

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

June 6, 2016

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

4:30 p.m.

Commissioners Present: Mark Geller (arrived 4:42pm), Ken Golden, Peter McKeever,
Larry Palm (Chair; departed 5:25pm)

Commissioners Absent: Kris Hampton

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

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 4:32pm. Quorum was established.

2. **Approval of Minutes of the May 9, 2016 Executive Committee Meeting (*actionable item*)**

Mr. McKeever moved to refer the approval of the minutes of the May 9, 2016, Executive Committee meeting until the next Executive Committee meeting; Mr. Golden seconded. The motion passed unanimously on a voice vote.

3. Public Comment on Matters not for Public Hearing

No members of the public were present.

4. Discussion of CARPC Meeting Minutes

Mr. Golden stated that he did not like minutes that just record the motions. Ms. Firestone explained the process of taking minutes and the time it took to do so. Chair Palm asked if the recordings could be made available to the public in lieu of minutes; Ms. Firestone pointed out that could be done but the size of the audio files were huge and storage space on a server accessible by the public was a problem. Mr. Golden would like to see a summary of key points made by Commissioners of main issues. Mr. Geller stated that people felt more open to speak freely when minutes were less detailed. Mr. Golden suggested that, if a Commissioner wanted a point stated in the minutes, the Commissioner would need to say something such as "let the minutes reflect that point." It would be up to Commissioners to request documentation of something in the minutes. Mr. Steinhoff suggested finding out how minutes were taken at other organizations, such as the MPO. The Executive Committee agreed to recommend to the Commission that Commissioners should point out when they want their statement specifically recorded in the minutes.

5. **2016 Budget Amendments (see handouts in CARPC packet—Item 12)**

a. Presentation (Steve Steinhoff)

Mr. Steinhoff gave a verbal review of the handouts in the CARPC packet.

b. Questions and Discussion

Mr. Golden asked if any MPO money could be acquired for some of the budget items. Mr. Steinhoff replied that funds could not be requested anymore for 2016, but perhaps funds could be requested for 2017. It would be more likely that CARPC would get some in-kind services from the MPO to assist in scenario planning and transportation projects.

Mr. Golden asked if we have saved any work by delegating items to the Executive Committee if the Commission treats Executive Committee actions as rehearsals for CARPC meetings, and what was the Commission's role concerning items that were supposed to be handled by the Executive Committee. Mr. Golden suggested that items acted on by the Executive Committee could be put in a report that would be

presented to the Commission and not shown as separate line items. The Commission would be asked to approve the Executive Committee report instead of the separate line items. The Executive Committee needs to have a discussion about the role of the Commission in reviewing and approving Executive Committee items.

c. Approval of Budget Amendments (*actionable item*)

Mr. McKeever moved to recommend to the Commission the budget changes as outlined in the 2016 budget amendment documents; Mr. Golden seconded. Mr. Steinhoff will add the annualized cost. Motion passed unanimously on a voice vote.

6. Recommendation of Continued Strategic Planning Services (see handout in CARPC packet—Item 13)

a. Review of Proposal from Alison S. Lebwohl

Discussion ensued during which Commissioners expressed a desire to be able to tell their appointing authorities what CARPC does and the process gone through to define CARPC's role. The PCAG report and the proposal had the same set of deliverables. Mr. Steinhoff reminded the Commissioners that this proposal recommended holding four additional meetings in 2016.

b. Discussion and Recommendation of Continued Strategic Planning Services (*actionable item*)

Mr. Golden moved to recommend these continued strategic planning services; Mr. McKeever seconded. Motion passed unanimously on a voice vote.

7. 2017 Draft Work Program and Budget (see handouts in CARPC packet—Item 14)

a. Presentation (Steve Steinhoff)

Mr. Steinhoff gave a verbal presentation based on the handouts in the CARPC packet.

b. Questions and Discussion

Chair Palm asked if the 2017 budget annualized the changes made to the 2016 budget. Mr. Steinhoff said it annualized the community planner position and the benefits for the GIS Specialist position; it had an increase in Training and Conferences to cover the cost of one retreat and the rest of the changes were for adjustments.

Chair Palm asked where the levy hit. Mr. Steinhoff stated that it was approximately a 2% increase over 2016, which is \$16,539. That amount essentially covered the proposed \$.87 per hour raise that Dane County employees received in 2016.

c. Approval of Draft 2017 Work Program (*actionable item*)

Mr. Golden moved to recommend the approval of the draft 2017 work program; Mr. Geller seconded. Motion passed unanimously on a voice vote.

d. Approval of Draft 2017 Budget (*actionable item*)

Mr. Golden moved to recommend the approval of the draft 2017 budget; Mr. Geller seconded. Motion passed unanimously on a voice vote.

Chair Palm departed at 5:25pm, and Vice-Chair McKeever assumed the responsibilities of the Chair.

8. **Separation of CARPC Actions on Amendments to the *Dane County Water Quality Plan* and the *Dane County Land Use and Transportation Plan* (see handout in CARPC packet—Item 11)**

a. Review of Draft Proposal for Separation (5 minutes)

Mr. Steinhoff reviewed the draft proposal for separation.

During the discussion, Commissioners stated they would like to see CARPC get involved earlier in municipalities' planning processes. Mr. Golden stated that he did not think that CARPC was ready to do that yet, especially since CARPC's regional plan was out of date and there were no resources to do another plan. A process would need to be created so that plans are reviewed by staff who would give suggestions on plan improvements.

Mr. McKeever said that B1 (Land Use and Transportation Plan amendment voted on annually) was previously the preferred option and asked if staff had a recommendation. Mr. Steinhoff said that B2 (five year assessment of regional plan performance) was closer to what Mr. Golden was speaking about but Mr. Steinhoff felt that either B1 or B2 was appropriate.

Mr. McKeever: Let the minutes reflect that Chair Palm wanted 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. Mr. Steinhoff stated that was included in the write-up under the preferred option as a bullet point.

Mr. McKeever stated that B1 was his preference.

Mr. Steinhoff stated that CARPC was changing the way it did its application process, and it was trying to work more cooperatively with local units of government. Mr. Steinhoff said that he did not see AGMV being successful without local municipal support because the municipalities are the local decision makers.

Mr. McKeever suggested that, before any discussion takes place with a local municipality, to the extent Commissioners have insights into that community and the individuals there, it is worth getting the appropriate Commissioners involved.

Mr. Geller was in favor of this preferred option; however, the last paragraph on page 2 (related to lower USA fees for a single large application versus multiple smaller ones) should be eliminated because it raised potential discussion in opposition of it.

The additional option (proactive planning) is not one of the five options, it is an additional option, like a section "C."

Mr. Golden requested that a revised concise document be created for approval, including the additional language in B1, the preferred option minus the paragraph, and combined with the white paper. Mr. Steinhoff stated that a separate document would need to be prepared for municipalities and applicants. Mr. Golden stated that the document for municipalities and applicants would need to be approved. Mr. Geller would like CARPC to get into planning processes at an earlier stage.

b. **Approval of Executive Committee Recommendation to Commission (*actionable item*)**

Mr. Golden moved to refer this issue to the next Executive Committee meeting and recommend that the Commission do the same; Mr. Geller seconded. The motion passed unanimously on a voice vote.

Mr. Golden stated that trying to immediately implement the enhanced process as shown in the revised document without some discussion of CARPC's new role in local plans would be problematic, so even a short paragraph should be added that states the Commission needs to receive, review, and comment on

the strengths and weaknesses of local plans so that, when these local plans come in, there is context that staff and the Commission would be familiar with. Mr. McKeever thought the addition of a role like that clearly stated in the document would be helpful. Mr. Geller stated that "review" sounds like CARPC would be looking at plans that were already put together, and that a word like "support" should be used because CARPC should be included in municipalities' planning processes earlier than the review stage.

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

Mr. Steinhoff stated that Ms. Firestone is working on setting up one-on-one meetings with each appointing authority.

10. Discussion of Option of Providing Commissioners with Tablets

Mr. Steinhoff stated that several other RPCs in the state have opted to give their commissioners some sort of tablet or e-reader instead of sending out hard copies. CARPC would supply commissioners with the necessary equipment. The consensus was that some Commissioners liked hard copies rather than electronic versions of the packet.

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

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

12. Future Agenda Items (Next meeting is July 11, 2016).

1. Approval of minutes of the May 9, 2016, Executive Committee meeting.
2. Discussion about the format of Executive Committee reports to the Commission and the adoption of these reports by the Commission.

13. Adjournment

Mr. Geller moved to adjourn the meeting; Mr. Golden seconded. The motion passed unanimously on a voice vote. The meeting was adjourned at 6.20pm.

Minutes taken by Linda Firestone

