

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

July 11, 2016

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

4:30 p.m.

Commissioners Present: Mark Geller, Ken Golden, Kris Hampton, Peter McKeever, Larry Palm (Chair)

Commissioners Absent: None

Staff Present: Linda Firestone, Sean Higgins, Mike Rupiper

Others Present: Alison Lebwohl, Forbes McIntosh, Nick Zavos

1. Roll Call

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

2. **Approval of Minutes of the May 9, 2016, and June 6, 2016 Executive Committee Meetings (*actionable item*)**

Mr. Hampton moved to approve the minutes of the May 9, 2016, Executive Committee meeting; Mr. Geller seconded. Motion passed on a voice vote with two abstentions (Mr. Golden and Mr. McKeever).

Mr. Golden moved to approve the minutes of the June 6, 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. **2017 Draft Work Program and Budget (see handouts in CARPC packet—Item 11)**

a. Discussion of Any Comments Received from Budget and Personnel Panel Members and County Board Chair

Discussion ensued about the meeting between the County Board Supervisor, Chair Palm, and Steve Steinhoff, regarding the 2017 budget and the reduction of the Chair's stipend for 2017.

Mr. Golden expressed concern regarding the process for revising the budget, stating that an amendment should have been presented. He stated that better explanation should perhaps be provided to appointing authorities and their representatives of the reasons for the Chair stipend: support the additional work that the Chair is undertaking due to absence of Executive Director.

Mr. McKeever agreed that changes should take the form of an amendment that is voted on, and stated that a job description for the Chair is needed.

b. **Approval of Revisions to Draft 2017 Work Program and Recommendation of Commission Approval (*actionable item*)**

Mr. Rupiper stated there were no revisions to the work program that was voted on at the June Executive Committee meeting so there are no revisions to approve.

c. **Approval of Revisions to Draft 2017 Budget and Recommendation of Commission Approval (*actionable item*)**

Mr. McKeever moved to reduce the Chair's compensation by 50%, to move funds from supplies as described, and eliminate the Commissioner per diem for the Chair; Mr. Golden seconded. Motion passed unanimously on a voice vote.

5. **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

Mr. Rupiper reviewed the proposal.

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

Mr. Golden moved to number the bullet points, add a paragraph #9, and adopt what was before the Executive Committee. Paragraph #9 should say something to the effect of "approval/comment/review of the *Land Use and Transportation Plan* process to be determined." Mr. McKeever seconded. Motion passed unanimously on a voice vote.

6. Discussion of Commission Chair receiving Compensation for Fulfilling Some Executive Director Duties

a. Review of Chair's Responsibilities

b. Discussion

Commissioners discussed the Chair's duties relative to the Deputy Director and the duties as shown in the Executive Director position description.

Mr. Hampton asked if the Chair's duties were included in the bylaws. Chair Palm said that the bylaws may need to be reviewed and revised but the duties in the bylaws should remain generic.

Mr. Golden suggested Chair Palm keep a brief log as to what he does for the Commission. The Executive Committee would then know whether to write a contract or a position description. Mr. Hampton agreed that this would be a good idea.

Chair Palm asked Ms. Firestone to prepare a report for the next Executive Committee meeting regarding the Commissioners being employees vs. independent contractors (self-employed).

7. Urban Service Area and Limited Service Area Fees

Mr. Rupiper gave a presentation which reviewed the current fee process and structure and gave options to change the fee structure.

Mr. McKeever, Mr. Hampton, and Mr. Geller all liked option #3 (fee based on actual amendment processing costs).

a. **Review and Approval of Analysis of Three-Year USA/LSA Processing Costs and Recommendation of Commission Approval (*actionable item*)**

Mr. Hampton moved to approve option #3 with the additional policy options.

The fee structure as shown in option #3:

- \$2,500 initial application fee + balance based on actual costs;
- 50% of balance invoiced following completion of public hearing; and
- Remainder invoiced at time of sewer extension requests (in proportion to sewer service area).

Mr. Geller seconded the motion.

Mr. McKeever moved that the remaining balance of the USA amendment fee be billed in four equal installments for first four sewer extensions or until the USA amendment fee is completely invoiced (in the case of less than four sewer extensions); Mr. Golden seconded. This amendment passed unanimously on a voice vote.

Main motion, as amended, passed on a voice vote. (Side note: The additional policy options were included in the discussion in section 7.b. below and were voted on independently from the motion made in section 7.a. above.)

b. **Review and Approval of USA/LSA Fee Policies Including Minimal Fees and Waivers for Hardship and Recommendation of Commission Approval (*actionable item*)**

The additional policy options discussed were:

1. Assess a nominal fixed fee for amendments that remove developable acreage from the sewer service area (\$2,500, for example).
2. Assess a nominal fixed fee for amendments that add less than 1 developable acre to the sewer service area (\$2,500, for example).
3. Offer reduced fees for communities that have agreed to maintain 100% pre-development volume control, either for the amendment area or by ordinance (50% fee discount, for example).

Chair Palm was hesitant to discuss additional policy option #3 until after CARPC's legal counsel had a chance to review it.

Mr. Hampton moved to refer additional policy option #3 until after legal counsel's review and comment; Mr. Geller seconded. Motion passed unanimously on a voice vote.

Mr. McKeever moved to assess \$0 fee for amendments that exclusively remove developable acreage; motion failed for lack of a second.

Mr. McKeever moved to remove policy of exempting fees for septic systems in LSAs; motion failed for lack of a second.

Mr. Geller moved to assess a nominal fixed fee of \$3,500 for amendments of one acre or less; Mr. McKeever seconded. Motion passed unanimously on a voice vote.

Mr. Golden moved to separate option #1 into two sections. Option #1.a. would read "Assess a nominal fixed fee for amendments that exclusively remove developable acreage from the sewer service area." Option #1.b. would read "Exchanges are billed at the rate of the additional developable acreage and no discount will be applied." Mr. McKeever seconded. After discussion Chair Palm stated that the record should reflect that the fixed fee amount of \$3,500 was part of the original motion. Motion passed unanimously on a voice vote.

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

Chair Palm skipped this item due to no action since the April 27th meeting.

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

Mr. Hampton moved to approve the July 2016 disbursements and the Treasurer's Report for June 2016; Mr. Geller seconded. Motion passed unanimously on a voice vote.

10. Future Agenda Items (Next meeting is August 8, 2016)

Evaluation of Division Director
Self-employed vs employee ramifications
Chair's responsibilities
Segregation of service fees and general methodology for how they are budgeted
Debrief on budget

Mr. McKeever will be absent from the August 8th Executive Committee meeting, the August 11th CARPC meeting, and the August 22nd Strategic Planning meeting. Mr. Golden will be absent from the August 8th Executive Committee meeting as well.

11. Adjournment

Mr. Hampton moved to adjourn the meeting; Mr. Geller seconded. Motion passed unanimously on a voice vote. The meeting was adjourned at 6:24pm.

Minutes taken by Linda Firestone



