

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

May 9, 2016

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

4:30 p.m.

Commissioners Present: Mark Geller, Kris Hampton, Larry Palm (Chair), Peter McKeever (arrived 4:33pm)
Commissioners Absent: Ken Golden
Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff
Public Attending: Alison Lebwohl

1. Roll Call

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

2. **Approval of Minutes of the March 7, 2016 Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved to approve the minutes of the March 7, 2016, Executive Committee Meeting; Mr. Geller seconded. Motion passed unanimously on a voice vote.

3. Public Comment on Matters not for Public Hearing

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

4. Discussion of CARPC Meeting Minutes

Mr. McKeever moved to refer this item until the next meeting due to the absence of Mr. Golden; Mr. Hampton seconded. Motion passed unanimously on a voice vote.

5. Report and Discussion of 2015 Financial Report and Audit

Mr. Steinhoff gave a verbal presentation of the findings of the 2015 audit. A discussion ensued about the findings.

6. Review and Discussion of Work Program and Budget

a. Assessment of 2016 First Quarter Work Program, 2016 Year-End Estimates, Potential Amendments, and 2017 Considerations and Estimates

Mr. Steinhoff gave a verbal presentation based on a handout which may be viewed at https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Misc/ExecCmte_050916/Item6_Handout1_050916.pdf

Discussion ensued regarding hours spent in Commission support and also about AGMV funding.

b. Assessment of 2016 First Four Months Income & Expense, 2016 Year-End Estimates, and Potential Amendments, and 2017 Considerations and Estimates

Mr. Steinhoff gave a verbal presentation based on a handout which may be viewed at https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Misc/ExecCmte_050916/Item6_Handout2_050916.pdf. Discussion ensued regarding the need for keeping Malissa Dietsch on staff after the Plan4Health grant ends at the end of May to assist with A Greater Madison Vision. There was also discussion about new revenue opportunities and revisions to work elements for 2017.

7. Review and Discussion of 2016 Commission-Staff Retreat and Follow-up Schedule of Activities

Mr. Steinhoff and Alison Lebwohl, CARPC retreat facilitator, presented a proposal that Ms. Lebwohl created for the Fall 2016 retreat. The proposal may be viewed on page 4 of the packet at https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Package/ExecCmte_Packet_050916.pdf. Discussion ensued.

8. Discussion of Potential Changes to CARPC Process for Review of Urban Service Area Amendment Applications and Executive Committee Recommendations

Mr. Steinhoff gave a verbal presentation based on the document starting on page 7 of the packet at https://danedocs.countyofdane.com/webdocs/PDF/capd/2016/Package/ExecCmte_Packet_050916.pdf.

Chair Palm asked if Mr. Steinhoff wanted the Executive Committee make a recommendation of one of the five options. Mr. Steinhoff replied affirmatively and added that the Committee could make its recommendation at a future meeting.

Mr. McKeever asked for a clarification of the difference between Option A and Option B.

Mr. Geller stated that any change to the USA review process should address the white paper concern. If he had to choose in option tonight, he would pick B1. The white paper is the gold standard. Mr. Geller did not like B2 since it suggested a five-year assessment.

Mr. McKeever agreed with Mr. Geller's analysis. Mr. McKeever liked the annual assessment.

Mr. Hampton did not like A1 and felt that A3 went toward the outdated land use policy.

Chair Palm would like an "e" added to B1 which stated that staff would continue to review USA amendments relative to the Land Use and Transportation Plan (LU&TP), articulate compliance to the communities, and then articulate that in a very condensed paper form through the Commission, which would not necessarily be a vote but show how it relates to the LU&TP. The staff needs to continue to communicate to communities that those are important instruments of good planning.

One of the things that goes unnoticed is all of the work that staff does with the applicant before the application gets to the Commission. Staff is doing some good work with applicants before the process gets to the actual application.

Mr. Steinhoff suggested that B2 could be reworded.

Chair Palm asked if B1 was the primary option then staff could modify it to be more in line with the conversation.

Mr. McKeever would like the language captured of what we were saying about creating something that they could look forward to, turn it around, instead of being driven by "here are the places you ought to be going." That would fit into CARPC's strategic planning as part of CARPC's purpose.

Mr. Rupiper said that the Dane County Regional Planning Commission used to be that way with proactive forecasting of what the urban service area might be.

9. Discussion of CARPC Joint Study Committee Meeting of April 27 and Next Steps

Chair Palm: Everyone at the meeting was OK with changing the law so that the municipalities pay the levy tax. The two wrinkles: (1) the legislature will never change the levy cap; and (2) what happens when the communities don't want to pay but want to come to the Commission to seek the Commission's approval. It won't work to bill 57 municipalities.

Mr. McKeever asked who was in charge of putting the wish list together so that the Joint Study Committee can meet again.

Chair Palm: Steve was designated as the point person to create the proposal.

Mr. Steinhoff could use some guidance on the scope and general contents of what the proposal should look like. The suggestions were vague at the Joint Study Committee meeting.

Chair Palm said that CARPC needed to be removed from the levy limit cap. The proposal needs to include moving the levy from the County to the municipalities.

Mr. McKeever suggested creating a historical perspective with numbers would be helpful.

Chair Palm and Mr. Steinhoff will be meeting with each appointing authority on a one-on-one basis.

Chair Palm mentioned that there was a discussion about the Budget and Personnel Panel being a committee of CARPC. He suggested that CARPC should amend the CARPC bylaws to be more specific about the rules for the BPP.

10. Discussion of Deputy Director Evaluation

Mr. Steinhoff was appointed in July 2015 as Interim/Co-Deputy Director, and the appointment to Deputy Director was made official in January 2016. There was a one-year probationary period. Mr. Steinhoff questioned whether the probationary period will end in July 2016 or in January 2017. There is no position descriptions for Division Director of Community and Regional Development Planning or for Deputy Director/Division Director. There is just a Deputy Director/Division Director of Environmental Resources Planning.

Chair Palm suggested that there be a dedicated Personnel Committee meeting. He directed Ms. Firestone to contact the Executive Committee members via email to find a date when all members were available to meet as the Personnel Committee.

11. Discussion of Potential Action on Version 2 of Revised Bylaws and Executive Committee Recommendations

After a short discussion, Mr. McKeever moved to recommend to the entire Commission that version 2 of the revised bylaws be killed; Mr. Hampton seconded. Motion passed unanimously on a voice vote.

12. **Approval of May 2016 Disbursements and Treasurer's Reports for April 2016 (*actionable item*)**

Mr. Geller moved to approve the May 2016 disbursements and the Treasurer's Report for April 2016; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

Mr. McKeever commented that he would like to know what the interest rate on CARPC's money market account was. Ms. Firestone was directed to check the interest rates at other banks and report back at the next meeting.

13. Future Agenda Items (Next meeting is June 6, 2016)

Topics for the next Executive Committee meeting include bylaws for the BPP.

14. Adjournment

Mr. Hampton moved to adjourn the meeting; Mr. Geller seconded. The motion passed unanimously on a voice vote. The meeting was adjourned at 6.26pm.

Minutes taken by Linda Firestone



