used in the bylaws is defined as a meeting of the full Commission. "Commission meeting" could also be changed to "at all meetings of the Commission."
3. Replace "he/she" and "his/her" with "they" and "their."
4. Add to Article V Section 1: Explanation of how ad hoc committees are formed and their purpose, membership, and structure. This section should also state that no ad hoc committee should have a quorum of Commissioners. Standing committees should be named in the bylaws.
5. Create a section for A Greater Madison Vision, as a standing committee, for its purpose, charge, and membership.
6. Revise language in Article V Section 4 to state "The Chairperson, on behalf of the Commission, may appoint CARPC representatives to such citizen and technical advisory committees."
7. In order to create a committee, it has to be through a CARPC resolution, which should also state whether the Chairperson will be a member and/or the chair of the committee. The Chairperson can never appoint random people to be part of a committee; that has to be done through affirmation of the body.
8. Change the title "Deputy Director" to "Agency Director."
9. In Article V Section 2: Remove the word "space."
10. Put the most current revision date at the top of each page.
11. Revise language in Article VIII Section 6 to state "The meeting compensation and mileage reimbursement shall be determined annually by the Commission." Separate this sentence from the rest of the current paragraph so that the two sentences starting with "If the Commission designates..." are in their own paragraph.

The Executive Committee should review the revised bylaws at its April meeting.

b. Discussion of Potential New CARPC Committees

Staff requested clarification and some guidance on how committees would be charged and how they would operate. Chair Palm suggested delaying the discussion on ad hoc committees until after the bylaw revisions are adopted.

For land use: A five-member land use committee had been proposed to be the strong group that would plan and discuss with the Deputy Director and staff on how the future land use plan would be organized. Hopefully this committee will be empowered to make decisions so that the plan does not get regurgitated once it is presented to the Commission. Commissioners were urged to join this committee if the Commissioner had an interest in the future land use plan.

For flood mitigation: Currently there are no decision points. Chair Palm stated that this would be more of an action committee rather than a decision-making committee. It would be beneficial for Commissioners to join staff while engaging the communities. Staff needs to know which Commissioners are interested, and Mr. Rupiper urged Commissioners to attend the Lakes and Watershed Commission meeting that will be held before the Commission meeting on Thursday night. There was also a suggestion made to create a flood mitigation email list.

For A Greater Madison Vision: More Commissioners should be appointed to the Steering Committee.

c. Report and Presentation on Draft CARPC Digitalization Program

Discussion entailed the reasons to formally adopt the retention policy once the Wisconsin Historical Society and the Public Records Board approve it, and whether the Digitalization Program needed to be adopted by the Commission. Chair Palm requested that a policy manual be created with all of the Agency policies in it so it can be reviewed periodically by the Commission just like the bylaws. Chair Palm would like the Digitalization Program renamed as the Digitalization Policy and be adopted by the Commission.

d. Status Report on Agreement for Marketing AGMV Survey Findings

Mr. Steinhoff stated that the survey results will be published by the end of next week, and he stated that the points could be used during discussions with community leaders. The marketing plan will be in place by the end of this week and the marketing process will begin next week. Commissioner Geller felt it was important to produce a deliverable that can be shared and distributed to communities and other entities. [Note: start date of survey marketing subsequently changed to April 8].

5. Action Items

a. **Consideration of Phase-in of Paid Parental Leave to Maintain Consistency with Dane County and City of Madison Benefits (*actionable item*)**

Mr. McKeever moved to approve option #2 (adopt County policy) and place the policy in the CARPC personnel manual; Mr. Pfeiffer seconded.

Mr. Steinhoff reported the implications of approving this policy. Chair Palm requested that staff send the CARPC policy to the Executive Committee once it has been added to the personnel manual.

The motion passed on a voice vote.

b. **Consideration of Authorization for Deputy Director to Execute Agreement with City of Madison for Transportation Planning Services from MATPB in 2019 (*actionable item*)**

Mr. Hampton moved to authorize the Deputy Director to execute the agreement with the City of Madison for transportation planning services from the Madison Area Transportation Planning Board; Mr. McKeever seconded. The motion passed on a voice vote.

c. **Consideration of Approval for Deputy Director to Execute Recurring Agreements Upon Review and Approval by the Executive Chairperson (*actionable item*)**

Mr. Hampton moved to approve the Deputy Director to execute recurring agreements upon review and approval by the Executive Chairperson; Mr. Geller seconded.

Mr. McKeever and Ms. Crombie did not support this motion.

Mr. Pfeiffer moved to amend the motion so that the Agency Director would give notice to the Commission after signing an agreement from the list; Mr. Geller seconded. The amendment passed on a voice vote.

Chair Palm stated that this will be separated from the consent agenda during the CARPC meeting.

The amended main motion passed on a voice vote. Mr. McKeever requested that he be recorded as opposing the motion.

6. Financials

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

Mr. Geller moved to approve the March 2019 Disbursements and Treasurer's Report for February 2019; Mr. Hampton seconded. Mr. Geller mentioned that the 2018 end of year figures indicated that CARPC came under the approved budget. The motion passed on a voice vote.

7. Future Agenda Items (Next meeting is at 4:30pm, April 8, 2019, in room 321 CCB)

Mr. McKeever suggested that CARPC explore the process for becoming a designated water quality agency under the Clean Water Act. He requested a briefing on what the differences are, what the criteria is, what does the Agency have to do, and whose support does the Agency need in order to be able to conclude whether to pursue that. The briefing should be made to the Executive Committee first.

8. Adjournment

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

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary