

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

December 14, 2016

CCB Room 351, 210 Martin Luther King Jr. Blvd., Madison WI

4:30 p.m.

Commissioners Present: Mark Geller, Ken Golden, Kris Hampton, Peter McKeever (arrived 4:40pm), Larry Palm (Chair)

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 November 7, 2016 Executive Committee Meeting (*actionable item*)**

Mr. Geller moved to approve the minutes of the November 7, 2016, Executive Committee meeting; Mr. Hampton seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public attended this meeting.

4. Closed Session (20 minutes)

The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. The subject matter concerns the evaluation of the Deputy Director/Division Director for Community and Regional Development Planning.

Mr. Geller made the motion to go into closed session. Mr. Hampton seconded.

A roll call was taken. Commissioners who answered aye: Mark Geller, Ken Golden, Kris Hampton, Peter McKeever, Larry Palm. Commissioners who were absent: None

The motion passed on a roll call vote.

5. Return to Open Session

Mr. Geller made the motion to return to open session; Mr. Hampton seconded.

A roll call was taken. Commissioners who answered aye: Mark Geller, Ken Golden, Kris Hampton, Peter McKeever, Larry Palm. Commissioners who were absent: None.

The motion was approved by roll call vote.

6. **Approval of Executive Committee Recommendation to Commission to Approve Draft Mission and Vision Statement, Strategies, and Tactics Including Staff Implementation Recommendations (*actionable item*)**

Chair Palm read the mission from the "2017 strategic planning" document dated October 2016.

Discussion ensued.

Mr. Golden proposed this revision: "The Capital Area Regional Planning Commission facilitates the creation of a shared vision and plan for our communities. We support communities in making vital decisions that strengthen our region."

Mr. McKeever liked Commissioner Golden's proposed revision but wanted some adjective in front of the word "plan." "Regional" was suggested as the inserted word in front of "plan." "Comprehensive" was discussed but that adjective has a statutory meaning.

Mr. Geller and Mr. Hampton liked Mr. McKeever's suggestion of adding "regional" in front of "plan." Mr. Geller felt that our communities are lacking a shared vision. Mr. Hampton said the region should strive to get to a shared vision.

Chair Palm said that CARPC should be a resource that people can trust and this statement should encapsulate what CARPC brings to the table.

Mr. McKeever suggested adding "planning" between "vital" and "decisions" in the second sentence.

Mr. Golden moved to accept the following: "The Capital Area Regional Planning Commission facilitates the creation of a shared vision and regional plan with our communities. We support communities in making vital decisions that strengthen our region." Mr. McKeever seconded.

The motion to revise the mission passed on a voice vote.

Mr. Golden preferred the first vision: "Inspiring communities to work together for a resilient and sustainable natural, built and social environment." He revised it to read "Communities work together to achieve a resilient and sustainable natural, built and social environment."

Mr. McKeever moved to support Mr. Golden's revised Vision 1; Mr. Golden seconded.

Chair Palm and Mr. Steinhoff will wordsmith the language some more later.

The motion passed on a voice vote.

Mr. Golden left at 5:06pm.

Chair Palm moved the discussion on to the document "2016 CARPC Strategic Planning – Incorporating Recommended Tactics into Agency Work Program."

Mr. McKeever suggested changing "A trusted resource" to "Facilitate".

Mr. Hampton moved to recommend that the Commission adopt the tactics; Mr. Geller seconded.

Chair Palm suggested that the "A trusted resource" and "In service to locals" sections be merged together.

Mr. McKeever moved to amend the document as Chair Palm suggested; Mr. Hampton seconded.

Mr. Geller replied that CARPC should be a resource for comprehensive plan assistance.

Chair Palm repeated the amendment and suggested "Resource in service to locals" or something similar.

The motion to amend the tactics passed on a voice vote.

The motion to recommend that the Commission adopt the amended tactics passed on a voice vote.

7. Approval of *Farmland Loss Mitigation* Activities Related to the 2017 Work Program (*actionable item*)

Mr. Higgins gave a brief overview.

Discussion ensued about the additional workload for staff and independent sources of funding.

The following is a direct transcript per the request of Mr. Higgins:

Mr. Steinhoff: It is not part of the motion but I think it might come up for consideration at the Commission meeting whether to continue this ad hoc group for a longer period of time to oversee and guide these activities. Mr. Higgins, the idea has come up in the committee meetings?

Mr. Higgins: It has. It was added in to the additional recommendations made by the ad hoc at the end to commuting the ad hoc to a standing sub-committee of the Commission. Our bigger thought was possibly to have that, if it made sense, as an agenda item for attention at the next meeting in January.

End of direct transcript

Mr. Hampton commented that farmland mitigation is very important.

Mr. Hampton moved to approve the farmland loss mitigation activities related to the 2017 work program; Mr. Geller seconded. The motion passed on a voice vote.

8. Approval of Revised Position Descriptions (*actionable item*)

Mr. McKeever moved to table this item until Mr. Golden returned to the meeting; Mr. Hampton seconded. The motion to table passed on a voice vote.

Mr. Golden returned at 5:40pm.

Mr. McKeever moved to take this item off the table; Mr. Geller seconded. The motion passed on a voice vote.

Mr. Golden stated that there is no mention of the Commission in many of the position descriptions. Numerous staff make presentations to the Commission. These positions support the agency and Commission and what they do. Mr. Golden would like to see something such as a generic line added to the position descriptions that reflects staff's interactions with the Commission.

Mr. McKeever suggested inserting general language such as "Provides information to the Commission as requested or directed." This should be inserted into all appropriate position descriptions.

Mr. Hampton said that the language should be inserted into every position description.

Chair Palm requested that the Commission only receive the proposed position descriptions.

Mr. Golden made some suggested edits to the position descriptions of the Administrative Services Manager and the Senior Community Planner.

Mr. Geller asked, if the Personnel Committee approves the position descriptions, then does the Commission have to approve them? Chair Palm replied the Commission does not have to approve these position descriptions so the approval is the responsibility of the Personnel Committee.

Mr. Golden moved to refer the position descriptions back to staff and Commissioners can either share their edits in writing with staff or sit down with staff to go over possible edits, and then bring the revised position descriptions back to the Executive Committee at its next meeting; Mr. McKeever seconded. The motion passed on a voice vote.

9. **Approval of Authorization of Deputy Director to Execute Final Version of Memorandum of Understanding with the Wisconsin Center for Education Research Regarding Development of Customized Version of Virtual Internship Simulation (*actionable item*)**

Mr. McKeever moved to approve the authorization of the Deputy Director to execute the final version of the Memorandum of Understanding with the Wisconsin Center for Education Research; Mr. Geller seconded.

Mr. McKeever, Mr. Geller, and Chair Palm attended a presentation by the WCER to show the current version of this simulation that will be customized for CARPC, and the Commissioners gave the WCER some good suggestions. Mr. McKeever requested that Mr. Steinhoff prepare a flowchart on how this information will be used for the next CARPC meeting. Both Mr. McKeever and Mr. Geller agreed that what this information is going to be used for was unclear.

Mr. Steinhoff asked that the minutes reflect the following: Additional purchases of Chromebooks or something of that equivalent will be required to enable the workshops.

Mr. McKeever stated that it might be worth exploring what organizations could be contacted that would be willing to give software away.

Chair Palm stated that he wasn't sure if CARPC qualified for free software since it was a government entity.

The motion passed on a voice vote.

10. **Approval of Authorization of Chair to Execute Memorandum of Understanding with Dane County to Continue Receiving GIS Services From Aaron Krebs in 2017 (*action item*)**

Mr. Hampton moved to approve the authorization of the Chair to execute the Memorandum of Understanding with Dane County to continue receiving GIS services from Aaron Krebs; Mr. Geller seconded.

Ms. Firestone stated that the dollar amount on the MOU included half of Mr. Krebs' benefits.

The motion passed on a voice vote.

11. Discussion Regarding Potential Joint Meeting with Madison Area Transportation Planning Board

Chair Palm stated that he reminded the Chair of the MPO to respond back regarding the dates that Chair Palm had suggested in November.

12. Discussion of Revisions to the Personnel Manual

Ms. Firestone asked for guidance on how the Executive Committee/Personnel Committee wanted to handle the revision of the Personnel Manual.

Chair Palm requested that fiscal and work flow impacts be identified at the January Executive Committee meeting. Then the Executive Committee will need to decide how the specific changes to the Personnel Manual will be handled.

13. Discussion of Commission Meetings Outside Madison in 2017

Mr. Golden suggested that Black Earth should be substituted for McFarland.

Mr. Golden departed at 6:10pm.

14. **Approval of December 2016 Disbursements and Treasurer's Report for November 2016 (*actionable item*)**

Mr. Geller moved to approve the December 2016 disbursements and Treasurer's report for November 2016; Mr. Hampton seconded.

Mr. McKeever asked where the budget will be at the end of the year.

Mr. Steinhoff said that the forecasted end-of-year budget projects a surplus of \$21,504 but the caveat to that is line 31a under Expenses only shows one-third of the contracted amount (\$6,667) and the rest would need to be paid in 2017 (\$13,333).

Chair Palm asked how the unbilled USA amendment fees are being shown on the CARPC books.

The motion passed on a voice vote.

15. Future Agenda Items (Next meetings January 9 and February 6, 2017)

Mr. Steinhoff reported that CARPC was not able to invoice the WisDOT for some staff time in 2016 because the entire budget allocation for CARPC work had already been invoiced. There was funding left from the MPO portion of the budget that Mr. Steinhoff wanted to use for CARPC work but, before WisDOT would approve that funding change, it wanted to see an amended 2016 CARPC budget. Per Article II Section 3 of the CARPC bylaws, any budget amendment needs to have a public hearing.

Chair Palm suggested that a special meeting via phone could be scheduled before the end of the year to take a vote on a resolution by the Executive Committee saying that it supports this action, then begin the budget amendment process. Mr. Steinhoff should have a conversation with WisDOT to see if this will suffice.

Future agenda items:

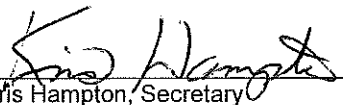
1. Public hearing to amend the 2016 budget

16. Adjournment

Mr. Geller moved to adjourn; Mr. Hampton seconded. The motion passed unanimously on a voice vote. The meeting adjourned at 6:30pm.

Minutes recorded by Linda Firestone

Respectfully Submitted:


Kris Hampton, Secretary