

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

November 14, 2019

Madison Water Utility Office, 119 E Olin Ave, Madison, WI

6:00 p.m.

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton (arrived 6:03pm), Peter McKeever (arrived 6:07pm), Ed Minihan, Heidi Murphy, Chair Larry Palm, David Pfeiffer, Bruce Stravinski, Caryl Terrell (arrived 6:07pm)

Commissioners Absent: Lauren Cnare, Ken Golden

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: 0 members of the public

1. Roll Call

Chair Palm called the meeting to order at 6:01pm. Quorum was established.

2. Public Comment on Matters not for Public Hearing

No members of the public attended the meeting.

3. Committee of the Whole

a. Discussion of CARPC Strategic Planning

Mr. Steinhoff presented mission statement materials from TopNonProfits.com and explained the process for developing the discussion. Commissioners worked individually and in small and the large group to brainstorm and discuss potential mission statements.

Commissioners developed the following draft mission statements for discussion purposes.

1. Connect communities to engage residents to the benefits of long-term planning on the environment.
2. The Capital Area Regional Planning Commission facilitates discussion with residents of the regional, local governments, and DNR, providing them with accurate and quality information to provide clean water and good jobs, which result in a better quality of life.
3. Inspire a culture of intelligent growth.
4. Protect the Dane County region's quality of life through leadership and-in sustainable practices and to form (or shape) resilient communities.

Commissioners expressed a preference for statement 3 above and discussed potential improvements:

Option 3.a. Inspire a regional culture of resilient communities and intelligent growth that sustains the natural resources and quality of life.

Option 3.b. Inspire a regional culture of resilient and intelligent growth that sustains quality of life and the planet.

Option 3.c. Inspire a regional culture of resilient communities that sustains natural resources and quality of life.

Mr. Stravinski suggested that staff put ideas together and a couple of options, which would be reviewed at the next Commission meeting. Mr. Pfeiffer asked that statements be kept short. Commissioners expressed a desire for a mission statement short enough to easily remember.

4. Consent Agenda (*actionable item*)

- a. Consideration of Approval of Minutes of the October 10, 2019 CARPC Meeting (*actionable item*)
- b. Executive Committee Recommendations (*actionable item*)
  - (1) Consideration of Authorization for Agency Director to Execute Agreement with City of Madison for Transportation Planning and Demographic and Employment Forecast Services in 2020 (*actionable item*)
  - (2) Consideration of Approval of Authorizing the Agency Director to Execute the 2020 Memorandum of Understanding with the Southwest Wisconsin Workforce Development Board for Financial Services (*actionable item*)
  - (3) Consideration of Assurances and Agreement with WisDOT for Implementation of Title VI Implementation Plan (*actionable item*)
  - (4) Consideration of Approval of Authorizing Agency Director to Execute Addendum to Website Services Agreement with designCraft Advertising (*actionable item*)
  - (5) Consideration of Approval of Authorizing Agency Director to Execute Agreement with City of Madison/Metro Transit for Employee Bus Passes (*actionable item*)

Mr. Minihan moved to accept the consent agenda; Ms. Crombie seconded.

For item #5, Chair Palm explained that, since CARPC moved out of the City-County Building, CARPC was no longer eligible to receive free bus passes under the County bus pass program. In order to continue to give this benefit to staff, CARPC needs to sign an agreement with City Metro Transit to purchase bus passes.

The motion passed on a voice vote.

5. Report of Directors

- a. Report and Discussion on Division of Community and Regional Planning Activities
  - (1) Third Quarter 2019 Work Program Progress Report -

Mr. Steinhoff reported that the AGMV Steering Committee met on October 31st with committee members signing up for different actions and goals. The next meeting for the AGMV Executive Committee will be on December 12th at noon at the CARPC office to make decisions on how to carry out those actions and goals in 2020.

Mr. Steinhoff also reported that third quarter work hours were close to the goal of 75% of 2019 hourly projections; and that there have been 61 respondents to the AGMV survey so far.

- b. Report and Discussion on Division of Environmental Resources Planning Activities

Mr. Rupiper highlighted several items. Regarding regional planning for flood resilience, there was a good turnout and an enthused audience at the Black Earth Creek Watershed Association fall event. There is also good support for the chloride management plan for Starkweather Creek. Mr. Rupiper also previewed the information for the environmental corridor amendment request by the City of Fitchburg scheduled for a December public hearing.

6. PUBLIC HEARINGS (7 pm)

- a. Public Hearing on Amendments to the CARPC 2020 Budget
  - (1) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing

Chair Palm opened the public hearing. There were no registrants. Chair Palm closed the public hearing.

- (2) Staff Overview

Mr. Steinhoff gave an overview of the adjustments needed for the 2020 budget, which included reduced costs due to keeping more of the IT work inhouse instead of contracting it out to third parties, and less insurance costs than originally anticipated. Increased expenses included keeping the scanning clerk for the full year and increasing the Commissioner per diem from \$20 per meeting to \$40 meeting per person.

- (3) Commissioner Questions and Discussion

Commissioners asked questions while Mr. Steinhoff gave his report.

## 7. ACTION ITEMS

### a. Consideration of Approval of Resolution 2019-10 Adoption of Capital Area Regional Planning Commission 2020 Budget Amendments (*actionable item*)

Mr. Hampton moved to approve CARPC Resolution 2019-10; Mr. McKeever seconded. The motion passed on a voice vote.

### b. Consideration of Adoption of CARPC 2020 Work Program (*actionable item*)

Mr. Pfeiffer moved to adopt the CARPC 2020 work program; Mr. Stravinski seconded. The motion passed on a voice vote.

### c. Consideration of Approval of CARPC Resolution No. 2019-11 Supporting the Development of PFAS Standards (*actionable item*)

Ms. Terrell moved to approve CARPC Resolution 2019-11; Mr. Pfeiffer seconded.

Ms. McKeever moved to amend the resolution by removing "as staff resources allow" in the last paragraph; Mr. Minihan seconded. The motion passed on a voice vote.

The amended motion passed on a voice vote.

### d. Consideration of Approval of CARPC Resolution No. 2019-12 Authorizing the Director of Environmental Resources Planning to Execute a WDNR River Planning Grant Agreement and Related Documents (*actionable item*)

Mr. Hampton moved to approval CARPC Resolution 2019-12; Ms. Terrell seconded. The motion passed on a voice vote.

### e. Consideration of Approval to Participate in the Yahara CLEAN Compact as a Strategic Collaborator (*actionable item*)

Ms. Murphy moved to approve participation in the Yahara CLEAN Company as a strategic collaborator; Ms. Crombie seconded. The actual signing date was pushed back to early 2020. The motion passed on a voice vote.

## 8. Presentation and Discussions

### a. Presentation and Discussion of a Potential Process for Minor Amendments to the Sewer Service Area Boundaries of the *Dane County Water Quality Plan*.

Mr. Rupiper gave a presentation.

Comments from Commissioners included:

- What would the average staff cost be for a fee? There should be a fee somewhere in the middle between \$0 and \$3,500. Chair Palm requested that staff estimate staff costs for these types of amendments to determine the fee.
- What is the average staff time to do the staff analysis for one of these amendments?
- From a staff perspective, Mr. Rupiper would like to see smaller amendments gathered up as a single amendment as that would be more efficient.
- Staff work should not be done for no charge. All four examples should have reduced application requirements, an abbreviated staff analysis, and a 60-day timeframe, but the Commission should charge for any work done based on an estimate of actual costs.

Staff was requested to draft proposed policies with criteria for minor amendments that states the property should be an existing building or a replacement of an existing building that is connected to an existing sewer main. The proposal should also include a change to the CARPC fee structure.

### b. Discussion of Activities for Update of Regional Land Use Plan

Mr. Steinhoff reported that staff continues to work on a more detailed plan to update the land use plan.

- c. Report of the Executive Chairperson and Executive Committee  
(1) Update of Office Move to 100 State Street, Madison

Mr. Steinhoff and Ms. Firestone gave the update. Mr. Steinhoff invited Commissioners to attend a safety meeting with Madison police on November 20th at 8am.

- d. Report of the Members of the Madison Area Transportation Planning Board

Mr. Stravinski gave the update, including postponing the vote on the driving on the beltline shoulder. The MATPB will be meeting at the new office on December 4th.

- 9. Future Agenda Items (Next meeting is at 6pm on December 12, 2019, in Room 351 of the City-County Building, 210 Martin Luther King Jr. Blvd, Madison, WI.)

Future agenda item for January 2020: public hearing on a revised small USA amendment process.

- 11. Adjournment

Mr. McKeever moved to adjourn; Mr. Hampton seconded. The motion passed on a voice vote. The meeting adjourned at 8:35 pm.

Minutes taken by Linda Firestone

Respectfully Submitted:

  
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Kris Hampton, Secretary