

MINUTES
of the
Capital Area Regional Planning Commission

January 14, 2021

Virtual Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Grant Foster, Mark Geller, Anthony Gray, Kris Hampton, Peter McKeever, Ed Minahan, Heidi Murphy, Larry Palm (Chair), David Pfeiffer, Jim Schuler, and Caryl Terrell.

Commissioners Absent: Nick Zavos

Staff Present: Sean Higgins, Mike Rupiper, Haley Smith, Steve Steinhoff

Others Present: Christian van der Linden, Madison 350

1. Roll Call

Chair Palm called the meeting to order at 6:00 pm. New commissioner Anthony Gray joined the commission this evening and introductions were made.

2. Public Comment on Matters not on the Agenda

Christian van der Linden was asked if he wished to speak, but he stated he was just observing.

3. **Relaxing Robert's Rules of Order to Discuss Informally (*actionable item*)**

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

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

Chair Palm asked Mr. McKeever to preside over the election of Chairperson. Mr. McKeever asked for nominations for Chair of the commission for the coming year. Mr. Geller nominated Mr. Palm for the for the position of Chairperson; there were no other nominations. The nomination and subsequent re-election of Chair Palm passed on a voice vote.

Mr. McKeever relinquished control of the meeting back to Chair Palm.

Mr. McKeever nominated Mr. Pfeiffer for the position of Vice Chairperson; there were no other nominations. The motion passed on a voice vote.

Mr. Geller nominated Mr. Hampton for the position of Secretary; there were no other nominations. The motion passed on a voice vote.

Mr. McKeever nominated Mr. Geller for the position of Treasurer; there were no other nominations. The motion passed on a voice vote.

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

Chair Palm stated that, under CARPC bylaws, the Executive Committee is comprised of the officers and up to two additional commissioners. Bylaws also require the Executive Committee to include commissioners appointed by each appointing authority. Mr. Pfeiffer moved to re-appoint both Ms. Crombie and Mr. McKeever to the Executive Committee; there were no other nominations. The motion carried on a voice vote.

6. Designation of Chairperson as CARPC Employee with Title “Executive Chairperson (*actionable item*)”

Chair Palm asked Mr. Pfeiffer to preside over the Designation of Chairperson as CARPC Employee with Title “Executive Chairperson”.

Mr. Minihan moved to designate the Chairperson as a CARPC employee with the title “Executive Chairperson”; Mr. Schuler and Mr. McKeever seconded. The motion carried on a voice vote.

Mr. Pfeiffer relinquished control of the meeting back to Chair Palm.

7. Expressions of Appreciation (*actionable item*)

a. Adoption of CARPC Resolution 2021-01 Expression of Appreciation for Executive Committee Service in 2020 (*actionable item*)

Ms. Terrell moved to adopt CARPC resolution 2021-01 Expression of Appreciation for Executive Committee Service in 2020; Mr. Gray seconded. The motion carried on a voice vote.

b. Adoption of CARPC Resolution 2021-02 Expression of Appreciation for Ken Opim Commission Service in 2020 (*actionable item*)

Mr. Hampton moved to adopt CARPC resolution 2021-02 Expression of Appreciation for Ken Opim Service in 2020; Ms. Crombie seconded. The motion carried on a voice vote.

8. Motion to Return to Standard Robert’s Rules of Order (*actionable item*)

Mr. Minihan moved to return to Standard Robert’s Rules of Order; Mr. Hampton seconded. The motion carried on a voice vote

9. Consent Agenda (*actionable item*)

a. Approval of Minutes of the November 12, 2020 CARPC Meeting (*actionable item*)

b. Executive Committee Recommendations (*actionable item*)

(1) Approval of Cooperative Monitoring Agreements with the USGS, City of Madison, and City of Middleton (*actionable item*)

(2) Approval of Amendment to the 2020 Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*)

(3) Authorizing the Deputy Agency Director to Execute a WEM Hazard Mitigation Grant Program Agreement and Related Documents (*actionable item*)

(4) Approval of the Evaluation of the Agency Director (*actionable item*)

(5) Approval of Amendments to Agreements with the Towns of Sun Prairie, Bristol Springfield, Blue Mounds, Berry, and Westport for 2021 Services

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(6) Approval of Changes to Appendices E and F of the CARPC Personnel Manual
(7) Approval of the November 2020 Financials and the December 2021 Disbursements

Chair Palm clarified that on item 9b. (6) that the Executive Committee is recommending removal of those appendices. Also, on item 9b. (4) the Agency Director's performance was deemed satisfactory and Chair Palm will authorize his merit increase. There was no motion to separate.

Ms. Crombie moved to approve the consent agenda; Mr. Geller seconded. The motion carried on a voice vote.

As it was not yet 7:00 pm, the Commission moved on to agenda items 11 and 12.

11. Potential Bylaw Changes

- a. Review of Potential Changes
- b. Discussion

Chair Palm stated that most changes improve clarity and organization. One change deletes the sentence that prohibits the Executive Committee to from making policy recommendations. A section was also added on member decorum. Another change modifies commission actions in response to commissioners missing successive meetings without prior notice.

A question was raised about the right of appeal when the Executive Committee is acting as the Personnel Committee? The phrasing was struck because it was covered two pages down on page 10. Mr. McKeever suggested continuing the numbering scheme from above for reference purposes. It was agreed that it was just a formatting change and did not need to be voted on. It will be included under item b9 at Commissioner Schuler's suggestion.

There will be a public hearing on this in March; changes can still be made in February.

12. Reports

- a. Executive Chairperson and Executive Committee
 - (1) Potential Improvements to CARPC Financial Systems
 - (2) Potential Amendments to CARPC 2021 Budget (Public Hearing)
 - (3) Potential Revisions to CARPC Bylaws
- b. Members of the Madison Area Transportation Planning Board
- c. Agency Director/Division Director, Community and Regional Planning
- d. Deputy Agency Director/Division Director, Environmental Resources Planning

Mr. Steinhoff reported that we are taking a fresh look at our financial systems and opportunities to make improvements. Historically, information had been duplicated each month due to timing issues with the Executive Committee meeting before the reports from our accountants were available. Now we are introducing a month lag in reporting so that we can use the computer-generated reports they prepare. We are also revising how the expenditures are presented to limit the level of detail provided. Broader issues include a lack of access to our data once it is sent off to the accountants and improving efficiencies by bringing some of the daily accounting activities in-house while still retaining outside oversight.

Mr. Foster spoke about Ben Lyman's most recent presentation to the MPO earlier this month about the standards different communities in the have in handling certain transportation issues. Mr. Lyman's presentation is available on the MPO website.

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Mr. Steinhoff spoke about mapping the growth in the Urban Footprint program projected from 2020 to 2035. Much of the growth mapped to date is already planned out and has very little latitude for applying discretion or policies. The opportunities to apply Regional Development Framework goals to mapping will be greater for growth projected to occur after 2035.

Mr. Steinhoff also reported on a presentation he had given to DCCVA the day before. Ms. Murphy and Mr. Schuler were there and said the presentation was well-received and people and that they will be recommending the joint CARPC-MPO webinar series to others.

Our comprehensive plan assistance with the Village of Mazomanie was complete last week. We are now in the process of helping the Village of Blue Mounds and the Village of Rockdale. This meeting's consent agenda includes approval of the contracts with the five towns we assist with mapping.

Mr. Rupiper highlighted a few of the items included in the commission packet such as the water quality planning for the Starkweather Creek watershed. The plan writing component of that project should be wrapped up by the end of March. This is also Wisconsin Salt Awareness Week and there has been a lot of outreach materials going out. Staff also received a water quality planning amendment application from the Village of Oregon and there may be a public hearing on that next month.

CARPC was awarded a grant from FEMA and Wisconsin Emergency Management (WEM) worth about \$150,000 that will allow us to hire a consultant to help with the green infrastructure planning for flood resilience in the Black Earth Creek Watershed.

The USGS monitoring station for Swan Creek is on track for a spring installation.

Mr. McKeever would like to see a presentation on Dane County's update to their stormwater ordinance. Mr. Rupiper will reach out to Dane County staff and arrange a presentation for the February or March Commission meeting. Mr. McKeever also asked what "Silver Jackets" was and who was paying for it. Per Mr. Rupiper, it is a program associated with the Army Corps of Engineers. Through this program, ACE will conduct hydrologic and hydraulic modeling to support the green infrastructure planning project in the Black Earth Creek Watershed. It is funded by the ACE as part of their work program, due to a successful grant application by CARPC for their assistance.

Mr. Pfeifer asked about the 2035 growth mapping that Mr. Steinhoff was doing. Does the overgrowth of the City of Fitchburg impact other communities or the growth from 2036 – 2050? Mr. Steinhoff replied that growth projections for the City would be reduced for the second half of the planning period, or from 2036 to 2050 but not transferred from one municipality to another.

10. PUBLIC HEARING (7:00 pm)

(1) Amendment of the CARPC 2021 Budget

- (1) Review of Budget Amendments
- (2) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing
- (3) **Adoption of Amendments to the 2021 Capital Area Regional Planning Commission Budget**
(actionable item)

Mr. Steinhoff gave a review of the budget amendment. The main reason for this amendment is that Dane County reduced their general levy allocations to small departments by 2.5%. CARPC had committed to matching the adopted county budget for small departments up to 2.5%. CARPC will be able to manage this

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loss out of our reserve fund. The Agency had some unexpected expenses due to personnel changes and a contribution approved for the Wisconsin Salt Wise Program, but also had additional revenues from fee-for-service work and DNR funding that weren't in the original budget. Mr. McKeever asked for a dollar figure on our surplus. Our surplus is currently about \$450,000.00, a little over the recommended three months of agency operating expenses.

Chair Palm sent a letter to Dane County Executive Joe Parisi confirming that we would match the 2.5% general levy reduction but has not yet heard back.

The public hearing was opened, but no members of the public wished to speak. The public hearing was then closed.

Mr. Geller moved to adopt amendment 2021-03 to the 2021 Capital Area Regional Planning Commission Budget; Mr. Minahan seconded. The motion carried on a voice vote.

13. Future Agenda Items (Next meeting is Thursday, February 11, 2021 via Virtual Zoom Meeting at 6:00 pm)

There will be at least one public hearing during the February 2021 CARPC meeting.

14. Adjournment

Mr. Gray moved to adjourn; Mr. Foster seconded. The motion passed on a voice vote. The meeting adjourned at 7:08 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

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