

AGENDA

Annual Meeting of the Capital Area Regional Planning Commission

February 9, 2012 City-County Building Room 351, 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. Staff presentation of preliminary analysis of the Town of Windsor and Village of DeForest request to amend the Northern Urban Service Area (“Windsor Bear Tree”)
9. Report and Discussion on FUDA planning process
10. **Discussion and Consideration of authorizing execution of lease for office space (*actionable item*)**
11. **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*)**
12. **Approval of January & February disbursements and Treasurer’s Report for December 2011 & January 2012 (*actionable item*)**
13. Communications
14. Report of Chair / Discussion

15. Report of Deputy Director / Discussion
16. Future agenda items (next meeting is March 8, 2012)
17. 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.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg pib hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

CARPC staff 608-266-4137 + TDD 608-266-4529

Re: Staff presentation of preliminary analysis of the Town of Windsor and Village of DeForest request to amend the Northern Urban Service Area (“Windsor Bear Tree”)

Decision Items:

1. None

At the December meeting, Town of Windsor representatives made a PowerPoint presentation on a preliminary proposal to amend the Northern Urban Service Area. A final USA amendment application was submitted by the Town of Windsor, with the Village of DeForest as a secondary applicant, in late January.

The amendment request calls for the addition of 362.7 acres in the southeast quadrant of Highway 51 and Windsor Road, immediately north of the recently added Bear Tree commercial area. Approximately 70% of the area is in the Town of Windsor and 30% is currently in the Village of DeForest. The proposed amendment includes 67.1 acres of existing development, 39.7 acres of environmental corridors, and a net addition of 255.9 developable acres to the Northern Urban Service Area. There are three main development areas within the amendment area. Bear Tree Farms is proposed for residential, commercial and mixed use. Bear Tree Windsor is predominantly planned for single family residential use, with some mixed residential, senior housing and office/commercial areas. The Reardon Road area is currently developed with commercial and industrial uses, and is planned for eventual commercial redevelopment and reinvestment.

The purpose of this presentation is to further meet the needs of the Commission and facilitate more efficient discussion and consideration of urban service area amendments. Staff will present preliminary information prepared for the staff analysis of Town of Windsor and Village of DeForest amendment request, and will seek input from commissioners on additional issues to be addressed in the final staff analysis, to be provided at the March meeting and with the Public Hearing Notice of this amendment. The public hearing and CARPC consideration of the proposal will be scheduled for the April meeting.

Materials Presented with Item:

1. None

Contact for Further Information:

Barbara Weber, Senior Community Planner
266-9113
BarbaraW@CapitalAreaRPC.org

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. FUDA and CRSC Update to CARPC Commissioners, February 9, 2012

Contact for Further Information:

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

FUDA and CRSC Update to CARPC Commissioners
Thursday, February 9, 2012

FUDA

North Mendota Communities (V. Waunakee, T. Westport, C. Middleton, T. Springfield)

Environmental Conditions Report

- Final Draft in progress

Community Planning

- Scenario Planning in progress: four to five alternative growth scenarios are selected for 2035 projected growth, and for long-term build-out – A) Recent Trends; B) Community Preference (as measured by public participation, fall 2011); C) Dispersed; D) Compact and perhaps a hybrid scenario developed by the Steering Committee. The Compact scenario also includes higher levels of environmental protection. Indicators have been developed to measure outcomes in categories of growth, land use mix, environment, transportation and mobility, economy, and agriculture. Conceptual scenario maps are being prepared for community review and input.
- Community Engagement Phase III scheduled for March; to consist of scenario survey to be administered online, at “stations” around town. Steering Committee, Plan Commission and Council/Boards to consider input and identify preferred scenario.
- Steering Committee and Staff Teams continue to meet monthly.

FUDA Study

- Outline in development. Draft Plan Target: June 2012

Northern USA (V. DeForest, T. Windsor, T. Vienna)

Environmental Conditions Report

- Final Draft in progress
- Scenario Planning in progress: : three alternative growth scenarios are selected for build-out to the adopted future land use plan boundaries – A) Future Land Use; B) Dispersed; and C) Compact. The Compact scenario also includes higher levels of environmental protection. Indicators have been developed to measure outcomes in categories of growth, land use mix, environment, transportation and mobility, economy, and agriculture. Conceptual scenario maps are being prepared for community review and input.
- Community Engagement Phase III scheduled for March; to consist of scenario survey to be administered online, at “stations” around town, possibly as an insert in the DeForest paper, and at a joint community meeting. Steering Committee, Plan Commission and Council/Boards to consider input and identify preferred scenario.
- Steering Committee and Staff Teams continue to meet monthly.

FUDA Plan

- Outline in development. Draft Plan Target: June 2012

New FUDA Communities

Communities with stated intention to participate in 2012: City of Stoughton, City of Madison
Communities considering participation in 2012: Village of Black Earth, City of Sun Prairie

Other

- CARPC Policy and Criteria Committee meeting monthly.

Capital Region Sustainable Communities

- **CRSC Partnership** meeting December 14:
 - approved working definition of Sustainable Dane County:
“A sustainable and resilient Dane County:
 - Protects, enhances and restores the natural communities that sustain a healthy and vigorous environment, society, and economy and on which all life depends;
 - Removes barriers to people meeting their needs and ensures equitable participation in civic life and advancement opportunities;
 - Fosters a diverse, equitable economy with widely-shared economic opportunities that supports and regenerate natural and social systems; and
 - Invokes a shared understanding among residents, institutions, and decision-makers that results in action toward a sustainable future.”
 - Started developing initial goal statements.
- CRSC Partnership **Work Groups**:
 - *Connecting Housing-Transit-Jobs* – guidance of market studies; transit studies; infill/redevelopment assessment; Design Professionals assistance; regional housing strategy; development of housing, transportation and economic development goal statements
 - *Planning for Sustainable Development* – FUDA Planning; development of land use, natural resource, cultural resource, agricultural goal statements
 - *Increasing Equity in Planning and Decision-Making* – review of local and regional plans and public participation programs, equity related input to other work group activities, development of goal statements related to equity
 - *Improving Greenhouse Gas Emissions and Air Quality* – inventory existing efforts, recruit technical experts, develop draft GHG/Air Quality Strategy
 - *Advancing Sustainability Leadership & Education* – Develop proposed working definition of Sustainable Dane County
 - *Steering Committee* – Consortium meeting planning and overall guidance
- **CRSC Activities**
 - Market Study Request for Qualification yielded 8 submittals. Review panel met and provided recommendations.
 - CRSC Catalytic Project - Vegetable Packing House Feasibility Study complete, operator selected.
 - Transit Corridor Study Request for Proposals issued January 25.
 - Infill and Redevelopment Assessment initiated.

Re: Discussion and Consideration of authorizing execution of lease for office space

Decision Items:

1. Authorize the Chair or his/her designee to sign a lease.

At the December meeting, the Commission directed the Chair to convene a workgroup of volunteer commissioners to review office space criteria and alternatives, and to widely solicit proposals from lessors, so that CARPC could consider a negotiated, un-signed lease at the February 9 meeting. Chair Palm and commissioners Brandon, Kramar and Onken met on January 6 by telephone to pursue the CARPC directives; staff reported to commissioners on the results of this meeting (via e-mail Jan. 19).

Tim Ridders (Cresa Partners) reviewed numerous available spaces for consistency with the approved criteria and available budget, and provided a list of seven locations which most closely matched the criteria. After touring the four most viable options with Mr. Ridders on January 31, Chair Palm and staff selected two of them for final consideration. Mr. Ridders was then asked to gather more details on lease options for the two sites.

Prior to the meeting, Chair Palm will re-convene the workgroup to review the latest information in order to consider a recommendation to CARPC.

Materials Included with the Item:

1. None

Contact for Further Information:

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

**Re: Approval of January & February disbursements and Treasurer's Report for
December 2011 & January 2012**

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.

Because the January meeting was cancelled, both the January and February bills and a combined December/January Report are attached. Also provided is the year-to-date revenue and expenses as related to the adopted 2012 budget. Staff will secure Mr. Sonnentag's signature on the Treasurer's Report prior to the meeting.

Materials Presented with Item:

1. January/February 2012 Voucher Bills and December 2011/January 2012 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 & February 2012

9-Feb-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 34 totaling \$ 206,636.98

February 9, 2012

Date Approved

Larry Palm, Chairperson

Kurt Sonnentag, Treasurer

Voucher Bills for January & February 2012

9-Feb-12

Capital Area Regional Planning Commission

No.	Payee	Purpose	Amount	
1	AWRA	Annual membership (Mesbah)	165.00	<i>paid</i>
2	Capitol City Reporters	court reporting services (for arbitration; 1/3 of cost)	525.00	<i>paid</i>
3	CARPC Employees	Travel expenses	150.00	<i>estimated</i>
4	CARPC Employees	Payroll 2B and 3C	42,488.32	<i>paid</i>
5	CARPC Employees	Payroll 4A and 5B	43,000.00	<i>estimated</i>
6	CDW-G	2 workstations w/Office licenses	1,639.16	<i>paid</i>
7	Cole Dispute Resolution	1/3 arbitration cost	2,317.00	<i>paid</i>
8	Dane County	4Q 2011 postage/copies/long distance/VoIP	2,105.87	<i>paid</i>
9	Dane County	File storage @ Record Center (Jul-Dec 2011)	560.28	<i>paid</i>
10	Delta Dental	February(paid)/March dental insurance	1,364.76	
11	Edgarton, St. Peter, Petak & Rosenfeldt	HUD GRANT legal counsel (0.0 hrs; \$0 sundry)	0.00	
12	Edgarton, St. Peter, Petak & Rosenfeldt	Dec. standard legal counsel (4.2 hrs; \$0.00 sundry)	798.00	<i>paid</i>
13	Edgarton, St. Peter, Petak & Rosenfeldt	Jan. standard legal counsel (0.6 hrs; \$0.00 sundry)	114.00	
14	FirstBank Visa	Office supplies (to be paid in February/March)	350.00	<i>estimated</i>
15	Frankel ADR, LLC	1/3 arbitration cost	2,530.05	<i>paid</i>
16	Kamran Mesbah	Reimbursement for BlackBerry data plan (Dec./Jan.)	94.00	
17	Madison Area TPB	Dec. transportation planning	350.00	<i>estimated</i>
18	Minnesota Mutual	February(paid)/March life insurance (CARPC contribution)	43.12	
19	Physicians Plus	February(paid)/March health insurance	14,301.78	
20	Rachel Holloway	reimbursement for APA dues	225.00	<i>paid</i>
21	Stafford Law	1/3 arbitration cost	4,383.91	<i>paid</i>
22	Stoughton Courier Hub	1-yr subscription	37.00	<i>paid</i>
23	Unemployment Insurance	Extended unemployment for David Greene	1,500.00	<i>estimated</i>
24	Unum Life Insurance Company	February(paid)/March disability insurance (CARPC-paid)	38.60	
25	USGS	4Q 2011 water resources monitoring (pass-thru)	18,888.00	<i>paid</i>
26	UW Extension	4Q 2011 Groundwater Model update (pass-thru)	20,376.37	<i>paid</i>
27	Wisconsin Retirement System	December(paid)/January employer contribution	6,058.17	
28	WisLaw	1-year subscription	99.00	
<u>HUD - SCRP Grant (Reimbursed Expenses)</u>				
29	CARPC Employees	Payroll 2B and 3C	17,239.20	<i>paid</i>
30	CARPC Employees	Payroll 4A and 5B	17,240.00	<i>estimated</i>
31	CARPC Employees	Travel expenses	350.00	<i>estimated</i>
32	Delta Dental	February(paid)/March dental insurance	408.60	
33	Physicians Plus	February(paid)/March health insurance	4,361.50	
34	Wisconsin Retirement System	December(paid)/January employer contribution	2,535.29	
TOTAL			<u>\$ 206,636.98</u>	

Recommended for Approval: _____
 Kamran Mesbah, Deputy Director

Report: December Estimated Amounts as Paid

		Estimated/Approved	Paid/Incurred	Difference
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& January 2012

9-Feb-12

Capital Area Regional Planning Commission

CHECKING

Reconciled Cash Balance November 30, 2011		82,751.73
December Disbursements		
Personnel (includes HUD)	(88,017.62)	
Operating Expenses	(14,172.55)	
Contract (MATPB)	(372.00)	
HUD-SCRIP Grant Expenses	(6,887.15)	
January Disbursements		
Personnel (includes HUD)	(87,768.38)	
Operating Expenses	(618.00)	
HUD-SCRIP Grant Expenses	0.00	
Total Disbursements		<u>(197,835.70)</u>
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	
January Deposits		
Transfer from MM	80,000.00	
Total Deposits		<u>163,385.70</u>
<u>MONEY MARKET</u>		
Cash Balance November 30, 2011		186,480.48
December Disbursements (x-fer to Checking)	0.00	
December Deposits (x-fer from Checking)	(80,000.00)	
December & January Interest	78.10	
Net Change December 2011		<u>(79,921.90)</u>

Reconciled Total Cash Balance January 31, 2012 \$ 154,860.31

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: _____ date: _____
Kurt Sonnentag, Treasurer

February 2012 (estimated)

Estimated January/February Disbursements		\$ (206,636.98)
Estimated January/February Deposits		
HUD reimbursement	70,000.00	
Sewer extensions	600.00	
Interest	50.00	
Dane County Certified Charge	377,853.50	
Total Estimated Deposits		<u>448,503.50</u>
Estimated Cash Balance February 29, 2012		<u>\$ 396,726.83</u>

Capital Area Regional Planning Commission

2012 Revenue & Expenditures as of
1/31/12

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)	\$ 41,176	\$ 7,592	\$ 48,769	\$ 585,222
2 Workstudy / Intern	737	513	1,250	15,000
3 Wisconsin Retirement	2,455	422	2,877	34,528
4 Social Security / Medicare	3,314	417	3,731	44,769
5 Employee / Retiree Insurance (less COBRA refund)	7,893	(125)	7,769	93,224
6 Furloughs (7 days; included in lines 1-4 in Col. A)	-	(2,030)	(2,030)	(24,363)
7 Total Personal Services	\$ 55,576	\$ 6,789	\$ 62,365	\$ 748,380
Operating Expenses				
8 Commissioner Per Diem & Travel	\$ -	\$ -	\$ -	\$ -
9 Employee Travel & Meeting Exp	70	346	417	5,000
10 Conference & Training	-	208	208	2,500
11 Office Supplies (Postage, printing, copies, etc.)	-	1,233	1,233	14,800
12 Dues / Membership Fees	225	93	318	3,810
13 GIS Software	-	483	483	5,800
14 Recruitment	-	-	-	-
15 Telephone / Internet	-	83	83	1,000
16 Office Space (Rent)	-	2,753	2,753	33,036
17 Legal Services	-	2,500	2,500	30,000
18 Advertising	-	-	-	-
19 Audit Services	-	500	500	6,000 **
20 Insurance (Package, WC, D&O)	-	667	667	8,000
21 Total Operating	\$ 295	\$ 8,867	\$ 9,162	\$ 109,946
Capital Outlay				
22 Office / Computer Equipment and Furniture	\$ -	\$ 250	\$ 250	\$ 3,000
23 Fly Dane Partnership	-	-	-	-
24 GIS Equipment	-	-	-	-
25 Total Capital Outlay	\$ -	\$ 250	\$ 250	\$ 3,000
Contractual				
26 Consulting Services	\$ -	\$ -	\$ -	\$ - **
27 IM Services	-	1,750	1,750	21,000
28 Total Contractual	\$ -	\$ 1,750	\$ 1,750	\$ 21,000
Pass-Thru				
29 Cooperative Water Resources Monitoring	\$ -	\$ 8,083	\$ 8,083	\$ 97,000
30 Groundwater Model Update	-	-	0	0
31 EPA/DNR Stimulus Programs	-	-	0	0
32 MPO Transp Planning/Pass-Thru	-	829	829	9,950
33 Total Pass-Thru	\$ -	\$ 8,913	\$ 8,913	\$ 106,950
Pass-Thru: HUD GRANT^				
34 Salaries & Wages	\$ 26,514	\$ (7,722)	\$ 18,792	\$ 225,500 ^
35 Fringe Benefits	6,018	(3,602)	2,417	29,000 ^
36 Travel Costs	40	294	333	4,000 ^
37 General Office Supplies	-	125	125	1,500 ^
34 Non-Consumable Materials	-	417	417	5,000 ^
35 Consultants	-	16,667	16,667	200,000 ^
36 Contracts & Sub-Grantees	-	15,417	15,417	185,000 ^
37 Other Direct Costs	-	1,667	1,667	20,000 ^
38 Total HUD Grant	\$ 32,572	\$ 23,261	\$ 55,833	\$ 670,000 ^
39 GROSS Expenditures	\$ 88,443	\$ 49,830	\$ 138,273	\$ 1,659,276
40 NET Expenditures (No Pass-Thru or HUD Grant)	\$ 55,871	\$ 17,656	\$ 73,527	\$ 882,326

Capital Area Regional Planning Commission

2012 Revenue & Expenditures as of
1/31/12

REVENUES					
Non-Dane County Revenue					
41	Fees: sewer extensions	\$ 800	\$ 167	\$ 633	\$ 7,600
42	Conference Registration Revenue	-	(117)	117	1,400
43	Land Use Inventory grant revenue	-	-	-	-
44	Local Planning Assistance	-	-	-	-
45	MMSD	-	-	-	-
46	EPA/DNR Water Quality Planning	-	(9,167)	9,167	110,000
47	FHA/WDOT Transp Planning Funds	-	(182)	182	2,183
48	Interest Income (less bank fees)	(53)	(220)	167	2,000
49	Product Sales	-	(8)	8	100
50	PASS-THRU: MPO Transp Planning	-	(728)	728	8,731
51	PASS-THRU: Groundwater Model	-	-	-	-
52	PASS-THRU: EPA/DNR Stimulus	-	-	-	-
53	PASS-THRU: Coop Water Resources Monitoring	-	(8,083)	8,083	97,000
54	Fund Balance *	380	-	380	4,557 *
55	Dane County Property Tax **	377,854	314,878	62,976	755,707
56	HUD GRANT^	32,572	(23,261)	55,833	670,000 ^
57	GROSS Revenue	\$ 411,552	\$ 273,279	\$ 138,273	\$ 1,659,278
58	NET Revenue (No Pass-Thru or HUD Grant)	\$ 378,980	\$ 305,351	\$ 73,629	\$ 883,547

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

** Amended or subject to amendment 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	\$323,109
Less Depreciation	\$ (168)
YTD Excess Revenue	<u>322,941</u>
YTD Excess Revenue	<u>\$ 17,709</u>