

AGENDA (amended 2/10/09)*

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

February 12, 2009

City-County Building Rm 315, 210 Martin Luther King Jr. Blvd., Madison WI

6:30 p.m.

All CARPC Commissioners have been invited to this meeting, and a quorum of the full CARPC may be present. It is intended that actions at this meeting will be voted on by only those Executive Committee members present.

**items #10 and 11 added on Feb. 10, 2009*

1. Roll Call
2. Approval of minutes of the meetings of November 13, 2008, December 18, 2008 and January 22, 2009
3. Review of agenda
4. Public comment
5. Approval of disbursements and Treasurer's Report for March 2009
6. Report on 2008 financial status of CARPC
7. Consideration of hiring third party firm to conduct 2008 financial audit
8. Report on 4Q 2008 staff work activities
9. Deputy Director report and discussion on staff work activities and meetings
10. Consideration of a motion to convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, because competitive or bargaining reasons require a closed session; and 19.85(1)(g) to confer with legal counsel for CARPC who is rendering oral or written advice concerning strategy to be adopted by CARPC with respect to litigation in which it is or is likely to become involved over CARPC's denial of a proposed addition to the Mazomanie Urban Service Area.
11. Reconvene into open session
12. Communications
13. Future agenda items
14. Adjournment

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

MINUTES

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

January 22, 2009

City-County Building Rm 315, 210 Martin Luther King Jr Blvd, Madison WI

6:30 p.m.

Present: Kristine Euclide, Steve Hiniker, Jeff Miller

Absent: Phil Van Kampen

Staff Present: Chris Gjestson, David Greene, Kamran Mesbah

1. Roll Call

(A quorum was not available at the scheduled 6:30 start.) Mr. Miller called the meeting to order at 7:30 p.m.; roll was recorded.

2. Approval of minutes of the meetings of November 13 and December 18, 2008

Deferred (due to time constraints) to meeting of February 12, 2009.

3. Review of agenda

None.

4. Public comment

None.

5. Approval of disbursements and Treasurer's Report for February 2009

Provided at members' places were the list of February voucher bills (in the amount of \$63,188.01), the Treasurer's Report for February 2009, and the December 31, 2008 draft year-end revenues and expenditures report. Mr. Gjestson stated that staff intended to provide a year-end report at the next meeting. Mr. Hiniker asked if any listed bills were atypical; Mr. Gjestson answered no. Ms. Euclide requested that if Mr. Van Kampen (Treasurer) subsequently identified anything questionable in the Report, it should be brought back before the Committee. Moved by Mr. Hiniker, seconded by Ms. Euclide, to approve the disbursements and Report. Motion carried unanimously.

6. Deputy Director report on staff work activities and meetings

Deferred to meeting of February 12, 2009.

7. Communications

None.

8. Future agenda items

None discussed

9. Adjournment

Moved by Mr. Hiniker, seconded by Ms. Euclide, to adjourn. Motion carried at 7:33 p.m.

Recorded by Chris Gjestson

The attached three Exhibits reflect the work undertaken by CARPC staff in the fourth quarter of 2008. Six full-time employees and two part-time employees (7.125 FTE), plus an Extra Hire employee, worked 3,322 hours (see Exhibit 2) in support of activities falling under the four Major Work Categories: Community and Regional Development Planning; Environmental and Natural Resources Planning; Public Assistance and Information; and Administration/Indirect.

Total paid hours for the quarter including leave were 4,171.5 (see Exhibit 3); the total paid hours through the end of 2008 were 14,628.75.

The following 21 work elements have each been supported by 40 or more work hours in the fourth quarter of 2008, and represent nearly 92% of all staff work activities in the quarter.

3145 MMSD Collection System Study (503.5 hours, 15.2% of total work hours)

One full-time employee (Mike Rupiper) committed all his work time in 2008 to this project, funding for which is fully provided by MMSD. The draft report was completed by the end of 2008 as scheduled. Final report production will be completed in the first quarter of 2009.

1219 Ag & Cultural Resources (342.5 hours, 10.3% of total work hours)

Work in support of the Agricultural Land Loss Mitigation workgroup, including report preparation. Over half of the Junior Planner's (Bridget Van Belleghem) work time was spent on this element.

3302 Urban Service Area Planning (301.3 hours, 9.1% of total work hours)

In the fourth quarter of 2008, staff provided partial to full reviews of seven amendment requests, and completed one staff analysis for an amendment for CARPC consideration. Work hours include time spent on planning activities and map and graphics generation.

5200 Commission Support (274.5 hours, 8.3% of total work hours)

This work element reflects general staff support of the Commission that is not directly supportive of a single activity, including preparation for and attendance at CARPC and its committee meetings.

1140 Regional Trends Report (212.0 hours, 6.4% of total work hours)

Work hours under this element were in support of the preparation of the 2007 report, and preliminary work on the 2008 report.

3191 FUDA Planning: EC Reports, general (181.0 hours, 5.5% of total work hours)

Preparatory work to develop the Environmental Conditions Reports and associated indicators and metrics to be used for communities in the FUDA planning process. Over half of the annual work hours for this element were performed in this quarter, reflecting the ramping up of staff efforts in support of the planning process.

5900 Other Indirect (155.4 hours, 4.7% of total work hours)

This work element includes general office support, such as filing, typing, photo-copying and other work activities which are not in support of a specific work element. Two-thirds of these work hours were performed by the intern (Tim Prior).

1130 GIS System Development (137.5 hours, 4.1% of total work hours)

This reflects work required to maintain the digitized natural and cultural resource, urban service area and environmental corridor maps of CARPC, and is not associated with a specific USA amendment request.

4130 Website Maintenance (132.0 hours, 4.0% of total work hours)

About one quarter of the work hours of the Graphic Designer have been in support of this activity. A comprehensive re-design is being prepared for launch resulting in an updated, more organized and navigable website.

1115 Land Use Inventory (117.0 hours, 3.5% of total work hours)

Included GIS maintenance of land use data layers.

5110 Financial Management (110.0 hours, 3.3% of total work hours)

Reflects time spent on agency bookkeeping, payroll and banking activities.

1110 Land Use (104.5 hours, 3.2% of total work hours)

Work hours spent collecting and analyzing land use data not in support of a specific USA amendment.

5400 Personnel Activities (86.8 hours, 2.6% of total work hours)

Human resources work done in support of agency staff. The increase from previous quarters mostly reflects activities in support of the recruitment of Senior Planner and Executive Director positions.

1120 Socio-economic and Demographic (57.0 hours, 1.7% of total work hours)

Activities included preparation of Urban Service Area tables, where new population estimates were incorporated into a series of tables which eventually calculate 2030 population forecasts for USAs and land demand.

3153 Stream/Lake Water Quality Management (55.0 hours, 1.6% of total work hours)

Provided assistance to local management agencies and citizen groups in lake and stream evaluations, studies, and projects.

3123 Data Analysis (54.0 hours, 1.6% of total work hours)

Cataloguing, filing and analyzing water quality and flow data.

5801 Training: Env. Resources Planning (52.0 hours, 1.6% of total work hours)

Staff training in issues related to the Environmental and Natural Resources Planning division, including Kamran's attendance at the Program on Negotiation seminar in December.

3121 Natural Resources (51.0 hours, 1.5% of total work hours)

This reflects work in support of the *Dane County Water Quality Plan* in the collection, analyzing and updating of natural resource information as it becomes available and in response to specific inquiries or requests.

3181 Watershed Planning (46.0 hours, 1.4% of total work hours)

Provided technical assistance to local management agencies in developing watershed plans, projects or activities focused on specific issues or problems.

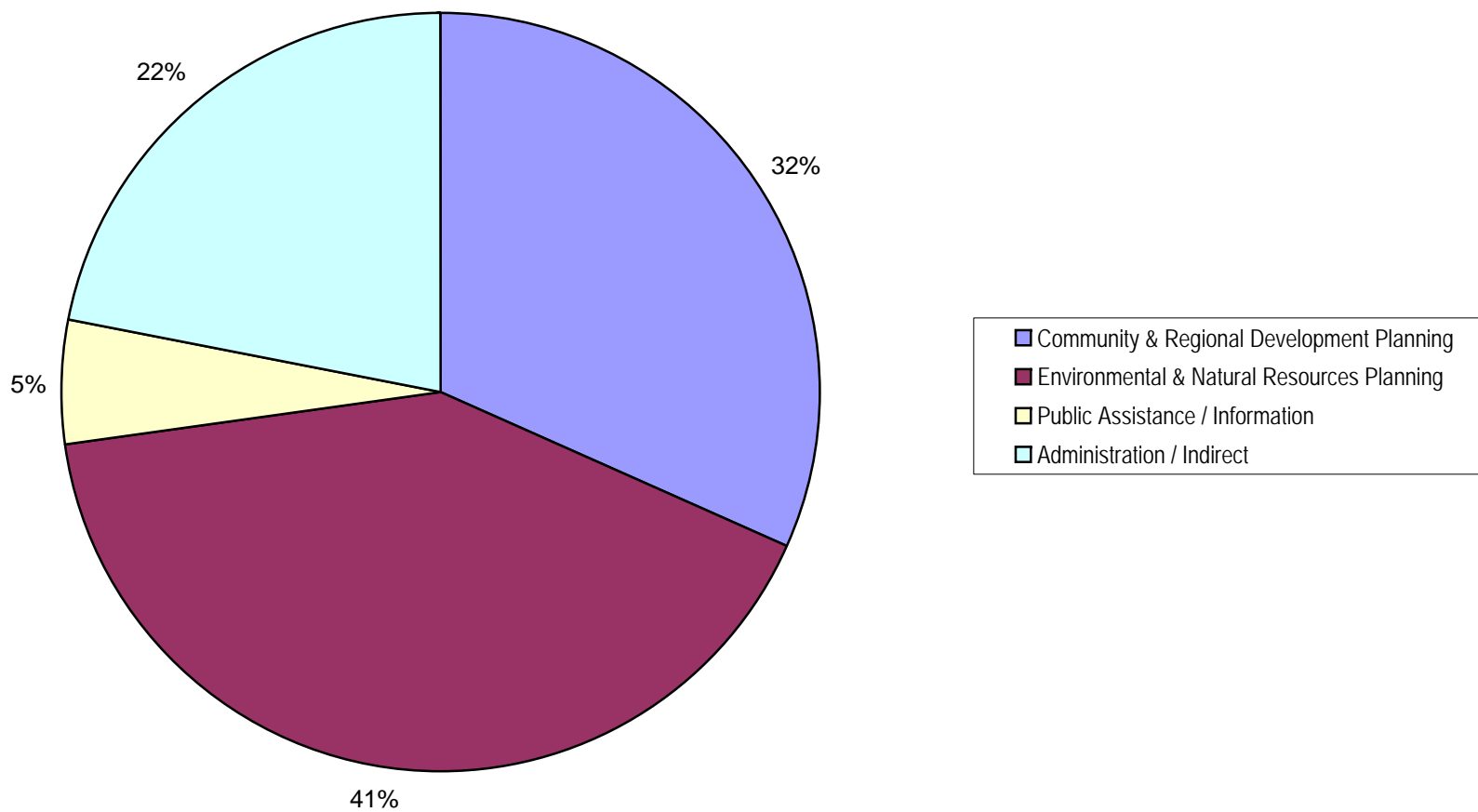
4140 Public Information (40.5 hours, 1.2% of total work hours)

Work activities related to the provision of information in response to public queries.

3151 Urban Nonpoint Source Management (40.0 hours, 1.2% of total work hours)

Provided assistance to local units of government in developing and implementing stormwater plans and projects, and promoted the priority actions contained in the *Dane County Water Quality Plan Summary*. Activities include completing a stormwater evaluation report for the Village of Oregon, following up on the implementation of mitigation measures related to a USA amendment area approved in 2002. Fourth quarter work also included assisting the WGNHS to complete a recharge map of Dane County, and strategic planning as part of the Yahara Lakes Legacy Partnership.

CARPC 4Q 2008 Employee Hours (by Major Work Category)



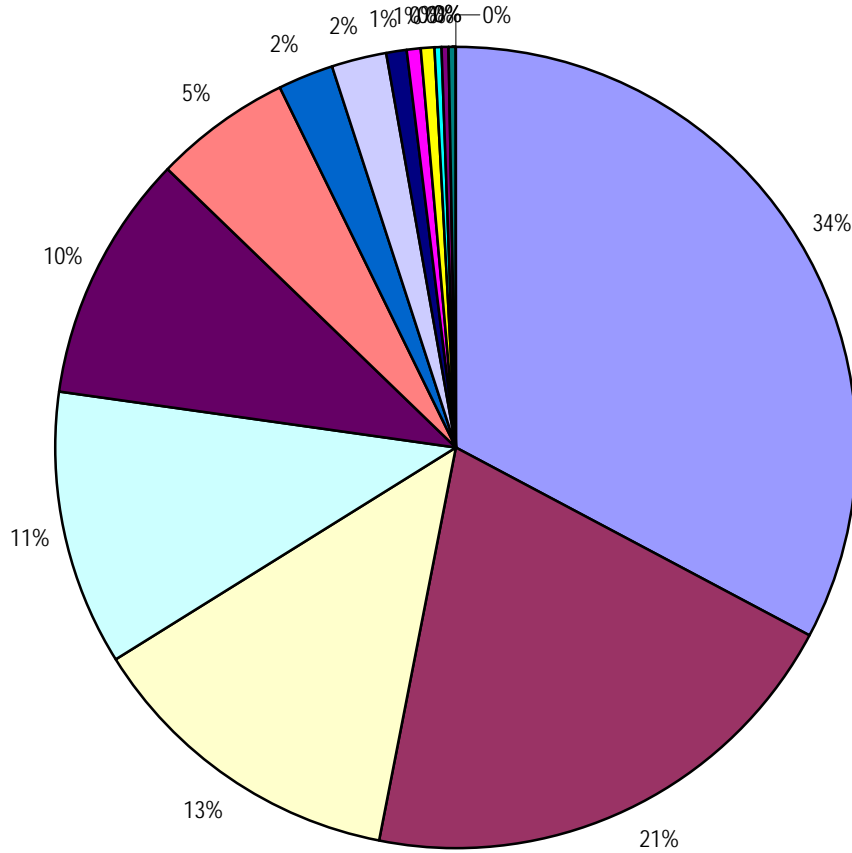
	4Q		YTD	
	Hours	% of Total Work Hrs	Hours	% of Total Work Hrs
1000: Community & Regional Development Planning	1,047.60	31.54%	2,499.85	19.77%
1219 Ag & Cultural Resources	342.50	10.31%	481.50	3.81%
1140 Regional Trends Report	212.00	6.38%	586.75	4.64%
1130 GIS System Development	137.50	4.14%	398.35	3.15%
1115 Land Use Inventory	117.00	3.52%	184.00	1.46%
1110 Land Use	104.50	3.15%	178.75	1.41%
1120 Socio-economic and Demographic	57.00	1.72%	115.00	0.91%
1450 Outreach	24.10	0.73%	168.10	1.33%
1501 FUDA Planning (general)	24.00	0.72%	76.00	0.60%
1460 Intergovernmental Meetings / Support	8.00	0.24%	17.00	0.13%
1420 Socio-economic and Demographic	7.00	0.21%	30.00	0.24%
1320 Local Planning Assistance (Not Billed)	5.00	0.15%	29.00	0.23%
1213 Transportation	2.50	0.08%	19.50	0.15%
1410 Land Use	2.50	0.08%	13.50	0.11%
1357 Village of McFarland	2.00	0.06%	6.00	0.05%
1430 Public Information	1.00	0.03%	14.90	0.12%
1440 Public Participation	1.00	0.03%	88.75	0.70%
1261 Dane Co Comp Plan Support	0.00	0.00%	5.00	0.04%
1310 Countywide Planning Assistance	0.00	0.00%	3.00	0.02%
1360 City of Verona (Issues & Opportunities)	0.00	0.00%	52.75	0.42%
1362 V. Belleville (Billable Assistance)	0.00	0.00%	12.00	0.09%
1470 Intergovernmental Meetings / Support REGIONAL	0.00	0.00%	20.00	0.16%
3000: Environmental & Natural Resources Planning	1,373.00	41.34%	6,008.25	47.51%
3145 MMSD Collection System Study	503.50	15.16%	1,870.50	14.79%
3300 Urban Service Area	301.25	9.07%	1,673.50	13.23%
3191 FUDA Planning: EC Report (general)	181.00	5.45%	325.50	2.57%
3153 Stream/Lake Water Quality Mgmt	55.00	1.66%	204.00	1.61%
3123 Data Analysis	54.00	1.63%	208.75	1.65%
3121 Natural Resources	51.00	1.54%	300.25	2.37%
3181 Watershed Planning	46.00	1.38%	182.00	1.44%
3151 Urban Nonpoint Source Mgmt	40.00	1.20%	202.00	1.60%
3154 Wetland Protection	24.00	0.72%	217.00	1.72%
3174 Regional Hydrologic Modeling & Mgmt Program	18.00	0.54%	118.00	0.93%
3143 Env. Corr. Delineation	16.00	0.48%	102.50	0.81%
3161 Drainage & Flooding Mgmt Planning	16.00	0.48%	26.00	0.21%
3410 Public Information	16.00	0.48%	57.00	0.45%
3142 Wastewater Systems Service	13.25	0.40%	135.25	1.07%
3155 Groundwater Quality Protection	11.00	0.33%	61.00	0.48%
3186 Water Body Classification	9.00	0.27%	95.00	0.75%
3141 Wastewater Systems Planning	8.00	0.24%	62.00	0.49%
3220 Other Special Studies	5.00	0.15%	5.00	0.04%
3210 Env. Impact Evaluation	3.00	0.09%	9.00	0.07%
3122 Monitoring Program	2.00	0.06%	45.00	0.36%
3131 Water Supply Systems Planning	0.00	0.00%	18.00	0.14%
3152 Agr. Nonpoint Source Mgmt	0.00	0.00%	3.00	0.02%
3162 Drainage & Flooding Mgmt Service (mapping)	0.00	0.00%	6.00	0.05%
3163 Floodplain Management and Evaluation	0.00	0.00%	6.00	0.05%
3420 Natural Resources Advisory Committee	0.00	0.00%	76.00	0.60%
4000: Public Assistance / Information	172.50	5.19%	926.50	7.33%
4130 Website Maintenance	132.00	3.97%	735.00	5.81%
4140 Public Information	40.50	1.22%	189.50	1.50%
4150 Plan Commissioner Training	0.00	0.00%	2.00	0.02%
5000: Administration / Indirect	728.40	21.93%	3,211.15	25.39%
5200 Commission Support	274.50	8.26%	1,455.75	11.51%
5900 Other Indirect	155.40	4.68%	516.90	4.09%
5110 Financial Management (accg/banking/audit/payroll)	110.00	3.31%	339.50	2.68%
5400 Personnel Activities	86.75	2.61%	231.50	1.83%
5801 Training: Env Resources Planning	52.00	1.57%	141.00	1.11%
5800 Training	28.00	0.84%	97.00	0.77%
5300 Staff Meetings / Management	11.25	0.34%	106.25	0.84%
5120 Work Program Development / Management	10.50	0.32%	174.25	1.38%
5100 Budget Preparation / Management	0.00	0.00%	119.00	0.94%
5130 Work Program Development: Env Resources Planning	0.00	0.00%	30.00	0.24%
9000: Leave Pool	850.00		1,983.00	
9951 Vacation Leave	338.50		881.00	
9952 Sick Leave	54.50		188.00	
9953 Holiday / Floating Holiday Leave	443.00		857.50	
9954 Wellness Days	14.00		32.50	
9957 Funeral Leave	0.00		24.00	
TOTAL (less Leave Pool)	3,321.50	100.00%	12,645.75	100.00%

CARPC 4Q 2008 Employee Hours (sorted by # Hours per Work Element)

100% hours reported

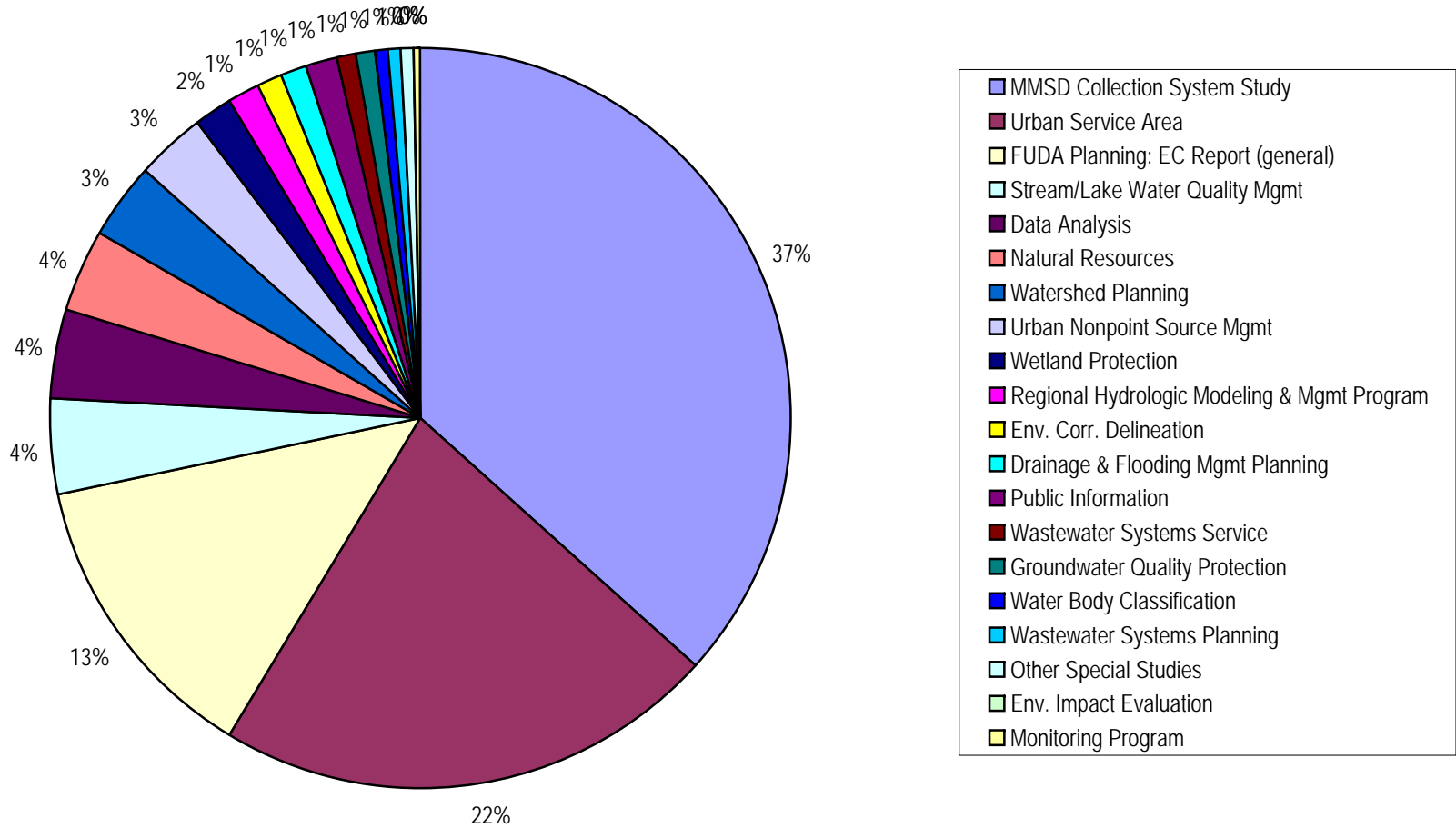
	4Q		YTD	
	Hours	% of Total	Hours	% of Total
3145 MMSD Collection System Study	503.50	12.07%	1,870.50	12.79%
9953 Holiday / Floating Holiday Leave	443.00	10.62%	857.50	5.86%
1219 Ag & Cultural Resources	342.50	8.21%	481.50	3.29%
9951 Vacation Leave	338.50	8.11%	881.00	6.02%
5200 Commission Support	274.50	6.58%	1,455.75	9.95%
1140 Regional Trends Report	212.00	5.08%	586.75	4.01%
3191 FUDA Planning: EC Report (general)	181.00	4.34%	325.50	2.23%
5900 Other Indirect	155.40	3.73%	516.90	3.53%
1130 GIS System Development	137.50	3.30%	398.35	2.72%
4130 Website Maintenance	132.00	3.16%	735.00	5.02%
1115 Land Use Inventory	117.00	2.80%	184.00	1.26%
5110 Financial Management (accg/banking/audit/payroll)	110.00	2.64%	339.50	2.32%
1110 Land Use	104.50	2.51%	178.75	1.22%
3302 Urban Service Area (general)	97.00	2.33%	399.50	2.73%
5400 Personnel Activities	86.75	2.08%	231.50	1.58%
3301 (0803) T. Burke - Mad City (CUSA)	77.00	1.85%	87.00	0.59%
1120 Socio-economic and Demographic	57.00	1.37%	115.00	0.79%
3301 (0713) C. Madison Pumpkin Hollow (CUSA)	56.50	1.35%	58.00	0.40%
3153 Stream/Lake Water Quality Mgmt	55.00	1.32%	204.00	1.39%
9952 Sick Leave	54.50	1.31%	188.00	1.29%
3123 Data Analysis	54.00	1.29%	208.75	1.43%
5801 Training: Env Resources Planning	52.00	1.25%	141.00	0.96%
3121 Natural Resources	51.00	1.22%	300.25	2.05%
3181 Watershed Planning	46.00	1.10%	182.00	1.24%
3301 (0708) V. Mazomanie (Mazomanie USA)	44.50	1.07%	223.75	1.53%
4140 Public Information	40.50	0.97%	189.50	1.30%
3151 Urban Nonpoint Source Mgmt	40.00	0.96%	202.00	1.38%
5800 Training	28.00	0.67%	97.00	0.66%
1450 Outreach	24.10	0.58%	168.10	1.15%
3154 Wetland Protection	24.00	0.58%	217.00	1.48%
1501 FUDA Planning (general)	24.00	0.58%	76.00	0.52%
3301 (0802) C. Stoughton - Greenbriar (Stoughton USA)	19.50	0.47%	22.00	0.15%
3174 Regional Hydrologic Modeling & Mgmt Program	18.00	0.43%	118.00	0.81%
3143 Env. Corr. Delineation	16.00	0.38%	102.50	0.70%
3410 Public Information	16.00	0.38%	57.00	0.39%
3161 Drainage & Flooding Mgmt Planning	16.00	0.38%	26.00	0.18%
9954 Wellness Days	14.00	0.34%	32.50	0.22%
3142 Wastewater Systems Service	13.25	0.32%	135.25	0.92%
5300 Staff Meetings / Management	11.25	0.27%	106.25	0.73%
3155 Groundwater Quality Protection	11.00	0.26%	61.00	0.42%
5120 Work Program Development / Management	10.50	0.25%	174.25	1.19%
3186 Water Body Classification	9.00	0.22%	95.00	0.65%
3141 Wastewater Systems Planning	8.00	0.19%	62.00	0.42%
1460 Intergovernmental Meetings / Support	8.00	0.19%	17.00	0.12%
1420 Socio-economic and Demographic	7.00	0.17%	30.00	0.21%
1320 Local Planning Assistance (Not Billed)	5.00	0.12%	29.00	0.20%
3220 Other Special Studies	5.00	0.12%	5.00	0.03%
3210 Env. Impact Evaluation	3.00	0.07%	9.00	0.06%
3301 (0601) T. Albion (Albion LSA)	2.50	0.06%	89.50	0.61%
1213 Transportation	2.50	0.06%	19.50	0.13%
1410 Land Use	2.50	0.06%	13.50	0.09%
3301 (0806) T. Westport Holy Wisdom Monastery (CUSA)	2.25	0.05%	76.50	0.52%
3301 (0715) V. Mt. Horeb NE Neighborhood (Mt Horeb USA)	2.00	0.05%	131.50	0.90%
3122 Monitoring Program	2.00	0.05%	45.00	0.31%
1357 Village of McFarland	2.00	0.05%	6.00	0.04%
1440 Public Participation	1.00	0.02%	88.75	0.61%
1430 Public Information	1.00	0.02%	14.90	0.10%
5100 Budget Preparation / Management	0.00	0.00%	119.00	0.81%
3301 (0711) V. Belleville (Belleville USA)	0.00	0.00%	95.75	0.65%
3301 (0709) V. Waunakee Meadowbrook (Waunakee USA)	0.00	0.00%	80.25	0.55%
3420 Natural Resources Advisory Committee	0.00	0.00%	76.00	0.52%
3301 (0703) V. Deerfield (Deerfield USA)	0.00	0.00%	60.00	0.41%
3301 (0716) V. Oregon - Oregon Parks (Oregon USA)	0.00	0.00%	55.25	0.38%
3301 (0712) V. Rockdale (Rockdale USA)	0.00	0.00%	52.75	0.36%
1360 City of Verona (Issues & Opportunities)	0.00	0.00%	52.75	0.36%
3301 (0804) C. Madison Cherokee (CUSA)	0.00	0.00%	51.75	0.35%
3301 (0705) T. Roxbury (Roxbury USA)	0.00	0.00%	48.75	0.33%
3301 (0706) V. Marshall (Marshall USA)	0.00	0.00%	48.50	0.33%
3301 (0805) C. Verona County Property (Verona USA)	0.00	0.00%	45.00	0.31%
5130 Work Program Development: Env Resources Planning	0.00	0.00%	30.00	0.21%
3301 (0801) C. Middleton Airport (CUSA)	0.00	0.00%	29.00	0.20%
9957 Funeral Leave	0.00	0.00%	24.00	0.16%
1470 Intergovernmental Meetings / Support REGIONAL	0.00	0.00%	20.00	0.14%
3131 Water Supply Systems Planning	0.00	0.00%	18.00	0.12%
3301 (0612) C. Stoughton Nordic Ridge (Stoughton USA)	0.00	0.00%	14.75	0.10%
1362 V. Belleville (Billable Assistance)	0.00	0.00%	12.00	0.08%
3162 Drainage & Flooding Mgmt Service (mapping)	0.00	0.00%	6.00	0.04%
3163 Floodplain Management and Evaluation	0.00	0.00%	6.00	0.04%
1261 Dane Co Comp Plan Support	0.00	0.00%	5.00	0.03%
3301 (0701) C. Verona Study & Amendment	0.00	0.00%	4.00	0.03%
1310 Countywide Planning Assistance	0.00	0.00%	3.00	0.02%
3152 Agr. Nonpoint Source Mgmt	0.00	0.00%	3.00	0.02%
4150 Plan Commissioner Training	0.00	0.00%	2.00	0.01%
TOTAL	4,171.50	100.00%	14,628.75	100.00%

CARPC 4Q 2008: Category 1000 Community & Regional Planning



- Ag & Cultural Resources
- Regional Trends Report
- GIS System Development
- Land Use Inventory
- Land Use
- Socio-economic and Demographic
- Outreach
- FUDA Planning (general)
- Intergovernmental Meetings / Support
- Socio-economic and Demographic
- Local Planning Assistance (Not Billed)
- Transportation
- Land Use
- Village of McFarland
- Public Information
- Public Participation

CARPC 4Q 2008: Category 3000 Environmental & Nat'l Resources Planning



CARPC 4Q 2008: Category 5000 Administration / Indirect

