

MINUTES
of the
Executive Committee of the
Capital Area Regional Planning Commission

January 11, 2016

CCB Room 321, 210 Martin Luther King Jr. Blvd., Madison WI

4:30 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.

Commissioners Present: Larry Palm, Ken Golden, Mark Geller, Kris Hampton, David Pfeiffer,
Peter McKeever (arrived 5:04pm)

Commissioners Absent: none

Staff Present: Matt Covert, Sean Higgins, Mike Rupiper, Steve Steinhoff

Others Present: Tim Asplin (Wisconsin Department of Natural Resources)

1. Roll Call

Chair Palm called the meeting to order at 4:31pm. Quorum was established.

2. **Approval of Minutes of the November 9, 2015 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes. Mr. Geller seconded. The motion was passed unanimously on a voice vote.

3. Public Comment on Matters not for Public Hearing

No members of the public attended the meeting.

4. Discussion of Sewer Service Area Amendment Process

- a. Tim Asplin from the Wisconsin Department of Natural Resources gave an overview of the changes to the sewer service area amendment process. Discussion ensued.

5. Discussion of Budget and Personnel Panel

- a. Discussion ensued regarding steps CARPC can take on BPP issues.

6. Staff Recommendations for Implementation of the Policy and Criteria Advisory Group (PCAG) Recommendations in 2016
 - a. Steve Steinhoff gave a verbal update of the PCAG staff recommendations. Discussion ensued.
7. Discussion of Possible 2016 CARPC retreat
 - a. Chair Palm and Mr. Steinhoff introduced idea of retreat for commissioners. Discussion ensued.
8. Update of Personnel Manual
 - a. Mr. Steinhoff introduced examples of bylaws sections that could be changed. Discussion ensued.
9. **Approval of January Disbursements and Treasurer's Reports for December 2015 (*actionable item*)**
 - a. Mr. Geller reported on proposed changes to financial reporting to Executive Committee and to the Commission. Discussion ensued.
 - b. Mr. Hampton moved approval of January Disbursements and Treasurer's Reports for 2015. Mr. Golden seconded. The motion was approved unanimously on a voice vote.
10. Future Agenda Items (Next meeting will be February 8, 2016)
11. Adjournment
 - a. Mr. Hampton moved to adjourn. Mr. Geller seconded. The motion was passed unanimously on a voice vote. The meeting adjourned at 5:55pm.

Minutes taken by Matt Covert

