

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

**August 5, 2019**

**CCB Room 362, 210 Martin Luther King Jr. Blvd., Madison WI**

**4:30 p.m.**

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Commissioners Present: Mark Geller, Kris Hampton, Chair Larry Palm, David Pfeiffer

Commissioners Absent: Maureen Crombie, Peter McKeever

CARPC Staff Present: Linda Firestone, Sean Higgins, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 4:31pm. Quorum was established.

2. Approval of Minutes

a. **Consideration of Approval of Minutes of the July 8, 2019 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes of the July 8, 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. **Closed Session (*actionable item*)**

a. *The Executive Committee 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.*

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 (*actionable item*)**

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. Presentations and Discussions

a. Update of Office Move to 100 State Street, Madison

Mr. Steinhoff and Ms. Firestone gave an update, including IT services and furniture. The details of the IT services were discussed, including forwarding links from DaneDocs to Sharepoint.

b. Discussion of CARPC Strategic Planning Session, August 2019

Mr. Steinhoff reviewed the agenda. Discussion included the order of agenda items.

c. Regional Land Use Plan Update Discussion at Commission Meeting

Mr. Higgins gave an overview of the discussion items for the August 8th CARPC meeting.

d. Update of Levy Certification

Chair Palm and Mr. Steinhoff gave an update on the status of CARPC's levy certification, including a report on the State's 2019 preliminary equalized value numbers, which showed Dane County's EAV increasing by 7%.

e. Report on CARPC Work Program Activities During the First Half of 2019

Mr. Steinhoff reviewed the information included in the packet. Ms. Firestone gave an update of the status of the digitalization project.

f. Report and Discussion of Draft 2020 CARPC Work Program

Mr. Steinhoff reviewed 2020 projects, as well as the revised format of the report. Questions included how immediate needs would be handled within the confines of the work program, and what would be said if work was requested that was not part of CARPC's vision. Mr. Steinhoff reviewed agency policy which is to provide requested services compatible with agency mission when required staff hours do not exceed 16 hours. When requests exceed available hours, consideration is given to shifting hours from other work, postponing requested work, which may require amending the agency work program or including requested work in the following year's work program. Chair Palm requested a summary table with positions and the numbers for each project. Requested changes to the organizational chart include removing the words "Agency Director" from the Planning Division box, and removing the second Community Planner position.

7. Action Items

a. **Consideration of Authorizing Agency Director to Execute Agreement with UrbanFootprint for Access to and Use of the UrbanFootprint Model for Dane County (*actionable item*)**

Mr. Steinhoff reviewed past usage of UrbanFootprint and how UrbanFootprint would be used by staff for rewriting the regional land use plan. The question was asked if the area outside of Dane County can be accessed. CARPC will have access to a national dataset, although fewer data layers will be available outside of Dane County. Payment of the invoice was also discussed. Steinhoff noted that staff, with agency attorney oversight, is still negotiating some agreement details related to legal protections. Commissioners expressed confidence that the negotiated changes will be satisfactory.

Mr. Hampton moved to authorize the Agency Director to execute the agreement with UrbanFootprint for access to and use of the UrbanFootprint model for Dane County; Mr. Geller seconded. The motion passed on a voice vote.

8. Financials

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

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

9. Future Agenda Items (Next meeting is at 4:30pm, September 9, 2019, in room 321 City-County Bldg, Madison, WI)

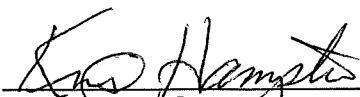
Chair Palm and Mr. McKeever will not be at the August CARPC meeting.

10. Adjournment

Mr. Hampton moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 5:53pm.

Minutes taken by Linda Firestone

Respectfully Submitted:

  
Kris Hampton, Secretary