

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

April 8, 2019

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

4:30 p.m.

Commissioners Present: Mark Geller, Kris Hampton, Peter McKeever, Chair Larry Palm, Maureen Crombie (arrived 4:45pm), David Pfeiffer (arrived 4:46pm)

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 4:30pm. Quorum was established.

2. Approval of Minutes

a. Consideration of Approval of Minutes of the March 11, 2019 Executive Committee Meeting (*actionable item*)

Mr. Hampton moved to approve the minutes of the March 11, 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. Presentations and Discussions

a. Review of Recommended Revisions to CARPC Bylaws

The following were additional changes requested by Commissioners:

- (1) Article II Section 2: Change "matter" to "matters" in last sentence.
- (2) Article II Section 9.a.1.: Add "Management" between "Quality" and "Plan."
- (3) Article III Section 5: Add language to define "Presiding Officer."
- (4) Article V Section 1: Change "will" to "must" in the first sentence of the second paragraph.
- (5) Article V Section 4: Delete the first sentence. Make edits to the second sentence to clarify what appointments the Chairperson may make. Rename the section "Appointment to Other Boards, Commissions, and Committees." Change "its" to "the Commission's."
- (6) Article V Section 5: Delete the entire section.
- (7) Article VI Section 2: Move the language from paragraph e. to the end of the first sentence, and add "including" to the end of the sentence.
- (8) Move Article VII Section 2 into its own section in Article VIII; delete the rest of Article VII in its entirety; and renumber Article VIII as Article VII. After Article VII Section 2 is moved into Article VIII, renumber the rest of sections in Article VIII as appropriate.
- (9) Article VII Section 7: Change "On behalf of" to "Upon delegation by" at the beginning of the paragraph.
- (10) Article VII Section 6: Change "Commissioners shall receive..." to "Commissioners may receive..."

Commissioners felt that the public hearing on the amended bylaws could be held during the May Commission meeting.

b. Discussion of Process to Guide Update of Regional Land Use Plan

Mr. Steinhoff reviewed discussions with MPO staff regarding coordination and timing of the regional land use and transportation plans. He then described three options, identified by commissioners at previously meetings, for Commission oversight and guidance of the regional land use plan update. Discussion ensued. Committee members voiced support for the option of setting aside an hour at the beginning of commission meetings for discussion on the plan update.

c. Update on Designated Planning Agency Inquiry to DNR

Mr. Rupiper reported on his conversation with the Wisconsin Department of Natural Resources regarding the designation of CARPC as the areawide water quality planning agency. The DNR would support the designation of CARPC if there is demonstrated local support. Designation would not give CARPC any additional authority or funding compared to our current status as a contract agency. The Executive Committee did not direct staff to pursue designation further at this time.

d. Discussion on Possible Strategic Planning for the Agency

Chair Palm stated that the Commission needed to reconfirm/review its vision and mission statements, and then create strategies and tactics for the next five years. Committee members expressed support for revisiting the agency's strategic plan and suggested a half-day session during the summer.

e. Update on Potential Office Move to Co-locate with MPO Staff

Mr. Steinhoff gave an update on the potential move to 100 State Street.

5. **Action Items**

a. **Consideration of Approval of Revisions to the CARPC Personnel Manual (*actionable item*)**

Mr. McKeever moved to approve the revisions to the CARPC personal manual; Ms. Crombie seconded. The motion passed on a voice vote.

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

Mr. McKeever moved to recommend to the Commission that this be tabled; Ms. Crombie seconded. The motion passed on a voice vote.

6. Financials

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

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

7. Future Agenda Items (Next meeting is at 4:30pm, May 6, 2019, in room 321 CCB)

Possible agenda items for May 2019:

- a. Consideration of Adoption of the CARPC Retention Policy
- b. Consideration of Approval for the Agency Director to sign the NHI agreement

8. Adjournment

Mr. Hampton moved to adjourn; Ms. Crombie seconded. The motion passed on a voice vote. The meeting adjourned at 6:01 pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary