

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

February 8, 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: Mark Geller, Ken Golden, Kris Hampton, Peter McKeever, Larry Palm

Commissioners Absent: None

Staff Present: Linda Firestone, Sean Higgins, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 4:30pm. Quorum was established.

2. **Approval of Minutes of the January 11, 2016 Executive Committee Meeting (*actionable item*)**

Mr. Golden moved to approve the minutes; Mr. Hampton 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 Budget and Personnel Panel

Discussion ensued regarding the letter sent by Dane County Executive Joe Parisi to Chair Palm and what the appropriate response should be.

5. Discussion of 2016 CARPC Retreat

Discussion ensued regarding the purpose of the retreat, the retreat's agenda items, and what the expected results will be.

6. Discussion of Potential Changes to Sewer Service Area Review Process

Discussion ensued. Commissioners felt that the report was well written and could be used as the basis for the primary discussion at the retreat.

Commissioner McKeever requested that the Commission get updates on when USA amendments are submitted and approved .

7. Update of Personnel Manual

Discussion ensued about what changes needed to be made to the personnel manual and the manner in which the changes should be submitted to the Commission.

8. **Approval of February 2016 Disbursements and Treasurer's Reports for January 2016 (*actionable item*)**

Mr. Geller moved to approve the February 2016 disbursement and the Treasurer's report for January 2016; Mr. Golden seconded. The motion was passed unanimously on a voice vote.

9. Future Agenda Items (Next meeting is March 7, 2016)

Service Area Review Process
Personnel Manual
Bylaws
Discussion on How Minutes are Written

10. Adjournment

Mr. Hampton moved to adjourn. The motion was passed unanimously on a voice vote. The meeting adjourned at 5:33pm.

Minutes taken by Linda Firestone

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