

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

August 8, 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)

Commissioners Absent: Ken Golden, Peter McKeever

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 4:33pm. Quorum was established.

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

Mr. Hampton moved to approve the minutes of the July 11, 2016, Executive Committee meeting; Mr. Geller seconded. Motion passed on a voice vote.

3. Public Comment on Matters not for Public Hearing

No members of the public were present at the meeting.

4. **Approval of Executive Committee Recommendation to Commission Regarding CARPC Actions on Amendments to the *Dane County Water Quality Plan* and the *Dane County Land Use and Transportation Plan* (*actionable item*) (see handout in CARPC packet—Item 10)**

Mr. Rupiper reviewed the latest edits to the Preferred Option for Revising CARPC USA Review Process Draft (July 2016) document ("Preferred Option document").

Mr. Hampton moved to recommend to the Commission the approval of the Preferred Option document; Mr. Geller seconded.

Discussion ensued about component #9 in the document.

Chair Palm suggested that staff give presentations at Commission meetings on municipalities' changes to their comprehensive plans when the notices of change have been received by CARPC staff. Mr. Rupiper suggested that this be included as part of the staff's monthly update to the Commission.

Mr. Steinhoff stated that staff had a table that showed each municipality, when the municipality's plan was adopted, and when the last major update was completed. A good time to contact a municipality about its comprehensive plans would be when it is time for the municipality to update its plan. A suggestion was made to contact the municipality and offer assistance and the use of Commission resources when the municipality's plan was three and a half years old.

Chair Palm asked staff to create at least a concept of the CARPC resources that were available and the next steps for distribution at the Commission meeting so that the Executive Committee can report that discussion on component #9 has continued. It would be helpful to use this information in order to schedule visits to municipalities in 2017 that are starting the process of updating their comprehensive plans.

Motion passed on a voice vote.

5. Discussion of Whether Commissioners Should be Compensated as Employees or Independent Contractors

a. Review of Research (Linda Firestone)

Ms. Firestone reviewed the research she had done regarding whether commissioners should be considered as employees versus independent contractors.

b. Discussion

Discussion ensued. This item has been tabled in order to wait for a response from CARPC's attorney.

6. Discussion of Commission Chair Compensation

Discussion ensued. Points that came out of the discussion:

- a. How the Chair will be paid, whether he will get a flat fee every month or be paid by the hour, needs to be determined.
- b. Currently CARPC bylaws state that no Commissioner can be an employee of the Commission. The bylaws will need to be amended to reflect that, if someone is appointed to the Commission, that person can become an employee of the Commission.
- c. The Executive Committee had no changes to the Chair's position description.

7. Discussion of Deputy Director Job Description and Evaluation Process

Discussion ensued. Points of discussion were:

- a. A separate Deputy Director position description had not been created before. Previously there had been a combined Deputy Director-Director of Environmental Resources Planning position description.
- b. All position descriptions need to be reviewed for language to differentiate between "agency" and "Commission."
- c. The first bullet point in the third paragraph of page 1 of the Deputy Director position description should read "Implementation of the Commission's goals, policies, and initiatives;"
- d. After discussion of which positions should be evaluated by the Personnel Committee, the Executive Committee decided that the Personnel Committee would perform a joint evaluation of Mr. Steinhoff's two roles as Deputy Director and Division Director right after the Executive Committee meets in December 2016. Mr. Steinhoff's evaluation form will need to have a separate area for each role.
- e. Mr. Steinhoff's anniversary month as Deputy Director has been determined to be January.

8. Discussion on CARPC Budget and Levy Charge

No response from Dane County has been received yet regarding CARPC's certification letter, which was received by the Dane County Clerk on July 28th. The Wisconsin Department of Revenue's preliminary estimate of 2016 Total Equalized Assessed Value for Dane County shows an increase of over five percent (to over \$55 billion).

9. **Approval of Executive Committee Recommendation to Commission for Public Hearing and Approval of Resolution Adopting New Service Area Amendment Fee Policies (*actionable item*)**

Mr. Geller moved to approve the recommendation; Mr. Hampton seconded. Motion passed on a voice vote.

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

Mr. Steinhoff and Chair Palm will meet with Jerry Derr and Jon Hochkammer the week of August 8th. A letter shall be written to the Dane County Executive, signed by Chair Palm, requesting a meeting.

11. Discussion of CARPC Strategic Planning Retreats

Discussion ensued regarding the July 25th planning retreat. There was also discussion about snacks at meetings and the idea of having informal meetings during a CARPC meeting. Chair Palm said our current bylaws state that meetings must be formal and we would need to address that somehow. There was also discussion about finding a larger space with a different table configuration in order for more people to be seated at the meeting table with a more welcoming atmosphere for the public.

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

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

13. Future Agenda Items (Next meeting is September 5, 2016 – will need to be rescheduled as this is Labor Day)

The September Executive Committee will be rescheduled for September 8th before the CARPC meeting as long as the Executive Committee does not need to have a lengthy discussion regarding policy issues. A review of the agenda needs to be conducted.

14. Adjournment

Mr. Hampton moved to adjourn the meeting; Mr. Geller seconded. Motion passed unanimously on a voice vote. The meeting was adjourned at 6:06pm.

Minutes taken by Linda K. Firestone

