

AGENDA

Annual Meeting of the Capital Area Regional Planning Commission

January 12, 2012 City-County Building Room 357, 210 Martin Luther King Jr. Blvd., Madison WI 7:00 p.m.

RPC Meeting Policies and Deadlines

Registering and Speaking at RPC Public Hearings and Meetings: Persons wishing to speak must register and give the registration form to the meeting recorder before the corresponding "Public Comment..." or Public Hearing item is taken up. Oral comments will not be heard for individual agenda items not designated for public hearing, but will be heard under the "Public Comment..." agenda item. The time limit for testimony by each registrant will be 3 minutes, unless additional time is granted at the discretion of the Chair. However, for public hearings on USA/LSA amendments, applicants are granted a maximum of 15 minutes to testify, and other groups of registrants may pool their time of 3 minutes each up to a maximum of 15 minutes. Commissioners may direct questions to speakers. The RPC may alter the order of the agenda items at the meeting.

Deadlines for Written Communications: Written communications intended to be provided to the Commission and considered as part of the information package for a public hearing or agenda item should be received in the RPC office no later than noon, 7 days prior to the meeting. Written communications received after this deadline will be reported and provided to the Commission at the meeting.

RPC Action Scheduling: If significant controversy or unresolved issues are raised at the public hearing, the RPC will usually defer or postpone action to a future meeting.

1. Roll Call
2. **Election of Officers: Chair, Vice-Chair, Secretary, and Treasurer (*actionable item*)**
3. **Selection of Executive Committee membership (*actionable item*)**
4. **Approval of minutes of the December 8, 2011 meeting (*actionable item*)**
5. Review of agenda
6. Public comment on matters not for Public Hearing
7. Discussion of Retreat and review of PCAG recommendations
8. Report and Discussion on FUDA planning process
9. **Authorization for the Deputy Director to sign agreements with the U.S. Geological Survey, the cities of Middleton and Madison to perform water resources monitoring activities (*actionable item*)**
10. **Approval of January disbursements and Treasurer's Report for December 2011 (*actionable item*)**
11. Communications
12. Report of Chair / Discussion
13. Report of Deputy Director / Discussion
14. Future agenda items (next meeting is February 9, 2012)
15. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

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Draft MINUTES

Capital Area Regional Planning Commission

December 8, 2011

City-County Building Rm 351, 210 MLK Jr Blvd, Madison WI

7:00 p.m.

Present: Jeff Baylis, Zach Brandon, Martha Gibson, Ken Golden, Eric Hohol, Jason Kramar, Peter McKeever, Ed Minihan, Warren Onken, Larry Palm, Kurt Sonnentag, Susan Studz, Caryl Terrell

Absent: None

Staff Present: Chris Gjestson, Jason Granberg, Mike Kakuska, Kamran Mesbah, Mike Rupiper, Steve Steinhoff, Barbara Weber; Attorney John St. Peter

1. Roll Call

Chair Palm called the meeting to order at 7:00 p.m.; roll was recorded.

2. Approval of minutes of the November 10, 2011 meeting

Moved by Mr. Hohol, second by Mr. Sonnentag, to approve the minutes of the November 10, 2011 meeting; motion carried on voice vote.

3. Review of agenda

No changes.

4. Public comment on matters not for Public Hearing

Comments were made under the corresponding agenda item.

5. Verona "Southwest" USA Amendment: Re-Consideration of Revised Resolution CARPC No. 2009-10 amending the *Dane County Land Use and Transportation Plan* and *Dane County Water Quality Plan* by revising the Verona Urban Service Area Boundary and Environmental Corridors in the Town of Verona.

The following registered in support of the proposed amendment: Rob Montgomery, Water Resources Engineer, Montgomery Associates Resource Solutions, 119 S. Main St., Cottage Grove.

Motion by Mr. Sonnentag, second by Mr. Hohol, to adopt the Resolution. Ms. Studz requested support for the proposal; denial would undermine the Commission and would do nothing to protect the environment. Ms. Terrell stated that the November meeting provided feedback to DNR and the applicant identifying concerns which were appropriate bases for denial of the request. The current state standards were not sufficiently protective of the natural resources in the area, should the applicant appeal a denial to DNR the Department should apply standards which sufficiently protect the resources; it was the responsibility of CARPC to deny the request. Mr. Brandon questioned the rationale of those in opposition since denial by CARPC would likely result in DNR approval with less protective measures.

Motion by Mr. Kramar to vote by ballot; motion failed for lack of a second. Main motion to approve failed on roll call vote 7-6 (Baylis, Gibson, Golden, McKeever, Minihan and Terrell voting no).

6. Town of Windsor presentation on Bear Tree Northern USA amendment

Mr. Bob Wipperfurth, Chair, Town of Windsor, and Mr. Jamie Rybarczyk, Project Planner, made a PowerPoint presentation on the proposal.

Mr. Palm suggested those items requiring input by legal counsel be taken up, so Mr. St. Peter could be dismissed at a reasonable hour; there were no objections. Mr. St. Peter noted that he had suggested to staff changes to the draft policy language to the Resolution of item #9, but staff could provide further explanation under that agenda item if needed. Item #10 was taken up without objection.

10. Discussion/review of Robert's Rules of Order

Mr. Palm stated that CARPC meetings were to be run in accordance with Robert's Rules of Order, except as described in the CARPC Bylaws. He solicited input on whether special orders should be implemented to run meetings differently. Mr. Golden suggested that so long as members remained respectful of others, the Chair could guide meetings successfully without any formal rules changes; Mr. Hohol expressed agreement. Discussion continued.

7. Consideration of Resolution CARPC No. 2011-21 to: 1) amend the 2011 CARPC Budget by line item transfers; and 2) amend the 2012 CARPC Budget by reducing County revenue, increasing DNR revenue, identifying furlough dates, and reducing expense line items for Employee Insurance, Employee Travel, Office Supplies, Office/Computer Equipment, Consultant Services and WDOT Rural Work Program

Motion by Mr. Sonnentag, second by Mr. Golden, to approve. Motion carried unanimously on voice vote.

8. Consideration of directing Chair or designee to sign lease for office space

Motion by Mr. Kramar, second by Ms. Studz, to direct the Chair or designee to sign lease for office space. Ms. Terrell asked for an explanation; Mr. Mesbah stated that the Chair has asked staff to review all potential budget savings, and staff had identified CARPC office relocation as a potential source of expenditure reduction and other logistical and operational improvements; he referred to a handout prepared by staff at members' places ("Space Need Considerations for the Capital Area Regional Planning Commission"). He described information management inefficiencies associated with location in the City-County Building, which were appropriate for large entities like Dane County but were not necessary for a small agency like CARPC. Mr. Golden suggested more information be provided to commissioners and a more deliberative approach before a decision be made; he listed concerns and preference for a central location. Mr. Sonnentag suggested that considering most issues addressed by CARPC were associated with peripheral areas, it was not necessary to be located in downtown Madison. Discussion continued.

Motion by Mr. McKeever, second by Ms. Gibson, to defer consideration to January. Mr. Golden stated that while staff considerations were important, it should be a Commission decision after a more thorough discussion, and a process should be implemented to develop criteria for office space, and for soliciting proposals from as many property owners as possible. Mr. Kramar stated that the matter was fully administrative, and the process should be fully staff driven. Discussion continued.

Motion to substitute by Mr. Brandon, second by Mr. Golden, to direct the Chair to inform the County and the public of the Commission's intent to vacate its office space in the City-County Building, and to direct the Chair to convene a workgroup of willing commissioners to identify viable alternatives and address commissioners' concerns and to undertake negotiations with a final negotiated unsigned lease due to the Commission no later than the Commission's February meeting. Motion by Mr. Golden, second by Ms. Gibson, to amend the substitute motion by inserting language to ensure that the Chair seek potential office

spaces through a formal invitation to submit proposals. Motion to amend carried on voice vote; main motion carried on voice vote.

The meeting recessed for five minutes by unanimous consent at 9:30 p.m.

9. Consideration of Resolution CARPC No. 2011-22 amending the Personnel Manual by clarifying grievance procedures for consistency with State Law and by changing the Graphic Designer position title to Information Specialist

Motion by Mr. McKeever, second by Mr. Golden, to adopt Resolution CARPC No. 2011-22 with corrections made by staff at the direction of legal counsel; motion carried unanimously on voice vote.

11. Report and Discussion on FUDA planning process

Deferred by unanimous consent without objection.

12. Consideration of Resolution CARPC No. 2011-19 adopting the 2012 Work Program and 2012-2017 Overall Program Design

Motion by Mr. Golden, seconded by Mr. Baylis, to adopt; motion carried unanimously on voice vote.

13. Consideration of directing Chair to sign Memorandum of Understanding with Dane County to continue receiving GIS services from Aaron Krebs in 2012

Motion by Mr. Baylis, second by Mr. Onken, to approve; motion carried unanimously on voice vote.

14. Consideration of hiring Schenck Business Solutions to conduct 2011 financial audit

Motion by Ms. Studz, second by Mr. Onken, to approve; motion carried unanimously on voice vote. Mr. Golden requested that the auditor provide comment on an appropriate level of operating reserves.

15. Consideration of CARPC 2012 meeting calendar

Motion by Mr. Brandon, second by Mr. Golden, to adopt; motion carried unanimously on voice vote.

16. Approval of December disbursements and Treasurer's Report for November 2011

The list of voucher bills and Treasurer's Report were provided at members' places. Motion by Mr. Onken, seconded by Mr. Golden, to approve the December disbursements (in the total amount of \$77,006.25) and November Report. Mr. McKeever confirmed with staff that there was nothing out of the ordinary in the bills or Report. Motion carried unanimously on voice vote.

17. Communications

Four items were provided at members' places: 1) voucher bills and Treasurer's Report; 2) copy of article "I'll Second That", *Wisconsin School News*, September 2011; 3) "Space Need Considerations for CARPC" memo from staff; and 4) "Introduction to Robert's Rules."

18. Report of Chair/Discussion

Mr. Palm stated that he'd spoken with Mr. McKeever about a potential Retreat; Mr. McKeever stated that the full Commission should discuss the matter, in response to the

comments he'd received from members. Mr. Palm suggested that the discussion may best be held by a Committee of the Whole.

19. Report of Deputy Director / Discussion

Mr. Mesbah reported that FUDA presentations were given to multiple groups, including representatives of Madison Builders and REALTORS associations in an attempt to curb misinformation about the process. He stated that the Policies and Criteria Advisory Group (PCAG) had held its second meeting to work on recommendations on the FUDA process. The Group is currently reviewing background information and working on establishing a regular meeting time.

20. Future Agenda Items

Mr. Palm noted that election of officers would be on the next agenda, as would discussion of a Retreat. He solicited volunteers for Bylaw, Office Space and Retreat workgroups. Mr. McKeever requested that the discussion of the Retreat be held early in the next agenda. Ms. Gibson suggested that future presentations by USA amendment applicants be more summarized. Ms. Studz stated that the body should review the PCAG recommendations.

21. Adjournment

Moved by Mr. Brandon, seconded by Mr. Onken, to adjourn; motion carried at 9:50 p.m.

Recorded by Chris Gjestson

Re: Election of Officers: Chair, Vice-Chair, Secretary, and Treasurer

Decision Items:

1. Elect the CARPC officers

The CARPC Bylaws provide for four officers to be elected by the body as the first order of business at its Annual Meeting, although the Commission may choose to elect other officers if deemed necessary. Members remain in office for one year until the next Annual Meeting, or until they resign or are removed by the body. Other than the Chairperson, who also serves as Chair of the Executive Committee, officers are not automatically members of any committee of the Commission. However, in the past CARPC has set Executive Committee membership with all four officers plus one at-large member selected by the Commission. If CARPC elects to continue this practice, it may also wish to consider continuing the practice of ensuring that all four appointing authorities are represented in the offices.

The following summarizes the duties of each office, as indicated in the bylaws.

Chairperson. (Currently Mr. Palm.) The Chairperson presides with full voting rights at all meetings of the Commission and the Executive Committee. The Chairperson is responsible for seeing that the agenda for each meeting of the Commission is prepared, and is authorized to sign or execute documents on behalf of the Commission. The Chair also performs other duties as required by law, the CARPC Bylaws, or as assigned by the Commission, and presents to the body any matters which, in his/her judgment, require its attention.

Vice-Chairperson. (Currently Mr. McKeever.) In the absence of the Chairperson or in the event of his/her inability to act, or in the event of a vacancy in the position of Chairperson, the Vice Chairperson performs the duties of the Chairperson. The Vice Chairperson also performs other duties as assigned by the Commission.

Secretary. (Currently Mr. Baylis.) The Secretary ensures that all records of the Commission, including its resolutions, transactions, findings, determinations and any other records required by law, the Bylaws and the Commission to be maintained. The Secretary also executes all documents and papers of the Commission required to be countersigned, and performs other duties as assigned by the Commission.

Treasurer. (Currently Mr. Sonnentag.) The Treasurer of the Commission ensures that an accurate record of all receipts and disbursements of the Commission are maintained, and performs other duties as assigned by the Commission.

Commissioners should be prepared to nominate and elect officers at the meeting. The elected Chairperson immediately assumes the Chair for the meeting.

Materials Presented with Item:

1. None

Contact for Further Information:

Chris Gjestson, Administrative Services Manager
266-4138
ChrisG@CapitalAreaRPC.org

Re: Selection of Executive Committee membership

Decision Items:

1. Select Executive Committee members

The Commission (and the previous RPC) has had an informal practice of selecting five Commissioners to serve on the Executive Committee. The Chairperson of the CARPC is the only automatic Executive Committee member (serving as Committee Chair), the other four have been the other three CARPC officers plus one at-large member selected by the Commission.

At this time, the Executive Committee *does not* meet on a regular basis.

Excerpt from the CARPC Bylaws:

Executive Committee. The purpose of the Executive Committee is to provide advice and counsel to the Executive Director on management, budget, and personnel matters to the extent specified in this section. The Executive Committee is not intended to make recommendations on policy matters. The Executive Committee shall be appointed by the Commission. The Chairperson of the Commission shall serve as Chairperson of the Executive Committee. The Executive Committee (i) shall be responsible for seeing that a proposed annual budget is presented to each Commissioner on or about June 1st of each year, and the Budget and Personnel Panel on or about July 1st of each year; (ii) shall have the authority to approve or disapprove disbursements on behalf of the Commission; (iii) shall have the authority to approve transfers between expenditure line items of the adopted Commission budget; (iv) shall lead the performance evaluations of the Executive Director; and (v) shall have only such additional powers and responsibilities as may be specified from time to time by the Commission. In no event shall the powers of the Executive Committee extend to adoption of the annual budget, the amendment of any urban or limited service area, the voting of any appropriation, the adoption of any part of any plan for the Commission's region or the rendering of planning advice on regional problems. The Executive Committee shall report its action on all matters to the Commission at the next meeting of the Commission following the taking of such action. A majority vote of the members when a quorum is present shall be controlling on any matter voted upon.

Materials Presented with Item:

1. None

Contact for Further Information:

Chris Gjestson, Administrative Services Manager
266-4138
ChrisG@CapitalAreaRPC.org

Re: Discussion of Retreat and review of PCAG recommendations

Decision Items:

1. None

This item was requested for discussion by Mr. McKeever; review of the PCAG recommendations was requested by Ms. Studz. Because it had been requested by Ms. Studz (at the August meeting) to include the PCAG discussion at the Retreat, review of the recommendations are included as part of this item.

At the meeting of March 10, the Commission received and approved dissemination of the Report on the Recommendations of the Policies and Criteria Advisory Group (PCAG). PCAG, composed of two appointees from each of the four CARPC appointing authorities, met over the course of over two years to solicit input from local governments and stakeholders to generate recommendations on approaches or processes that would develop broad regional agreements on historically confrontational and divisive issues in regional land use planning and management. PCAG, its process and recommendations have been viewed by DNR as a critical element in its consideration of designating CARPC as the Areawide Water Quality Management Planning Agency.

The Report was distributed by e-mail and hard copies to all local government clerks and chief elected officials. No comments on the Report were received.

The four recommendations, as follows, are described in detail in the Report. Due to the importance of the pursuit of the recommendations and because a number of them concern the Commission's decision-making process, staff recommends they be discussed by the body at a strategic planning session. Staff has noted actions and processes that need to be undertaken by the Commission to integrate the PCAG recommendations into its operations, and actions that are already under way or are part of current operations. Attached is a table of steps identified by staff as necessary to integrate the recommendations of PCAG into the operations of the CARPC

1. Development of a broad regional agreement on comprehensive objectives and generation of consistent implementation processes suitable for different governmental sizes and capabilities.
2. Improvement of the service area amendment process.
3. Use of education/encouragement before standards/enforcement.
4. Establishment of consultative sessions where prospective applicants can discuss plan concepts with the Commission at the initial stages of planning and receive constructive feedback.

Summary of Recommended Actions:

a. Commission to create work groups to address the following:

- i. To build trust for the Commission, and building support behind specific authority which might be added to CARPC to enable it to address critical and strategic challenges facing the Region in the next 50 years.
- ii. Develop a clear approach concerning annexation conflicts, and present to the Commission for consideration.
- iii. Identify desired outreach strategy and program, and desired outcomes.

b. Commission to hold a strategic planning retreat to address the following:

- i. *Define a CARPC vision, mission, and implementation strategies.*
- ii. *Define the commission's leadership role, and its approach to consensus-building in the region, and the desired outcomes from its facilitation and consensus-building activities.*
- iii. *Establish a clear, coherent, and unified approach to policies, their interpretation, and implementation.*
- iv. *Establish an approach that uses education/encouragement before standards/enforcement.*
- v. *Develop a clear, coherent, and unified approach to issues where CARPC does not have clear enforcement authority.*
- vi. *Develop a clear definition of small, "no-brainer" applications for service area amendments for quick Commission action.*
- vii. *Establish Commission policy for thorough evaluation and formal adoption of new standards and technologies prior to use as conditions in service area amendments.*
- viii. *Establish types of information and analysis needed to facilitate informed and objective decisions.*

c. Commission to direct staff to undertake the following:

- i. *Develop a checklist and brochure concerning service area amendment policies and minimum criteria and required elements for Commission consideration.*
- ii. *Outline approach to a more active solicitation of comments from affected units of government regarding service area amendments for Commission consideration.*
- iii. *Generate approaches to ensure commissioners understand the planning intent of local comprehensive plans.*
- iv. *Generate various approaches for including economic analysis in staff reports for Commission consideration.*
- v. *Create a framework and scope for commenting on proposed local plans for Commission consideration. Adopt framework and scope for staff comments and inform units of government of the availability of this service.*
- vi. *Prepare a brochure outlining technical assistance available from CARPC staff.*
- vii. *Generate framework and criteria for awards recognizing good projects.*
- viii. *Schedule regular Commission meetings in various areas of the region. On-the-road RPC meetings to include local planning activity reports and consultation.*
- ix. *Provide commissioners with list of local planning meetings for their attendance. Include commissioner report of meetings on CARPC meeting agenda.*

d. Include the following work activities in the CARPC work program:

- i. *Detailed CARPC Legal and Institutional Analysis for 2013.*
- ii. *Regional Energy Analysis and Plan*
- iii. *Appendix E of the Dane County Water Quality Plan (Agricultural Nonpoint Source Analysis).*

e. Request the FUDA Advisory Group to assess whether decisions being made by CARPC are foreclosing future options.

Materials Presented with Item:

1. Staff Comments on PCAG Recommendations: Outline of steps identified by staff as necessary to integrate the recommendations of PCAG into the operations of the CARPC.
2. Report was provided in March and is linked on the home page of the website. The direct link is at http://danedocs.countyofdane.com/webdocs/PDF/capd/2011_postings/draft_reports/report_on_the_recommendations_of_PCAG.pdf

Contact for Further Information:

Kamran Mesbah, Deputy Director
 266-9283
 KamranM@CapitalAreaRPC.org

Staff Comment on PCAG Recommendations

PCAG Recommendations	Staff Comment
<p>1. Develop a broad regional agreement on comprehensive objectives that are key to the well-being, sustainability, and vitality of the Region. Generate implementation measures to achieve these objectives through a consistent process suitable for differing sizes and capabilities in local units of government.</p>	
<p><i>Details:</i></p>	
<p><i>A. Create a workgroup of CARPC and charge it with the task of building trust for CARPC, and building support behind specific authority which might be added to CARPC to enable it to address critical and strategic challenges facing the Region in the next 50 years (this may require a process that first builds agreement behind what these critical and strategic challenges are).</i></p>	<p>Action: A representative workgroup of the Commission should be created to undertake this task.</p>
<p><i>B. Build trust between CARPC and local units of government through collaboration and cooperation by:</i></p>	
<p>1. Arranging bus tours for CARPC to visit examples of development in the Region.</p>	<p>Action: Being undertaken as part of the HUD Grant. Will include in the work program after the Grant period.</p>
<p>2. Commissioners attending local planning meetings.</p>	<p>Action: Staff can assemble a schedule of local planning meetings for Commissioners' use. A report item can be included in every Commission agenda to allow Commissioners to report on their visits.</p>
<p>3. CARPC staff providing comments on proposed plans.</p>	<p>Action: This service is currently provided by request. The RPC staff used to provide comments on town zoning changes. This practice became controversial and was discontinued in the late 1990s. Staff recommends continuing this service as requested by units of government, and based on a clear framework and scope so it will not become controversial again. Once a framework and scope have been developed and adopted by the Commission, the availability of the service needs to be widely disseminated.</p>

PCAG Recommendations	Staff Comment
4. CARPC staff providing consultant services to local units of government.	Action: This is currently being provided by request.
5. Creating a venue for intergovernmental sharing and discussion of long-range growth plans.	Action: Currently being provided as part of FUDA planning. Expected to become a routine activity in FUDA areas between updates.
6. CARPC staff providing comments on long-range growth plans.	Action: This is part of the FUDA planning process.
7. CARPC staff increasing outreach and education activities.	Action: Currently being done as time and staffing allows through webinars, presentations, forums, conferences, workshops, newsletters, blogs, reports, websites, and personal outreach activities.
8. CARPC staff providing technical information and assistance to local units of government.	Action: Currently being provided by request and through presentations, reports, and websites. This is also part of FUDA planning process. Commission should direct staff to prepare a brochure of available services and materials to be sent to all units of government and included on the website.
9. Making reports available to units of government in advance of their planning activities.	Action: Currently provided by request and as part of FUDA planning. A systematic approach would require units of government to inform staff of their intent to update plans.
10. Holding work sessions and charrettes around the Region (with Commissioners and Commission staff participating).	Action: Currently provided as part of FUDA planning. Commissioners are informed of meetings as a way of encouraging them to attend.
11. CARPC staff making presentations on specific subjects and issues around the Region.	Action: Currently provided by request and as time allows. This is also part of FUDA planning.
12. Recognizing good projects in CARPC newsletter and/or through awards.	Action: Recognition of good projects as part of the newsletter and website is currently in place. An award requires a clear framework and criteria, and can be part of the annual conference.

PCAG Recommendations	Staff Comment
<p>13. Creating venues for the Commission to discuss its view of regional issues and opportunities with local units of government and other interested parties.</p>	<p>Action: Requires holding special meetings of the Commission around the region, perhaps as part of the FUDA planning process or as a separate activity. If done as a separate activity, this would allow the Commission as a whole to discuss its objectives with local units of government. Such an undertaking requires that the Commission speak with a generally unified voice. Otherwise, it will only serve to confuse local decision-makers.</p>
<p>14. Inviting municipal decision-makers to explain local plans and policies.</p>	<p>Action: Can be achieved by holding regular Commission meetings around the region and including presentations from nearby units of government as part of the agenda. Can also be part of FUDA (background) presentations by local units of government to the Commission.</p>
<p><i>C. Harmonize regional authority with local authority:</i></p>	
<p>1. Undertake a detailed Legal and Institutional Analysis of the responsibilities and authority of CARPC and other governmental jurisdictions in the Region. The final report should outline how the authority of various levels of government dovetail into one another, clarify these roles and responsibilities, and clear up any confusion in the delineation of authority. This report should recommend a series of voluntary memoranda of understanding (MOUs) between CARPC and the entities in charge of planning, review, implementation, and enforcement of regional issues, clearly outlining the role of each entity. MOUs should not be required for service area amendment requests or as conditions of approval.</p>	<p>Action: Such an analysis would have to be included in the work program and will require additional funding for legal analysis by John St. Peter. Potential MOUs can be generated as the result of the analysis, and recommended to the Commission for its concurrence.</p>

PCAG Recommendations	Staff Comment
<p>2. Regional actions have local impacts and many local actions have regional impacts. CARPC should not get involved in local issues that do not have regional impacts. Continue to allow local management agencies to decide how regional goals and objectives are achieved through local action. Work with local units of government to identify the interrelationship between local action and regional impacts to inform both local and regional decision-making. The FUDA planning process has promise for providing a vehicle to blend local and regional needs and opportunities based on a collaborative, joint decision-making process. CARPC should proceed with the FUDA planning process in cooperation with local units of government, even if only on a sub-regional basis.</p>	<p>Action: FUDA planning is being undertaken with the approach outlined in the recommendation.</p>
<p>i. <i>Increase Density:</i> Analyze each service area to determine an overall density target suitable to its location, and help the community to reach the community target.</p>	<p>Action: Such analyses are part of the FUDA planning process with communities. Work includes economic and market analyses of various forms of development.</p>
<p>ii. <i>Intergovernmental Coordination:</i> Continue to provide intergovernmental coordination of planning between cities, villages, and towns as a routine part of planning.</p>	<p>Action: Already being provided.</p>

PCAG Recommendations	Staff Comment
<p>iii. <i>Provide a Venue for Cooperation and Conflict Resolution:</i> Continue to act as the venue for intergovernmental and inter-jurisdictional coordination and cooperation. If requested of CARPC, CARPC staff should be permitted to facilitate discussions between city, village, and town officials concerning planning issues. CARPC should not insert itself in annexation, and border conflicts, or other issues where parties have not requested CARPC involvement. Intergovernmental cooperation should not be a requirement or condition for service area amendments, however, CARPC should encourage conflict resolution wherever possible in its planning process.</p>	<p>Action: Already being provided as staff resources allow. The Commission should develop a clear approach concerning annexation conflicts to prevent confusion.</p>
<p>iv. <i>Facilitate Intergovernmental Communication:</i> Solicit and consider comments from affected units of government regarding proposed service area expansions. Inform adjacent units of government of proposed service area expansions as early in the process as possible.</p>	<p>Action: Adjacent units of government are already being informed of proposed service area amendments. A more active solicitation of comments can be a routine part of the amendment process if the Commission adopts such an approach.</p>
<p>v. <i>Promote Vibrant and Livable Urban Areas:</i> To encourage livable, viable, and connected new urban areas, consider logical planning areas for USA amendments regardless of annexation status of these lands.</p>	<p>Action: The current policy requires USA amendments to be based on logical neighborhood areas/plans even if only some phases of the neighborhood are being added to the service area. The Commission should develop a clear approach concerning annexation conflicts and issues to prevent confusion.</p>

PCAG Recommendations	Staff Comment
<p>3. Develop a land demand methodology to be applied to each service area using the population projection methodology outlined in NR 121, and based on a systematic analysis of existing land use, land use and market trends and factors, environmental constraints, and the flexibility that might be needed for each service area to reach planning goals and objectives. Consideration should be given to local goals and objectives. Monitor land use changes and the effectiveness of the methodology and make corrections every decade based on new Census and growth data.</p>	<p>Action: Several phases of such an assessment have already been completed. The 2010 land use inventory and Census analysis are being completed this year. The work program for 2012 includes a \$10,000 contractual item to integrate the analysis of land use, population, and demographic trends into community growth trends. This study would provide the needed information for analyzing and developing an updated protocol based on evidence and data, allowing the protocol to be proposed based on DOA population projections for 2040.</p>
<p><i>D. Use joint fact-finding processes to promote consensus behind objective metrics and standards concerning relevant regional issues related to water quality and natural resources, rural and agricultural lands, growth, development, public participation, transportation, transit, regional waste management, and economic development.</i></p>	<p>Action: This is the purpose of the Commission staff. The Commission should discuss the type of information and analysis needed to facilitate a more informed and objective decision-making process.</p>
<p><i>E. Use the results of joint fact-finding processes to promote a dialogue to inform stakeholders and to be informed of their concerns. Be inclusive and respectful of entities with the statutory authority to implement the resulting plans and goals.</i></p>	<p>Action: The Commission can elect to hold joint meetings. Joint meetings require clear scope agreed to by both parties to be productive. Joint staff presentations are being planned to start a dialogue between CARPC and L&WC as well as MATPB. These presentations are expected to identify areas and issues where joint meetings can be fruitful.</p>
<p>1. Solicit presentations from stakeholders.</p>	
<p>2. Hold joint meetings and encourage interaction with the Lakes and Watershed Commission.</p>	
<p>3. Hold joint meetings with the Madison Area Transportation Planning Board (MPO).</p>	
<p>4. Hold joint meetings with the Regional Transit Authority.</p>	

PCAG Recommendations	Staff Comment
<p>F. <i>Implement measures to support participation by a broad segment of the residents and stakeholders of the Region.</i></p>	
<p>1. Defer action if more information is needed regarding a service area expansion or policy proposal.</p>	<p>Action: This is already a Commission policy.</p>
<p>2. Schedule regular Commission meetings throughout the Region.</p>	<p>Action: The Commission has held meetings in various areas. It may want to formalize it by establishing quarterly meetings that can be scheduled ahead of time, accompanied with presentations, field trips, and activities.</p>
<p>3. Develop stakeholder outreach and involvement policies, protocols, and programs (this may be coupled with the Institutional Analysis effort).</p>	<p>Action: The Commission should identify various stakeholder groups and the outreach programs and desired outcomes for outreach.</p>
<p>G. <i>Provide leadership to build consensus among all the units of government in the Region.</i></p>	<p>Action: The Commission needs to define its leadership role and what it regards as consensus-building, and what specific results it would aim to facilitate.</p>
<p>H. <i>Undertake greater outreach activities and distribute its reports and issue papers more widely.</i></p>	<p>Action: Already being done based on the availability of staff and resources, mostly through two websites and access to digital versions of reports. Additional reports are digitized as time allows. It would be appropriate for the Commission to create a work group to develop an outreach strategy and program. The Commission needs to first establish a clear, unified, and coherent mission and vision for its work.</p>
<p>I. <i>Identify resilience factors and “no regrets” strategic planning decision items that would allow long range planning on the following items:</i></p>	
<p>1. Carrying capacity of natural systems to provide potable water to a growing population.</p>	<p>Action: Being done through the update of the Regional Groundwater Model and future detailed studies associated with it.</p>

PCAG Recommendations	Staff Comment
2. Impact of changes in technology for transportation, building, energy, and other built systems.	Action: Some of these are being introduced as part of the HUD grant. Much more work is needed in this area, especially in preparation for the update of the Land Use and Transportation Plan.
3. Dependence on unsustainable sources of energy.	Action: A regional energy analysis and plan was developed by the RPC in the 1970s. A new effort is needed to address challenges that will likely be faced in this area.
4. Limits of the natural attenuation capability of environmental systems.	Action: Several watershed studies have been proposed and need to be undertaken as resources allow.
5. Fragmentation of environmental interconnections.	Action: Being undertaken as part of the HUD grant.
6. Fragmentation of structural and institutional capabilities.	Action: This may be a follow-up to the Institutional Analysis update recommended under 1.C.1.
7. Beneficial re-use of wastewater and stormwater.	Action: Pilot projects have been already completed for stormwater and data from these are being analyzed to guide future measures. Beneficial reuse of wastewater is more controversial, and needs to be evaluated with thorough assessment of impacts, cost-effectiveness, and public acceptance of such measures. Pilot projects have been actively pursued since the 1990s. Staff will inform the Commission as new opportunities arise.
<i>J. Establish a workgroup to assess whether decisions being made by CARPC are foreclosing future options.</i>	Action: The Commission can assign this work to a new representative work group of its members. A clear and thorough definition of the scope of work for this work group is needed.
<i>K. Work with the Dane County Land and Water Resources Department to address agricultural non-point source issues.</i>	Action: Agricultural non-point source pollution is a technical appendix of the <i>Dane County Water Quality Plan</i> , and it needs to be updated as resources allow. This update is not currently programmed.

PCAG Recommendations	Staff Comment
<p>2. Improve the service area amendment application process and promote good planning to include adopted policies and criteria, broad regional vision and development goals, and good planning.</p>	
<p><i>Details:</i></p>	
<p><i>A. Improve the service area amendment application process:</i></p>	
<p>1. Publish a checklist document that clearly shows the minimum standards required for service area amendments.</p>	<p>Action: Staff can develop a draft document for the Commission’s consideration. Such a document is best developed after the Commission has held its retreat and developed a clear, coherent, and unified approach towards service area amendment process.</p>
<p>2. Produce a brochure concerning service area amendments outlining requirements, expectations, general time frame, standards, etc. (this brochure will include the checklist noted above).</p>	<p>Action: Staff can develop a draft document for the Commission’s consideration. Such a document is best developed after the Commission has held its retreat and developed a clear, coherent, and unified approach towards service area amendment process.</p>
<p>3. Include a review of all relevant plans in service area amendment staff analyses.</p>	<p>Action: Already being done.</p>
<p>4. Implement an expedited process for certain small, “no-brainer” applications, with quick action by Commission.</p>	<p>Action: The Commission should develop a clear definition of such applications as part of its planning retreat. Commission should then direct staff to generate approaches for its consideration.</p>
<p>5. Create a map that identifies permanent (long-term) preservation and conservation areas in the Region.</p>	<p>Action: Already part of the <i>Dane County Water Quality Plan</i> in the form of Open Space Corridors and Environmental Corridors. FUDA planning is expected to result in the expansion of these areas as a potential part of Park and Open Space acquisitions.</p>
<p>6. Develop mechanisms to ensure CARPC commissioners understand the planning intent of local comprehensive plans.</p>	<p>Action: Commission should direct staff to generate approaches for its consideration.</p>

PCAG Recommendations	Staff Comment
<p>7. Solicit and consider comments from affected units of government regarding proposed service area expansions. Inform affected adjacent units of government of proposed service area expansions as early in the process as possible.</p>	<p>Action: Already being done to some extent. Commission should direct staff to include such solicitations as a routine part of service area planning and amendment process.</p>
<p>8. Consider logical planning areas for USA amendments regardless of annexation status of these lands, to encourage livable, viable, and connected new urban areas.</p>	<p>Action: The Commission already requires planning at a logical neighborhood scale to provide a context for each amendment, even where the amendment area is a small phase of a larger neighborhood. Staff analyses and presentations should more consistently remind the Commission of this policy.</p>
<p><i>Note: The Advisory Group considered a scoring approach for reviewing proposed service area amendments and did not find it to be workable.</i></p>	
<p><i>B. Promote Good Planning:</i></p>	
<p>1. Create an Advanced Planning Guidebook featuring best planning and management practices that will provide applicants with methods to meet or exceed the minimum standard published in the recommended checklist. A technical group should be formed to research, evaluate, and publish information about implementing specific best planning and design practices fit for local and regional application. The Guidebook is not intended to replace minimum standards.</p>	<p>Action: Such a guidebook is being developed to guide the FUDA planning process. This guide can be piloted as part of FUDA planning, and peer reviewed for consistency and applicability. Alternatively, the FUDA Advisory Group can be asked to assist in developing this guidebook.</p>
<p>2. Recognize good projects in newsletter or through awards.</p>	<p>Action: The Commission should direct staff to propose a framework for such recognition and award for its consideration.</p>
<p>3. Create a clearing-house for information on grants available for local units of government.</p>	<p>Action: Many such clearinghouses already exist. Links can be placed on the CARPC website.</p>

PCAG Recommendations	Staff Comment
<p>4. Publish new best practices on CARPC website.</p>	<p>Action: New best practices need to be assessed for local relevance and applicability before the RPC can promote them. Once such assessment has been performed, best practices are promoted through workshops, guidebooks, recommendations, and the website.</p>
<p><i>C. Include a critical analysis of economic factors in service area amendment analyses by contracting with Thrive to perform evaluations (similar to what MPO does for transportation).</i></p>	<p>Action: The Commission should direct staff to investigate various approaches for including economic analysis in staff reports for its consideration.</p>
<p><i>D. New Region-wide standards, including those made possible by new technologies, should be required only after thorough evaluation regarding effectiveness and practicability by CARPC staff and/or the Environmental Resources Technical Advisory Committee. Such standards should undergo formal adoption before they are required as part of service area amendments.</i></p>	<p>Action: The Commission needs to include a thorough discussion of this issue as part of its retreat. A coherent and unified policy is needed for the Commission.</p>
<p>3. Use approaches that incorporate both education/encouragement and standards/enforcement, in that order. Use voluntary MOUs in areas where CARPC does not have clear enforcement authority, and monitor compliance with MOUs.</p>	<p>Action: The approach to issues where the Commission does not have clear enforcement authority needs to be discussed as part of a Commission retreat so there is a clear, coherent, and unified approach to such issues.</p>
<p>4. Encourage applicants to give a one-time, voluntary presentation of development concepts to CARPC in the beginning stages of neighborhood planning or other development planning. CARPC staff should prepare summary reports to inform the Commission of issues and opportunities related to the location and development concept at the same meeting. Use these consultative sessions to provide guidance and substantive feedback to applicants regarding information that should be provided and issues that need to be addressed in the potential service area amendment proposal.</p>	<p>Action: This approach is being slowly introduced. The Commission should direct staff to develop a routine approach for such presentations for its consideration as part of the brochure for service area amendments.</p>

PCAG Recommendations	Staff Comment
<p><i>Rationale: Many opinions regarding the duties, responsibilities, and authority of CARPC exist within the Region. This diversity of opinion may be caused, in part, by lack of information and differing interpretations of the governing statutes and founding agreements of CARPC. This study would update and expand a similar study conducted as part of the Dane County Water Quality Plan in 1978.</i></p>	

Re: Report and Discussion on FUDA planning process

Decision Items:

1. None

This is a recurring agenda item to keep commissioners apprised on FUDA planning activities.

Materials presented with Item:

1. None – will be provided at the meeting

Contact for Further Information:

Steve Steinhoff, Senior Community Planner
266-4593
SteveS@CapitalAreaRPC.org

Re: Authorization for the Deputy Director to sign agreements with the U.S. Geological Survey, the cities of Middleton and Madison to perform water resources monitoring activities.

Decision Items:

1. Authorize the Deputy Director to sign agreements with the USGS, and the cities of Middleton and Madison in the amounts of \$164,940, \$12,459, and \$9,953, respectively.

CARPC coordinates an annual cooperative water resources monitoring program among various federal, state, and local units of government. Monitoring activities are described in the 2012 work program and listed in the attached budget and scope of work. As part of the program, the CARPC collects revenues from the participating agencies to fund the program. Funding amounts have been budgeted and approved by the participating units of government. The cities of Middleton and Madison have budgeted \$12,459 and \$9,953, respectively to cover their share of the program costs as indicated in the attached agreements. Funds from Dane County and the Town of Westport have been approved and will be billed directly to them. The attached agreements allow transfer of these funds to CARPC, which will be passed along to the USGS to perform the stated work. The CARPC serves as the program facilitator and does not contribute to the monitoring costs. The USGS prefers to contract with a single regional coordinating partner rather than many separate individual agreements. The total USGS agreement with CARPC and the local participants is \$164,940, including a USGS match of \$68,866. It is also in this manner that the region is able to leverage significant federal cost-share funding, in this case 42 percent. Therefore, staff recommends the Deputy Director be authorized to sign the attached agreements with USGS, and the cities of Middleton and Madison in continued support of the inter-agency Cooperative Water Resources Monitoring Program.

Materials Included with the Item:

1. 2012 Dane County Cooperative Water Resources Monitoring Program Budget and Scope of Work
2. Cooperative Agreement with the U.S. Geological Survey
3. Cooperative Agreement with the City of Middleton
4. Cooperative Agreement with the City of Madison

Contact for Further Information:

Mike Kakuska, Environmental Resources Planner
266-9111
MikeK@CapitalAreaRPC.org

2012 Dane County Cooperative Water Resources Monitoring Program

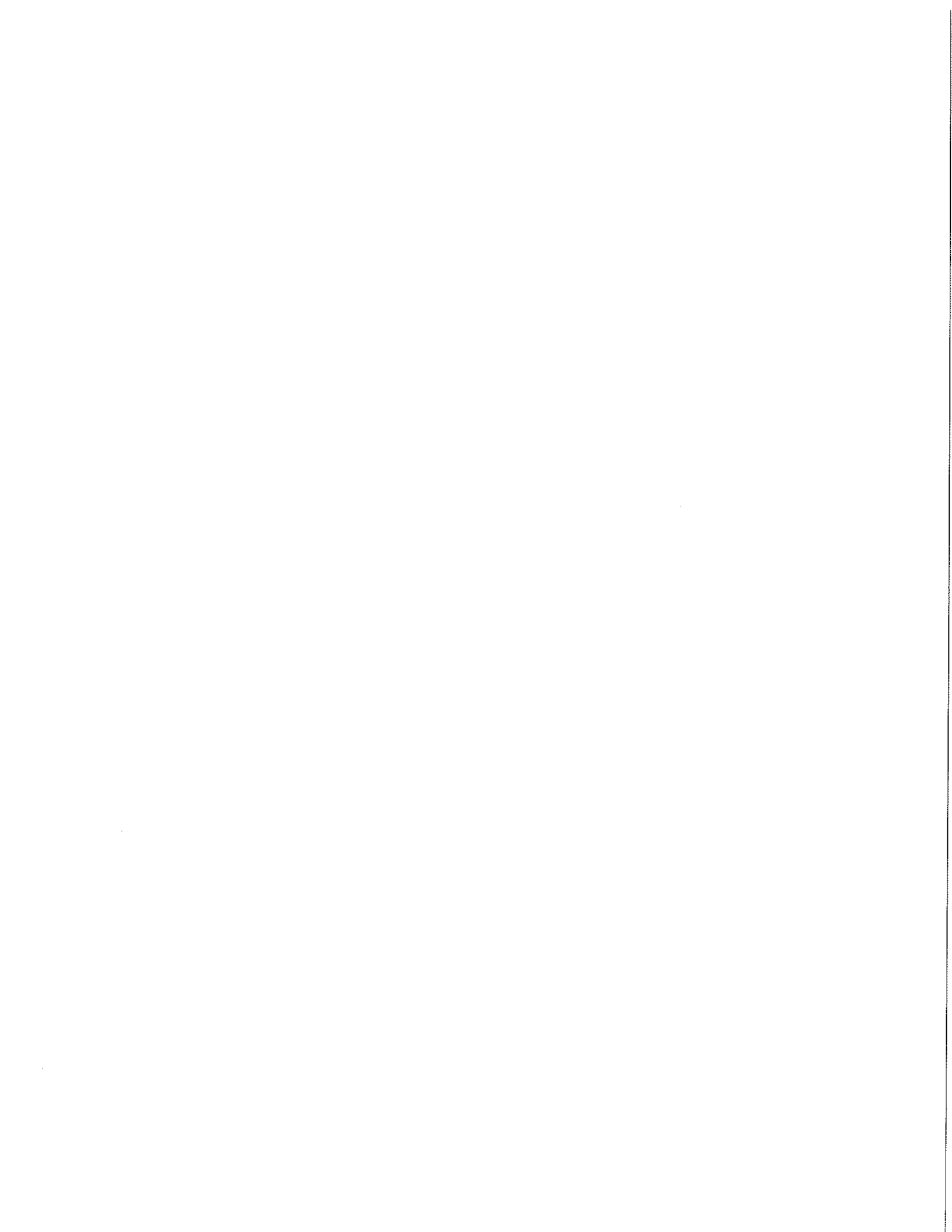
Data Collection Site	USGS	Dane County	DNR/Dane County	Westport	Madison	Middleton	Total
1. Spring Harbor Storm Sewer							
- Streamflow (continuous)	2,665				3,514		6,179
- Suspended sediment sampling and loads based on 150 samples (USGS KY Lab)	5,053				6,439		11,492
Subtotal	7,718				9,953		17,671
2. Pheasant Branch at USH 12, Middleton							
- Streamflow (continuous)	4,585					5,796	10,381
- Suspended sediment sampling and loads based on 55 samples (USGS KY Lab)	5,368					6,663	12,031
- Total P, nitrate plus nitrite, ammonium, and total Kjeldahl nitrogen sampling and loads based on 55 samples and dissolved ortho-P based on 20 samples	2,175		2,729 ¹				4,904 ¹
- Phosphorus and nitrogen lab analyses (State Lab)			----				----
Subtotal	12,128		2,729			12,459	27,316
3. Yahara River at Windsor							
- Streamflow (continuous)	4,585		5,796				10,381
- Suspended sediment, total P, nitrate plus nitrite, ammonium, and total Kjeldahl nitrogen sampling and loads based on 55 samples and dissolved ortho-P based on 20 samples	5,629		7,118 ¹				12,747 ¹
- Phosphorus and nitrogen lab analyses (State Lab)			----				----
Subtotal	10,214		12,914				23,128
4. Yahara River at SH 113, Madison							
- Streamflow (AVM, continuous)	2,620		1,750 ³	1,860			6,230 ³
- Total P and suspended sediment (USGS KY Lab) sampling and loads based on 55 samples and dissolved ortho-P based on 20 samples	2,620		1,750 ^{3,4}	1,860			6,230 ^{3,4}
- Phosphorus lab analyses (State Lab)			----				----
Subtotal	5,240		3,500	3,720			12,460
5. Baseflow Sampling (4 Sites)							
- Dissolved oxygen, E. Coli, pH, specific conductance, and temperature. Analysis of suspended sediment and nutrients at USGS NWQL	4,266	6,399					10,665
Subtotal	4,266	6,399					10,665
6. Lake Level Gages							
- Lakes Mendota, Monona, Kegonsa, and Waubesa	8,000	11,000					19,000
Subtotal	8,000	11,000					19,000
7. Streamflow Gages							
- Yahara River at Madison, McFarland, and Stoughton; Black Earth Creek at Black Earth	21,300	33,400					54,700
Subtotal	21,300	33,400					54,700
Grand Total	68,866	50,799	19,143²	3,720	9,953	12,459	164,940

¹ Phosphorus and nitrogen lab analyses service performed by the State Lab of Hygiene through separate agreement between SLOH and DNR for Pheasant Branch and Windsor gages, estimated \$12,710.

² Dane County share. DNR share through separate agreement between USGS, DNR, and SLOH.

³ Does not include funding for streamflow, sampling and loads (\$19,760) provided through separate agreement between USGS and DNR for DNR share of Yahara R. at SH113.

⁴ Phosphorus lab analyses service performed by the State Lab of Hygiene through separate agreement between SLOH and DNR for \$1,631.



Form 9-1366
(Oct. 2005)

**U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement**

Customer #: 6000000532
Agreement #: 12EMWI0000000
Project #: GR12NK0000100Z0
TIN #: 39-6005684
Fixed Cost Agreement Yes No

Page 1 of 2

**FOR
WATER RESOURCES INVESTIGATIONS**

THIS AGREEMENT is entered into as of the 1st day of January, 2012, by the U.S. GEOLOGICAL SURVEY, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the CAPITAL AREA REGIONAL PLANNING COMMISSION, party of the second part.

1. The parties hereto agree that subject to availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation A WATER RESOURCES MONITORING PROGRAM, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50; and 43 USC 50b.
2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) includes In-Kind Services in the amount of \$0.00.

(a) \$68,886.00 by the party of the first part during the period
January 1, 2012 to December 31, 2012

(b) \$96,074.00 by the party of the second part during the period
January 1, 2012 to December 31, 2012

- (c) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (d) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.
3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.
4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.
5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.
6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.
7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

Form 9-1366
continued

U.S. Department of the Interior
U.S. Geological Survey
Joint Funding Agreement

Customer #: 6000000532
Agreement #: 12EMWI0000000
Project #: GR12NK0000100Z0
TIN #: 39-6005684

- 8. The maps, records, or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records, or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program and, if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at costs, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records, or reports published by either party shall contain a statement of the cooperative relations between the parties.
- 9. USGS will issue billings utilizing Department of the Interior Bill for Collection (form DI-1040). Billing documents are to be rendered quarterly. Payments of bills are due within 60 days after the billing date. If not paid by the due date, interest will be charged at the current Treasury rate for each 30 day period, or portion thereof, that the payment is delayed beyond the due date. (31 USC 3717; Comptroller General File B-212222, August 23, 1983).

U.S. Geological Survey
United States
Department of the Interior

Capital Area Regional
Planning Commission
Madison, Wisconsin

USGS Point of Contact

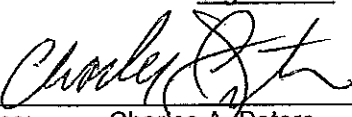
Customer Point of Contact

Name: Todd Stuntebecvk
Address: U.S. Geological Survey
8505 Research Way
Middleton, WI 53562
Telephone: (608) 821-3872
Email:

Name: Mike Kakuska
Address: Capital Area Regional Planning
210 Martin Luther King Jr. Blvd.
Madison, WI 53703
Telephone: 608-266-9111
Email: MikeK@CapitalAreaRPC.org

Signatures

Signatures

By  Date 12/1/11
Name: Charles A. Peters
Title: Director, WI Water Science Center

By _____ Date _____
Name:
Title:

By _____ Date _____
Name:
Title:

By _____ Date _____
Name:
Title:

By _____ Date _____
Name:
Title:

By _____ Date _____
Name:
Title:

CY2012 RENEWAL

**Cooperative Agreement Between Capital Area Regional Planning Commission
and the City of Middleton for Water Resource Monitoring Activities**

The Capital Area Regional Planning Commission (CARPC) has specified, through attachments hereto, the scope of the cooperative water resources monitoring program between the CARPC and the City of Middleton, which is an integral part of the Dane County Water Resources Monitoring Program.

This Agreement shall include the city's participation in funding monitoring activities on Pheasant Branch Creek as specified in the attached sheet. The specified monitoring will be undertaken by the U.S. Geological Survey, which will provide matching funds, in cooperation with the Wisconsin Laboratory of Hygiene, which will conduct the phosphorus and nitrogen laboratory analyses. The Capital Area Regional Planning Commission will coordinate the monitoring activity.

This Agreement covers the period from January 1 to December 31, 2012.

The City of Middleton shall have at its disposal available data from any of the stations in the Dane County Water Resources Monitoring Program.

Under this Agreement, the City of Middleton shall contribute a share of the costs of operation of included stations and activities on Pheasant Branch Creek. This share shall not exceed \$12,459 for the period January 1 to December 31, 2012.

Only actual costs to the CARPC shall be billed. The CARPC shall submit an invoice to the City no later than July 1, 2012

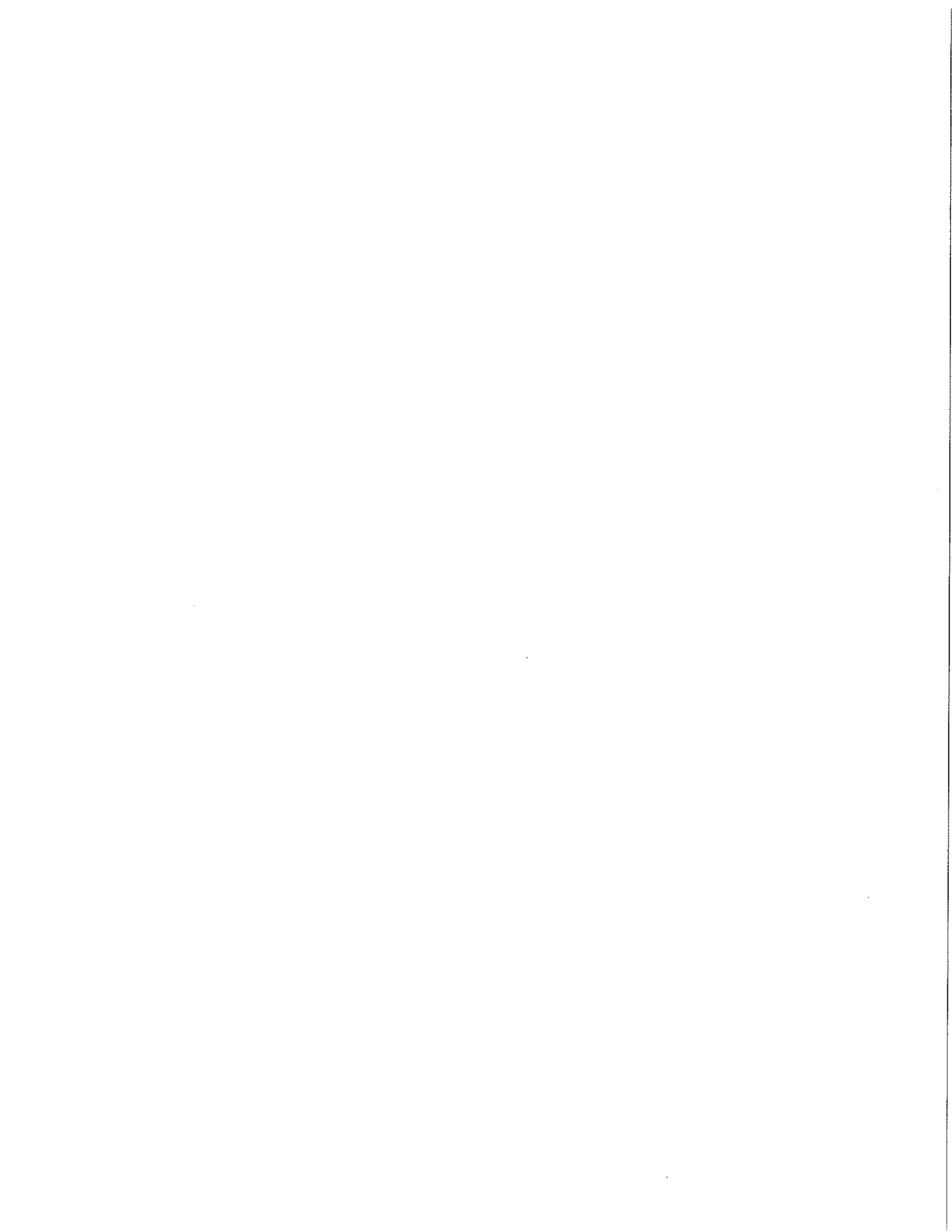
Entered into this _____ day of _____, 2012.

FOR THE CAPITAL AREA REGIONAL PLANNING COMMISSION

Executive Director

FOR THE CITY OF MIDDLETON

Mayor



**COOPERATIVE AGREEMENT BETWEEN
CAPITAL AREA REGIONAL PLANNING COMMISSION AND
THE CITY OF MADISON FOR
WATER RESOURCE MONITORING ACTIVITIES**

CY2012 RENEWAL

THIS AGREEMENT is by and between the City of Madison, hereinafter the "City," and the Capital Area Regional Planning Commission, hereinafter the "CARPC."

WHEREAS, the parties have an ongoing relationship to cooperate in the monitoring of the water resources within Dane County and wish to continue this cooperation through 2012.

NOW, THEREFORE, LET IT BE RESOLVED that the parties do mutually agree as follows:

1. Purpose. State and local municipalities in Dane County, Wisconsin, have joined together to conduct the systematic monitoring of water resources within Dane County, formally known as the Dane County Cooperative Water Resources Monitoring Program. This program is conducted by the United States Geological Society, hereinafter the "USGS," and funded by the participants, matched by USGS.
2. Term and Renewal. The term of this agreement is January 1, 2012, through December 31, 2012. Upon mutual agreement of the parties, the agreement may be renewed for successive calendar years.
3. Scope of Services. The City's participation in the program is to fund activities conducted on the Spring Harbor storm sewer. The City will have access to data collected at any of the monitoring stations within the program. Collection sites and contributions by the various participants are set forth in Attachment A, which is hereby incorporated by reference.
4. Payment. The City shall contribute a share, not to exceed \$9,953 to the total cost of the water resources program as contracted between the CARPC and the USGS. This amount shall be paid upon the City's receipt of an invoice from the CARPC. Payment shall be made within thirty (30) days receipt of invoice.
5. Nondiscrimination. During the term of this Agreement, the City and the County, each for itself, agrees to abide by its own affirmative action plan and in doing so shall not discriminate in the employment, training, or education of any person by reason of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status.
6. Liability. City shall be responsible for injuries, claims and losses arising from or caused by the acts or omissions of its officers, employees, agencies, boards, commissions and representatives. The obligations of the parties under this paragraph shall survive the expiration or termination of this Agreement.

Re: Approval of January disbursements and Treasurer's Report for December 2011

Decision Items:

1. Approve payment of CARPC bills and Treasurer's Report

CARPC internal controls require that bills be approved by CARPC or its Executive Committee and also that the Treasurer routinely review the CARPC bank statement, the entries and balance of the cash account of the general ledger, the bank account reconciliation prepared by staff, and the previous month's ending cash balance. This review by the Treasurer is regularly confirmed by his or her signature on the Treasurer's Report.

These bills and the Report are attached. Also provided is the year-to-date revenue and expenses as related to the adopted 2011 budget. Staff will secure Mr. Sonnentag's signature on the Treasurer's Report prior to the meeting.

Materials Presented with Item:

1. January 2012 Voucher Bills and December 2011 Treasurer's Report, plus CARPC year-to-date revenues and expenses

Contact for Further Information:

Chris Gjestson, Administrative Services Manager
266-4138
ChrisG@CapitalAreaRPC.org

Voucher Bills for January 2012

12-Jan-12

Capital Area Regional Planning Commission

The following list of bills have been encumbered by the Capital Area Regional Planning Commission and are true and correct.

Kamran Mesbah, Deputy Director

Date

The Capital Area Regional Planning Commission or its Executive Committee has examined the following list of bills and approves payment.

Vouchers No. 1 through 26 totaling \$ 88,698.37

January 12, 2012

Date Approved

Larry Palm, Chairperson

Kurt Sonnentag, Treasurer

Voucher Bills for January 2012

12-Jan-12

Capital Area Regional Planning Commission

<u>No.</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u>	
1	AWRA	Annual membership (Mesbah)	165.00	
2	Capitol City Reporters	court reporting services (for arbitration; 1/3 of cost)	525.00	
3	CARPC Employees	Travel expenses	150.00	<i>estimated</i>
4	CARPC Employees	Payroll 2B and 3C	43,000.00	<i>estimated</i>
5	CDW-G	2 workstations w/Office licenses	1,639.16	<i>paid</i>
6	Cole Dispute Resolution	1/3 arbitration cost	2,317.00	<i>paid</i>
7	Dane County	December phone use (VoIP charges)	35.00	<i>estimated</i>
8	Delta Dental	February dental insurance	682.38	
9	Edgerton, St. Peter, Petak & Rosenfeldt	Dec. HUD GRANT legal counsel (0.0 hrs; \$0 sundry)	0.00	
10	Edgerton, St. Peter, Petak & Rosenfeldt	Dec. standard legal counsel (4.2 hrs; \$0.00 sundry)	798.00	
11	FirstBank Visa	Office supplies (to be paid in February)	300.00	<i>estimated</i>
12	Frankel ADR, LLC	1/3 arbitration cost	2,530.05	<i>paid</i>
13	Kamran Mesbah	Reimbursement for BlackBerry data plan (Dec.)	47.00	
14	Madison Area TPB	Dec. transportation planning	350.00	<i>estimated</i>
15	Minnesota Mutual	February life insurance (CARPC contribution)	21.56	
16	Physicians Plus	February health insurance	7,150.89	
17	Stafford Law	1/3 arbitration cost	4,383.91	<i>paid</i>
18	Unemployment Insurance	Extended unemployment for David Greene	1,500.00	<i>estimated</i>
19	Unum Life Insurance Company	February disability insurance (CARPC-paid)	38.60	
20	Wisconsin Retirement System	December employer contribution	2,421.15	
21	WisLaw	1-year subscription	99.00	
<u>HUD - SCRP Grant (Reimbursed Expenses)</u>				
22	CARPC Employees	Payroll 2B and 3C	16,800.00	<i>estimated</i>
23	CARPC Employees	Travel expenses	350.00	<i>estimated</i>
24	Delta Dental	February dental insurance	204.30	
25	Physicians Plus	February health insurance	2,180.75	
26	Wisconsin Retirement System	December employer contribution	1,009.62	
TOTAL			<u>\$ 88,698.37</u>	

Recommended for Approval: _____
 Kamran Mesbah, Deputy Director

Report: December Estimated Amounts as Paid

		<u>Estimated/Approved</u>	<u>Paid/Incurred</u>	<u>Difference</u>
AT&T / Dane Co.	November phone use	35.00	0.00	(35.00)
CARPC Employees	Travel expenses	150.00	154.34	4.34
CARPC Employees	Payroll 26B and 1A	43,000.00	44,300.76	1,300.76
FirstBank Visa	Office supplies (paid in Dec.)	300.00	567.36	267.36
Madison Area TPB	Nov. transportation planning	350.00	0.00	(350.00)
<u>HUD-SCRP Grant (Reimbursed Expenses)</u>				
CARPC Employees	Payroll 26B and 1A	16,800.00	17,475.60	675.60
CARPC Employees	Travel expenses	350.00	352.80	2.80
TOTAL Over (Under) Estimated Amounts				<u>\$ 1,865.86</u>

estimate off by: 3.06%

Treasurer's Report December 2011

12-Jan-12

Capital Area Regional Planning Commission

December 2011

CHECKING

Reconciled Cash Balance November 30, 2011 82,751.73

December Disbursements

Personnel (includes HUD) (88,017.62)

Operating Expenses (13,374.55)

Contract (MATPB) (372.00)

HUD-SCRIP Grant Expenses (6,887.15)

Total Disbursements (108,651.32)

December Deposits

Sewer extensions 200.00

David Greene (COBRA reimbursement) 560.34

Refund from Centerplate (Conference overcharge) 5,966.13

October/November HUD reimbursement 65,164.29

WDNR final 2010-11 contract receipt 10,963.00

Conference registration receipts 175.00

US Treasury (COBRA premium assistance) 356.94

Total Deposits 83,385.70

MONEY MARKET

Cash Balance November 30, 2011 186,480.48

December Disbursements (x-fer to Checking) 0.00

December Deposits (x-fer from Checking) 0.00

December Interest 38.32

Net Change December 2011 38.32

Reconciled Total Cash Balance December 31, 2011

\$ 244,004.91

I have reviewed for the month(s) indicated above the CARPC bank statement, the entries and balance of the cash account of the general ledger, and the bank account reconciliation prepared by staff, and hereby find to the best of my knowledge the reconciled Cash Balance indicated above to be true and correct.

signed: _____
Kurt Sonnentag, Treasurer

date: _____

January 2012 (estimated)

Estimated January Disbursements \$ (88,698.37)

Estimated January Deposits

HUD reimbursement 70,000.00

Sewer extensions 600.00

Interest 50.00

David Greene (COBRA payment) 560.34

Total Estimated Deposits 71,210.34

Estimated Cash Balance January 31, 2012

\$ 226,516.88

Capital Area Regional Planning Commission

2011 Revenue & Expenditures as of
12/31/11

Accounts	A	B	C	D
	Actual YTD	Under/ (Over) YTD	Pro-rata Budget YTD	Adopted RPC Budget
EXPENDITURES				
Personal Services (no grant staff)				
1 Salaries & Wages (includes GIS Specialist)	\$ 565,476	\$ 5,584	\$ 571,060	\$ 571,060 ***
2 Workstudy / Intern	20,296	(296)	20,000	20,000 ***
3 Wisconsin Retirement	37,833	2,063	39,896	39,896 ***
4 Social Security / Medicare	40,006	3,680	43,686	43,686 ***
5 Employee / Retiree Insurance (less COBRA refund)	105,168	(3,782)	101,386	101,386
6 Furloughs (4 days; included in lines 1-4 in Col. A)	-	(10,000)	(10,000)	(10,000) ***
7 Total Personal Services	\$ 768,779	\$ (2,751)	\$ 766,028	\$ 766,028
Operating Expenses				
8 Commissioner Per Diem & Travel	\$ 4,693	\$ 97	\$ 4,790	\$ 4,790 ***
9 Employee Travel & Meeting Exp	1,519	381	1,900	1,900 ***
10 Conference & Training	1,737	663	2,400	2,400
11 Office Supplies (Postage, printing, copies, etc.)	12,713	(113)	12,600	12,600 ***
12 Dues / Membership Fees	1,815	185	2,000	2,000
13 GIS Software	3,700	-	3,700	3,700 ***
14 Recruitment	-	-	-	-
15 Telephone / Internet	8,548	252	8,800	8,800 ***
16 Office Space (Rent)	33,036	-	33,036	33,036
17 Legal Services	45,486	(1,686)	43,800	43,800 ***
18 Advertising	-	-	-	-
19 Audit Services	6,340	-	6,340	6,340 ***
20 Insurance (Package, WC, D&O)	7,227	773	8,000	8,000
21 Total Operating	\$ 126,814	\$ 552	\$ 127,366	\$ 127,366
Capital Outlay				
22 Office / Computer Equipment and Furniture	\$ 2,953	\$ 47	\$ 3,000	\$ 3,000
23 Fly Dane Partnership	-	-	-	-
24 GIS Equipment	-	-	-	-
25 Total Capital Outlay	\$ 2,953	\$ 47	\$ 3,000	\$ 3,000
Contractual				
26 Consulting Services	\$ -	\$ 10,000	\$ 10,000	\$ 10,000 ***
27 IM Services	21,000	-	21,000	21,000
28 Total Contractual	\$ 21,000	\$ 10,000	\$ 31,000	\$ 31,000
Pass-Thru				
29 Cooperative Water Resources Monitoring	\$ 77,186	\$ 18,888	\$ 96,074	\$ 96,074
30 Groundwater Model Update	122,981	96,366	219,347	219,347 ***
31 EPA/DNR Stimulus Programs	38,000	-	38,000	38,000 ***
32 MPO Transp Planning/Pass-Thru	6,661	3,339	10,000	10,000
33 Total Pass-Thru	\$ 244,828	\$ 118,593	\$ 363,421	\$ 363,421
Pass-Thru: HUD GRANT^				
34 Salaries & Wages	\$ 137,629	\$ (9,446)	\$ 128,183	\$ 128,183 ^
35 Fringe Benefits	21,745	(1,492)	20,252	20,252 ^
36 Travel Costs	5,116	(351)	4,765	4,765 ^
37 General Office Supplies	-	-	0	0 ^
34 Non-Consumable Materials	21,669	(1,487)	20,181	20,181 ^
35 Consultants	-	-	0	0 ^
36 Contracts & Sub-Grantees	-	-	0	0 ^
37 Other Direct Costs	28,580	(1,962)	26,619	26,619 ^
38 Total HUD Grant	\$ 214,739	\$ (14,739)	\$ 200,000	\$ 200,000 ^
39 GROSS Expenditures	\$ 1,379,113	\$ 111,702	\$ 1,490,815	\$ 1,490,815
40 NET Expenditures (No Pass-Thru or HUD Grant)	\$ 919,546	\$ 7,848	\$ 927,394	\$ 927,394

Capital Area Regional Planning Commission

2011 Revenue & Expenditures as of
12/31/11

REVENUES					
Non-Dane County Revenue					
41	Fees: sewer extensions	\$ 11,600	\$ 800	\$ 10,800	\$ 10,800 ***
42	Conference Registration Revenue	1,400	-	1,400	1,400
43	Land Use Inventory grant revenue	-	(18,100)	18,100	18,100 ***
44	Local Planning Assistance	-	-	-	-
45	MMSD	-	(15,000)	15,000	15,000 ***
46	EPA/DNR Water Quality Planning	70,736	(4,644)	75,380	75,380 ***
47	FHA/WDOT Transp Planning Funds	4,590	2,340	2,250	2,250
48	Interest Income (less bank fees)	2,709	(191)	2,900	2,900 ***
49	Product Sales	23	(7)	30	30
50	PASS-THRU: MPO Transp Planning	5,407	(3,593)	9,000	9,000
51	PASS-THRU: Groundwater Model	163,027	-	163,027	163,027 ***
52	PASS-THRU: EPA/DNR Stimulus	38,000	-	38,000	38,000 ***
53	PASS-THRU: Coop Water Resources Monitoring	96,074	-	96,074	96,074
54	Fund Balance *	159,552	-	159,552	159,552 *
55	Dane County Property Tax **	686,645	-	686,645	686,645 **
56	HUD GRANT^	188,341	(11,659)	200,000	200,000 ^
57	GROSS Revenue	\$ 1,428,104	\$ (50,054)	\$ 1,478,158	\$ 1,478,158
58	NET Revenue (No Pass-Thru or HUD Grant)	\$ 937,255	\$ (34,802)	\$ 972,057	\$ 972,057

* Portion used to reduce County levy; Actual = Pro-Rated for tracking purposes

** includes \$54,036 in annual services (rent, IM support) provided in-lieu of cash

*** Amended by CARPC

^ HUD Grant pass-thru is estimated and presented for information/tracking purposes only; authorization and administration of HUD funds is based on 3-year contract

Excess Revenue over Expenses	\$	17,709
Less Depreciation		0
YTD Excess Revenue	<u>\$</u>	<u>17,709</u>