

MINUTES

ANNUAL MEETING

of the

Capital Area Regional Planning Commission

Verona City Hall, 111 Lincoln Street, Verona WI 53593

January 14, 2016 (Revised February 11, 2016)

7:00 p.m.

Commissioners Present: Steve Arnold, Zach Brandon (via phone), Ken Golden, Kris Hampton, Peter McKeever
Ed Minihan (arrived 7:20pm), Larry Palm, David Pfeiffer, Caryl Terrell (via phone), Evan Touchett

Commissioners Absent: Lauren Cnare, Mark Geller, Eric Hohol

Staff Present: Matt Covert, Malissa Dietsch, Linda Firestone, Sean Higgins, Mike Kakuska, Mike Rupiper,
Steve Steinhoff

Others Present: Various members of the public and City of Verona staff

1. Roll Call

Meeting was called to order at 7:01pm by Chair Larry Palm. Quorum was established.

2. Review of Agenda

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

Mr. Arnold nominated Mr. Palm for the position of Chairperson; Mr. McKeever seconded. The motion passed unanimously on a voice vote.

Mr. Hampton nominated Mr. McKeever for the position of Vice-Chairperson; Mr. Golden seconded. The motion passed unanimously on a voice vote.

Mr. McKeever nominated Mr. Hampton for the position of Secretary; Mr. Golden seconded. The motion passed unanimously on a voice vote.

Mr. McKeever nominated Mr. Geller for the position of Secretary/Treasurer; Mr. Golden seconded. The motion passed unanimously on a voice vote.

4. **Selection of Executive Committee membership (*actionable item*)**

Mr. McKeever made the motion that all of the elected officers plus Mr. Golden be nominated to the Executive Committee; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

5. **Selection of Personnel Committee (*actionable item*)**

Mr. Golden made the motion that the Executive Committee members also serve as the members of the Personnel Committee. Mr. Arnold seconded. The motion passed unanimously on a voice vote.

6. **Approval of Minutes of the November 12, 2015 Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes of the November 12, 2015, meeting; Mr. Pfeiffer seconded. Motion passed unanimously on a voice vote.

7. Public Comment on Matters not for Public Hearing

No members of the public wished to speak at this time.

8. Introductions

Mike Rupiper was introduced as CARPC's new Director of Environmental Resources Planning.

9. Discussion of Budget & Personnel Panel (*note: any members of BPP present at this meeting are invited to speak and will be included in all discussions under this item*)

Jon Hochkammer, Mayor of Verona and member of the Budget and Personnel Panel, was in attendance.

Chair Palm stated that Jerry Derr sent out a request for another meeting of the Budget and Personnel Panel but no date has been set yet. Mr. McKeever has submitted changes to the CARPC bylaws regarding the Budget and Personnel Panel.

Mayor Hochkammer spoke regarding the situation with the Budget and Personnel Panel. He supports the dissolution of the Budget and Personnel Panel as he sees no need for the Panel but he is also open to changes of the Panel. The Dane County Cities and Villages Association is also in support of the dissolution of the Budget and Personnel Panel.

10. Public Hearing: Amending the *Dane County Water Quality Plan* and the *Dane County Land Use and Transportation Plan* by Revising the Verona Urban Service Area and Environmental Corridors Boundaries in the City of Verona and Town of Verona

a. Land Use and Transportation Consistency Staff Presentation (Sean Higgins)

Mr. Higgins gave a presentation.

b. Water Quality Plan/Water Quality Standards Compliance Staff Presentation (Mike Rupiper)

Mr. Rupiper gave a presentation.

After the staff reports, there was a question and answer period.

c. Open Public Hearing to take testimony from registrants; close Public Hearing

Chair Palm opened the public hearing.

Gary Werner, President of C.R.A.N.E.S., presented materials (see attached) and spoke about the Ice Age Trail.

Questions were asked of Mr. Werner; Adam Sayre, Verona City Planner; and John McEwan, Livesey Company, by the Commissioners.

Chair Palm closed the public hearing.

d. Approval of CARPC Resolution 2016-01 Amending the *Dane County Water Quality Plan* and the *Dane County Land Use and Transportation Plan* by Revising the Verona Urban Service Area and Environmental Corridors Boundaries in the City of Verona and Town of Verona (*actionable item, 8 votes required for approval*)

Mr. Brandon moved to approve CARPC Resolution 2016-01; Mr. Touchett seconded.

Mr. Golden moved to amend the appropriate staff recommendation to read "The City of Verona, Dane County, the Ice Age Trail Alliance, and the developer shall continue discussions regarding the potential dedication of the 26-acre environmental corridor on the Livesey property." Ms. Terrell seconded. The amendment passed unanimously on a voice vote.

Mr. Golden moved to amend recommendation #6 by crossing out the words "planning staff" on line 2, and adding the words "including possible FUDA plans" on the same line after the word "agreements." Mr. McKeever seconded. The amendment passed unanimously on a voice vote.

Mr. Golden moved to add "The city should also recommend that Epic consider the development of a transportation demand management program." to recommendation #9; Ms. Terrell seconded. The amendment passed on a voice vote with Mr. Brandon and Mr. Touchett voting nay.

Mr. Golden moved to add "It is also recommended that Verona work with Madison Metro staff to study the merits of expanded bus service to other areas of the City." to the end of recommendation #10. Mr. Arnold seconded. The amendment passed unanimously on a voice vote.

Mr. McKeever moved to amend recommendation #3 by adding "and the Native community" at the end of the sentence. Mr. Minihan seconded. The amendment passed unanimously on a voice vote.

Mr. McKeever moved to separate consideration of Area S from the main motion and consider it separately. Mr. Arnold seconded. Chair Palm asked if anyone objected to this motion. There were two objections so a vote was needed. Voice vote had three nays. Mr. Brandon requested a roll call vote. Ayes: Steve Arnold, Ken Golden, Peter McKeever, Ed Minihan, Larry Palm, David Pfeiffer, and Caryl Terrell. Nays: Zach Brandon, Kris Hampton, and Evan Touchett. The motion passed on a roll call vote.

Discussion ensued regarding future development of the school located in Area S and the surrounding area. Mr. Touchett requested that Mr. Sayre comment on the discussion. Commissioners then asked questions of School Superintendent Dean Gorrell.

Mr. Brandon moved to recombine all areas into the main resolution; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

The roll call vote for passage of the main resolution, as amended: Ayes: Steve Arnold, Zach Brandon, Ken Golden, Kris Hampton, Peter McKeever, Ed Minihan, Larry Palm, David Pfeiffer, Caryl Terrell, and Evan Touchett. There were no nays. The motion passed on a roll call vote.

11. Public Hearing: Amendment of CARPC Bylaws

a. Overview of Amendments to CARPC Bylaws Proposed by the Executive Committee

Chair Palm gave an overview of the amendment process.

b. Consideration of Additional Amendments to Bylaws Proposed by Commission Members

Mr. McKeever was the only Commissioner to submit additional amendments to the bylaws.

c. **Approval to Add Additional Amendment to Bylaws Proposed by Commissioner McKeever (*actionable item*)**

Mr. McKeever moved to amend the language in Article II Section 1.c. by changing "...three (3) or more..." to "...two (2) or more..."; Ms. Terrell seconded. The amendment passed unanimously on a voice vote.

Mr. McKeever moved to eliminate in its entirety Article IV Budget and Personnel Panel; Mr. Hampton seconded. After discussion, Mr. Pfeiffer moved to table this motion; Mr. Hampton seconded. The motion to table passed unanimously on a voice vote. Commissioners will need to vote on the elimination of this Article from the bylaws, as well as other amendments to the bylaws that pertain to the Budget and Personnel Panel, as part of a second proposal (Proposal B) which, if passed, will be forwarded to the February CARPC meeting for adoption.

Mr. McKeever moved to amend the language in Article V Section 2.a.1(c) by adding "of \$10,000 or less" after "Approve transfers"; Mr. Hampton seconded. After discussion, Mr. McKeever withdrew his motion; Mr. Hampton seconded the withdrawal.

Mr. Golden moved to remove the phrase "For the purpose of operations," from Article V Section 3; Mr. Touchett seconded. The amendment passed unanimously on a voice vote.

d. Open Public Hearing to take testimony from registrants; close Public Hearing

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

e. **Approval of the final draft of the amended CARPC bylaws for adoption at the February 2016 CARPC meeting (*actionable item*)**

Commissioners voted unanimously on a voice vote to forward the amended Proposal A, including the amendments proposed by Mr. McKeever and passed by the Commission but not including any changes to the language pertaining to the Budget and Personnel Panel, on to the February CARPC meeting for adoption.

Mr. Arnold moved to take off the table the motion to eliminate in its entirety Article IV Budget and Personnel Panel; Mr. McKeever seconded. The motion to include the elimination of Article IV in Proposal B passed unanimously by a voice vote.

For Proposal B, Mr. McKeever moved to amend the following sections of the bylaws to reflect removal of any language referencing the Budget and Personnel Panel; Mr. Arnold seconded. The amendments passed unanimously on a voice vote.

1. The first sentence of Article VI Section 1 was amended to read "Appointment of an Executive Director shall be made by the Commission, and such act shall require a Supermajority Vote."
2. The first sentence of the last paragraph of Article VI Section 2 was amended to read "The Executive Director shall be the chief administrative officer of the Commission and shall serve at the pleasure of the Commission."
3. The second sentence of Article VIII Section 1 Paragraph 1 was amended to read "The Executive Committee shall present to the Commission the recommended budget for review on or about June 1 of each year."

For Proposal B, Mr. Golden moved to amend Article V Section 2.a.1(a) to read "Present a proposed annual budget to the Commission on or about June 1 of each year;"; Mr. Touchett seconded. The amendments passed unanimously on a voice vote.

Mr. Arnold moved to forward Proposal B on to the February CARPC meeting for adoption; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

12. **Public Hearing:** Adoption of the CARPC 2016 Annual Unified Planning Work Program and 2016-2021 Overall Program Design Report

a. Staff Overview of Work Program (Steve Steinhoff)

Mr. Steinhoff stated that he made a presentation at the November 2015 CARPC meeting and there were no changes to the draft. There were no questions by the Commissioners.

b. Open Public Hearing to take testimony from registrants; close Public Hearing

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

c. **Approval of CARPC Resolution 2016-02 for Adoption of the CARPC 2016 Annual Unified Work Program and 2016-2021 Overall Program Design Report (*actionable item*)**

Mr. McKeever moved to adopt the CARPC 2016 Annual Unified Planning Work Program and 2016-2021 Overall Program Design Report; Mr. Minihan seconded. The motion passed unanimously on a voice vote.

13. **Approval of Stephen Steinhoff as Deputy Director (Previously Co-Deputy Director)**

- **This role is in addition to Mr. Steinhoff's role as Director of Community and Regional Development Planning Division (*actionable item*)**

Mr. Golden moved to approve Stephen Steinhoff as Deputy Director; Mr. Touchett seconded. The motion passed unanimously on a voice vote.

14. **Authorize the Deputy Director to Execute the Following Agreements for Calendar Year 2016:**

- a. **With the City of Madison for Transportation Planning Services (*actionable item*)**
- b. **With Dane County to Continue Receiving GIS Services from Aaron Krebs (*actionable item*)**
- c. **With the United States Geological Survey for Regional Water Quality Monitoring Activities (*actionable item*)**
- d. **With the City of Middleton for Water Resource Monitoring Activities (*actionable item*)**
- e. **With the City of Madison for Water Resource Monitoring Activities (*actionable item*)**

Mr. Golden moved to authorize the Deputy Director to execute all five agreements; Mr. Touchett seconded. The motion passed unanimously on a voice vote.

15. **Authorize the Deputy Director to Execute the Following Memorandums of Understanding:**

- a. **For Plan4Health Activities in the City of Fitchburg (*actionable item*)**
- b. **For Plan4Health Activities in the City of Madison (*actionable item*)**

Mr. McKeever requested that Malissa Dietsch give a presentation on the work she is doing for Plan4Health later in the Spring.

Mr. Golden moved to authorize the Deputy Director to execute both Memorandums of Understanding for Plan4Health Activities; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

16. **Approval of January 2016 Disbursements and Treasurer's Reports for November and December 2015 (*actionable item*)**

Mr. Touchett moved to approve the January 2016 disbursements and the treasurer's reports for November 2015 and December 2015; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

17. Report and Discussion on A Greater Madison Vision

Mr. Steinhoff gave a verbal report. Chair Palm gave a report of the Steering Committee activities.

18. Report of Deputy Director / Report and Discussion on Community and Regional Planning Activities

Mr. Steinhoff gave a verbal report.

a. Status Update of the Policy and Criteria Advisory Group Recommendations

Mr. Steinhoff stated that the recommendations would be brought in front of the Commission for adoption at the February CARPC meeting.

19. Report of Chair / Discussion

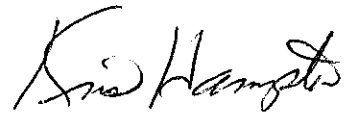
Chair Palm gave a short verbal report.

20. Future Agenda Items (Next CARPC meeting will be held on February 11, 2016.)

21. Adjournment

Mr. Hampton moved to adjourn the meeting; Mr. Touchett seconded. The motion was passed unanimously on a voice vote. The meeting adjourned at 10:46pm.

Minutes taken by Linda Firestone

A handwritten signature in black ink, appearing to read "Kris Hampton". The signature is written in a cursive, flowing style.

