

AGENDA

Meeting of the Capital Area Regional Planning Commission

June 28, 2007

City-County Building, 210 Martin Luther King Jr. Blvd., Room 310, Madison WI

7:00 p.m.

1. Roll Call
2. Approval of minutes of the June 14, 2007 meeting
3. Review of agenda
4. Public comment
5. Presentations/discussion
 - a. Overview of Dane County Growth Trends 2000-2030
 - b. Overview of the *Dane County Water Quality Plan*
6. Consideration of the 2007-2008 work program related to the annual contract with the Wisconsin Department of Natural Resources
7. Consideration of CARPC bookkeeping, payroll and audit services
8. Consideration of draft 2008 CARPC budget
9. Consideration of selection process for CARPC Executive Director
10. Consideration of legal services for the Commission
11. Consideration of 2008 CARPC personnel needs and development of CARPC Personnel Manual
12. Discussion of organizing the work of the Commission, including ad-hoc committees
13. Election of Interim Secretary
14. Future agenda items
15. Reports / Discussion of Reports
 - a. 2007 CARPC meeting calendar
 - b. Commissioner and CAPD staff contact information
 - c. CARPC Ad-Hoc Budget Committee meeting of June 19, 2007
16. Adjournment

<p>If you need a sign language interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact DCCAPD staff at 266-4137, or TDD 266-4529, at least 72 hours in advance of the meeting.</p>
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MINUTES

Capital Area Regional Planning Commission

June 14, 2007

City-County Building, 210 MLK Jr. Blvd., Room 309, Madison WI

6:45 p.m.

Present: Zach Brandon, Tom Clauder, Kristine Euclide, Martha Gibson, Kris Hampton, Carlton Hamre, Sally Kefer, Harold Krantz, Jeff Miller, Larry Palm, Kurt Sonnentag

Also Present: George Kamperschroer (nominated Commissioner but not yet appointed)

Absent: None

Staff Present: Chris Gjestson, Mike Kakuska, Michael King, Kamran Mesbah, Steven Wagner, Barbara Weber

An informal reception was held from 6:45 to 7:15, during which time no business was addressed nor action taken.

1. Roll Call

The meeting convened at 7:17 p.m. All eleven appointed Commissioners were present; one appointment was yet to be determined by the mayor of the City of Madison.

2. Welcome and convening remarks by CARPC appointing authorities or their representatives

Introductory remarks were made by three of the four CARPC appointing authorities: Jerry Derr, president, Dane County Towns Association, thanked the Commissioners, staff and individuals involved in the creation of the CARPC, described the wide support for its creation, and expressed hope for a regional multi-county body in the future; Kathleen Falk, Dane County Executive, thanked Commissioners and staff, described the need to work together, and described the importance and difficulty associated with the body's unique charge of enhancing the quality of life in the region; Tom Clauder, president, Dane County Cities and Villages Association, suggested that the previous Commission had been working well after its reorganization in 2000, spoke to the amount of work performed to create the new body, and expressed optimism that the new body could successfully meet its challenges. Mr. Clauder notified the Commission that he was resigning as Commissioner in order to prevent any appearance of conflict with his position as one of the four appointing authorities serving as members of the Budget and Personnel Panel. The Cities and Villages Association was receiving applications to fill the open RPC seat through June, and hoped to appoint the member in July.

3. Nomination and election of Interim Chairperson

Moved by Mr. Brandon, seconded by Mr. Hampton, to open nominations for Interim Chairperson. Motion carried unanimously. Moved by Mr. Hamre, seconded by Mr. Krantz, to nominate Mr. Miller as Interim Chairperson; there were no other nominations. Moved by Mr. Hamre, seconded by Mr. Brandon to close nominations. Motion carried unanimously. Mr. Miller took the Chair by unanimous consent.

4. Review of agenda

Mr. Brandon suggested that the agenda could be abbreviated after items 6 and 7, depending on time. Members agreed.

5. Public comment

None.

6. Presentations/discussion**a. History and timeline of regional planning in Dane County**

Mr. King referred to a timeline in the Commission agenda packet, and gave a brief presentation of Dane County RPC activities, accomplishments and difficulties from its formation in 1968 to dissolution in 2004.

b. The state of water resources in the region

Mr. Kakuska made a PowerPoint presentation on the issues, problems and progress related to water resources in the county. Mr. Palm asked if a list was available of all agencies involved in water quality planning and their inter-relationships and relationship with the RPC. Mr. Mesbah stated that they were indicated in the *Dane County Water Quality Plan*, and would be addressed during a future staff presentation.

7. Discussion of CARPC water quality planning**a. Discussion of seeking designation of CARPC as the areawide water quality planning agency**

Mr. Mesbah referred to a December 2006 letter in the agenda packet from Todd Ambs, Administrator, Division of Water, DNR, to the four CARPC appointing authorities which outlines required elements to support RPC designation as the areawide water quality planning management agency for the Dane County region. One element was a description of RPC policies, which Mr. Mesbah suggested may take some time to develop.

b. Discussion of contract to provide WDNR with water quality planning services and approach and scheduling of urban service area applications

Mr. Mesbah stated that June 2007 was the last month of the current contract for water quality planning services between Dane County and DNR; he referred to a draft letter from CARPC to Todd Ambs which proposes a July 2007 – June 2008 contract between the CARPC and DNR. Staff could continue its planning services to DNR as they have in the past but with policy direction by the Commission while the Commission sought designation. Ms. Euclide suggested that the Commission should ensure that the contract indicated that urban service area amendment recommendations would be made by the Commission and not staff; additionally, prior to action on the contract, staff should provide the Commission the May 10 letter to DNR describing work elements. Commission and staff discussed the contract. Mr. Mesbah noted that typically DNR will amend contracts to comply with changing circumstances, and could change the CARPC contract to reflect CARPC status as the

designated agency after designation occurs. Mr. Brandon inquired about a possible timeframe for when the contract would be amended to reflect designation. Mr. Mesbah suggested the Commission may be prepared for seeking designation potentially in October or November, but possibly sooner.

Moved by Ms. Euclide, seconded by Mr. Brandon, to direct staff to pursue the contract with DNR as discussed subject to further Commission review prior to securing the contract. Motion carried unanimously.

c. Discussion of Village of Waunakee forthcoming request for an amendment to the Dane County Water Quality Plan and the Dane County Land Use and Transportation Plan to be processed administratively (by CAPD staff) without a policy recommendation from the Capital Area Regional Planning Commission

Mr. Mesbah referred to a table in the agenda packet which summarized pending and forthcoming urban service area (USA) amendment requests (clarifying that the listed City of Stoughton amendment was *not* before DNR and pending approval), and stated that staff was seeking direction for their scheduling. Two complete applications for amendments had been received by staff (from City of Verona and Village of Deerfield). He stated that staff estimated that the Commission may be in a position to hear amendment requests in August.

Ms. Gibson suggested that the Commission discuss and agree upon policy before hearing amendment requests. Should the Commission not reach agreement on its policies by August, then pending amendment requests should be delayed until the Commission is properly prepared. Mr. Brandon agreed and stated that rushing an application through was not worth the risk of setting unwanted precedent in policy. August could be an internal goal, but should not be formally set. It was agreed that the same approach should be taken with the Village of Waunakee's upcoming USA amendment request.

Mr. King briefly explained current criteria in the review of USA amendments; and suggested that staff could highlight those criteria that were previously identified by applicants as problematic. Mr. Miller suggested that the body consider workgroups to address the issues.

8. Consideration of 2007 meeting days, times and location

Moved by Ms. Euclide, seconded by Mr. Brandon, for the full Commission to meet on the second and fourth Thursdays through October 2007 and on November 8 and December 13, with additional meetings to be called if needed. Motion carried unanimously. Members agreed that 7:00 p.m. was an acceptable start time, and room 201 of the City-County Building could be used, with some meetings potentially held outside of the central city depending on the agenda.

9. Overview and discussion of the legal/administrative/budget status of the Dane County Community Analysis and Planning Division and the Capital Area Regional Planning Commission

Mr. King explained the status of the CARPC, which was created by Executive Order #197 and would be supported by CAPD staff through 2007. Prior to the end of the year Dane

County would transfer 2007 budget funds to the Commission. Additionally, the Commission would need to adopt personnel policies and hire staff. Commissioners discussed with staff the current status of the RPC. Mr. Palm suggested that the body consider the formation of ad-hoc committees as a more manageable method of addressing the numerous issues. Discussion followed. Mr. Miller stated that the Commission could work with staff to identify issues that could be reviewed by ad-hoc committees; committee formation could be discussed at the next meeting.

Ms. Gibson suggested that because the discussion was pertinent to agenda item 15, the body address that item. Moved by Ms. Gibson, seconded by Mr. Palm, to suspend the rules and take up agenda item 15. Motion carried unanimously.

15. Consideration of the election of officers/Executive Committee or setting date for their election

Ms. Gibson suggested that because the full Commission still had two members to be appointed, the election of officers be postponed to a future date after the full Commission had the opportunity to develop working relationships. She suggested Mr. Miller remain interim Chairperson until then. Discussion ensued.

Moved by Mr. Hamre, seconded by Mr. Brandon, to delay election of the Executive Committee until all appointments were made and to retain Mr. Miller as Interim Chair. Discussion followed. Motion carried unanimously. Members agreed that the Interim Chair should represent the Commission at Budget and Personnel Panel meetings and should work with the staff to develop agendas. Members discussed the need to elect an Interim Secretary in order to sign required documents, and directed staff to add the election to the next agenda.

10. Break (Not taken)

11. Consideration/discussion of 2008 CARPC budget process and schedule

Mr. Brandon suggest that the body consider items 11 through 14 at its next meeting. Mr. King described the time constraints associated with drafting the 2008 budget for its review by the Budget and Personnel Panel and submission of the budget charge to Dane County. Mr. Palm suggested the creation of an ad-hoc budget committee. Discussion ensued.

Moved by Mr. Palm, seconded by Mr. Brandon, to create an ad-hoc budget committee to assist in 2008 budget development. Motion carried. Mr. Miller asked that those Commissioners interested in serving on the committee notify staff after adjournment (Messrs. Brandon, Miller and Palm agreed to serve).

12. Consideration of legal services for the Commission

Moved by Mr. Brandon, seconded by Mr. Krantz, to defer to meeting of June 28, 2007.

13. Consideration of selection process for CARPC Executive Director

Moved by Mr. Brandon, seconded by Mr. Sonnentag, to defer to meeting of June 28, 2007.

14. Roundtable discussion of thoughts/questions about the new agency, its role and Commissioners' roles

Ms. Euclide inquired about background materials on the RPC legal authority, CARPC creation, its relationship with other agencies, and other items. Mr. King referred to the "Commissioner Background Materials" binder which staff had prepared for members.

16. Future agenda items

Mr. King referred to suggested agenda items as indicated in the agenda packet. Ms. Kefer asked if the elements of the proposed Future Urban Development Area (FUDA) plans had yet been addressed. Mr. Mesbah stated that staff had begun investigating qualified membership for a technical advisory committee that would be consulted for possible approaches to the analysis and decision-making required for developing FUDA plans. He invited Commissioners to suggest qualified candidates.

17. Reports

Mr. King

18. Adjournment

Moved by Mr. Hampton, seconded by Ms. Gibson, to adjourn. Motion carried at 10:04 p.m.

Recorded by Chris Gjestson

Re: Overview of Dane County Growth Trends 2000-2030.

Michael King will make a PowerPoint presentation describing forecast growth in Dane County and its implication for urban development and the protection of the county's natural resources.

Broadly, the context is defined by the county's land area, which is 1,238 square miles, and the amount of urban development, 103 square miles. It is forecast that the county population will increase by 153,000 people in the 2000-2030 planning period. It is expected that this population will require 75,000 new housing units (it is also anticipated that 15,000 existing housing units will need to be replaced in this 30-year time frame). It is forecast that these factors will drive the development of an additional 42 square miles of sewerred urban development. Thus, the issue that Dane County communities and the CARPC will be accomodating that growth and protecting the environment and quality of life now enjoyed by county residents.

Materials Presented with Item:

1. A printout of the presentation will be provided to Commissioners at the meeting.

Re: Overview of the *Dane County Water Quality Plan*.

This PowerPoint presentation provides a summary overview of the current *Dane County Water Quality Plan (WQP)*. The presentation is based on the 2004 update of the *Summary* report, the statutorily required five-year update of the *WQP*. However, it has been continuously updated since 2004 through amendments adding new acreage to urban service areas and environmental corridors in the region.

The presentation will start with a historic background to the creation of the Clean Water Act of 1972 (CWA). It will then briefly outline the requirements of the CWA and their translation into state statutes and water quality planning in general. A summary overview of the fragmented nature of water quality management will be presented to show the numerous units of government and management agencies that are involved in different aspects of resource management decision-making. This will underscore the need for areawide coordination and integration among this large multiplicity of different jurisdictions and varied goals and authority.

The presentation will cover the two-pronged approach used in the *WQP*, pollution control and resource management, and how this approach translates into current policies and implementation tools.

Materials Presented with Item:

1. Copy of water quality management matrix from page 83 of the *WQP Summary*.
2. A copy of the *Dane County Water Quality Summary Plan* has been provided to Commissioners with the initial letter from staff welcoming new Commissioners and providing some background materials (please call Chris at 266-4138 for a copy if you don't have one).
3. The Commission binder includes a copy of the Congressional Research Service report *Clean Water Act: A Summary of the Law* which outlines the CWA (tab 6 of the binder).
4. The Commission binder includes (tab 6 in binder) a copy of State Administrative Code Chapter NR 121 which outlines the approach to water quality planning in Wisconsin.
5. The Commission binder includes (tab 6 in binder) a copy of State statutes Chapter 200, which outlines the relationship between Metropolitan Sewerage Districts and Designated Water Quality Management Planning agencies.

Management Agencies	Point Source Program	Urban Nonpoint Source Programs	Agricultural Nonpoint Source Programs	Control-Other Pollution Sources	Stream and Shoreland Mgmt.	Lake Management	Groundwater Management
Cities	Primary Role	Primary Role	Assisting or Advisory Role	Primary Role	Primary Role	Assisting or Advisory Role	Assisting or Advisory Role
Villages	Primary Role	Primary Role	Assisting or Advisory Role	Primary Role	Primary Role	Assisting or Advisory Role	Assisting or Advisory Role
Towns	Primary Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role
Dane County	Assisting or Advisory Role	Primary Role	Primary Role	Primary Role	Primary Role	Primary Role	Primary Role
DaneCounty RPC (Dissolved 10/1/04)	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role
Madison MSD	Primary Role	Assisting or Advisory Role	Assisting or Advisory Role	Primary Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role
State Agencies	Primary Role	Primary Role	Primary Role	Primary Role	Primary Role	Primary Role	Primary Role
Federal Agencies	Primary Role	Assisting or Advisory Role	Primary Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role	Assisting or Advisory Role



Primary Role



Assisting or Advisory Role

Re: Consideration of the 2007-2008 work program related to the annual contract with the Wisconsin Department of Natural Resources

Decision Items:

1. Approval of proposed 2007-2008 work program related to WDNR annual contract.
2. Authorization to submit letter to Todd Ambs on behalf of the CARPC regarding the 2007-2008 work program and contract.

Summary. The Wisconsin Department of Natural Resources (WDNR) provides federal pass-through and state funding for water quality planning through annual contracts with relevant agencies. In the Dane County region, these contracts have been with DCRPC until its dissolution in 2004, and with Dane County in support of CAPD activities since the dissolution. The monies available for this work have decreased over the years. Therefore, the work program has only been applied to mostly statutorily required water quality planning work since the early 1990s. The work is currently composed of the following.

1. Wastewater system planning (work element #3141)
2. Sewer extension and plan consistency reviews (work element #3142)
3. Work related to amendments to the water quality plan regarding limited and urban service area amendments and delineation of environmental corridors (work element #3143)
4. Urban non-point source management and review of stormwater management plans for consistency with conditions of approval of urban service area amendments (work element #3151)

The funding request is 50% of the estimated total cost (to match state and federal funds with local funds). However, decreasing federal and state funding has resulted in a cost-sharing from these sources that is closer to 33% of total cost for even this reduced scope of work.

Materials Presented with Item:

1. Proposed 2007-2008 WDNR contract work program and draft cover letter
2. Draft letter to Todd Ambs, Administrator, Division of Water, WDNR
3. Sample WDNR contract which reflects changes as directed by the Commission at its June 14, 2007 meeting, and with the replacement of DNR indemnification language with standard Dane County language. All changes are shaded.

Staff Recommendation/Rationale: Partnership with WDNR is an important part of water quality planning and continued funding of planning work in the region is an important manifestation of their support and commitment of work done by the Commission and its staff. The funding also provides money for a critical and required aspect of water quality planning.

Staff recommends approval of the proposed 2007-2008 DNR work program and submittal with cover letter to DNR for their preparation of the 2007-2008 contract.

Contract finalization is contingent on the CARPC purchase of liability insurance, which is one of the requirements of the DNR contract. Proof of seeking such coverage will be sent to DNR to show that the Commission is in the process of purchasing the required coverage (refer to agenda item #11).

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CAPITAL AREA REGIONAL PLANNING COMMISSION

City-County Building Room 362
210 Martin Luther King Jr. Blvd.
Madison WI 53703
Tel: 608-266-4137 Fax: 608-266-9117

June 29, 2007

Ms. Lisa Helmuth
Bureau of Watershed Management
Wisconsin Department of Natural Resources
101 South Webster Street, WT/2
P.O. Box 7921
Madison, WI 53707-7921

RE: 2007-2008 Dane County Water Quality Planning Work Program

Dear Ms. Helmuth:

Enclosed is a proposed Water Quality Planning Work Program for the period of 7/1/07 through 6/30/08 for your review and consideration in developing our 2007-2008 contract. The work program reflects a continuing water quality planning program directed primarily at the essential sewer service area, environmental corridor and point source facility planning needs, and urban stormwater management assistance. The total cost of the proposed 2007-2008 work program activities is estimated to be \$196,300 as shown in the budget table. We would propose to undertake these activities with a combined GPR/604b grant and local match. We have shown a grant amount of \$98,000, which represents a funding level of 50 percent. If federal and state funding constraints limit the availability of funds at this level, we will reduce activities or seek additional local match contributions.

It is somewhat difficult for us to set priorities in the event that sufficient funding is not available to support all of the proposed activities. Work elements 3141, 3142, and 3143 are required continuing point source and service area water quality planning activities that we must perform as the designated agency, and matching funding to support these activities is essential. Funding for work element 3151 is also essential to support our continuing strategic role in stormwater management. This approach ensures that Best Management Practices that are responsive to the mitigation needs of affected resources are incorporated into new development.

We hope that sufficient funding can be found to support our request. Keep in mind that because of our request for only matching funds, every dollar in grant reduction requires elimination of two dollars in water quality planning activities. We would welcome suggestions from you regarding reductions in our proposed work program.

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The proposed 2007-2008 work program does not request funding support for other CARPC water quality planning activities which supplement or complement the work program activities. These include administering a cooperative water quality monitoring program, providing routine technical assistance to municipalities in watershed and nonpoint source control planning, urban erosion and stormwater management, wetland and groundwater protection and lake management, and preparations for the newly created Capital Area Regional Planning Commission to become the lead areawide water quality management agency for this designated region.

We appreciate your consideration of our proposed 2007-2008 work program and also thank you for your continued assistance.

Please contact me if you need additional information or have questions.

Sincerely,

Jeff Miller, Interim Chair

Enclosure

JM:km:cg

**Proposed 2007-2008 Work Program for the Grant Agreement Between the
Wisconsin Department of Natural Resources and
Capital Area Regional Planning Commission
(July 1, 2007 – June 30, 2008)**

Work Element 3141: Wastewater Systems Planning

Work activities during the period 7/1/07 through 6/30/08 include providing general assistance, data and population flow forecasts for MMSD and other management agencies engaged in facilities planning or special wastewater studies; reviewing facilities plans and studies for MMSD and other outlying communities for consistency with plans and participating in interagency meetings and advisory committees on facilities planning; reviewing and commenting on WPDES permits; reviewing and commenting on consistency of MMSD annexation with plans; and conducting public meetings and hearings on point source *Water Quality Plan* revisions.

Products: Data and review comments on facilities plans, WPDES permits, MMSD annexations and special point source studies.

CAPD Staff Effort and Costs: 2.0 person months \$21,815

Work Element 3142: Wastewater Systems Service

2007-2008 work activities include review of all public and private sewer extensions (estimate 120) for consistency with plans and service areas; participating in public meetings, hearings and committees relative to point source issues, review of point source related legislation and administrative rule changes.

Products: Sewer extension reviews (estimate 120), review comments and hearing testimony relative to point source issues.

CAPD Staff Effort and Costs: 3.0 person months \$32,715

Work Element 3143: Urban Service Area and Environmental Corridor Delineation

2007-2008 work activities include review of guidelines, and revising and updating urban service area and environmental corridor delineations to reflect revised and updated population forecasts for all urban service areas, new or revised resource information, approved site plans and plats, public open space purchases, revised official maps and plans; preparing analysis reports, including impacts, and conducting public hearings on all service area and major environmental corridor plan amendments (estimate 14); providing recommendations from the Capital Area Regional

Planning Commission with supporting data to DNR for service area and environmental corridor revisions and environmental assessments.

Products: Revised urban service area boundary and environmental corridor delineations, CARPC recommendations, supporting data and staff analysis reports for environmental assessments and plan revisions. Post digital USA boundary and environmental corridor maps on the CAPD website and the Dane County server.

CAPD Staff Effort and Costs: 9.0 person months \$98,145

Work Element 3151: Urban Nonpoint Source Management

2007-2008 work activities include providing assistance to urban units of government in developing and implementing detailed watershed plans and projects. Providing assistance to communities in implementing urban nonpoint source recommendations in the *Dane County Water Quality Plan*, and incorporating urban nonpoint source recommendations in community land use and comprehensive plans being prepared. Providing technical assistance to communities in preparing and adopting erosion control and stormwater management ordinances, reviewing site development stormwater plans for water quality impacts, and implementing DNR and EPA stormwater permit requirements.

Products: Data and review comments on watershed plans, projects, ordinances and site development plans for stormwater quality impacts and mitigation through BMPs.

CAPD Staff Effort and Costs: 4.0 person months \$43,625

Capital Area Regional Planning Commission 2007-2008 Water Quality Planning Work Program Budget (July 1, 2007 – June 30, 2008)			
<u>Work Element</u>	<u>Total CAPD Person Months</u>	<u>Total Cost</u>	<u>GPR/604b Grant Request</u>
3141	2.0	\$21,815	\$7,100
3142	3.0	32,715	21,100
3143	9.0	98,145	42,100
3151	4.0	43,625	27,700
Total	18.0	\$196,300	\$98,000

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CAPITAL AREA REGIONAL PLANNING COMMISSION

City-County Building Room 362
210 Martin Luther King Jr. Blvd.
Madison WI 53703
Tel: 608-266-4137 Fax: 608-266-9117

June 29, 2007

Mr. Todd Ambs, Administrator
Division of Water
Wisconsin Department of Natural Resources
101 S. Webster Street
Madison, WI 53707

RE: Designation of Capital Area Regional Planning Commission as the areawide water quality management planning agency for the Dane County region and 2007-2008 contract for services with WDNR

Dear Mr. Ambs:

This is in response to your letter of December 11, 2006, requesting documentation necessary for the designation of the Capital Area Regional Planning Commission (CARPC) as the areawide water quality management planning agency for the Dane County region. The CARPC will be staffed for the rest of 2007 by some of the former staff of the Dane County Regional Planning Commission (DCRPC) who have been performing water quality planning as Dane County staff and under annual contracts with the WDNR. The newly formed CARPC is expected to discuss the necessary regional policies and procedures early in its tenure, and will either adopt new policies of its own or re-affirm the DCRPC policies currently in effect, which have been used by the Dane County Community Analysis and Planning Division (CAPD) during the transition years between the dissolution of the DCRPC and the creation of the CARPC. The CARPC will hire its own staff effective January 1, 2008.

For the purposes of qualifying to be the Designated Planning Agency for Water Quality Management Planning in Dane County, the CARPC will need a few months to adopt or re-establish relevant policies and procedures, and hire qualified staff. During this transition period, we propose to enter into a contract for the purpose of providing water quality management planning assistance to the Department, similar to the arrangement which has worked between the Department and CAPD since the dissolution of the DCRPC in 2004 (albeit with the addition of the CARPC as a policy forum for recommendations on amendments to the *Dane County Water Quality Plan*). This contract can be amended when the CARPC has been designated as the Water Quality Management Planning Agency for Dane County to reflect this change in status

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(expected late in 2007 or early in 2008). A draft 2007-2008 water quality planning assistance agreement is attached to this letter. A scope of work for the contract period was sent to Ms. Lisa Helmuth of your staff on May 10, 2007, and it is also attached to this letter for your reference and consideration.

We expect that this approach will provide a seamless transition from the 2006-2007 contract with Dane County, because we do not expect amendments to the *Dane County Water Quality Plan* until August 2007, allowing us to process these under the new 2007-2008 contract with CARPC.

Please refer concerns and questions to Kamran Mesbah, Director of Environmental Resources Planning, CAPD, at 266-9283. I will also be available to speak with you if that would be helpful; please call the CAPD office for my contact information.

Sincerely,

Jeff Miller, Interim Chair
Capital Area Regional Planning Commission

cc: Roger Larson, Deputy Bureau Director, Watershed Management, WDNR
Lisa Helmuth, Water Resources Management Specialist, WDNR

**AGREEMENT BETWEEN
WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND
THE CAPITAL AREA REGIONAL PLANNING COMMISSION**

THIS GRANT AGREEMENT is entered into by and between the State of Wisconsin Department of Natural Resources (Department) and the Capital Area Regional Planning Commission (CARPC)(Grantee) for the purpose of providing water quality management planning assistance to the Department.

FOR AND IN CONSIDERATION of the terms and conditions contained in this Grant Agreement, the above-named parties agree:

1. PERIOD OF AGREEMENT: This grant agreement shall be for the period of July 1, 2007 until June 30, 2008, during which period all performance as described in this grant agreement shall be fully completed to the satisfaction of the Department.
2. CANCELLATION: The Department reserves the right to cancel this grant agreement in whole or in part, without penalty, due to nonappropriation of funds or for failure of the Grantee to comply with terms, conditions, and specifications of this grant agreement.
3. ENTIRE AGREEMENT; AMENDMENTS: This grant agreement, together with the specifications in the bid request (if any) and referenced parts and attachments, shall constitute the entire grant agreement and previous communications or agreements pertaining to the subject matter of this grant agreement are hereby superseded. Any grant agreement revisions, including cost adjustments and time extensions, may be made only by a written amendment to this grant agreement, signed by both parties prior to the ending date of this grant agreement.
4. ASSIGNMENT SUBCONTRACTS: Neither this grant agreement nor any right or duty in whole or in part by the Grantee under this grant agreement may be assigned, delegated or subcontracted without the written consent of the Department. If upon the written consent of the Department this grant agreement or any right or duty in whole or in part is assigned, the Assignee(s) shall expressly agree to assume and perform all relevant obligations expressed under the terms of this grant agreement and be bound by the terms and conditions of this grant agreement. Assignment in whole or in part of this grant agreement does not absolve the Grantee of any liability or obligation expressed and agreed to hereunder. **It is understood by all parties that the technical work of water quality planning will be performed by the staff of the Dane County Community Analysis and Planning Division which will be staffing CARPC exclusively through 2007. CARPC will retain its own staff effective January 1, 2008.**
5. DESCRIPTION OF WORK: The Grantee agrees to perform the following services to the satisfaction of the Department:
 - A. See Attached **June 29, 2007 Capital Area Regional Planning Commission** transmittal letter and Water Quality Planning Work Program
 - B. Reports:
 - 1) Provide quarterly reports to the Department describing all work activities completed or in progress as well as activities anticipated during the next quarter. Quarterly reports should be a one or two page report, providing the following information:
 - a) Project Goals

- b) Progress this Quarter
- c) Activities Planned for Next Quarter
- d) Problems/Issues (including any that could affect completing the project on time)

2) Prepare and submit to the Department within 60 days after the end of the agreement a final report describing all work activities. This report shall be subject to review and approval by the Department of Natural Resources.

6. AGENCY CONTACTS: All communications regarding this grant agreement will be made through the designated agency contacts. The designated contacts are:

Grantee - Jeff Miller, Interim Chair
Capital Area Regional Planning Commission
City County Building, Room 362
210 Martin Luther King Jr. Blvd.
Madison, WI 53703-3350

Department - Lisa Helmuth
Wisconsin Department of Natural Resources
Bureau of Watershed Management – WT/2
101 S. Webster Street, P.O. Box 7921
Madison, WI 53707-7921

7. TERMINATION:

- A. This grant agreement may be terminated in whole, or in part, in writing by the Department in the event of substantial failure of the Grantee to fulfill its obligation under this grant agreement, provided, that the Department shall give the Grantee not less than thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate and an opportunity for consultation prior to termination.
- B. If termination is effected by the Department, an equitable adjustment in the price provided for in this grant agreement shall be made. Any payment due to the Grantee at the time of termination may be adjusted to the extent of any additional costs occasioned to the Department by reason of the Grantee's default. The equitable adjustment for any termination shall provide for payment to the Grantee for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by the Grantee relating to commitments which had become firm prior to the termination.
- C. Upon receipt of a termination action pursuant to paragraph A above, the Grantee shall (1) promptly discontinue all services affected (unless the notice directs otherwise); (2) terminate all subcontracts to the extent that they relate to the performance of work terminated by the Department, and (3) deliver or otherwise make available to the Department, all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Grantee in performing this grant agreement, whether completed or in process.
- D. Upon termination pursuant to paragraph A above, the Department may take over the work and prosecute the same to completion by agreement with another party or otherwise and the Grantee is liable for any excess costs for such similar work or services.

- E. The rights and remedies of the Department and the Grantee provided in this clause are in addition to any other rights and remedies provided by law or under this grant agreement.
8. **PAYMENT:** The Department agrees to reimburse the Grantee \$ _____ in federal 604b funds (CFDA # _____) to be earned by September 30, 2007, and \$ _____ in state FY08 general purpose revenue funds (state identification # _____) to be earned by June 30, 2008, for a contract total of \$ _____. The Grantee may claim eligible costs for reimbursement for work conducted between July 1, 2007 and the end of the grant agreement.
9. **Reports:** Grantee shall provide quarterly reports in October, February, May and August to the Department describing all applicable work activities completed or in progress, activities planned for next quarter and any problems/issues that could affect completing this work on time.

Billings by the Grantee shall be made on a quarterly itemized basis for the actual net costs incurred for review and acceptance. Invoices should be sent electronically to Lisa.Helmuth@dnr.state.wi.us and in paper form to:

Greg Searle, Section Chief, Management and Monitoring Section
Department of Natural Resources
Bureau of Watershed Management - WT/2
P.O. Box 7921
Madison, WI 53707

Copies of billings and all reports must also be sent to:

Lisa Helmuth
Department of Natural Resources
Bureau of Watershed Management – WT/2
P.O. Box 7921
Madison, WI 53707

Final invoices must be submitted within 60 days after the end of the grant agreement. If the final report as identified in 5, B above does not accompany the final billing, the Department may withhold 10% of the total dollars of this grant agreement until the final report is received, reviewed and approved by the Department.

10. **RECORDS; ACCESS:** The Grantee shall, for a period of three (3) years after completion and acceptance by the Department, maintain books, records, documents, and other evidence directly pertinent to performance on work under this grant agreement in accordance with generally accepted accounting principles and practices. The Grantee shall also maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this grant agreement and a copy of the cost summary submitted to the Department. The Department or any of its duly authorized representatives, shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The Grantee shall provide proper facilities for such access and inspection. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such dispute, performance, or costs or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such dispute, appeal, litigation, claim or exception.

11. INDEPENDENT CONTRACTOR: The Grantee is an Independent Contractor for all purposes and is not an employee or agent of the Department.
12. INDEMNIFICATION. Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes.
13. INSURANCE. The Grantee performing services for the State of Wisconsin shall:
 - A. Maintain worker's compensation insurance for all employees engaged in the work.
 - B. Maintain commercial liability and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out the agreement. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
 - C. Provide an insurance certificate indicating this coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the agreement.
 - D. The state reserves the right to require higher or lower limits where warranted.
14. NONDISCRIMINATION: In connection with the performance of work under this grant agreement, the Grantee agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Department setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the Grantee being declared an "ineligible" Grantee, termination of the grant agreement or withholding of payment.
15. AFFIRMATIVE ACTION: If this grant agreement is for an amount of twenty-five thousand dollars (\$25,000) or more the Grantee agrees to submit a written affirmative action plan to the Department within 15 business days after the grant agreement commences if an acceptable plan is not already on file with the State of Wisconsin. (Grantees with an annual work force of fewer than 25 employees are exempted from this requirement.) Failure to comply with the conditions of

this clause may result in the Grantee being declared an "ineligible" grantee, termination of the grant agreement or withholding of payment.

- 16. FUNDING SOURCE: This grant agreement is funded in part or wholly by a grant from the U.S. Environmental Protection Agency, CFDA #66.454. This procurement will be subject to regulations contained in 40 CFR Parts 31 and 40 and OMB Circular 133. Neither the United States nor the Environmental Protection Agency is party to this agreement.
- 17. APPLICABLE LAW: This grant agreement shall be governed by the laws of the State of Wisconsin. The Grantee shall at all times comply with all federal, state, and local laws, ordinances, and regulations in effect during the period of this grant agreement.
- 18. ANTITRUST ASSIGNMENT. The Grantee and the Department recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the Department. Therefore, the Grantee hereby assigns to the Department any and all claims for such overcharges as to goods, materials or services purchased in connection with this agreement.
- 19. TAX DELINQUENCY. Grantees who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.

The undersigned, as representatives of their respective agencies, hereto agree to this grant agreement.

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

Date _____

By _____
Scott Hassett, Secretary

CAPITAL AREA REGIONAL PLANNING COMMISSION

Date _____

By _____
Jeff Miller, Interim Chair

Date _____

By _____
Interim Secretary

Re: Discussion of CARPC bookkeeping, payroll and audit services.

Decision Items:

3. Consider how the agency will carry out bookkeeping and payroll services for the balance of 2007 and 2008, or provide appropriate direction to staff.
4. Consider directing staff to contact auditing firms to inquire about the provision of both a 2007 and 2008 audit or a combined 2007-2008 audit.

The Commission will need to establish a system to accomplish financial transactions including issuing payroll and other checks and providing the appropriate bookkeeping for the balance of 2007 and for 2008. The Commission should also have regular audits performed.

The 2007 budget approved by Dane County allocates \$15,000 for bookkeeping and payroll services with the expectation that those services would be undertaken by an outside firm. The DCRPC had paid a part-time accounting specialist to carry out that work. Based on staff inquiries with bookkeeping firms, it became clear that the costs would be substantially more than the amount budgeted, with one estimate for payroll services alone being \$12,000.

CAPD staff consulted with Chuck Hicklin, Dane County Controller, about options for getting this work done; he noted that County agencies including the Highway Department and Alliant Energy Center have used Peachtree accounting software to carry out some departmental bookkeeping. Subsequently, CAPD staff had been provided access to a licensed copy of Peachtree, and Mr. Gjestson has begun to set up accounts necessary for Commission bookkeeping and financial transactions. Mr. Gjestson recently successfully completed a 2-credit course in operating Peachtree software, and eight credits of accounting coursework, all at MATC. Mr. Hicklin indicated that County finance staff could review the CARPC monthly financial reports, answer questions and assist in implementation of the software.

Beginning in 2003, the DCRPC Accounting Specialist began telecommuting to work and Mr. Gjestson undertook the responsibilities to administer payroll and issue checks and prepare monthly reports for the agency, based on direction by the Accounting Specialist. Thus he is already familiar with a number of the aspects of the bookkeeping and financial systems.

It would be appropriate for the Commission to authorize staff to develop the 2008 budget based on the assumption that Mr. Gjestson will carry out the bookkeeping and financial reports of the agency. Also, it would be desirable for the Commission to direct staff to have Mr. Gjestson carry out these functions once the funds for the balance of 2007 are transferred from Dane County.

Given the relatively small size of the budget and relatively few and rather straight-forward financial transactions of the agency, the DCRPC sometimes utilized bi-annual audits (every two years). It would be appropriate to direct staff to contact the auditing firm of the former DCRPC (Meicher and Associates) and two or three other firms to see which firms might be interested in

providing services and to provide a preliminary cost estimate for performing both a 2007 and 2008 audit, or a combined 2007-2008 audit.

Staff Recommendation/Rationale: In summary, it would be appropriate for the Commission to direct staff to pursue the following.

- Remove the \$15,000 line item for “accounting services” in the 2008 draft budget and utilize CARPC staff to carry out the bookkeeping and payroll functions of the agency, recognizing that the job description of the Administrative Services Manager (the position currently held by Mr. Gjestson) should be modified and considered for a change to a higher grade in the salary schedule.
- Contact auditing firms to inquire into the cost of annual and/or bi-annual auditing services.

Re: Consideration of draft 2008 CARPC budget.

The Budget and Personnel Panel meeting, originally scheduled for June 26, has been rescheduled. The Panel will not be meeting again until after the Commission's July 12 meeting. As a result, the Commission will be able to consider the draft 2008 budget at two meetings, and action is not required at the June 28 meeting.

The CARPC Ad-Hoc Budget Committee met on June 19 with members Brandon and Palm present, and Miller absent. Notes from that meeting and information requested at that meeting are provided as a report item (see agenda item 15c). Commissioners will want to review that in conjunction with the other budget materials they will be receiving.

The draft 2008 budget is not included in this packet, but will be mailed to Commissioners on Monday, June 25.

Re: Consideration of selection process for CARPC Executive Director.

Decision Items:

5. Consider review and approval of the CARPC Executive Director position description.

Background (from June 14, 2007 Item 13 Agenda Cover Sheet)

The Budget and Personnel Panel met on May 30 and recommended that the Commission begin the process of selecting an Executive Director. According to the resolutions by local governments which petitioned the governor to create the CARPC, the Budget and Personnel Panel will hire and fire the Executive Director. Those resolutions also provided that the Budget and Personnel Panel will hire the Executive Director from a list of three candidates selected by the Commission.

The Panel has asked the Commission to determine the scope and timing of the recruitment process. The Panel has recommended that the Commission utilize Dane County personnel and resources to administer the recruitment process (a service which will be billable to the RPC; see attached memo). The Commission will want to consider the skills and qualities which would be desirable in an Executive Director of a new planning body, and provide some guidance to the Dane County Employee Relations staff on the Executive Director job description.

(The memo dated 6/7/07 from Travis Myren, Assistant Director, Dane County Department of Administration, and the draft minutes of May 30, 2007 Budget and Personnel Panel meeting, were provided to the Commission at its meeting of June 14.)

Position Description

Following the Budget and Personnel Panel meeting, Dane County Department of Administration (DOA) staff began to develop a class specification and position description for the CARPC Executive Director position. DOA staff referred to the CAPD Administrative Services Manager for information about the DCRPC position description and staff knowledge about the position. The attached class specification, which is in standard Dane County format, describes the position's definition, examples of duties, and employment standards.

Materials Presented with Item:

1. CARPC Executive Director class specification, as developed by Dane County DOA staff with input by the CAPD Administrative Services Manager.

Staff Recommendation/Rationale: Prior to initiating the Executive Director recruitment process, the Commission should consider the desired professional qualities and skills of the position.

EXECUTIVE DIRECTOR

CAPITAL AREA REGIONAL PLANNING COMMISSION (CARPC)

DEFINITION

Under the general policy direction of the Capital Area Regional Planning Commission, the Executive Director is the Chief Administrative Officer of the Commission's staff and serves at the pleasure of the Commission and its Budget and Personnel Panel. The Executive Director provides leadership to facilitate the creation of a unified, sustainable regional vision by working with the Commission, its staff, constituencies, other units of government, interest groups, citizens, and regional and local leaders. The Executive Director is responsible for the overall performance and management of Commission operations and staff including the appointment, supervision, and removal of all employees subject to the approval of the Executive Committee; preparation of a proposed annual budget; management and control of the annual budget and other financial activities; implementation of the Commission's goals, policies, and initiatives; administrative support to the Commission; creation and presentation of technical analyses, information, and policy recommendations of Commission staff; and compliance with federal and state laws, regulations, standards, and guidelines.

EXAMPLES OF DUTIES

The Executive Director directs and administers the Commission's programs and staff; provides supervision, direction, and oversees the conduct and performance of staff; implements policies, programs and initiatives at the direction of the Commission; generates and presents analyses, plans, information and policy recommendations to the Commission and other interested parties including elected officials, legislative bodies, other stakeholder groups, and the public; coordinates the activities of the agency with other governmental agencies; prepares a variety of correspondence and reports to state and local officials and other stakeholders; ensures compliance with state and federal laws, regulations, standards and guidelines; develops staff procedures and makes changes and recommendations for improvements as appropriate; plans, organizes, prioritizes and directs the activities of the department; effectively communicates the recommendations and plans of the Commission; fosters meaningful, collaborative and communicative relationships between the Commission, local governments, regional and local leaders, other stakeholders, and the public.

EMPLOYMENT STANDARDS

Education and Experience

The position requires a combination of education and experience equivalent to graduation from a college or university with a Master's degree in regional planning, planning, administration, or closely related field and 7 years increasingly responsible experience in comprehensive and regional (multi-jurisdictional) planning, at least five of which were in a senior leadership position and should include advanced planning experience with supervision and program management responsibility. Experience in natural resource planning for urbanizing and ecologically diverse and sensitive areas is highly desired.

DRAFT

Knowledge, Skills, and Abilities

The Executive Director should possess competencies and skills which include the demonstrated ability to effectively represent regional entities while working with the public to solicit interest in and attract support for regional development and conservation activities and concerns. The Executive Director should have the proven ability to facilitate and achieve consensus among diverse groups and interests and the leadership skills to provide staff direction, motivation and a workplace atmosphere of respect and professional neutrality.

Additionally, the Executive Director should have a thorough and demonstrated knowledge and understanding of regional planning in a multi-jurisdictional environment, public management and administration; demonstrated knowledge of staff selection, supervision, development, and management; demonstrated ability to develop private and public communications and maintain positive public relations in a politically and socially diverse environment; demonstrated knowledge of budget preparation and implementation; effective oral and written communication skills; demonstrated ability to interrelate the physical, environmental, social, economic, financial, and governmental components and systems within the region and the ability to project those inter-related systems into the future; demonstrated ability to manage program development, implementation and evaluation; demonstrated ability to act as legislative liaison; and demonstrated ability to generate and communicate ideas, design strategies and mobilize resources to achieve the goals of the agency. The Executive Director must also have the ability to use modern office, computer equipment, and technology.

SPECIAL REQUIREMENTS

Ability to regularly attend evening meetings

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Re: Consideration of legal services for the Commission.

The following is from the cover sheet of June 14, 2007 agenda item # 12.

The 2007 budget includes \$10,000 of in-kind legal services that the County Attorney's office could provide. During the 2007 budget development process it was suggested that the County Attorney's office could provide advice to the Commission on non-controversial matters. The 2007 budget also provides \$10,000 for legal services from a private attorney.

David Gault, Assistant County Attorney would provide legal assistance on the behalf of the County Attorney's office. Dave has been with the County Attorneys office for 14 years and handles planning, zoning, and general municipal matters for Dane County. Dave has worked on water quality planning issues and issues involving the Dane County Regional Planning Commission for Dane County. His schedule will not permit him to begin work on Commission work until July.

Attorney Richard Lehmann, with the Boardman law firm, has offered to provide pro bono legal services to the Commission for a short transition period. Dick served as the Dane County Regional Planning Commissions legal counsel for many years. Dick specializes in planning and municipal law and his clients include the Wisconsin Association of Regional Planning Commissions. Dick is phasing into semi-retirement and reducing his work schedule; he is not interested in personally serving as legal counsel to the Commission, but he has a younger partner who he would recommend be considered for that role. Dick's nearly 40 years of experience with regional planning in Dane County would continue to be available in the background, as needed.

The Commission may need legal services including the following: bylaws for the Commission and perhaps bylaws for the Budget and Personnel Panel; a separation understanding or agreement may be necessary to clarify both parties' new roles and obligations as the new Commission and its funding are "spun off" from Dane County during 2007; hiring an Executive Director; review of the new agency's personnel manual and offers of employment to current staff members (to be effective January 1, 2008), including waiving their rights for severance and other benefits. The bylaws and personnel manual of the previous regional planning commission are available, but will need some updating.

At some point the Commission will likely want some advice concerning Federal Water Quality Planning law; NR 121 of the Wisconsin Administrative Code (regulations for how agencies carry out water quality planning in Wisconsin); the CARPC model resolution approved by communities as they petitioned the Governor to create the new agency, the Executive Order creating the Commission, and Wisconsin law concerning regional planning commissions (W.S. 66.0309). Specifically, the Commission will likely want some advice concerning seeking designation from DNR and EPA as the water quality planning agency for Dane County and reviewing a contract with DNR to provide water quality planning services and receive grant funds.

It would be appropriate for the Commission to authorize the CAPD Division Administrator to seek legal advice from either or both attorneys, subject to further guidance from the Chair or the Executive Committee. The Division Administrator should also be directed to review the Commission's legal needs again with the Commission in August or September.

Re: Consideration of 2008 CARPC personnel needs and development of CARPC Personnel Manual.

Decision Items:

6. Consider 2008 staffing plan.
7. Consider how to review, develop and make proposals for all three components of a personnel manual (rules and policies; benefits; and position descriptions/salary schedule). Policy guidance from the Commission, technical support and direction from area local government professionals and personnel consulting services all could play a role in the development of the CARPC Personnel Manual.

Context

For employees, the context for discussions about future employment with the new Commission is their past history with the agency. The following summarizes events which our employees have worked through.

- 1999: local units of government propose dissolution of the DCRPC; legislature sets dissolution date of October 1, 2002.
- 2001: the state legislature defers dissolution date to October 1, 2004.
- 2002: Governor McCallum orders the DCRPC dissolved on October 1, 2002; September 30, 2002: court issues temporary restraining order keeping the DCRPC in business; 2003: Governor Doyle takes office and withdraws from the lawsuit; the McCallum order is invalidated.
- September 23, 2004: Dane County Board approves staff merger agreement with DCRPC, staff is offered temporary employment with the County; DCRPC dissolves on October 1, 2004.
- November 2005: the County Board approves extension of the merger agreement, providing CAPD employees an additional year of employment.
- Summer/Fall 2008: CARPC considers authorizing offers of employment to current staff.

Staffing Plan

In the spring of 2006, representatives of the four CARPC appointing authorities reviewed staffing and other needs required to operate the new agency in 2007. These discussions occurred as part of a discussion about establishing a levy limitation of 0.0017% of assessed value as opposed to the statutory maximum of 0.003%. The 2007 budget reflected the 2006 CAPD staffing levels in addition to two new full-time positions and additional hours for workstudy/interns. The budget provides for a new professional Planner position added to

develop and carry out the new Future Urban Development Area (FUDA) planning process. The addition of workstudy/intern hours is also intended to provide support for the FUDA planning process. The 2007 budget provides for a new project-term Environmental Engineer position to conduct an update of the collection system study for the Madison Metropolitan Sewerage District (MMSD). The two-year study is fully funded by MMSD.

In light of the extensive involvement of the four CARPC appointing authorities in the development of the 2007 budget and staffing plan, and the delay of the Commission start-up to the middle of 2007, it would be appropriate for the CARPC personnel manual and the 2008 CARPC budget to follow the 2007 staffing plan. The 2007 staffing plan provides for seven full-time employees (including the new project position funded by MMSD and the new Planner position to be devoted to the FUDA planning process), two part-time positions and two workstudy/intern positions. A summary of the 2007 staffing plan is provided as Attachment 1.

This level of staffing continues the minimum level of service as provided by the DCRPC in addition to support for the FUDA planning process called for in the resolutions of CARPC creation as adopted by local governments. This staffing plan does not provide for new initiatives.

It would be appropriate for the Commission to direct staff to proceed on 2008 budget development and personnel manual development work based on the 2007 staffing plan.

Personnel Manual

In early 2003, DCRPC staff and Commissioners recognized a need to update the DCRPC Personnel Manual to comply with current legal requirements. Recognizing also that an updated personnel manual would provide a helpful framework for a successor agency, the DCRPC hired personnel consultant Rick Bayer to assist in the updating of the manual. Given the status of the DCRPC at the time, only those updates necessary to bring the manual into compliance with the requirements were done in 2004, although the consultant provided a list of additional topics which the CARPC may wish to address. The updated manual was approved by the DCRPC in September, 2004.

Personnel manuals typical include three components: 1) personnel rules and policies, 2) benefits, and 3) position descriptions and salary schedules.

Rules and Policies

This component includes policies and provisions for such items as staff organization, staff development, hiring, working hours, discipline and termination. The CARPC will also need to establish policy regarding prior service of DCRPC or Dane County employees offered positions with the new agency when determining salary and benefits.

Benefits

The second component for review is benefits. Before offers of employment can be made, the CARPC will need to identify benefits it will provide to employees. The DCRPC largely followed Dane County benefits. DCRPC staff had also participated in a number of County-negotiated employee groups to provide many of these benefits, including health, medical, dental, vision, life and disability insurance, the Wisconsin Retirement System, a bus pass program, and

reduced rate parking. New agencies must notify the Wisconsin Retirement System of their interest in participating in the system for 2008, by no later than November 15, 2007.

Position Descriptions and Salary Schedule

The third component of the personnel manual includes position descriptions and salary schedules. The current positions, position classifications, pay range and actual pay for each staff position are shown in Attachment 2. Position descriptions and pay of staff have not been comprehensively reviewed since prior to 1999 when dissolution of the DCRPC was proposed. Questions about adequacy and appropriateness of pay and classifications have arisen over the years, and some individual adjustments have been made to address immediate issues. However, many matters have not been addressed. For example, the position description for the Graphics Specials does not include web design; however, the Graphic Specialist is undertaking this new responsibility. A review of that position description and pay classification would be appropriate. Similarly, the Senior Environmental Resources Planner was trained to maintain and run the Regional Hydrologic model, and the draft 2008 budget calls for the Administrative Services Manager to be responsible for agency bookkeeping. A comprehensive review of the work that each staff member is doing in relationship to their position's job description and the salary schedule would be required to determine if staff are being competitively compensated. That is work that needs to be carried out by a personnel professional. It would be desirable to complete that work before offers of employment are made to staff the agency for 2008.

All three components are largely a professional and technical staff task, requiring policy guidance and review from the Commission. The technical staff work could be undertaken by a personnel consultant and/or area local government personnel and administrative professionals with policy direction from the Commission.

The Commission should evaluate options concerning how to approach each of the three components of the manual, and give staff appropriate direction regarding what the Commission would like to see done.

Materials Presented with Item:

2. 2007 Staffing Plan Summary
3. CAPD 2007 positions, position classifications and pay
4. CAPD Schedule of Hourly Base Rates (as of 6/24/07)
5. Position Descriptions for 2007 staffing plan (as described in DCRPC Personnel Manual)

Recommendation:

1. Direct staff to proceed in their work including 2008 budget development and development of a CARPC Personnel Manual based on the 2007 staffing plan.
2. It would be appropriate for the Commission to review each of the three components of a personnel manual and consider how to approach completing work on each component. A combination of technical direction from area local government personnel and administrative professionals, personnel consulting services, and policy direction from the Commission would be desirable.

Attachment 1

2007 Staffing Plan Summary

Division Administrator (Michael King)

Community & Regional Planning and Administrative Support Team (reports to King)

Senior Community Planner (Barbara Weber)

Administrative Services Manager (Chris Gjestson)

Community/Environmental Planner (vacant; supports FUDA planning process)

Environmental Resources and Technical Support Team (reports to Mesbah)

Deputy Administrator/Division Director (Kamran Mesbah)

GIS Specialist (Aaron Krebs, part-time)

Environmental Engineer (Mike Rupiper; project position)

Graphics Specialist (Steve Wagner)

Attachment 2

CAPD 2007 positions / position classifications and pay (as of 6/24/07)

The following table presents staffing as provided by the 2007 CAPD budget, including pay ranges of positions

Position Title	DCRPC Pay Range	Hourly Base Rate	CAPD Employee Status	Longevity Credit	Hourly Rate
Admin. Services Manager	M-6-8	Step A (18.11) to Step H (24.94)	M-6-8 Step C	4%	20.41
Community/Envir. Planner	?	?	vacant	N/A	?
Deputy Director/Division Director	M-14	Step A (32.66) to Step E (39.42)	M-14 Step E	12%	44.15
Environmental Engineer	M-5-9	Step A (17.15) to Step I (25.86)	County Scale 05-09 Step 13	N/A	26.99
Executive Director	M-15	Step A (34.94) to Step E (42.17)	Division Administrator (Co. Mgmt Scale)	N/A	43.79
GIS Specialist	M-5-9	Step A (17.15) to Step I (25.86)	County Scale 05-09 Step 4	N/A	19.70
Graphics Specialist	G-14	Step A (18.17) to Step E (19.85)	G-14 Step E	6%	21.04
Senior Community Planner	M-11	Step A (26.37) to Step E (31.79)	M-11 Step E	0%	31.79
Sr. Envir. Resources Planner	M-11	Step A (26.37) to Step E (31.79)	M-11 Step E	6%	33.69

Attachment 3

CAPD Schedule of Hourly Base Rates (as of 6/24/07)

The following pay schedule indicates the base rates of pay for CAPD employees who are former employees of the Dane County Regional Planning Commission (DCRPC). Prior to DCRPC dissolution in 2004, the Commission entered into an agreement with Dane County to transfer most DCRPC staff to County employment in CAPD. As part of that agreement, the County agreed that transferred staff would maintain those benefits accrued under the DCRPC, and would continue to be paid according to DCRPC policies, which include DCRPC salary structure.

The pay ranges are associated with specific job descriptions of the DCRPC Personnel Manual; Merit (“step”) increases are made upon the successful completion of an annual review, and Extended Merit increases (which are applied by increasing base rates by percentages based on years served) are made upon an employee accruing a certain number years of service.

Range	Step									
	A	B	C	D	E	F	G	H	I	J
M-5	17.16	18.00	18.88	19.78	20.72					
M-5-6	17.15	17.91	18.74	19.62	20.57	20.85	21.84			
M-5-9	17.15	17.91	18.74	19.62	20.57	22.46	23.54	24.68	25.86	27.09
M-6	18.12	18.99	19.89	20.85	21.84					
M-6-8	18.11	18.97	19.83	20.69	21.59	22.73	23.80	24.94		
M-7	19.22	20.16	21.12	22.12	23.18					
M-8	20.67	21.65	22.70	23.80	24.94					
M-9	22.46	23.54	24.67	25.86	27.09					
M-10	24.34	25.52	26.73	28.02	29.35					
M-11	26.37	27.64	28.55	30.32	31.79					
M-12	28.34	29.72	31.15	32.63	34.20					
M-13	30.52	31.99	33.52	35.16	36.82					
M-14	32.66	34.26	35.90	37.63	39.42					
M-15	34.95	36.63	38.40	40.23	42.17					
M-16	37.41	39.20	41.09	43.07	45.12					
M-17	40.04	41.96	43.97	46.08	48.30					
M-18	42.81	44.87	47.03	49.29	51.64					
M-19	45.82	48.03	50.34	52.73	55.26					
G-6	15.67	15.87	16.14	16.44	16.80					
G-7	15.87	16.14	16.44	16.80	17.07					
G-8	16.14	16.44	16.80	17.07	17.41					
G-9	16.44	16.80	17.07	17.41	17.80					
G-10	16.80	17.07	17.41	17.80	18.17					
G-11	17.07	17.41	17.80	18.17	18.56					
G-12	17.41	17.80	18.17	18.56	18.99					
G-13	17.80	18.17	18.56	18.99	19.40					
G-14	18.17	18.56	18.99	19.40	19.85					
G-15	18.56	18.99	19.40	19.85	20.29					
G-16	18.99	19.40	19.85	20.29	20.86					
G-17	19.40	19.85	20.29	20.86	21.37					
G-18	19.85	20.29	20.86	21.37	21.97					
G-19	20.29	20.86	21.37	21.97	22.60					
G-20	20.86	21.37	21.97	22.60	23.21					

CAPD Longevity Credit Schedule (Base Rate multiplier)

Hire	4 yrs	9 yrs	13 yrs	15 yrs	17 yrs
0%	3%	6%	8%	9%	12%

Attachment 4

The following pages are the position descriptions for the 2007 staff plan, as described in the DCRPC Personnel Manual. The position description for the new Community/Environmental Planner position has not been completed.

EXECUTIVE DIRECTOR

Nature of Work

The Executive Director is the chief administrative officer of the Commission's staff and serves at the pleasure of the Commission. The Executive Director is responsible for appointment and removal of all employees, subject to the approval of the Executive Committee; for working with the Commission in the preparation of a proposed budget and control of the approved budget; for seeing that minutes of Commission meetings are taken and distributed; for investing temporarily surplus funds with the approval of the Treasurer; for execution of checks and drafts for the payment of funds and for performing such other duties as assigned by the Commission.

Under general policy direction of the Commission, the Executive Director directs and administers the Commission's programs and staff and is responsible for the direction and conduct of all work performed by the staff. With the assistance of staff, the Executive Director formulates policies, programs and recommendations to the Commission, executes policies adopted by the Commission, coordinates the activities of the agency with related activities of other agencies, and presents information, recommendations and plans to the Commission and others.

Knowledge and Abilities

Requires a thorough understanding of comprehensive planning, management and administration. Has the ability to interrelate the physical/environmental, social, economic/financial and governmental/administrative components and systems with the region as projected into the future; to provide or manage the provision of program definition, development, implementation and evaluation; legislative liaison and advisement; staff selection and development; budget preparation and implementation; private and public coordination; public relations; and to generate ideas, design strategies and mobilize resources.

Minimum Education and Experience

Minimum education and experience desired for this position include graduation from a college or university with a master's degree in planning or administration or closely related field and seven years' experience in comprehensive planning, at least five of which include advanced planning experience with supervision and program management responsibility. An equivalent combination of education and experience may also be acceptable.

Salary Range: M-15

FLSA Status: Exempt

DEPUTY DIRECTOR/DIVISION DIRECTOR

This is a combined position that includes all of the requirements and characteristics of a Division Director plus the following.

Nature of Work

This is a highly responsible managerial position. The work of the Deputy Director is performed under the general direction of the Executive Director. The Deputy Director recommends overall agency policy, advises the Executive Director, assists him in directing the programs of the agency and carries out the duties and functions of the Executive Director in his absence.

The Deputy Director assists the Executive Director in coordinating agency programs and interdivisional staff activities, formulating overall work programs and budgets, analyzing agency problems, needs and priorities, and maintaining agency liaison with other agencies, elected officials and the public.

Knowledge and Abilities

The Deputy Director/Division Director has an advanced knowledge and understanding of the concepts, methods and changing approaches of comprehensive planning and of administration, programming and budgeting for planning. Has the ability to provide good judgment in program definition, legislative liaison, intergovernmental coordination, staff selection and training, public relations, and has demonstrated ability to manage complex programs.

Minimum Education and Experience

Minimum education and experience desired for this position include graduation from a college or university with a master's degree in planning or administration or in a closely related field and with six years' relevant experience in comprehensive planning, at least four of which include advanced planning experience with supervision and program management responsibility. An equivalent combination of education and experience may also be acceptable.

Salary Range: M-14

FLSA Status: Exempt

PLANNER IV - SENIOR PLANNER

Nature of Work

An advanced-level planning position, involving administrative and technical work. Works independently under the general supervision of the Division Director. Responsible for the development and preparation of plans and special projects. Initiates new programs. Expected to direct the work of one or more professional-level planners on some projects. Expected to be able to represent the agency in sensitive matters.

Skills and Abilities

Requires advanced skills in data manipulation; knowledge of administrative procedures; skills in supervision of professional employees; knowledge of graphic presentation techniques; excellent written and verbal communication skills.

Minimum Education and Experience

Normally requires graduation from a college or university of recognized standing with a graduate degree in planning or a related field and three years' increasingly responsible professional experience in planning work, or an undergraduate degree and four years' increasingly responsible experience in planning work.

Salary Range: M-11

FLSA Status: Exempt

GRAPHICS SPECIALIST I**Nature of Work**

An entry-level graphics position, this position primarily involves the preparation of maps drafted in ink. Some production of artwork for reports, displays and slides is also expected. The work is generally project oriented, with one person completing all phases of a project once proficiency is attained. Also, cooperative work and work of a routine nature are involved.

The Graphics Specialist I works with supervision in the design and checking of a project. However, the ability to work independently and progress consistently is important. The Graphics Specialist I must also assist the planning and clerical staff in translating graphic needs into final form. The Graphics Specialist I responds to public inquiries in the Graphics Section. Related work is performed as required.

Skills and Abilities

Understanding of basic graphic production processes. Working knowledge of drafting techniques, materials and practices. Experience with ink drafting; skill in freehand lettering; ability to read and interpret maps; ability to follow oral and written instructions. Familiarity with layout and paste-up materials and practices desired. Special areas of skill not required but helpful are: cartography, photography, graphic design and illustration.

Minimum Education and Experience

A minimum of a two-year associate degree in a related field and one year of experience is required, or some combination of training and experience demonstrating the ability to do the work as described above.

Salary Range: G-14

FLSA Status: Non-Exempt

ADMINISTRATIVE SERVICES MANAGER**Nature of Work**

Performs varied administrative or clerical supervisory duties as an assistant to the Executive Director and head of Administrative Services Section. Exercises considerable independent judgment and initiative with regard to work performed in the section. Supervises and schedules the work flow in the section. Spends considerable time directing inquiries, calls, callers, etc., to the correct source of information on the staff. May perform clerical work of complex nature. Supervises support staff consisting of Clerk Stenos, Accounting Specialist, Librarian and other part-time help as needed. Takes minutes at Commission and committee meetings. Maintains staff personnel records, answers inquiries on personnel benefits, and performs other personnel duties related to staffing. Makes bank deposits. Answers questions and provides information in reply to public and interdepartmental inquiries. May prepare correspondence and other documents to fulfill certain grant requirements. Functions as the agency's Equal Opportunity Officer. Performs related work as required.

Knowledge and Abilities

Knowledge of the functions, organization, procedures, law involved and related to the activities of the Commission; knowledge of modern office procedures. Ability to gather information and organize it in an orderly fashion. Ability to supervise the work of others. Should be able to type at an acceptable speed and be able to transcribe minutes of committee and Commission meetings. Ability to carry out assignments requiring organization of materials and development of procedures; ability to exercise judgment and discretion in the interpretation and application of policies and procedures with regard to personnel rules and regulations. Must have ability to communicate effectively, orally and in writing, with other employees and the general public.

Minimum Education and Experience

Requires graduation from high school and four or more years' responsible office experience. A certificate in secretarial science from a business college or technical college is desired.

Salary Range: M-6-8

FLSA Status: Exempt

ENVIRONMENTAL ENGINEER

Nature of Work

An intermediate-level planning position. Requires sufficient experience to work independently, under the supervision of the Division Director, and to take lead responsibility in plans or projects, including plan/project design, report writing, presentation and related work as required. May include coordination and direction of work by other staff.

Skills and Abilities

Requires technical knowledge of wastewater systems planning and engineering, public works engineering, hydrology, stormwater management, solid waste management, water quality and water resources management planning. Requires skills in data analysis and manipulation; technical and nontechnical report writing; communicating and working effectively with elected officials, other professional staff, and the general public; ability to work independently and supervise work of other staff; some ability in graphic presentations.

Minimum Education and Experience

Normally requires graduation from college or university of recognized standing with a graduate degree in civil or environmental engineering and two years of directly related experience, or an undergraduate degree and three years of directly related experience.

Salary Range: M-5-9

FLSA Status: Exempt

GIS/IT SPECIALIST**Nature of Work**

An advanced position, under the general supervision of the Director, that involves responsible technical work in cartography and geographic information systems (GIS). Design, develop and maintain complex GIS databases. Analyze and interpret digital data sets, maps, aerial photography and other source documents. Perform GIS data conversion, transformation and spatial analysis. Code, test, modify and document computer programs for GIS. Develop customized GIS tools for use with existing software. Document methodology and metadata. Provide technical assistance and training to GIS Technicians and planning staff. Prepare maps and map series using professional cartographic techniques. Coordinate data exchange with other agencies and respond to public requests for GIS data and mapping. Perform routine hardware/software maintenance, installations, and upgrades for GIS, LAN, office computers and other devices. Recommend hardware/software purchases. Design, develop and maintain the DCRPC website.

Knowledge and Abilities

Must be knowledgeable in GIS principles, concepts, and techniques including coordinate systems, transformations and projections. Experienced in digital data input methods including digitizing, scanning, and coordinate geometry. Expertise with topological data models and relational databases. Must have advanced skills in use of ESRI's GIS software and the ability to produce quality cartographic products and other presentation materials. Knowledge of geographic based information and planning activities. Complex problem solving skills. Familiarity with computer programming languages and concepts in use today. Knowledge of Internet components and procedures, and client/server concepts and techniques. Familiarity with graphic production and printing processes. Ability to communicate effectively orally and in writing with representatives of other governmental agencies; ability to work effectively with others. Attend and participate in GIS user groups and other meetings. Other areas of skill not required but helpful are: photogrammetry, remote sensing, digital pre-press, graphic design, and illustration.

Special Requirements

Must have experience using ESRI's Arc/Info Workstation 7.x and ArcView 3.x software with the ArcPress and Spatial Analyst extensions on a Windows NT/2000 platform. Must be able to design, develop and use the coverage, grid, and shape geographic data sets. Also must be able to code and script using AML and Avenue. Additional experience with ArcGIS 8.x (Arc/Info and ArcView) and the geodatabase very helpful. Experience using MS Office including Access or other database application. Able to use MS PowerPoint to prepare slide shows. Experience in website development using HTML, ASP and web page development applications. Experience with ArcIMS, VBA and Java Script helpful, but not required.

Minimum Education and Experience

A bachelor's degree in geography, planning, cartography or related field and a minimum of two years working experience using ESRI's Arc/Info and ArcView software in a client/server environment.

Salary Range: M-5-9

FLSA Status: Exempt

Re: Discussion of organizing the work of the Commission, including ad-hoc committees.

Interim Chair Miller has been on vacation the week of June 18, but he intends to present some thoughts on organizing the work of the Commission and ad-hoc committees at the meeting.

Re: Reports / Discussion of Reports.

2007 CARPC Meetings. At the June 14 CARPC meeting, the Commission agreed to meet at 7:00 p.m. on the second and fourth Thursdays of each month through October and on November 8 and December 13. Enclosed is a 6-month calendar identifying these meeting dates.

Contact Information. The first item in Tab 2 of your Commission Background Materials binder had been reserved for Commissioner contacts and CAPD staff contacts. This most current contact information is attached and 3-hole punched for placement in your binder.

CARPC Ad-Hoc Budget Committee. At the CARPC Ad-Hoc Budget Committee meeting of June 19, 2007, CAPD staff provided to Commissioners Brandon and Palm background information on previous Dane County RPC budgets (budget years 2000 through 2003) and the adopted 2007 CAPD budget. The meeting was held for information collecting purposes only, with no recommendations being made. Attached are the minutes; certain budget line item details requested by Commissioners Brandon and Palm will be mailed on Monday, June 25 with the draft 2008 budget materials.

Materials Presented with Item:

6. 2007 CARPC Meeting Calendar
7. CARPC Commissioner contact information and CAPD staff contact information effective 6/21/07 (add to Tab 2 of the Commission Background Materials binder).
8. Minutes of the June 19, 2007 meeting of the CARPC Ad-Hoc Budget Committee.

2007 CARPC Meeting Schedule

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
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AUGUST

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DECEMBER

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23	24	25	26	27	28	29
30	31					

SEPTEMBER

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30						

Capital Area Regional Planning Commission Contacts

Office	
City-County Building Room 362 210 Martin Luther King, Jr. Blvd. Madison, WI 53703	Tel: 608-266-4137 Fax: 608-266-9117 Email: info@danecorpc.org

Commissioners			
Name	Address	Telephone (bold best)	E-mail (private e-mails not displayed)
Brandon, Zachariah ⁴	3526 Mammoth Trl Madison WI 53719	Home: 877-258-2641 Work: Cell: 239-7327	district7@cityofmadison.com
Euclide, Kristine ³	MG&E ATTN: Kristine PO Box 1231 Madison WI 53701-1231	Tel#1: 252-5604 Tel#2: 712-1630 Cell:	keuclide@mge.com
Gibson, Martha ³	8844 Hwy G Mt. Horeb WI 53572	Home: 832-4497 Work: Cell:	migibson@wisc.edu
Hampton, Kris ¹	3310 Cty Rd N Cottage Grove WI 53527	Tel #1: 839-1780 Tel #2: 279-4470 Tel (ext.): 839-4748	agx4u@merr.com
Hamre, Carlton ¹	4875 Cuba Valley Rd DeForest WI 53532	Tel #1(ext): 846-3227 Tel #2: 552-7257	
Kamperschroer, George ⁴	Neider & Boucher, S.C. PO Box 5510 Madison WI 53705-0510	Home: 238-6985 Work: 661-4528 Cell: 345-9704	gkamperschroer@yahoo.com
Kefer, Sally ³	3015 Elm Lane Middleton WI 53562 (use RPC address for external)	Home: (ex)238-7845 Work: 266-0833 Cell:	
Krantz, Harold ¹	3419 CTH P Mt. Horeb 53572	Home: 798-2637 Work (ext): 798-0384 Cell:	haroldkrantz@aol.com
Miller, Jeff ²	125 Renata Court DeForest WI 53532	Home: Work: 643-3385 Cell: 225-5216	jmdeforest@charter.net
Palm, Larry ⁴	2502 Dahle St Madison WI 53704	Home: 284-1508 Work: Cell:	district15@cityofmadison.com
Sonntag, Kurt ²	6414 Stonefield Road Middleton, WI 53562	Home: 831-7580 Cell: 335-0888	ksonntag@charter.net
Not yet named ²	Street City WI zip	Home: Work: Cell:	
Not yet named ⁴	Street City WI zip	Home: Work: Cell:	

¹ appointed by Dane County Towns Association

² appointed by Dane County Cities and Villages Association

³ appointed by Dane County Executive

⁴ appointed by City of Madison

Capital Area Regional Planning Commission Contacts

Office

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Dane County Community Analysis & Planning Division Staff

Name	Title	Telephone/E-mail
Gjestson, Chris	Administrative Services Manager	266-4138 chrisg@danecorpc.org
Kakuska, Mike	Senior Environmental Planner	266-9111 mikek@danecorpc.org
King, Michael	Division Administrator	266-4417 michaelk@danecorpc.org
Krebs, Aaron	GIS Specialist	266-9002 aaronk@danecorpc.org
Mesbah, Kamran	Deputy Division Administrator / Director, Environmental Resources Planning	266-9283 kamranm@danecorpc.org
Rupiper, Mike	Environmental Engineer	261-1573 rupiper@co.dane.wi.us
Wagner, Steve	Graphics Specialist	266-9108 steve@danecorpc.org
Weber, Barbara	Senior Community Planner	266-9113 barbaraw@danecorpc.org
Vacant	Community / Environmental Planner	

MINUTES

Ad Hoc Budget Committee of the Capital Area Regional Planning Commission

June 19, 2007

City-County Building, 210 MLK Jr. Blvd., Room 309, Madison WI

4:30 p.m.

Present: Zach Brandon, Larry Palm

Absent: Jeff Miller

Staff Present: Chris Gjestson, Michael King

The meeting convened at 4:34 p.m.

Staff provided Commissioners with an outline to guide discussion, a line item budget presenting the adopted 2007 CAPD budget alongside the average line item amounts of the Dane County Regional Planning Commission (DCRPC) 2000-03 budgets, and each of the actual DCRPC budgets of 2000 through 2003.

Staff responded to questions posed by Commissioners about each line item amount in the adopted 2007 CAPD budget, which would also be the basis for the 2007 CARPC budget, and answered questions about the previous DCRPC budgets. Mr. Brandon asked staff to provide more detailed line items to replace the "Other" revenue line item in the DCRPC budgets. Commissioners identified the need for the full Commission to review the development of a basis for sewer extension fees, which required Budget and Personnel Panel review and approval.

Commissioners requested that staff provide more detailed information regarding staff fringe benefits as provided through Dane County, the major items of DCRPC office supplies expenditures, and the discrepancy between DCRPC and CAPD telephone service expenditures. Commissioners also requested staff to provide a list of pros and cons of the CARPC office being located in the City-County Building to measure cost-effectiveness, which could be provided at a later date.

The meeting adjourned at 6:03 p.m.

Recorded by Chris Gjestson