AGENDA OF ANNUAL MEETING
of the
Capital Area Regional Planning Commission

January 9, 2020 (rev. 01/07/20) 100 State Street, Suite 400, Conference Room, Madison WI 7:00 p.m.

RPC Meeting Policies and Deadlines

Registering and Speaking at RPC Public Hearings and Meetings: Persons wishing to speak must register and give the registration form to the meeting recorder before the corresponding “Public Comment…” or Public Hearing item is taken up. Oral comments will not be heard for individual agenda items not designated for public hearing, but will be heard under the “Public Comment…” agenda item. The time limit for testimony by each registrant will be 3 minutes, unless additional time is granted at the discretion of the Chair. However, for public hearings on USA/LSA amendments, applicants are granted a maximum of 15 minutes to testify, and other groups of registrants may pool their time of 3 minutes each up to a maximum of 15 minutes. Commissioners may direct questions to speakers. The RPC may alter the order of the agenda items at the meeting.

Deadlines for Written Communications: Written communications intended to be provided to the Commission and considered as part of the information package for a public hearing or agenda item should be received in the RPC office no later than noon, 7 days prior to the meeting. Written communications received after this deadline will be reported and provided to the Commission at the meeting.

RPC Action Scheduling: If significant controversy or unresolved issues are raised at the public hearing, the RPC will usually defer or postpone action to a future meeting.

Background Documents:
- a. Mission-Vision Statements and Operating Agreements
- b. Categories of Decision Making (revised November 2017)
- c. Code of Conduct/Conflict of Interest Policy (revised July 2018)
- d. Commissioner Committees (revised November 2017)

1. Roll Call
2. Relaxing the Rules to Discuss Informally (actionable item)
3. Election of Officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer (actionable item)
4. Appointment of Executive Committee Members (actionable item)
5. Designation of Chairperson as CARPC Employee with Title “Executive Chairperson” (actionable item)
6. Consideration of Adoption of CARPC Resolution 2020-01 Expression of Appreciation for Executive Committee Service in 2019 (actionable item)
7. Motion to Return to Standard Robert’s Rules (actionable item)
8. Consent Agenda (actionable item)
   a. Consideration of Approval of Minutes of the December 12, 2019 CARPC Meeting (actionable item)
   b. Report of the Executive Committee from January 9, 2020 Meeting (actionable item)
      1) Consideration of Approval of Evaluation of Agency Director (actionable item)
      2) Consideration of Approval of RPC Self-Certification (actionable item)
      3) Consideration of Approval Cooperative Monitoring Agreements with the USGS, City of Madison, and City of Middleton (actionable item)
      4) Consideration of Approval of Amendment to the 2019 Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (actionable item)
      5) Consideration of Approval of Amendments to Agreements with the Towns of Sun Prairie, Bristol, Springfield, Blue Mounds, Berry, and Westport for 2020 Services (actionable item)
      6) Consideration of Approval of Changes to Appendix E of CARPC Personnel Manual (actionable item)
      7) Consideration of Authorizing Agency Director to Execute Engagement Letter with Johnson Block CPAs for 2019-2021 Financial Audits (actionable item)
      8) Consideration of Approval of January 2020 Disbursements and Treasurer’s Report for December 2019 (actionable item)
9. Public Comment on Matters not for Public Hearing

10. Presentations and Discussions
   a. Report of the Members of the Madison Area Transportation Planning Board

11. Report of Directors
   a. Report and Discussion on Division of Community and Regional Planning Activities
   b. Report and Discussion on Division of Environmental Resources Planning Activities

12. Future Agenda Items (Next meeting is February 13, 2020, at Windsor Elementary School, 4352 Windsor Rd, Windsor, WI)

   There will be at least one public hearing during the February 2020 CARPC meeting.

13. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.

CARPC staff 608-474-6017 + TDD 608-266-4529
Mission
The Capital Area Regional Planning Commission facilitates the creation of a shared vision and regional plan with our communities. We support communities in making vital decisions that strengthen our region.

Vision
Communities work together to achieve a resilient and sustainable natural, built and social environment.

Values
- open government
- environmental equity
- everyone having a voice in the process
- process and results that reflect the values of the community

Key Stakeholders
- Locals are CARPC’s primary stakeholders – local officials, their constituents, and local staff.
- CARPC’s success depends upon the agency’s relevance to local officials and their constituents.
- Regional planning is about offering resources and options and inspiration to locals to support them in making informed choices – early in the process, when they are gathering information.

Strategies
- Tell the story of what CARPC and regional planning bring to the party for municipalities – communicate the value and “what is” of regional planning – highlight successful communities.
- Strengthen CARPC’s relevance for local officials and their constituents by focusing on regional planning and building bridges to locals.
- Leverage CARPC’s region-wide activities, including supporting A Greater Madison Vision, the land use plan and the water quality plan.
Operating Agreements

These agreements came out of the July event and a survey about operating agreements that followed. They were modified and approved by group consensus during the October event. The modified version is shown below.

<table>
<thead>
<tr>
<th>Theme</th>
<th>Agreements for all meetings internal and external</th>
<th>Changes for CARPC decision-making meetings</th>
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<tbody>
<tr>
<td>Respect</td>
<td>• Listen to current speaker</td>
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<td></td>
<td>• Treat all with respect – speak respectfully of staff</td>
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<td></td>
<td>• Be responsible for your own needs</td>
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<tr>
<td>Participation</td>
<td>• All participate – no one dominates</td>
<td>• Commissioners attend at least 80% (10/12) of meetings</td>
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<td></td>
<td>• Start with quick introductions</td>
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<tr>
<td>Attention</td>
<td>• Listen to understand</td>
<td>• Staff may work on other things while in observer chairs</td>
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<td></td>
<td>• Minimize side conversations</td>
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<td></td>
<td>• No interruptions</td>
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<td></td>
<td>• eDevices for meeting materials only</td>
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<tr>
<td>Inclusion</td>
<td>• Discussion includes locals</td>
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<td></td>
<td>• Focus on working together</td>
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<td></td>
<td>• Critique ideas not people</td>
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<tr>
<td>Predictability &amp; Transparency</td>
<td>• Start on time</td>
<td>• Use Robert’s Rules</td>
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<td>• Honor past decisions</td>
<td>• End on time for segments without public comment</td>
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<td>• Ensure guests know what to expect</td>
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<td></td>
<td>• Smooth logistics</td>
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<td></td>
<td>• Offer snacks to all and include healthy options</td>
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This document identifies decisions that are: made by the full Commission; made by the full Commission upon recommendation by the Executive Committee; made by the Executive Committee; and made by staff. The document was first accepted by the Executive Committee and Commission in April 2017, and revised in November 2017.

A. Items to be Individually Listed on Executive Committee Reports to Commission

1. Commission Approves (Policy Level and Bylaw Delegated Decisions)
   - Adopt/Amend Plans, Release for Review and Comment
   - Selection of Officers, Committee Members
   - Removal of Officers (requires super majority vote)

2. Executive Committee Reviews, Commission Approves (Policy Level Decisions) - Included on Commission agendas as separate item for approval:
   - Establish Committees
   - Amend Bylaws (requires super majority vote and public hearing)
   - Adopt/Amend Budgets (requires public hearing)
   - Adopt/Amend Work Programs
   - Appointment of Executive Director (as Personnel Committee) (requires super majority vote)

3. Executive Committee Recommends Approval, Commission Approves - Included on Commission agendas under item, “Executive Committee Report” as “Recommendation for Approval”:
   - Mission Statement Adoption/Revision
   - Execute Unanticipated Agreements (e.g. Wisconsin Center Education Research AGMV game project)
   - Institute/Amend Fees

4. Executive Committee Approves, Commission Approves - Where Commission approves separation of item under agenda item, “Executive Committee Report” (below category):
   - Items separated by Commissioner for Commission Approval

B. Items to be Included on Commission Consent Agenda, with Option for Any Commissioner to Request Separation of Any Item for Separate Discussion

5. Executive Committee Approves, Commission Accepts (Administrative and Operational Decisions) - Included on Commission agendas under item, “Executive Committee Report,” not as Commission decision items:
   - Execute Agreements within approved budget and work program
   - Amend Agreements within approved budget and work program
   - Financial oversight: approval of disbursements and treasurer’s report
   - Work Program Implementation (e.g. farmland loss mitigation activities)
   - Additional expenditures within budget (e.g. contribution to housing gap video)
   - Commission Procedures (e.g. process for amending LU&TP)
   - Commission Operations/Personnel (e.g. Commissioners as Independent Contractors)
6. Personnel Committee Approves, Commission Accepts (Administrative and Operational Decisions) -
Included on Commission agendas under item, “Executive/Personnel Committee Report,” not as Commission decision items:
- In the absence of an Executive Director, hiring of Deputy Director and Division Directors
- Personnel Manual amendments
- Personnel decisions: approve position description; Deputy Director performance review
- Review of staff appeals of disciplinary actions and decisions regarding employee grievances

C. Staff Level, Carrying out Decisions
- Spending on items within adopted budget limits and categories
- Carrying out activities within adopted work program
- Recommend job descriptions to Executive Committee for approval
- Personnel decisions below Executive/Deputy Director: hiring, firing, promotion, evaluation, discipline, development
- Providing, research, analysis and recommendations to Executive Committee and Commission
Capital Area Regional Planning Commission  
Code of Conduct/Conflict of Interest Policy

Adopted by CARPC on February 10, 2011  
Revised by CARPC Executive Committee on July 12, 2018

The following Code of Conduct/Conflict of Interest Policy ("Policy") applies to all Commissioners, officers, employees, and agents of the Capital Area Regional Planning Commission ("CARPC"). The purpose of this Policy is to ensure that CARPC operates in the most ethical, impartial, and responsible fashion. CARPC hereby establishes the following Policy to achieve that goal and to ensure that its actions are executed in a manner that instills confidence in the units of government and public it serves.

1. The following definitions apply:

   a. “Anything of value” means any money, property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by CARPC, political contributions which are reported under Wis. Stats. Ch. 11, or hospitality extended for a purpose unrelated to CARPC.

   b. “Associated,” when used with reference to an organization, includes an individual or a member of his or her immediate family being a director, officer, or trustee in an organization, or when that person or persons owns or controls, directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity of that organization. “Associated” also includes any situation where an individual or a member of his or her immediate family is an authorized representative or agent of an organization.

   c. “Immediate family” means (1) an individual’s spouse or designee family or registered domestic partner, or (2) an individual’s relative by marriage, lineal descent, or adoption; or a person who receives, directly or indirectly, more than one-half of his or her financial support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support.

   d. “Organization” means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust, or other legal entity other than an individual or governmental body.

   e. “Conflict of interest” means any financial or interest in, or association with, a commissioner, officer, employee, or member of his or her immediate family, any entity with which CARPC has a transaction or arrangement.

2. Commissioners, officers, employees, and agents of CARPC or its designee(s), in his or her official capacity, shall conduct all work activities in an ethical manner consistent with State law (Wis. Stats. § 19.59), and shall not:

   a. Use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which the individual or immediate family member is associated;
b. Solicit or accept from any person or organization, directly or indirectly, anything of value if it could reasonably be expected to influence his or her vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on his or her part;

c. Directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his/her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any committee registered under Wis. Stats. Ch. 11, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office; or

d. Participate in or perform any discretionary action that involves making, granting, or imposing an award, contract, or approval decision if he or she, any member of his or her immediate family, or an organization which employs, or is about to employ, any of the aforementioned, has a substantial financial or other interest in the organization selected for award or contract or an organization competing for the same grant or contract.

3. Commissioners, officers, employees, and agents of CARPC or its designee(s) must disclose any actual or possible conflict of interest, and be given the opportunity to disclose all material facts to their supervisor, if employees, or the Commission or committee, if commissioners.

   a. Supervisors should work with employees to avoid or remove any conflict of interest.

   b. Commissioners shall determine if an actual conflict of interest exists and, if so, the commissioner with a conflict of interest shall leave a meeting during discussion of, and action on, a possible transaction or arrangement involving the conflict of interest.

4. Commissioners, officers, employees, and agents of CARPC or its designee(s) found to be in violation of this Policy may be penalized, sanctioned, or disciplined, to the extent permitted by State and local laws or regulations.

5. A copy of the Policy shall be provided to all Commissioners, officers, and employees of CARPC.
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<th>COMMISSIONER COMMITTEES - last updated 03/20/19</th>
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<td>Cantrell</td>
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<td>Executive Committee</td>
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Re: Election of Officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer (actionable item)

**Requested Action:**

Election of Officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer

**Background:**

The CARPC Bylaws provide for four officers to be elected by the body as the first order of business at its Annual Meeting, although the Commission may choose to elect other officers if deemed necessary. Members remain in office for one year until the next Annual Meeting, or until the member resigns or is removed by the body. Officers serve as members of the Executive Committee of the Commission.

The following summarizes the duties of each office, as indicated in the bylaws.

**Chairperson** (currently Mr. Palm): The Chairperson of the Commission shall preside, with full voting rights, at all Commission meetings. The Chairperson, acting as Presiding Officer, shall be responsible for overseeing that Commission meeting agendas are prepared, legally noticed, and distributed to members in a timely fashion. The Chairperson is authorized to sign or execute documents on behalf of the Commission, including proclamations and citations of the Commission. The Chairperson shall perform such other duties as are required of them by law or these Bylaws and as are assigned from time to time by the Commission. The Commission may vote to designate the Chairperson as an Executive Chairperson, who is an Agency employee and who performs the duties outlined in the Executive Chairperson’s job description.

**Vice-Chairperson** (currently Mr. McKeever): In the absence of the Chairperson or in the event of their inability to act, or in the event of a vacancy in the position of Chairperson,

a. the Vice Chairperson shall perform the duties of the Chairperson; and

b. if authorized by a majority vote of the Executive Committee, the Vice Chairperson may assume the Chairperson’s responsibilities as outlined in the Chairperson’s job description and may be compensated for the performance of these additional responsibilities. In the absence of other officers, the Vice Chairperson may sign on behalf of the Secretary or Treasurer on matters for the Commission. The Vice Chairperson shall also perform such other duties as are required of them by these Bylaws and as are assigned to them by the Commission.

**Secretary** (currently Mr. Hampton): The Secretary of the Commission shall cause all records of the Commission, including its resolutions, transactions, findings, determinations and any other records required by law or Commission policy, to be maintained as required by law. The Secretary shall sign all adopted minutes of Commission meetings, adopted resolutions, and execute all documents and papers required to be countersigned. The Secretary shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

**Treasurer** (currently Mr. Geller): The Treasurer of the Commission shall cause the keeping of an accurate record of all receipts and disbursements of the Commission, including signing the monthly Treasurer’s Report. The Treasurer shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

**Options, Analysis, Recommendation:**

None

**Attachments:**

None
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<th><strong>Staff Contact:</strong></th>
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<tr>
<td>Steve Steinhoff, Agency Director</td>
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<tr>
<td>608-474-6010</td>
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<td><a href="mailto:SteveS@CapitalAreaRPC.org">SteveS@CapitalAreaRPC.org</a></td>
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<th><strong>Next Steps:</strong></th>
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<td>None.</td>
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Re: Appointment of Executive Committee Members (actionable item)

Requested Action:

Appoint Executive Committee Members

Background:

The CARPC Bylaws state that “the Executive Committee shall be appointed by the Commission and shall consist of officers of the Commission and up to two (2) additional Commissioners. The Executive Committee shall be comprised of not less than one (1) representative from each appointing authority. The Chairperson of the Commission serves as the Chairperson of the Executive Committee.”

Currently, the Executive Committee has six members: Larry Palm (Chair), Peter McKeever (Vice-Chair), Mark Geller (Treasurer), Kris Hampton (Secretary), David Pfeiffer (at-large), and Maureen Crombie (at-large). The Executive Committee normally meets on the Mondays preceding Commission meetings.

Excerpt from the CARPC Bylaws:

Executive Committee. The Executive Committee is to provide advice and counsel to the Executive Director and the Commission on the operations of the Agency, including management, budget, personnel, and contracts. Unless delegated by the full Commission, the Executive Committee is not intended to make policy. Decisions made by the Executive Committee acting as the Personnel Committee may be appealed to the full Commission upon request by the Executive Director or employee.

a. The Executive Committee shall have the below duties and responsibilities:
   1. Budget:
      (a) Present a proposed annual budget to the Commission on or about June 1 of each year, and the Budget and Personnel Panel on or about July 1 of each year;
      (b) Approve or disapprove disbursements on behalf of the Commission; and
      (c) Approve transfers between expenditure line items of the adopted Commission budget unless the transfer changes the gross total expenditures.
   2. Personnel:
      (a) Conduct the performance evaluations of the Executive Director or, in the event of a vacancy of the Executive Director, the Agency Director;
      (b) Review staff appeals of disciplinary actions, including proposed terminations;
      (c) Review staff appeals of decisions regarding employee grievances; and
      (d) Recommend to the Commission the hiring of the Agency Director and the Division Directors.
   3. Other:
      (a) Have additional powers and responsibilities as specified by the Commission.

b. The Executive Committee may administer exit interviews of employees who are leaving Commission employment.

c. The Executive Committee shall not adopt any item requiring a Supermajority Vote under Article II Section 9.

d. The Executive Committee shall report its actions to the Commission.

Options, Analysis, Recommendation:

None

Attachments:

None
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Re: Designation of Chairperson as CARPC Employee with Title “Executive Chairperson” *(actionable item)*

**Requested Action:**

Designate Chairperson as “Executive Chairperson,” a CARPC employee

**Background:**

The Commission amended its bylaws on November 10, 2016, to enable the Commission to designate the Chairperson as an employee in the absence of an Executive Director. The Bylaws state the following: “The Commission may vote to designate the Chairperson as an Executive Chairperson, who is an Agency employee and who performs the duties as outlined in the Executive Chairperson’s job description.” At the same meeting the Commission also approved a position description for the Executive Chairperson.

The Commission's adopted 2020 budget includes $6,210 to compensate the Chairperson for performing some of the duties of the Executive Director. This compensation is paid as a fixed monthly payment of $517.60 based on an estimate of 20 hours of work each month at $25.88 per hour.

**Options, Analysis, Recommendation:**

None

**Attachments:**

1. Executive Chairperson Job Description

**Staff Contact:**

Steve Steinhoff  
Agency Director  
608-474-6010  
SteveS@CapitalAreaRPC.org

**Next Steps:**

No change if Larry Palm is re-elected as Chairperson and subsequently re-designated as Executive Chairperson

If a different commissioner is elected as Chairperson, and then designated as “Executive Chairperson,” this new Executive Chairperson will need to complete CARPC employee forms.
Executive Chairperson

The Commission hires the Chairperson as Executive Chairperson to carry out some of the duties of the Executive Director when that position is expected to remain vacant for an extended period.

In cooperation with the Agency Director, the position responsibilities include:

- Implementation of the Agency’s goals, policies, and initiatives;
- Facilitate the development of a clear and compelling vision and mission for the Agency, to help focus the Agency’s approach to the conduct of its duties and responsibilities;
- Develop and implement a regional consensus-building process to generate a broad agreement on a vision for the future of the region;
- Facilitate and achieve consensus among diverse groups and interests;
- Develop processes, implementation measures, and alliances to empower and encourage local units of government and municipal leaders to work individually and in concert towards the realization of the regional vision;
- Foster meaningful dialogue and collaboration among all units of government, and promote coordinated action for the improvement of the region;
- Communicate the goals and objectives of the Agency in a compelling and persuasive manner and generate broad support for the Agency’s work through outreach; and
- Duties as directed by vote of the Commission.

Minimum Education and Experience Requirements

Appointment to the Capital Area Regional Planning Commission by one of the Agency’s appointing authorities. Election as Chairperson by the Commission. Demonstrated ability to fulfill the responsibilities listed above.

Certification: None required

Licenses: None required

Salary Range: Determined by the Commission. This is a part-time position with hours established by the Commission.

FLSA Status: Non-Exempt

Reports to: Capital Area Regional Planning Commission

Physical Demands

Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various events needs.
Work Environment
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings. Ability and means to travel on a flexible schedule as needed to attend some meetings; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

Disclaimer
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.
Re: Consideration of Adoption of CARPC Resolution No. 2020-01 Expression of Appreciation for Executive Committee Service in 2019 *(actionable item)*

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<th>Requested Action:</th>
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<tbody>
<tr>
<td>Adopt CARPC Resolution No. 2020-1 Expressing Appreciation to Larry Palm, Kris Hampton, Peter McKeever, Mark Geller, David Pfeiffer, and Maureen Crombie for Their Service and Contribution on the Executive Committee in 2019</td>
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<td>1. CARPC Resolution 2020-01</td>
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<th>Staff Contact:</th>
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</table>
| Linda Firestone  
Administrative Services Manager  
608-474-6017  
LindaF@CapitalAreaRPC.org |

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CARPC Resolution No. 2020-01

Expressing Appreciation to Larry Palm, Kris Hampton, Peter McKeever, Mark Geller, David Pfeiffer, and Maureen Crombie for Their Service and Contribution on the Executive Committee in 2019

WHEREAS Larry Palm, Kris Hampton, Peter McKeever, Mark Geller, David Pfeiffer, and Maureen Crombie have served as members of the Executive Committee of the Capital Area Regional Planning Commission in 2019; and

WHEREAS Larry Palm, Kris Hampton, Peter McKeever, Mark Geller, David Pfeiffer, and Maureen Crombie have effectively represented the interests of the region in addressing growth and development issues; and

WHEREAS Larry Palm, Kris Hampton, Peter McKeever, Mark Geller, David Pfeiffer, and Maureen Crombie have been an enthusiastic proponent of a cooperative and collaborative approach to planning; and

WHEREAS Larry Palm, Kris Hampton, Peter McKeever, Mark Geller, David Pfeiffer, and Maureen Crombie have been advocates and strong voices for the interests of the jurisdictions they represent.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby expresses its sincere gratitude and appreciation to Larry Palm, Kris Hampton, Peter McKeever, Mark Geller, David Pfeiffer, and Maureen Crombie for their service and contribution to this organization and to the Capital Region of Wisconsin.

January 9, 2020
Date Adopted

______________________________________  ____________________________________
Larry Palm, Chairperson

______________________________________
Kris Hampton, Secretary
DRAFT MINUTES
of the
Capital Area Regional Planning Commission

December 12, 2019 CCB Room 351, 210 Martin Luther King Jr. Blvd., Madison WI 6:00 p.m.

Commissioners Present: Lauren Cnare, Maureen Crombie, Grant Foster (arrived 6:05pm), Mark Geller, Kris Hampton (arrived 6:06pm), Peter McKeever (arrived 6:36pm), Ed Minihan (arrived 6:52pm), Heidi Murphy, Chair Larry Palm, David Pfeiffer, Bruce Stravinski, Caryl Terrell

Commissioners Absent: Ken Golden

Staff Present: Linda Firestone, Sean Higgins, Mike Rupiper, Steve Steinhoff, Tony Vandermuss (arrived 6:38pm; departed at 8:04pm)

Others Present: 7 members of the public

1. Roll Call

Chair Palm called the meeting to order at 6:02pm. Quorum was established.

Grant Foster, a new commissioner appointed by the City of Madison Mayor, was introduced.

2. Public Comment on Matters not for Public Hearing

No members of the public wanted to speak.

3. Committee of the Whole
   a. Discussion of CARPC Strategic Planning

   Mr. Steinhoff gave the presentation, which reviewed different versions of the revised mission statement based on commissioner and staff discussions to date. Discussion ensued regarding preferences for and edits to the different mission statements. At the end of the discussion, staff was asked to create a statement that encompassed all the ideas that were discussed. Mr. Steinhoff requested that a small group, such as the Executive Committee, help with this endeavor. Chair Palm suggested that three mission statements be created that could be voted on during a future meeting.

4. Consent Agenda (actionable item)
   a. Consideration of Approval of Minutes of the November 14, 2019 CARPC Meeting (actionable item)
   
   b. Executive Committee Recommendations (actionable item)
      (1) Consideration of Recommending Approval of CARPC Resolution 2019-13 Establishing the Deputy Agency Director Position and Job Description (actionable item)
      (2) Consideration of Recommending Approval of Revised Job Descriptions for Agency Director, Director of Environmental Resources Planning Division, and Director of Community and Regional Development Planning Division (actionable item)
      (3) Consideration of Recommending Approval of Revised CARPC Organizational Chart (actionable item)
      (4) Consideration of Authorizing Agency Director to Execute Agreement with CCL Consulting for CARPC to Provide Sub-consultant Services for the Update of the Comprehensive Plan for the Village of Mazomanie (actionable item)
      (5) Consideration of Approval of December 2019 Disbursements and Treasurer's Report for November 2019 (actionable item)

      Mr. McKeever moved to accept the consent agenda; Mr. Hampton seconded. The motion passed on a voice vote.

5. Report of Directors
   a. Report and Discussion on Division of Community and Regional Planning Activities
(1) Draft CARPC Menu of Planning Services

Mr. Steinhoff reported on the AGMV Executive Committee; increased interactions with the MPO; and increased interest by smaller communities for planning assistance, including the Village of Mazomanie. Discussion ensued about possible different ways to offer planning assistance to smaller communities that face economic hardships. It was suggested that staff distribute the CARPC Community Planning Assistance Menu in multiple ways, with a mailing being one of the preferred methods. Mr. McKeever also suggested that we reach out to not-for-profit entities and offer our mapping services.

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

Mr. Rupiper gave an update on the Division of Environmental Resources, including the receipt of letters of support for CARPC’s submission of a WDNR river planning grant for a Starkweather Creek chloride management plan and a FEMA grant application for a Black Earth Creek green infrastructure plan.

6. PUBLIC HEARINGS (7 pm)

a. Public Hearing on Amendment of the Dane County Water Quality Plan by Revising the Environmental Corridors in the Central Urban Service Area

(1) Applicant Presentation – Amendment Overview

Presenters included:
- Edward (Ned) Hoyt (Inventure Capital LLC) was in support, wished to speak, and was available for questions.
- Patrick Marsh (City Administrator, City of Fitchburg) was in support and was available for questions.
- Matt Schreiner (Vierbicher Associates) was in support and wished to speak.

Presentations were made by Mr. Marsh and Mr. Schreiner. Vierbicher provided a letter stating, and Mr. Schreiner confirmed, that there were no objections to the stated CARPC recommendations and conditions of approval.

(2) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing

Chair Palm opened the public hearing.

Registrants included:
- Matt Droese (Wisconsin DNR) was neutral and did not wish to speak.
- Jason Knutson (Wisconsin DNR) was neutral and did not wish to speak.

No registrant wished to speak. Chair Palm closed the public hearing.

(3) Commissioner Questions and Discussion

Commissioners asked questions at the end of the presentations regarding flooding of Nine Springs Creek, stormwater management, and the existing soil contamination on the site.

7. ACTION ITEMS

a. Consideration of an Amendment of the Dane County Water Quality Management Plan by Revising the Environmental Corridors in the Central Urban Service Area

(1) Overview of Staff Recommendations

(2) Questions of Staff Recommendations

Mr. Vandermuss gave a presentation of the CARPC staff’s recommendations, after which Commissioners asked questions regarding participation in SaltWise, stormwater management, and maintenance of stormwater management practices.

(3) Consideration of Approval of a Management Letter from the Commission to the Wisconsin Department of Natural Resources Regarding Amendment of the Dane County Water Quality Management Plan by Revising the Environmental Corridors in the Central Urban Service Area (actionable item)
Mr. Hampton moved to approve the revised management letter from the Commission to the WDNR that was given to the Commissioners as a handout; Mr. Stravinski seconded.

Mr. Minihan moved to amend the management letter to include CARPC’s typical condition of approval that easements and perpetual legal maintenance agreements with the City, to allow the City to maintain stormwater management facilities if owners fail to do so, shall be provided for any facilities located on private property.; Ms. Terrell seconded. The amendment passed on a voice vote.

The amended motion passed on a voice vote.

8. Presentation and Discussions
   a. Presentation and Discussion of Activities for Update of Regional Land Use (Development) Plan
      (1) Land Use Goals and Objectives Survey Results to Date

         Mr. Higgins gave a presentation, during which time he stated that, to date, 100 respondents participated in the survey and most respondents also commented. He summarized survey results which expressed support for CARPC’s draft land use goals and objectives, with some recommendations for improving clarity of objectives.

      (2) Regional Land Use (Development) Plan Update Process

         Mr. Steinhoff gave a brief presentation of the process. In response to questions regarding the proposed technical advisory group he explained that it could include area community planners and experts in various fields (such as housing and transportation), which would help define land use types, where the land use types would be mapped, the demand for different types of housing, and integrating all the different elements together. The existing land use plan elements in the region need to be reviewed and updated. Future Committees of the Whole will be used to keep Commissioners updated and involved as requested previously by the Commission. Another future role for Commissioners could be to act as advocates for CARPC land use goals and objectives. There was also a discussion about changing “land use” to “land development.”

   b. Report of the Executive Chairperson and Executive Committee
      (1) Summary of Expenses to Office Move to 100 State Street, Madison

         Mr. McKeever reported that expenses showed the move expenses were $14,000 less than budgeted.

   c. Report of the Members of the Madison Area Transportation Planning Board

         Mr. Stravinski and Mr. Minihan reported on the beltline improvements.

9. Future Agenda Items (Next meeting is at 6pm on January 9, 2019, in the CARPC conference room at 100 State Street, 4th floor, Madison, WI)

    January Executive Committee and CARPC meetings will both be held on January 9th at 100 State Street. The Executive Committee will meet at 6pm. The CARPC’s annual meeting will start at 7pm. There will be no public hearings during the January CARPC meeting.

    A public hearing on a proposed process for minor Sewer Service Area amendments will be held during the February 2020 CARPC meeting.
11. Adjournment

Mr. McKeever moved to adjourn; Mr. Foster seconded. The motion passed on a voice vote. The meeting adjourned at 9:07 pm.

Minutes taken by Linda Firestone

Respectfully Submitted:

______________________________
Kris Hampton, Secretary
**Requested Action:** Approval

**Background:**

Article V, Section 2 of the bylaws of the Capital Area Regional Planning Commission states: “The Executive Committee is to provide advice and counsel to the Executive Director and the Commission on the operations of the Agency, including management, budget, personnel, and contracts.

“Unless delegated by the full Commission, the Executive Committee is not intended to make policy. Decisions made by the Executive Committee acting as the Personnel Committee may be appealed to the full Commission upon request by the Executive Director or employee.”

**Options, Analysis, Recommendation:**

The Executive Committee recommendations include the following items:

1. **Consideration of Approval of Evaluation of Agency Director (actionable item)**
2. **Consideration of Approval of RPC Self-Certification (actionable item)**
3. **Consideration of Approval Cooperative Monitoring Agreements with the USGS, City of Madison, and City of Middleton (actionable item)**
4. **Consideration of Approval of Amendment to the 2019 Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (actionable item)**
5. **Consideration of Approval of Amendments to Agreements with the Towns of Sun Prairie, Bristol, Springfield, Blue Mounds, Berry, and Westport for 2020 Services (actionable item)**
6. **Consideration of Approval of Changes to Appendix E of CARPC Personnel Manual (actionable item)**
7. **Consideration of Approval of January 2020 Disbursements and Treasurer's Report for December 2019 (actionable item)**

**Attachments:**

1. Attachments may be viewed in the Executive Committee Meeting Packet (available at [https://www.capitalarearpc.org/meetings/](https://www.capitalarearpc.org/meetings/))

**Staff Contact:**

Steve Steinhoff  
Agency Director/Division Director  
608-474-6010  
steves@capitalarearpc.org

**Next Steps:** None
Re: Report of the Members of the Madison Area Transportation Planning Board

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<td>Report and discussion</td>
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<tr>
<td>CARPC and the Madison Area Transportation Board (MPO) have determined that reporting on each other’s activities at regular board and commission meetings is one method of achieving better integration between regional land use, environmental and transportation planning.</td>
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<th>Options, Analysis, Recommendation:</th>
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<td>This report is given by Commissioners who are members of both CARPC and the MPO.</td>
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<table>
<thead>
<tr>
<th>Staff Contact:</th>
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| Larry Palm  
Executive Chairperson  
LarryP@CapitalAreaRPC.org |

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<th>Next Steps:</th>
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<td>Continued joint reporting and collaborations.</td>
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**Items 11.a. and 11.b.**

**Re:** Report of Directors (Report and Discussion on Division Activities)

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<tr>
<th><strong>Background:</strong></th>
<th>A monthly joint report from the Agency Director/Director of Community and Regional Development Planning Division, and the Deputy Agency Director/Director of the Environmental Resources Planning Division.</th>
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<tr>
<th><strong>Attachments:</strong></th>
<th>1. Combined Director’s Report</th>
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<tbody>
<tr>
<td>Steve Steinhoff</td>
<td>Mike Rupiper</td>
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<tr>
<td>Agency Director/CRDP Division Director</td>
<td>Deputy Agency Director/ERP Division Director</td>
</tr>
<tr>
<td>608-474-6010</td>
<td>608-474-6016</td>
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<tr>
<td><a href="mailto:steves@capitalarearpc.org">steves@capitalarearpc.org</a></td>
<td><a href="mailto:miker@capitalarearpc.org">miker@capitalarearpc.org</a></td>
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Regional Water Quality Planning

- Water Quality Plan Coordination
  - Summary Plan Update – Completing development of a website for this information.
  - Watershed Based Planning – DNR River Planning Grant application submitted for study/plan for chlorides in the Starkweather Creek watershed. Letters of support were provided by the WI Salt Wise Partnership, Madison Metropolitan Sewerage District, City of Madison Engineering Division, Public Health Madison and Dane County, and Friends of Starkweather Creek.
  - Clean Lakes Alliance – Member of their Community Board and Strategic Implementation Committee. Participating in the Yahara CLEAN Compact as a Collaborator. Outreach to DCCVA and DCTA about participation.
  - Dane County Lakes & Watersheds Commission – DCLWC has made several budget recommendations to advance the volume trading recommendations of the joint Stormwater Technical Advisory Committee, as a result of the joint DCLWC – CARPC work group discussions.
  - Waubesa Wetlands Study Plan – The U.W. Water Resources Management Practicum has completed their final report, *Assessing Land Use Impacts and Promoting Community Engagement in the Waubesa Wetlands Watershed*. The report has been distributed to the Waubesa Wetlands Technical Advisory Committee and a meeting will be scheduled to discuss next steps.
  - WI Salt Wise Partnership – Collaboration with other members of the partnership to provide education and best practices to reduce salt pollution in our lakes, streams and drinking water.

- Water Quality Plan Amendment –
  - Developing draft policies and criteria and process for minor amendments.

- Water Quality Plan Consistency - 1 new sewer extension review (not including reconstructions and commercial building lateral extensions)

Regional Flood Resilience Planning

- Wetlands by Design
  - Identified potential wetland restoration sites for flood mitigation throughout the region. The results will be summarized in CARPC’s 2019 Annual Report. Working with Groundswell Conservancy and the U.W. Madison CEE Capstone to further evaluate several sites in 2020.

- Black Earth Creek Green Infrastructure Plan
  - Submitted FEMA grant application for this project. Received letters of support from Villages of Cross Plains, Black Earth, and Mazomanie, Town of Cross Plains, Dane County Department of Emergency Management, Black Earth Creek Watershed Association, and Gateway to the Driftless.
Cooperative Water Resources Monitoring
- Annual agreements will be prepared for approval in January 2020.

Regional Land Use Planning
- **Regional Development Plan Preparation**
  - Survey of local officials on draft goals and objectives generated 145 surveys returned as of December 20. Summary report in development for review and commission consideration of action scheduled for February.
  - Beginning to carry out “Plan to Plan” document to manage and coordinate plan development.
- **A Greater Madison Vision**
  - Executive Committee recommended 2020 activities: inventory existing efforts to achieve AGMV Steering Committee goals; identify gaps in existing efforts that AGMV can best fill; specify actions Executive/Steering Committee members can take to close gaps; connect groups working towards similar ends; and influence decisions towards goals. Desire expressed by members to carry work forward following significant ask of the public to participate in a process intended to affect change.
  - December AGMV presentation to Fitchburg Chamber of Commerce
- **Dane County Housing Initiative** – Steering Committee to consider playing a role in a regional housing study or plan that would support CARPCs Regional Development Plan work.
- **Planning Data** - 2020 data publishing: annual regional development review; quarterly white paper on topic of interest; monthly data highlights when available; data development to support Regional Development Plan preparation; periodic updates to datasets.

Regional Transportation Planning
- CARPC to provide population and household forecast services for the MPO.
- CARPC and MPO 2020 Work Programs include activities to integrate land use, transportation and environmental planning
- Discussions underway regarding coordinated communications and marketing through annual report, newsletter and branding. First MPO story published in December CARPC newsletter.

Community Assistance Planning
- Village of Mazomanie – working with CCL Consulting to provide data, mapping and document production portion of comprehensive plan update.
- Village of Blue Mounds – Providing initial guidance to Comprehensive Plan Update Committee while developing scope of services for CARPC assistance for update in 2020.
- Towns of Bristol, Springfield, Blue Mounds, Sun Prairie, Westport and Berry mapping services – ongoing.
- Pending and prospective assistance projects - Towns of Bristol, Albion and Springfield. Village of Rockdale

Commission and Administration
- Strategic plan update in process
- Document digitalization in progress
- Audit firm selection for 2019, 2020, and 2021 year audits
• Cost allocation plan update (including indirect cost rate) in progress
• Outreach and Communication – December newsletter published, updates to CARPC website, attended DCTA December meeting,