

**MINUTES
OF ANNUAL MEETING
of the Capital Area Regional Planning Commission**

January 9, 2020

100 State Street, Suite 400, Conference Room, Madison WI

7:00 p.m.

Commissioners Present: Lauren Cnare, Maureen Crombie, Grant Foster, Mark Geller, Kris Hampton, Peter McKeever, Ed Minihan, 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

Others Present: No members of the public

1. Roll Call

Chair Palm called the meeting to order at 7:03pm. Quorum was established.

2. **Relaxing the Rules to Discuss Informally (*actionable item*)**

Mr. Hampton moved to relax Robert's Rules so there could be informal discussion; Mr. Minihan seconded. The motion passed on a voice vote.

Lauren Cnare announced that she will be resigning from the Commission when her term expires in Spring 2020.

3. **Election of Officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer (*actionable item*)**

Chair Palm asked Ms. Cnare to preside over the election of the Chairperson. Mr. Hampton nominated Mr. Palm for the position of Chairperson; Ms. Crombie seconded. The nomination passed on a voice vote.

Ms. Cnare transferred control of the meeting back to Chair Palm.

Mr. Stravinski nominated Mr. McKeever for the position of Vice Chairperson; Ms. Crombie seconded. The nomination passed on a voice vote.

Mr. Pfeiffer nominated Mr. Hampton for the position of Secretary; Ms. Cnare seconded. The nomination passed on a voice vote.

Ms. Terrell nominated Mr. Geller for the position of Treasurer; Mr. Minihan seconded. The nomination passed on a voice vote.

4. **Appointment of Executive Committee Members (*actionable item*)**

Chair Palm asked Ms. Firestone to read the section of the bylaws regarding membership of the Executive Committee. The third paragraph of Article V Section 2 of the bylaws state "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."

Mr. McKeever nominated Mr. Pfeiffer and Ms. Crombie to be the additional Commissioners on the Executive Committee; Mr. Minihan seconded. Mr. Pfeiffer and Ms. Crombie both stated that they would accept their nomination. The nomination passed on a voice vote.

5. Designation of Chairperson as CARPC Employee with Title "Executive Chairperson" (*actionable item*)

Mr. Hampton moved to designate the Chairperson as a CARPC employee with the title "Executive Chairperson"; Ms. Crombie seconded. The motion passed on a voice vote.

6. Consideration of Adoption of CARPC Resolution 2020-01 Expression of Appreciation for Executive Committee Service in 2019 (*actionable item*)

Ms. Cnare moved to adopt CARPC Resolution 2020-01; Ms. Terrell seconded. The motion passed on a voice vote.

7. Motion to Return to Standard Robert's Rules (*actionable item*)

Ms. Cnare moved to return to the standard Robert's Rules; Mr. Hampton seconded. The motion passed on a voice vote.

8. Consent Agenda (*actionable item*)

a. Consideration of Approval of Minutes of the December 12, 2019 CARPC Meeting (*actionable item*)

Ms. Murphy moved to approve the minutes of the December 12, 2019, CARPC meeting; Ms. Cnare seconded. The motion passed on a voice vote.

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*)**

Ms. Crombie moved to accept the consent agenda; Mr. Hampton seconded. The motion passed on a voice vote, with one abstention (Chair Palm).

9. Public Comment on Matters not for Public Hearing

No members of the public attended the meeting.

10. Presentations and Discussions

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

Mr. Stravinski and Mr. Minihan reported on the January 8, 2020, MATPB meeting. The MPO has hired a company called Distillery to work with the MPO on branding and ride share branding, as well as help with the creation of the MPO's mission and vision statements. Mr. Steinhoff stated that Bill Schaefer has requested to attend the February CARPC meeting to give a presentation on the MPO's work and how it intersects with CARPC's work.

11. Report of Directors

a. Report and Discussion on Division of Community and Regional Planning Activities

Mr. Steinhoff stated that staff had started working on the work plan for preparing the regional development plan, and on the Village of Mazomanie comp plan assistance. Future actions of the AGMV Executive Committee, including future participation by outside agencies and Executive Committee members, were discussed. Also discussed was how AGMV members could be influencers in their communities and in the region.

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

Mr. Rupiper highlighted a few items. He has met with the Cities and Villages Association and Towns Association about participating in the Yahara CLEAN Compact as collaborators; the UW Water Resources Management Practicum has finished its final report, which has been sent to the Technical Advisory Committee for the Waubesa Wetlands Project; and there will be two public hearings during the February CARPC meeting (public hearings on the USA amendment for the Windsor school site, and the draft policy for minor USA amendments).

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

There will be the following items during the February CARPC meeting:

- Committee of the Whole for the strategic planning process;
- Public hearing on the USA amendment for the Windsor school site;
- Public hearing on the draft policy for minor USA amendments;
- Presentation by Bill Schaefer of the MPO;
- Action on regional development planned goals and objectives;
- Presentation of the public participation plan for the regional development plan; and
- Title VI implementation plan update.

13. Adjournment

Mr. Hampton moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 7:51 pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary