AGENDA
of the Capital Area Regional Planning Commission
April 9, 2020 at 6:00 p.m.

Participation Information:

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting https://zoom.us/j/701463265. You can also participate by phone by dialing +1 312 626 6799 and use Meeting ID: 701 463 265.

Public comment may also be sent, at least 24 hours prior to the meeting, to Linda Firestone at lindaf@capitalarearpc.org.

\\begin{ruledtabular}
\textbf{RPC Meeting Policies and Deadlines}

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

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

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

\textbf{RPC Quorum may be Present:} RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.
\end{tabular}
\end{ruledtabular}

MISSION: Strengthen the region by engaging communities through planning, collaboration and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.

1. Roll Call
2. Committee of the Whole for the Purpose of Reviewing Meeting Protocols
3. Public Comment on Matters not for Public Hearing
4. Consent Agenda (all items below in #3 are actionable items)
   a. Approval of Minutes of the March 9, 2020 Executive Committee Meeting
   b. Approval of Minutes of the March 12, 2020 CARPC Meeting
   c. Approval of April 2020 Disbursements and Treasurer’s Report for March 2020
   d. Approval for Agency Director to Sign the Natural Heritage Inventory (NHI) Data License Agreement with the Wisconsin Dept. of Natural Resources
5. CARPC Regional Development Plan Update
   a. Presentation – Goals and Objectives, Regional Development Framework, Participation Plan
   b. Approval of Participation Strategy for Preparation of the Regional Development Plan (actionable item)

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

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

LUS CIM: Yog hais tias koj xav tau ib tuug neeg bhais lus, ib tuug neeg bhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau lus xov tooj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.
6. PUBLIC HEARINGS (7 pm)
   a. Public Hearing on Amendment of the Dane County Water Quality Plan and the Dane County Land Use and Transportation Plan by Revising the Sewer Service Area Boundary and Environmental Corridors in the Cross Plains Urban Service Area
      (1) Applicant Presentation – Amendment Overview
      (2) Open Public Hearing to Take Testimony from Registrants; Close Public Hearing
      (3) Commissioner Questions and Discussion

7. Proposed Changes to the CARPC Bylaws and Personnel Manual

8. Approval of Revisions to CARPC “Planning and Data Services Policy” to Allow Waiver of Fees Based on Hardship and Approval of Waiving Fees for Services to the Village of Rockdale (actionable item)
   a. Approval of Revisions to CARPC “Planning and Data Services Policy”
      (1) Adopted Policy on Providing Planning and Data Services
      (2) Proposed Changes to Policy
   b. Waiver of Fees to the Village of Rockdale Based on Hardship
      (1) Letter from the Village of Rockdale Requesting Fee Waiver

9. Insuring CARPC’s Funds Beyond the FDIC Limit

10. Reports
    a. Executive Chairperson
    b. Members of the Madison Area Transportation Planning Board
    c. Agency Director/Division Director, Community and Regional Planning
       (1) Update on Co-Branding Services with Distillery
       (2) Capacity Building Grant Application for Regional Site Suitability Analysis
    d. Deputy Agency Director/Division Director, Environmental Resources Planning

11. Future Agenda Items (Next Executive Committee meeting is 6pm on May 11, 2020, at 100 State Street Suite 400, Madison, WI; next CARPC meeting is 6pm on May 14, 2020, location TBD)

12. Adjournment
March 9, 2020  CARPC Office, 100 State Street, Suite 400, Madison, WI  6:00 p.m.

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton, Larry Palm (Chair), David Pfeiffer, Peter McKeever (arrived 6:05pm)

Commissioners Absent: None

Staff Present: Linda Firestone, Sean Higgins, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call
Chair Palm called the meeting to order at 6:00pm. Quorum was established.

2. Adoption of Minutes of the February 10, 2020 Executive Committee Meeting (actionable item)
Mr. Pfeiffer moved to adopt the minutes of the February 10, 2020 Executive Committee meeting; Mr. Hampton seconded. The motion passed on a voice vote.

3. Public Comment
No members of the public attended the meeting.

4. Closed Session
   a. The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. The subject matter concerns the recruitment of an Environmental Engineer.

   Mr. Hampton moved to go into closed session; Ms. Crombie seconded. A roll call vote was taken. Commissioners who voted aye: Ms. Crombie, Mr. Geller, Mr. Hampton, Chair Palm, and Mr. Pfeiffer. Commissioners who voted no: None. Commissioners who were absent: Mr. McKeever. The motion passed on a roll call vote.

5. Return to Open Session
Mr. Hampton moved to go back into open session; Ms. Crombie seconded. A roll call vote was taken. Commissioners who voted aye: Ms. Crombie, Mr. Geller, Mr. Hampton, Mr. McKeever, Chair Palm, and Mr. Pfeiffer. Commissioners who voted no: None. The motion passed on a roll call vote.

6. Approval of Hiring Environmental Engineer or Recruiting Environmental Resources Planner (actionable item)
Mr. Pfeiffer moved to direct staff to make offers as discussed in closed session; Mr. McKeever seconded. The motion passed on a voice vote.

7. Potential Revisions to CARPC Bylaws Including Execution of Contracts
Chair Palm reported a proposed change to delegate the execution of contracts to individual CARPC staff members instead of the Executive Director. Discussion ensued. Mr. McKeever thought including “Approved by the Commission on <date>” on the signature page of each signed agreement was a good idea.

8. Increasing Efficiency of Processing Expense Reimbursements
   Discussion items included:
   (1) when documentation of requested reimbursements would need to be received from Commissioners, including the necessity of having a final submission date;
   (2) the frequency of emails sent to Commissioners (one reminder email per quarter would be sufficient);
(3) the necessity of approval of Commissioner payments by the Agency Director before the request for payment is submitted to SWWDB; and
(4) the language to be used in revised bylaws, the personnel manual, and a policy manual.

Chair Palm suggested that Commissioners have mailboxes or folders in which to place their documents. Ms. Firestone was asked to talk to SWWDB about the necessity of back-up documentation.

9. **Approval of Revisions to CARPC Personnel Policies Regarding Incentives for Opting Out of Health Insurance Coverage Provided by CARPC (*actionable item*)**

   Mr. McKeever moved to approve the revisions to the CARPC personnel manual; Mr. Geller seconded. The motion passed on a voice vote.

10. **Approval of Revised Job Description for Deputy Agency Director (*actionable item*)**

    Mr. Geller moved to approve the revised job description for the Deputy Agency Director; Ms. Crombie seconded. The motion passed on a voice vote.

11. **Approval of Increasing the Credit Limit on CARPC’s Credit Card to $10,000 (*actionable item*)**

    Mr. Geller moved to approve the increase of the credit limit of the CARPC credit card to $10,000; Mr. Hampton seconded. The motion passed on a voice vote.

12. **Approval of March 2020 Disbursements and Treasurer’s Report for February 2020 (*actionable item*)**

    Mr. Geller moved to approve the February 2020 disbursements and the Treasurer’s report for January 2020; Ms. Crombie seconded. The motion passed on a voice vote.

13. **Authorization of Agency Director to Execute Contract with Distillery for Co-Branding Services with MPO (*actionable item*)**

    Mr. Steinhoff reviewed the details of Distillery’s proposal. Commissioners voiced a desire for CARPC staff and Commissioners to provide input as logos and visuals are being developed for the MPO and CARPC.

    Ms. Crombie moved to approve staff’s recommendation of Option B; Mr. Pfeiffer seconded. The motion passed on a voice vote.

14. **Future Agenda Items (Next meeting is April 6, 2020, at 100 State Street, Suite 400, Madison, WI.)**

    Potential item for the April agenda was proposed changes to the CARPC bylaws.

15. **Adjournment**

    Mr. Hampton moved to adjourn; Ms. Crombie seconded. The meeting adjourned at 7:22 pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:

_________________________________________
Kris Hampton, Secretary
DRAFT MINUTES
of the Capital Area Regional Planning Commission

March 12, 2020  CARPC Office, 100 State Street, Suite 400, Madison, WI  6:00 p.m.

Commissioners Present:  Maureen Crombie, Grant Foster (phoned in), Kris Hampton, Mark Geller (arrived at 6:03pm), Peter McKeever, Ed Minihan, Heidi Murphy (phoned in), Chair Larry Palm, David Pfeiffer, Bruce Stravinski (arrived at 6:03pm); Caryl Terrell (phoned in)

Commissioners Absent:  Lauren Cnare, Ken Golden

Staff Present:  Linda Firestone, Sean Higgins, Mike Rupiper, Steve Steinhoff

Others Present:  9 members of the public; Greg Fries (City of Madison); Janet Schmidt (City of Madison)

1. Roll Call
Chair Palm called the meeting to order at 6:00pm. Quorum was established. Chair Palm announced that, due to COVID-19, the Commission would only review and take any necessary action on matters that were time sensitive.

2. Public Comment on Matters not for Public Hearing
No members of the public wished to speak at this time.

3. Consent Agenda (all items below in #3 are actionable items)
   a. Adoption of Minutes of the February 13, 2020 CARPC Meeting
   b. Executive Committee Recommendations
      (1) Approval of Hiring Environmental Engineer or Recruiting Environmental Resources Planner
      (2) Approval of Revised Job Description for Deputy Agency Director
      (3) Approval of March 2020 Disbursements and Treasurer's Report for February 2020
      (4) Approval of Revisions to CARPC Personnel Policies Regarding Incentives for Opting Out of Health Insurance Coverage Provided by CARPC
      (5) Approval of Increasing the Credit Limit on CARPC's Credit Card to $10,000
      (6) Authorization of Agency Director to Execute Contract with Distillery for Co-Branding Services with the MPO

Mr. McKeever moved to approve the consent agenda with additional item #8; Ms. Crombie seconded. The motion passed on a voice vote.

4. Amending the Dane County Water Quality Management Plan by Revising the Sewer Service Area Boundary and Environmental Corridors in the Northern Urban Service Area
   a. Overview of Staff Recommendations

   Mr. Rupiper reviewed staff's recommendations.

Registrants included:
Jerry Groth, village engineer, available for questions
Jamie Rybarczyk, deputy administrator, Village of Windsor
Mike Froehlich, project engineer, Kapur & Associates
Tom Perez, civil engineer, Kapur & Associates
Mike Slavney, Vandewalle & Associates
Ben Rohr, Vandewalle & Associates
b. Questions of Staff Recommendations

Commissioners had no questions for staff or registrants.

c. Approval of CARPC Management Letter #2001 – Northern USA, Recommending to the Wisconsin Department of Natural Resources Amendment of the Dane County Water Quality Management Plan by Revising the Sewer Service Area Boundary and Environmental Corridors in the Northern Urban Service Area (actionable item)

Mr. Hampton moved to approve CARPC management letter #2001; Mr. Minihan seconded. The motion passed on a voice vote, with Mr. McKeever abstaining.

5. Approval of a Management Letter from the Commission to the Village of Windsor Regarding Consistency of the Revised Urban Service Area Boundary in the Northern Urban Service Area with the Dane County Land Use and Transportation Plan

a. Overview of Staff Recommendations

Mr. Higgins reviewed staff recommendations.

b. Questions of Staff Recommendations

Commissioners had no questions for staff or registrants.

c. Approval of CARPC Management Letter #2001 – Windsor LUTP citing substantial consistency between the proposed Sewer Service Area Boundary and Environmental Corridors amendment in the Northern Urban Service Area and the Dane County Land Use and Transportation Plan (actionable item)

Mr. Pfeiffer moved to approve CARPC management letter #2001 to the Village of Windsor; Mr. Stravinski seconded. The motion passed on a voice vote, with Mr. McKeever abstaining.

6. City of Madison Proposed Stormwater Ordinance Updates

a. Presentation by City of Madison Engineering Staff

Mr. Fries and Ms. Schmidt gave a presentation (link). The presentation can also be found at https://www.cityofmadison.com/engineering/documents/StormOrdChangesPIM2.pdf. There was Commission support for the proposed stormwater ordinance updates and for encouraging other municipalities, including Dane County, to adopt similar minimum standards.

b. Approval of Resolution No. 2020-05, Supporting the City of Madison’s Proposed Stormwater Ordinance Updates (actionable item)

Ms. Terrell moved to adopt CARPC resolution 2020-05; Mr. Minihan seconded. The motion passed on a voice vote.

7. CARPC Regional Development Plan Update – This item was not discussed nor voted on.

a. Presentation – Goals and Objectives, Regional Development Framework, Participation Plan

b. Approval of Participation Strategy for Preparation of the Regional Development Plan (actionable item)

8. Approval of Letter of Support for the Wisconsin Bike Federation’s Application for Transportation Alternative Program Funding from the Wisconsin Department of Transportation (actionable item)

The approval of this letter was included as part of the consent agenda (item #3).
9. Reports – These reports were not given during the meeting.
   a. Executive Chairperson and Executive Committee
      (1) Potential Revisions to CARPC Bylaws Including Execution of Contracts
      (2) Increasing Efficiency of Processing Expense Reimbursements
   b. Members of the Madison Area Transportation Planning Board
   c. Agency Director/Division Director, Community and Regional Planning
      (1) Potential CARPC Branding Activities
   d. Deputy Agency Director/Division Director, Environmental Resources Planning

10. Future Agenda Items (Next meeting is at 6pm on April 9, 2020, location to be determined)
    No future agenda items were presented. Item #7 will need to be added to a future agenda.

11. Approval of Resolution No. 2020-06 Providing Additional Paid Hours to CARPC Employees When Unable to Work Due to the COVID-19 Pandemic (actionable item).
    Ms. Crombie moved to approve Resolution No. 2020-06; Mr. Minihan seconded. Chair Palm explained the policy being voted on. The motion passed on a voice vote.

12. Adjournment
    Mr. Hampton moved to adjourn; Mr. Pfeiffer seconded. The motion passed on a voice vote. The meeting adjourned at 6:52 pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:

Kris Hampton, Secretary
Re: Approval of April 2020 Disbursements and Treasurer’s Report for March 2020 (*actionable item*)

### Requested Action:

Approval of April 2020 Disbursements and Treasurer’s Report for March 2020

### Background:

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

### Options and Analysis:

**Materials Presented on Item:**
1. April 2020 Disbursements
2. March 2020 Treasurer’s Report
3. Budget Year-to-Date as of March 31, 2020

### Staff Contact:

Linda Firestone  
Administrative Services Manager  
608-474-6017; cell 608-358-6057  
LindaF@CapitalAreaRPC.org

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

________________________________________________________________________

Stephen Steinhoff, Deputy Director

4/9/2020 ____________________________
Date

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

Vouchers 1 through 29 totaling $ 82,844.30

________________________________________________________________________

4/9/2020 ____________________________
Date Approved Larry Palm, Executive Chairperson

________________________________________________________________________

Mark Geller, Treasurer
**Voucher Bills for April 2020**

**Capital Area Regional Planning Commission**

<table>
<thead>
<tr>
<th>No.</th>
<th>Payee</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Adobe</td>
<td>Monthly fee for 1 Creative Cloud and 4 shared Adobe Acrobat licenses (pd via VISA)</td>
<td>$147.95 estimate</td>
</tr>
<tr>
<td>2</td>
<td>AT&amp;T</td>
<td>Apr 2020 monthly phone service</td>
<td>$169.16 estimate</td>
</tr>
<tr>
<td>3</td>
<td>CARPC Employees</td>
<td>Payroll for Apr 9, 2020 (net wages/taxes/deferred comp)</td>
<td>$22,000.00 estimate</td>
</tr>
<tr>
<td>4</td>
<td>CARPC Employees</td>
<td>Payroll for Apr 23, 2020 (net wages/taxes/deferred comp)</td>
<td>$23,000.00 estimate</td>
</tr>
<tr>
<td>5</td>
<td>CARPC Employees</td>
<td>Expense reports</td>
<td>$500.00 estimate</td>
</tr>
<tr>
<td>6</td>
<td>City of Madison</td>
<td>Apr 2020 monthly sub-lease (already apprvd in Mar 2020)</td>
<td>$3,835.54 estimate</td>
</tr>
<tr>
<td>7</td>
<td>City of Madison/Metro Transit</td>
<td>Mar 2020 bus pass charges</td>
<td>$175.00 estimate</td>
</tr>
<tr>
<td>8</td>
<td>US Postal Service</td>
<td>Apr 2020 postage (packets &amp; other mail)</td>
<td>$20.00 estimate</td>
</tr>
<tr>
<td>9</td>
<td>Dane County</td>
<td>May 2020 parking passes (reimbursed 100% by employees)</td>
<td>$99.54 estimate</td>
</tr>
<tr>
<td>10</td>
<td>Dean Health</td>
<td>May 2020 health insurance (employees reimb $178.25 + $166.67 opt out)</td>
<td>$11,232.16 estimate</td>
</tr>
<tr>
<td>11</td>
<td>Delta Dental</td>
<td>May 2020 dental insurance (Mesbah reimb $138.02)</td>
<td>$877.06 estimate</td>
</tr>
<tr>
<td>12</td>
<td>Dempsey Law Firm</td>
<td>Mar 2020 legal fees</td>
<td>$250.00 estimate</td>
</tr>
<tr>
<td>13</td>
<td>The Standard</td>
<td>May 2020 disability (CARPC portion $32.57)</td>
<td>$107.12 estimate</td>
</tr>
<tr>
<td>14</td>
<td>Misc Office Supplies (Various Vendors)</td>
<td>Office supplies</td>
<td>$750.00 estimate</td>
</tr>
<tr>
<td>15</td>
<td>Packerland</td>
<td>Apr 2020 monthly rent for 2 rugs ($11.60 bi-weekly)</td>
<td>$23.20 estimate</td>
</tr>
<tr>
<td>16</td>
<td>Paychex</td>
<td>Apr 2020 fees</td>
<td>$300.00 estimate</td>
</tr>
<tr>
<td>17</td>
<td>Ricoh</td>
<td>Mar 2020 maintenance charges</td>
<td>$200.00 estimate</td>
</tr>
<tr>
<td>18</td>
<td>Securian</td>
<td>May 2020 life insurance (CARPC portion = $19.83)</td>
<td>$134.11 estimate</td>
</tr>
<tr>
<td>19</td>
<td>Supranet</td>
<td>Apr 2020 wireless internet service</td>
<td>$895.00 estimate</td>
</tr>
<tr>
<td>20</td>
<td>SW WI Workforce Dev Board</td>
<td>Apr 2020 various charges</td>
<td>$2,405.00 estimate</td>
</tr>
<tr>
<td>21</td>
<td>VISA (Ofc supplies on separate line)</td>
<td>Apr 2020 various charges</td>
<td>$2,000.00 estimate</td>
</tr>
<tr>
<td>22</td>
<td>WRS</td>
<td>Mar 2020 retirement (half is reimbursed by employees; 2 payrolls)</td>
<td>$9,000.00 estimate</td>
</tr>
<tr>
<td>23</td>
<td>Distillery</td>
<td>Part 1 of Co-Branding Agreement</td>
<td>$600.00 estimate</td>
</tr>
<tr>
<td>24</td>
<td>WI Historical Society</td>
<td>GIS data annual license</td>
<td>$239.00 estimate</td>
</tr>
<tr>
<td>25</td>
<td>ESRI</td>
<td>GIS Spatial Analyst annual license</td>
<td>$2,500.00 estimate</td>
</tr>
<tr>
<td>26</td>
<td>Johnson Block</td>
<td>First invoice for 2019 financial audit (60% of $8,5000)</td>
<td>$5,100.00 estimate</td>
</tr>
<tr>
<td>27</td>
<td>Badger State Industries</td>
<td>2 office chairs ($200/chair + $20 s/h; apprvd Mar)</td>
<td>$420.00 estimate</td>
</tr>
<tr>
<td>28</td>
<td>USGS</td>
<td>1Q 2020 water resources monitoring ($30,667 apprvd Mar)</td>
<td>$30,667.00 actual</td>
</tr>
<tr>
<td>29</td>
<td>The Standard</td>
<td>May 2020 disability (CARPC portion $32.57; $167.12 apprvd Mar)</td>
<td>$123.54 actual</td>
</tr>
</tbody>
</table>

**TOTAL MONTHLY EXPENSES (does not include lines 6, 27, 28, and 29 since they were previously approved)**

|   |   |   | $82,844.30 |

---

**Recommended for Approval:**

Stephen Steinhoff, Deputy Director

**Report: March 2020 Estimated Amounts as Paid (previously approved) plus invoices that were not estimated**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Adobe</td>
<td>Monthly fee for 1 Creative Cloud and 4 shared Adobe Acrobat licenses (pd via VISA)</td>
<td>$147.95 estimate</td>
</tr>
<tr>
<td>2</td>
<td>AT&amp;T</td>
<td>Apr 2020 monthly phone service</td>
<td>$169.16 estimate</td>
</tr>
<tr>
<td>3</td>
<td>CARPC Employees</td>
<td>Payroll for Mar 12, 2020 (net wages/taxes/deferred comp)</td>
<td>$24,000.00 estimate</td>
</tr>
<tr>
<td>4</td>
<td>CARPC Employees</td>
<td>Payroll for Mar 26, 2020 (net wages/taxes/deferred comp)</td>
<td>$24,000.00 estimate</td>
</tr>
<tr>
<td>5</td>
<td>CARPC Employees</td>
<td>Expense reports</td>
<td>$500.00 estimate</td>
</tr>
<tr>
<td>6</td>
<td>City of Madison</td>
<td>Apr 2020 monthly sub-lease</td>
<td>$7,671.08 estimate</td>
</tr>
<tr>
<td>7</td>
<td>City of Madison/Metro Transit</td>
<td>Mar 2020 bus pass charges (also received Jan 2020 bus pass charges)</td>
<td>$100.00 estimate</td>
</tr>
<tr>
<td>8</td>
<td>US Postal Service</td>
<td>Mar 2020 postage (packets &amp; other mail)</td>
<td>$50.00 estimate</td>
</tr>
<tr>
<td>9</td>
<td>Dane County</td>
<td>Apr 2020 parking passes (reimbursed 100% by employees)</td>
<td>$99.54 estimate</td>
</tr>
<tr>
<td>10</td>
<td>Dean Health</td>
<td>Apr 2020 health insurance (employees reimb $178.29)</td>
<td>$12,973.56 estimate</td>
</tr>
<tr>
<td>11</td>
<td>Delta Dental</td>
<td>Apr 2020 dental insurance (Mesbah reimb $138.02)</td>
<td>$877.06 estimate</td>
</tr>
<tr>
<td>12</td>
<td>Dempsey Law Firm</td>
<td>Feb 2020 legal fees</td>
<td>$250.00 estimate</td>
</tr>
<tr>
<td>13</td>
<td>The Standard</td>
<td>Apr 2020 disability (CARPC portion $32.57) *</td>
<td>$107.12 estimate</td>
</tr>
<tr>
<td>14</td>
<td>Misc Office Supplies (Various Vendors)</td>
<td>Office supplies (reception furn; SS phone; ofc supplies)</td>
<td>$750.00 estimate</td>
</tr>
<tr>
<td>15</td>
<td>Packerland</td>
<td>Mar 2020 monthly rent for 2 rugs ($11.60 bi-weekly)</td>
<td>$23.20 estimate</td>
</tr>
<tr>
<td>16</td>
<td>Paychex</td>
<td>Apr 2020 fees</td>
<td>$300.00 estimate</td>
</tr>
<tr>
<td>17</td>
<td>Ricoh</td>
<td>Mar 2020 maintenance charges</td>
<td>$200.00 estimate</td>
</tr>
<tr>
<td>18</td>
<td>Securian</td>
<td>Apr 2020 life insurance (CARPC portion = $19.83)</td>
<td>$134.11 estimate</td>
</tr>
<tr>
<td>19</td>
<td>Supranet</td>
<td>Apr 2020 wireless internet service</td>
<td>$895.00 estimate</td>
</tr>
<tr>
<td>20</td>
<td>SW WI Workforce Dev Board</td>
<td>Apr 2020 various charges</td>
<td>$2,405.00 estimate</td>
</tr>
<tr>
<td>21</td>
<td>VISA (Ofc supplies on separate line)</td>
<td>Apr 2020 various charges</td>
<td>$2,000.00 estimate</td>
</tr>
<tr>
<td>22</td>
<td>WRS</td>
<td>Mar 2020 retirement (half is reimbursed by employees; 2 payrolls)</td>
<td>$9,000.00 estimate</td>
</tr>
<tr>
<td>23</td>
<td>Distillery</td>
<td>Part 1 of Co-Branding Agreement</td>
<td>$600.00 estimate</td>
</tr>
<tr>
<td>24</td>
<td>WI Historical Society</td>
<td>GIS data annual license</td>
<td>$239.00 estimate</td>
</tr>
<tr>
<td>25</td>
<td>ESRI</td>
<td>GIS Spatial Analyst annual license</td>
<td>$2,500.00 estimate</td>
</tr>
<tr>
<td>26</td>
<td>Johnson Block</td>
<td>First invoice for 2019 financial audit (60% of $8,5000)</td>
<td>$5,100.00 estimate</td>
</tr>
<tr>
<td>27</td>
<td>Badger State Industries</td>
<td>2 office chairs ($200/chair + $20 s/h; apprvd Mar)</td>
<td>$420.00 estimate</td>
</tr>
<tr>
<td>28</td>
<td>USGS</td>
<td>1Q 2020 water resources monitoring ($30,667 apprvd Mar)</td>
<td>$30,667.00 actual</td>
</tr>
<tr>
<td>29</td>
<td>The Standard</td>
<td>May 2020 disability (CARPC portion $32.57; $167.12 apprvd Mar)</td>
<td>$123.54 actual</td>
</tr>
</tbody>
</table>

**TOTAL MONTHLY EXPENSES (does not include lines 6, 27, 28, and 29 since they were previously approved)**

|   |   |   | $82,844.30 |

---

* Invoices approved but not received yet
Treasurer’s Report March 2020
Capital Area Regional Planning Commission

CHECKING
Reconciled Cash Balance 2/29/2020 $26,094.63

Mar Disbursements
Personnel $ (68,686.43)
Operating Expenses $ (9,984.07)
Transfer to Money Market $ -
Total Disbursements $ (78,670.50)

Mar Deposits
Deposits $ 2,800.00
Transfer from money market $ 75,000.00
Payments made via ACH $ -
Total Deposits $ 77,800.00


MONEY MARKET
Reconciled Cash Balance 2/29/2020 $850,757.85

Mar Disbursements (transfer to Checking) $ (75,000.00)
Mar Deposits $ -
Mar Interest (rate = 1.24% thru April) $ 886.66
Net Change $ (74,113.34)

MMA - Ending Balance 3/31/2020 $776,644.51

Reconciled Total Cash Balance 3/31/2020 $ 801,868.64

For the month(s) indicated above, I have reviewed the CARPC bank statement, the entries and

Signed: ___________________________ Date: ___________________________

Mark Geller, Treasurer

Apr 2020 (estimated)

Apr Estimated Disbursements $ (82,844.30)

Apr Estimated Deposits
Sewer Ext Reviews $ 9,800.00
Water Resource Monitoring Invoices $ 19,600.00
USA Amendment Fees $ 10,515.60
Mapping Services $ 107.23

Total Estimated Deposits $ 40,022.83

Estimated Cash Balance 4/30/2020 $ 759,047.17
<table>
<thead>
<tr>
<th></th>
<th>REVENUES</th>
<th>Actual YTD</th>
<th>Percentage of Actual to Budget</th>
<th>Under/Over YTD</th>
<th>Pro-rata Budget YTD</th>
<th>2020 Amended Nov 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Fees: sewer extensions</td>
<td>$4,600</td>
<td>10.95%</td>
<td>$5,900</td>
<td>$10,500</td>
<td>$4,200</td>
</tr>
<tr>
<td>6</td>
<td>Fees: USA/LSA application review</td>
<td>$3,500</td>
<td>8.33%</td>
<td>$7,000</td>
<td>$10,500</td>
<td>$4,200</td>
</tr>
<tr>
<td>7</td>
<td>Fees: Annual Planning Conference Registration</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>8</td>
<td>Local &amp; Regional Planning Assistance</td>
<td>$ -</td>
<td>0.00%</td>
<td>$7,000</td>
<td>$7,000</td>
<td>$28,000</td>
</tr>
<tr>
<td>9</td>
<td>MMSD</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>10</td>
<td>EPA/DNR Water Quality Planning</td>
<td>$ -</td>
<td>0.00%</td>
<td>$20,100</td>
<td>$20,100</td>
<td>$80,400</td>
</tr>
<tr>
<td>11</td>
<td>Grants and Donations</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>12</td>
<td>Product Sales</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>13</td>
<td>WDOT Rural Transportation Work Program</td>
<td>$ -</td>
<td>0.00%</td>
<td>$1,668</td>
<td>$1,668</td>
<td>$6,670</td>
</tr>
<tr>
<td>14</td>
<td>Other</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>15</td>
<td>Pass-Thru (WDOT Rural Trans Work Program)</td>
<td>$93,800</td>
<td>82.28%</td>
<td>$65,300</td>
<td>$28,500</td>
<td>$114,000</td>
</tr>
<tr>
<td>16</td>
<td>Pass-Thru (Coop. Water Resources Monitoring)</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>17</td>
<td>Total Operating Revenues</td>
<td>$101,900</td>
<td>31.99%</td>
<td>$22,268</td>
<td>$79,632</td>
<td>$318,527</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Nonoperating Revenues</th>
<th>Actual YTD</th>
<th>Percentage of Actual to Budget</th>
<th>Under/Over YTD</th>
<th>Pro-rata Budget YTD</th>
<th>2020 Amended Nov 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Total Dane County Property Tax</td>
<td>$491,569</td>
<td>50.00%</td>
<td>$245,784</td>
<td>$245,784</td>
<td>$983,137</td>
</tr>
<tr>
<td>20</td>
<td>Interest Income (Less Bank Fees)</td>
<td>$2,323</td>
<td>77.42%</td>
<td>$1,573</td>
<td>$750</td>
<td>$3,000</td>
</tr>
<tr>
<td>21</td>
<td>Total Nonoperating Revenues</td>
<td>$493,891</td>
<td>50.08%</td>
<td>$247,357</td>
<td>$246,534</td>
<td>$986,137</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Gross Total Revenues</th>
<th>Actual YTD</th>
<th>Percentage of Actual to Budget</th>
<th>Under/Over YTD</th>
<th>Pro-rata Budget YTD</th>
<th>2020 Amended Nov 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Gross Total Revenues</td>
<td>$595,791</td>
<td>45.67%</td>
<td>$269,625</td>
<td>$326,166</td>
<td>$1,304,664</td>
</tr>
<tr>
<td>24</td>
<td>LESS pass-thru</td>
<td>$ (93,800)</td>
<td>$63,936</td>
<td>$(29,864)</td>
<td>$(119,457)</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Net Revenues (Gross less pass-thru)</td>
<td>$501,991</td>
<td>42.35%</td>
<td>$(205,689)</td>
<td>$296,302</td>
<td>$1,185,207</td>
</tr>
<tr>
<td>26</td>
<td>CARPC Operating Reserves Applied</td>
<td>$ -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>27</td>
<td>Net Revenues + Reserves</td>
<td>$501,991</td>
<td>42.35%</td>
<td>$(205,689)</td>
<td>$296,302</td>
<td>$1,185,207</td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------</td>
<td>------------</td>
<td>------------</td>
<td>--------------</td>
<td>------------</td>
<td>--------------</td>
</tr>
<tr>
<td>1</td>
<td>CARPC 2020 Income &amp; Expense Report Year-to-Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>as of 3/31/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Personal Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Salaries &amp; Wages (incl. Exec Chair)</td>
<td>$ 136,380</td>
<td>21.05%</td>
<td>$ 25,624</td>
<td>$ 162,004</td>
<td>$ 648,016</td>
</tr>
<tr>
<td>7</td>
<td>Workstudy / Interns/ Hourly</td>
<td>$ 5,546</td>
<td>15.68%</td>
<td>$ 3,294</td>
<td>$ 8,840</td>
<td>$ 35,360</td>
</tr>
<tr>
<td>8</td>
<td>Retirement Fund</td>
<td>$ 9,101</td>
<td>21.16%</td>
<td>$ 1,649</td>
<td>$ 10,750</td>
<td>$ 43,011</td>
</tr>
<tr>
<td>9</td>
<td>Social Security / Medicare</td>
<td>$ 10,857</td>
<td>20.77%</td>
<td>$ 2,212</td>
<td>$ 13,070</td>
<td>$ 52,278</td>
</tr>
<tr>
<td>10</td>
<td>Unemployment Insurance Reimbursements</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ 2,500</td>
<td>$ 2,500</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>11</td>
<td>Employee/Retiree Insurance</td>
<td>$ 45,263</td>
<td>22.92%</td>
<td>$ 4,102</td>
<td>$ 49,365</td>
<td>$ 197,461</td>
</tr>
<tr>
<td>12</td>
<td>Furloughs/Salary Reduction/Salary Savings</td>
<td>$ -</td>
<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 50</td>
</tr>
<tr>
<td>13</td>
<td>Total Personal Services</td>
<td>$ 207,147</td>
<td>21.01%</td>
<td>$ 39,382</td>
<td>$ 246,529</td>
<td>$ 986,116</td>
</tr>
<tr>
<td>14</td>
<td>Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Commissioner Per Diem &amp; Travel</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ 2,394</td>
<td>$ 2,394</td>
<td>$ 9,575</td>
</tr>
<tr>
<td>16</td>
<td>Employee Travel &amp; Meeting Expenses</td>
<td>$ 711</td>
<td>15.81%</td>
<td>$ 414</td>
<td>$ 1,125</td>
<td>$ 4,500</td>
</tr>
<tr>
<td>17</td>
<td>Training &amp; Conferences</td>
<td>$ 1,781</td>
<td>44.54%</td>
<td>$ (781)</td>
<td>$ 1,000</td>
<td>$ 4,000</td>
</tr>
<tr>
<td>18</td>
<td>Office Supplies &amp; Expenses</td>
<td>$ 1,618</td>
<td>20.23%</td>
<td>$ 382</td>
<td>$ 2,000</td>
<td>$ 8,000</td>
</tr>
<tr>
<td>19</td>
<td>Equipment</td>
<td>$ 2,192</td>
<td>21.92%</td>
<td>$ 308</td>
<td>$ 2,500</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>20</td>
<td>Dues / Membership Fees / Subscriptions</td>
<td>$ 1,177</td>
<td>19.95%</td>
<td>$ 298</td>
<td>$ 1,475</td>
<td>$ 5,900</td>
</tr>
<tr>
<td>21</td>
<td>GIS and Other Software</td>
<td>$ 296</td>
<td>1.48%</td>
<td>$ 4,704</td>
<td>$ 5,000</td>
<td>$ 20,000</td>
</tr>
<tr>
<td>22</td>
<td>Recruitment</td>
<td>$ 390</td>
<td>78.00%</td>
<td>$ (265)</td>
<td>$ 125</td>
<td>$ 500</td>
</tr>
<tr>
<td>23</td>
<td>Office Space/Rent</td>
<td>$ 11,507</td>
<td>24.92%</td>
<td>$ 38</td>
<td>$ 11,545</td>
<td>$ 46,180</td>
</tr>
<tr>
<td>24</td>
<td>Legal Services</td>
<td>$ 260</td>
<td>2.60%</td>
<td>$ 2,240</td>
<td>$ 2,500</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>25</td>
<td>Audit Services</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ 2,500</td>
<td>$ 2,500</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>26</td>
<td>Financial Services</td>
<td>$ 8,241</td>
<td>21.69%</td>
<td>$ 1,259</td>
<td>$ 9,500</td>
<td>$ 38,000</td>
</tr>
<tr>
<td>27</td>
<td>Insurance (package, D&amp;O)</td>
<td>$ 2,929</td>
<td>79.16%</td>
<td>$ (2,004)</td>
<td>$ 925</td>
<td>$ 3,700</td>
</tr>
<tr>
<td>28</td>
<td>Moving Expenses</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ 500</td>
<td>$ 500</td>
<td>$ 2,000</td>
</tr>
<tr>
<td>29</td>
<td>Communications</td>
<td>$ 168</td>
<td>33.54%</td>
<td>$ (43)</td>
<td>$ 125</td>
<td>$ 500</td>
</tr>
<tr>
<td>30</td>
<td>Total Operating Expenses</td>
<td>$ 31,271</td>
<td>18.09%</td>
<td>$ 11,943</td>
<td>$ 43,214</td>
<td>$ 172,855</td>
</tr>
<tr>
<td>31</td>
<td>Contractual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Server Storage</td>
<td>$ -</td>
<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>33</td>
<td>IM Services</td>
<td>$ 2,685</td>
<td>10.74%</td>
<td>$ 3,565</td>
<td>$ 6,250</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>34</td>
<td>WDOT Rural Trans Work Pgm (10% local match)</td>
<td>$ -</td>
<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 1,213</td>
</tr>
<tr>
<td>35</td>
<td>Other</td>
<td>$ 290</td>
<td>0.00%</td>
<td>$ (290)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>36</td>
<td>Total Contractual</td>
<td>$ 2,975</td>
<td>3.57%</td>
<td>$ 3,578</td>
<td>$ 6,553</td>
<td>$ 26,213</td>
</tr>
<tr>
<td>37</td>
<td>Pass-Thru Contracts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Cooperative Water Resources Monitoring</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ 28,500</td>
<td>$ 28,500</td>
<td>$ 114,000</td>
</tr>
<tr>
<td>39</td>
<td>WDOT Rural Work Program (Pass-thru to MPO)</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ 1,364</td>
<td>$ 1,364</td>
<td>$ 5,457</td>
</tr>
<tr>
<td>40</td>
<td>Total Pass-Thru</td>
<td>$ -</td>
<td>0.00%</td>
<td>$ 29,864</td>
<td>$ 29,864</td>
<td>$ 119,457</td>
</tr>
<tr>
<td>41</td>
<td>Gross Total Expenditures</td>
<td>$ 241,393</td>
<td>18.50%</td>
<td>$ 84,768</td>
<td>$ 326,160</td>
<td>$ 1,304,641</td>
</tr>
<tr>
<td>42</td>
<td>LESS pass-thru</td>
<td>$ -</td>
<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>43</td>
<td>NET TOTAL Expenditures (Gross less pass-thru)</td>
<td>$ 241,393</td>
<td>20.37%</td>
<td>$ 54,903</td>
<td>$ 296,296</td>
<td>$ 1,185,184</td>
</tr>
<tr>
<td>44</td>
<td>Surplus/(Deficit)</td>
<td>$ 353,998</td>
<td>$ (353,993)</td>
<td>$ 5.75</td>
<td>$ 23</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>CARPC Staff Accrued Leave Liability</td>
<td>$ -</td>
<td>-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>46</td>
<td>Unbilled Accounts Receivable</td>
<td>$ 50,493</td>
<td></td>
<td></td>
<td>$ 53,936</td>
<td>$ 66,490,116,700</td>
</tr>
<tr>
<td>47</td>
<td>EAV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Re: Approval for Agency Director to Sign the Natural Heritage Inventory (NHI) Data License Agreement with the Wisconsin Dept. of Natural Resources (actionable item)

Requested Actions:
Authorize Agency Director to Execute NHI Data License Agreement

Background:
The NHI Data Sharing License Agreement is a recurring agreement with the National Heritage Inventory. Established in 1985 by the Wisconsin legislature, Wisconsin's Natural Heritage Inventory program (NHI) is part of an international network of inventory programs. The program is responsible for maintaining data on the locations and status of rare species, natural communities and natural features throughout the state.

Options and Analysis:
NHI Agreement. The Agreement enables staff to receive training and to access the inventory for environmental analyses. The only monetary expenditure required is training of staff ($65 per person, which is the same fee as DNR employees; the software licensing fee is waived).

Recommendation: Approve authorization.

Attachments:
1. NHI Data Sharing License Agreement (can be viewed at
   https://carpc.sharepoint.com/:b:/g/Eaj5furh3TIFkW7jm5mcNI5FMBTSG7J12hA_s8H8siATAiRA?e=nNwWNF )
2. Security Protocol for Natural Heritage Inventory Data (to be provided)

Staff Contact:
Mike Rupiper
Deputy Agency Director
608-474-6016
MikeR@CapitalAreaRPC.org

Next Steps:
Commission accepts action. Execute agreement.
Re: CARPC Regional Development Plan Update

Requested Action:

Approval of Participation Strategy for Preparation of the Regional Development Plan
(actionable item)

Background:

At the December 2019 CARPC meeting Commissioners reviewed and provided input to the draft work plan ("plan to plan") for updating the regional land use (development) plan. The work plan included short-term activities of preparation and approval of regional land use goals and objectives, and a participation plan.

Commissioners developed draft goals and objectives for the regional development plan in the Fall of 2019. CARPC surveyed local community officials to obtain feedback on those draft goals and objectives. Staff presented survey results to Commissioners at the February 2020 meeting. Survey results showed strong support for the goals and objectives. Comments generally expressed the views that objectives should be more focused on land use and development, and that CARPC’s role should be made clearer relative to the roles of others.

The Commission received a presentation on the draft participation plan for the regional development plan at its February 2020 meeting. The draft plan was generally favorably received, and no changes were suggested.

Staff Comments:

Land Use Goals and Objectives – To address survey comments staff prepared a framework that asks the following questions:

1. What are the primary points of nexus between broad goals and land use and development?
2. In what way could changes to land use and development address the areas of nexus?
3. What objectives best capture those land use and development influences?
4. What indicators might best measure progress towards objectives (need to be evaluated with SMART criteria: Specific, Measurable, Assignable, Relevant and Timely)
5. What else should we consider?

The attached framework table shows the application of these questions to the draft goals developed by the Commission and supported by local officials. The table is not yet complete.

Participation Plan – The attached participation plan is submitted for Commission consideration and approval. Some changes related to the coronavirus pandemic were recently added. Staff recommends approval.

Other updates related to the preparation of the regional development plan are included in the combined Directors Report.
### Materials Presented on Item:

1. Table: CARPC Regional Development Planning: Connecting Regional Goals to Land Use and Development Influence, Objectives and Indicators: Draft February 2020
2. CARPC Draft Regional Land Use (Development) Participation Plan

### Staff Contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Steinhoff</td>
<td>Agency Director</td>
<td><a href="mailto:SteveS@CapitalAreaRPC.org">SteveS@CapitalAreaRPC.org</a></td>
<td>608-474-6010</td>
</tr>
<tr>
<td>Sean Higgins</td>
<td>Senior Community Planner</td>
<td><a href="mailto:SeanH@CapitalAreaRPC.org">SeanH@CapitalAreaRPC.org</a></td>
<td>608-474-6018</td>
</tr>
</tbody>
</table>

### Next Steps:

Action to approve draft goals and objectives; action to adopt participation plan.
CARPC Regional Development Planning: Connecting Regional Goals to Land Use and Development Influence, Objectives and Indicators: February 2020

The purpose of this table is to identify a framework for responding to feedback provided by local officials on CARPC’s draft goals and objectives survey. Comments recommended clarifying the land use and development connection to the draft goals and focusing objectives on CARPC’s role and responsibilities (regional land use and development). The columns in the draft table ask:

Column 2: What are the primary points of nexus between broad goals and land use and development?
Column 3: In what way could changes to land use and development address the areas of nexus?
Column 4: What objectives best capture those land use and development influences?
Column 5: What indicators might best measure progress towards objectives (need to be evaluated with SMART criteria: Specific, Measurable, Assignable, Relevant and Timely)?
Column 6: What else should we consider?

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Mitigation (reducing GHG emissions and climate change)</strong></td>
<td>Transportation emissions</td>
<td>Compact, mixed, transit-oriented, walkable areas reduce VMT and emissions</td>
<td>Increase percent of development that is compact, mixed, transit-oriented, walkable</td>
<td>Developed area per person</td>
<td>Clean fuel vehicles</td>
</tr>
<tr>
<td></td>
<td>Tree canopy</td>
<td>Increased tree canopy absorbs carbon and reduces building energy use for cooling</td>
<td>Increase the tree canopy</td>
<td>Transportation mode share</td>
<td>Marginal impact of new development on goal</td>
</tr>
<tr>
<td></td>
<td>Building emissions</td>
<td>Compact areas reduce avg. house sizes and energy/emissions</td>
<td></td>
<td>Percent tree canopy</td>
<td>Demand for compact, mixed, transit-oriented, walkable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Walkscore</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>b. Adaptation (adapting to effects of climate change)</strong></td>
<td>Transportation emissions</td>
<td>Urban green infrastructure that reduces stormwater runoff</td>
<td>Increase infiltration of precipitation and reduce stormwater runoff</td>
<td>Volume of stormwater runoff in each watershed</td>
<td>Watershed level planning</td>
</tr>
<tr>
<td></td>
<td>Tree canopy</td>
<td>Increased tree canopy/root horizon acts to prevent rainwater from falling to the ground and keep some of the rainwater that does out of the storm sewers through evapotranspiration</td>
<td></td>
<td></td>
<td>Challenges of reducing runoff from existing development</td>
</tr>
<tr>
<td></td>
<td>Building emissions</td>
<td>Wetland protections and restoration that maximize infiltration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 017
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Access to Opportunity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Housing</td>
<td></td>
<td>Increased availability of developable sites can allow increased production, reducing price escalation</td>
<td>Housing production meets growing demand</td>
<td>Vacancy rates for owner and renter housing</td>
<td>Market rate production will not by itself create housing affordable to low-income households; subsidies are also required</td>
</tr>
<tr>
<td></td>
<td>• Housing production and prices</td>
<td>• Mix of housing types produced meets full range of demand and need</td>
<td>• Housing production meets growing demand</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Increased availability of developable sites can allow increased production, reducing price escalation</td>
<td>• Mix of housing types produced meets full range of demand and need</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mixed residential development includes smaller, lower-cost units</td>
<td>• Percent of households paying greater than 30% of income for housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Jobs, services, resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Physical access</td>
<td>Transit-supportive, compact, mixed-use development can increase access by transit and active modes, reduce household transportation costs, and improve roadway efficiencies</td>
<td>Increase percent of development that is compact, mixed, transit-supportive, walkable and bikeable</td>
<td>Housing + Transportation affordability (Percent of households paying greater than 45% of income for housing and transportation)</td>
<td>Transit improvements should increase access by low-income persons</td>
</tr>
<tr>
<td></td>
<td>• Business, job and workforce development</td>
<td>• Transit-supportive, compact, mixed-use development can increase access by transit and active modes, reduce household transportation costs, and improve roadway efficiencies</td>
<td>• Business and job growth in targeted sectors</td>
<td>• Jobs accessible by 45-minute transit ride</td>
<td>Transit + compact, mixed-use development not sufficient to prevent high levels of congestion – transportation demand policies also needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Land availability and development design can enable growth of targeted economic sectors and quality jobs</td>
<td>• Business and job growth in targeted sectors</td>
<td>• Jobs in target sectors</td>
<td>• Added to reflect region’s economic development strategy</td>
</tr>
<tr>
<td>3. Conservation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Natural areas</td>
<td></td>
<td>Increased development density decreases conversion of or pressure on natural areas</td>
<td>Increase development density</td>
<td>[TO BE COMPLETED]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Development density and location</td>
<td>• Increased buffers from development protect ecosystem services of natural areas</td>
<td>• Direct growth away from important natural areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Increased development density decreases conversion of or pressure on natural areas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Water resources</td>
<td></td>
<td>Development with greater infiltration allows better functioning of hydrologic and biologic systems</td>
<td>Increase stormwater infiltration to improve water quality</td>
<td>[TO BE COMPLETED]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Impervious surfaces</td>
<td>• Development with greater infiltration allows better functioning of hydrologic and biologic systems</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------</td>
<td>-----------------------------------</td>
<td>---------------</td>
<td>------------------</td>
</tr>
</tbody>
</table>
| c. Farmland | • Development density and location | • Increased density reduces development pressure on farmland  
• Location of development outside of identified farmland protection areas preserves agricultural production | • Designation of regional farmland preservation areas  
• Increase development density  
• Direct development away from farmland preservation areas | [TO BE COMPLETED] | |
| d. Fiscal | • Development density and location | • Increased density, and development adjacent to existing development, decreases infrastructure and municipal service (fire, garbage, etc.) per person | • Increase development density  
• Ensure good connectivity among developments | [TO BE COMPLETED] | |
INTRODUCTION
Preparation of the Regional Development Plan follows the work of A Greater Madison Vision (AGMV). As outlined in Appendix A, the AGMV process involved extensive outreach and engagement over a four-year period. AGMV participation activities included Steering Committee engagement, an initial “values survey”, outreach and presentations, focus groups, workshops, an extensive public survey including significant outreach and marketing, media campaigns, and further outreach to communicate key survey findings. These activities primarily focused on engaging stakeholders and the public, especially those who stand to be affected by regional planning processes.

Building on the engagement achieved during the AGMV process, additional outreach to inform the Regional Development Plan will focus on local officials and staff whose buy-in and support will be needed to implement the plan. RDP participation will also include follow up with AGMV participants to let them know how their input is being used.

PARTICIPATION GOALS
Many of the RDP participation goals are inspired by goals established during the AGMV process.

As part of the AGMV process, the Steering Committee adopted an AGMV Community Engagement Strategy prepared by CARPC staff in partnership with the AGMV Community Engagement Work Group. The Engagement Strategy guided AGMV outreach activities according to the following principles:

- Employ a mix of engagement techniques in a variety of learning styles and adapted to the needs of each phase and audience.
- Go to where people are and use trusted messengers as intermediaries.
- Emphasize how planning for future growth and change impacts people on a personal level.
- Engage traditionally underrepresented groups, including but not limited to: people of color, young people, and low-income residents.
- Facilitate mutual learning and develop long-term strategies for participants to be empowered and active in crafting an authentic, local vision and strategy for growth.

These principles are also relevant to the Regional Development Plan participation process.

Additionally, A Greater Madison Vision touted a purpose of “creating a vision and strategy for growth so inclusive and compelling that the public and private sectors use it and the people feel ownership and commit to achieving it.” The AGMV Steering Committee reinforced this purpose when they developed a final set of goals and actions for regional growth. Drawing from survey findings, they set a goal to “ensure equitable and inclusive planning and participation” to make sure outcomes result in broad-based benefits.

The same purpose also applies to the Regional Development Plan. Thus, the RDP process aims to include participation that is sufficiently robust and inclusive that people will feel ownership over the resulting plan, want to use it, and commit to achieving it.
Drawing from AGMV experiences and a general understanding of best practices, participation goals for the Regional Development Plan are:

1. To build widespread support for achieving plan goals and objectives by meaningfully engaging local officials and staff

2. To hear from those who will be affected by the plan, including vulnerable and disadvantaged groups and communities

RDP PARTICIPATION FRAMEWORK
Spectrum of Participation
The International Association for Public Participation (IAP2) is a well-known nonprofit membership organization that supports and advocates for effective public participation. The IAP2 Spectrum of Participation describes a range of roles for the public in a decision process.

IAP2 Spectrum of Public Participation

Methods of Participation
Participation methods are the means used to engage with people. While various methods of participation can be employed at any point along the IAP2 spectrum, some methods are particularly suited for certain levels. CARPC will generally emphasize the following methods along the spectrum:

- **Collaborate** – person to person, small group meetings
- **Involve** – meetings, workshops, focus groups
- **Consult** – meetings, surveys, social media
- **Inform** – media (social, traditional), newsletter, website, email, events
Impact of Coronavirus Pandemic
Social distancing requirements of the coronavirus pandemic will require replacing person-to-person
meetings, workshops, focus groups and events with virtual interactions until it becomes safe once again
to interact face to face.

RDP PARTICIPATION PLAN
To achieve the goals of building widespread support for the plan and obtaining input from those who
will be affected by it, participation will draw from the IAP2 Spectrum of Public Participation in the
following methods:

- **Collaborate** with local government officials (elected, appointed and key staff) who are the
  primary decision-makers who will implement the regional development plan, and are also key
  constituents of the Capital Area Regional Planning Commission.

- **Involve** partners (state and regional agencies and organizations) with whom CARPC directly
  works on regional issues.

- **Consult** with stakeholder groups (business and non-profit organizations) who represent people
  and interests that could be affected by a regional development plan.

- **Inform** the general public.

At each of these levels, efforts will be made to apply the participation plan’s established principles and
goals.

Many people from groups mentioned above – local government officials, partners, stakeholder groups,
and the general public – participated on some level with AGMV. Outreach and engagement will occur to
these and others including:

- Local government officials (Madison, Sun Prairie, Middleton)
- Steering Committee members and their organization
- Dane County Planning and Development
- Business organizations (e.g. Chambers, DMI)
- Environmental groups
- Community and service organizations
- Educational institutions
- Religious organizations
- Development groups (builders, realtors, developers)
- General public

Participation efforts in the RDP will include looping back to those people to update them on current
activities and invite their continued participation.

Participation for Plan Preparation Stages
The participation outlined above will need to occur at varying levels throughout the preparation of the
RDP. Plan preparation steps, which are described in the RDP “Plan to Plan” document, include:
1. Participation plan
2. Goals and objectives and indicators
3. Data and trends review
4. Regional development factors – how they will/should shape growth
5. Regional development concepts – evaluation, prioritization
6. Regional development plan drafting and adoption
7. Implementation

RDP participation is envisioned to occur in three phases based on deliverables associated with the above steps. The phases align with those of common regional development planning efforts identified in AGMV best practice research. They are:

1. Laying the Groundwork – April to August 2020
   a. Goals, objectives and indicators
   b. Adopted plan growth scenario
   c. Regional development growth factors and concepts

2. Exploring Regional Development Plan Options – September 2020 to March 2021
   a. Regional development framework
   b. Mapping and evaluation

3. Plan Preparation – April to September 2021
   a. Draft
   b. Final

Participation activities during each phase will include:

- Identify plan preparation activities
- Identify people and groups to emphasize for each activity
- Identify general level of participation along spectrum for each group for each activity
- Identify, plan for and execute participation methods and activities

Technical Advisory Committee
A Technical Advisory Committee includes experts who can provide technical input and support needed during the preparation of the Regional Development Plan. Technical support is needed for preparation of indicators, projections, growth concepts, and development mapping.

Experts are needed in fields including planning, economic development, housing, environment, transportation and agriculture. The TAC will meet approximately six times over the course of one to two years during the process.

Evaluation
Upon completion of the Regional Development Plan, an evaluation of the process, including participation activities and results, should be conducted.
APPENDIX A

A Greater Madison Vision
The work of preparing a Regional Development Plan began with the initiative A Greater Madison Vision. The goal of AGMV was to build support and agreement among area leaders from the public and private sectors for goals and actions related to regional development. CARPC identified this goal through research into best practices nationally. This research included bringing the President and CEO of Envision Utah, a national regional planning model, to Madison to present to and meet with area leaders and members of the public. Envision Utah also consulted with CARPC on preparation for our Regional Development Plan process.

Over the course of 2015-2019, AGMV completed the following activities:
• Organized a steering committee of diverse leaders from the public and private sectors, including an executive committee and other committees to guide AGMV activities
• Commissioned a “values study” consisting of focus groups and a scientific survey to assess public priorities and associated core values as they relate to growth and development
• Prepared and accepted a marketing and community engagement strategy focused on inclusive participation, drawing from the findings of the values study
• Completed trend research and produced a Regional Baseline Assessment report
• Conducted an outreach and awareness campaign that included more than 40 presentations to various groups
• Conducted “driving forces” focus groups and workshops to identify forces likely to drive impactful change in the region over the next couple decades
• Prepared four alternative future scenarios for the greater Madison region in the year 2050 as a means of exploring potential changes, strategies for responding or preparing for them, and options for growth and development
• Prepared a regional scenario survey to gauge public priorities for strategies to address likely change and preferences for growth options
• Conducted an extensive marketing campaign that generated almost 9,200 completed surveys and 2,100 comments from people of diverse backgrounds from across the region
• Conducted an outreach campaign to promote the key findings from the scenario survey
• Developed goals and key actions for adoption and implementation by the steering committee

The AGMV Community Engagement Strategy
Principles:
• Employ a mix of engagement techniques in a variety of learning styles and adapted to the needs of each phase and audience.
• Go to where people are and use trusted messengers as intermediaries.
• Emphasize how planning for future growth and change impacts people on a personal level.
• Engage traditionally underrepresented groups, including but not limited to people of color, young people, and low-income residents.
• Facilitate mutual learning and develop long-term strategies for participants to be empowered and active in crafting an authentic, local vision and strategy for growth.
AGMV Engagement Strategy used IAP1 Spectrum of Public Participation and how it relates to engaging audiences (generally):

- Inform to move people from Unaware to Observers
- Consult to move people from Observers to Supporters
- Involve to move people from Supporters to Advocates

AGMV Engagement Strategy Steps
1. Establish a core group – recruit leaders and form a steering committee
2. Enlist a broader group of supporters
3. Public outreach

AGMV Engagement Outcomes
2017
- 38 presentations on “How we Grow Matters” and AGMV
- 20 workshops – iPlan and Driving Forces
- Presentations + workshops = 1,000+ people reached
- 9 events – tabling, posters, displays, talking to people – 600 – 850 people reached

2018
- Scenario survey – 9,200 people reached; 8,700 in Madison region, 8,200 in Dane County

2019
- 16 presentations of survey findings – estimated 300 people reached
- Media coverage on “For the Record” and WVOM – reach?
Re: Public Hearing on Amendment of the Dane County Water Quality Plan and the Dane County Land Use and Transportation Plan by Revising the Sewer Service Area Boundary and Environmental Corridors in the Cross Plains Urban Service Area

Requested Action:
The Commission and any interested public are asked to comment on the proposed amendment, so that any potential water quality, land use, or transportation concerns may be discussed with the applicant and addressed in the subsequent CARPC staff reports and management letters, as appropriate.

Background:
The Village of Cross Plains has submitted a request for a sewer service area amendment to the Dane County Water Quality Plan. The application has been posted on the CARPC website. The proposed amendment is currently in the Town of Berry, in the Upper Black Earth Creek watershed (HUC 12: 070700050501). It includes the addition of approximately 33.8 acres of land, including approximately 10.5 acres of proposed environmental corridor and 1.4 acres of existing road right-of-way, for a net of approximately 21.9 developable acres to the Cross Plains Urban Service Area.

Options, Analysis, Recommendation:
None

Attachments:
1. Map of proposed amendment area

Staff Contacts:
Water Quality
Mike Rupiper
Deputy Agency Director
608-474-6016
MikeR@capitalarearpc.org

Land Use
Sean Higgins
Senior Community Planner
608-474-6018
SeanH@capitalarearpc.org

Next Steps:

Water Quality
CARPC staff will finalize the water quality staff analysis report. A management letter with conditions of approval and recommendations will be considered at the May 14th Commission meeting. The CARPC staff report and the Commission’s recommendation will then be sent to the Wisconsin Department of Natural Resources for its administrative decision.

Land Use
A management letter with recommendations will be considered at the May 14th Commission meeting. CARPC staff will finalize the land use staff analysis report for the bi-annual review of the Dane County Land Use and Transportation Plan at the October 8th Commission meeting.
Map 1 Amendment Area

Proposed Amendment to the
Dane County Water Quality Plan,
Revising the Sewer Service Area
Boundary and Environmental Corridors
in the Cross Plains Urban Service Area

Date: 3/10/2020

Prepared by staff of the CARPC.
Item 7
Re: Proposed Changes to the CARPC Bylaws and Personnel Manual

<table>
<thead>
<tr>
<th>Requested Action:</th>
<th>None. Discussion item only.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Background:</strong></td>
<td>During the March Executive Committee meetings, several changes to the bylaws were proposed, as well as a change to the CARPC personnel manual.</td>
</tr>
<tr>
<td><strong>Options and Analysis:</strong></td>
<td>Proposed edits included:</td>
</tr>
<tr>
<td>1. Bylaws Article VII Section 6 Compensation and Expenses of Commissioners. Commissioners may receive a per diem compensation for a maximum of one (1) meeting per day, regardless of the number of meetings attended in the service of the Commission. Meeting compensation and mileage reimbursement will be determined annually by the Commission. Commissioners shall also be reimbursed for actual, reasonable, and necessary expenses incurred as members of the Commission in carrying out the work of the Commission. Reimbursements by Commissioners shall be authorized and paid as specified in Section C-3 (Employee Expenses) in the CARPC personnel manual. If the Commission designates the Chairperson as the Executive Chairperson as determined in Article IV Section 5, the Commission may compensate the Chairperson for the performance of those duties. If the Chairperson is so compensated, they shall not also receive per diem compensation.</td>
<td></td>
</tr>
<tr>
<td>2. Bylaws Article VII Section 7 Execution of Contracts. Upon delegation by the Commission, the Chairperson, or upon authorization by the Commission a CARPC staff person, shall execute any contract or other instrument authorized by the Commission. The Secretary is authorized to countersign when required.</td>
<td></td>
</tr>
<tr>
<td>3. Revisions to the CARPC personnel manual will be brought to the Commission at its May meeting(s) due to the number of revisions, some of which have not been discussed before.</td>
<td></td>
</tr>
<tr>
<td><strong>Materials Presented on Item:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Staff Contact:</strong></td>
<td>Linda Firestone, Administrative Services Manager (608) 474-6017; cell (608) 358-6057; <a href="mailto:LindaF@CapitalAreaRPC.org">LindaF@CapitalAreaRPC.org</a></td>
</tr>
<tr>
<td><strong>Next Steps:</strong></td>
<td>1. Once the bylaw edits are finalized, hold a public hearing. 2. After the hearing, the changes need to be adopted.</td>
</tr>
</tbody>
</table>
Re: **Approval of Revisions to CARPC “Planning and Data Services Policy” to Allow Waiver of Fees Based on Hardship and Approval of Waiving Fees for Services to the Village of Rockdale** *(actionable item)*

### Requested Actions:
Approval of Revisions to CARPC “Planning and Data Services Policy” and Waiver of Fees to the Village of Rockdale Based on Hardship

### Background:
The "Capital Area Regional Planning Commission Policy on Providing Planning and Data Services" was adopted May 10, 2018. Since its adoption contracts for service have been signed with eight local communities. (Contracts with three additional communities are currently in discussion.) The adopted policy makes provisions for waiving fees "when requested services have a primary purpose of furthering regional planning in the judgement of the agency." Staff brought up the issue of assisting communities facing economic hardships during the December Directors’ Report. Commissioners expressed support for finding ways to help communities that wish to update their plans but are unable to do so due to a hardship. Staff have drafted proposed changes to the policy to allow for waiving fees and have updated language to reflect the Agency’s new Mission Statement.

### Staff Comments:
Given the current economic uncertainties surrounding the COVID-19 pandemic, staff suspect that many communities could face choices in the coming year of foregoing updates to existing plans or placing other long-range community planning on hold in order to balance their budgets. Rather than limit the Commission’s discretion to waive fees for services that "have a primary purpose of furthering regional planning," staff feel that it is our professional responsibility to assist with long-range planning regardless of whether it is a single- or multi-community effort.

As mentioned at the December Commission meeting, the Village of Rockdale desires assistance updating its Comprehensive Plan. Staff have discussed the scope of this project with the Village and feel that it is feasible to complete the project within the current Work Program. Staff estimate the project will take up to 80 hours to complete. The Village has drafted a letter to the Commission requesting that it waive fees for planning assistance.

### Materials Presented on Item:
1. Adopted Planning and Data Service Policy (May, 2018)
2. Proposed revisions to Planning and Data Service Policy
3. Village of Rockdale letter requesting waiver of fees

### Staff Contact:
Sean Higgins, Senior Community Planner  
608-474-6018  
[SeanH@capitalarearpc.org](mailto:SeanH@capitalarearpc.org)

### Next Steps:
Contract development with Village of Rockdale. Consideration of increasing hours in the 2021 Work Program for Planning and Data Services.
Mission Statement: The Capital Area Regional Planning Commission facilitates the creation of a shared vision and regional plan with our communities. We support communities in making vital decisions that strengthen our region.

To carry out this mission, the Regional Planning Commission provides planning and data services to communities and organizations in the region. To provide these services in a fair and effective manner consistent with our mission, the Commission adopted the following policies.

**All Projects**
1. Services will be provided that are consistent with the mission and work program of the agency.
2. Provision of services is subject to availability of staff and other resources.
3. Requests for services not included in the agency work program will be provided on a first come, first serve basis.

**Small Projects**
1. Provide requested information at no charge when staff time involved is 16 hours or less.

**Larger Projects** (requiring greater than 16 hours of staff time to complete)
1. To the extent feasible, services to be provided will be incorporated into annual work programs.
2. Clarify projects and services in writing to establish the scope, deliverables, timeline, estimated cost (when applicable), and written acceptance by both parties. These written understandings could take the form of email exchanges, memorandums of understanding, or more formal agreements, depending on the scope and size of the project.
3. When requested services primarily serve the interests of a single unit of government or entity, CARPC will charge them for the services. Cost of services to be determined by hours and hourly rate of staff involved, hourly rate of fringe benefits, agency indirect cost rate, and other expenses (e.g. travel, materials).
4. When requested services have a primary purpose of furthering regional planning in the judgement of the agency, services may be provided at no cost to the requesting entity depending on the scope and size of the project.
The Capital Area Regional Planning Commission’s mission is to: strengthen the region by engaging communities through planning, collaboration and assistance.

To carry out this mission, the Regional Planning Commission provides planning and data services to communities and organizations in the region. To provide these services in a fair and effective manner consistent with our mission, the Commission adopted the following policies.

**All Projects**
1. Services will be provided that are consistent with the mission and work program of the agency.
2. Provision of services is subject to availability of staff and other resources.
3. Requests for services not included in the agency work program will be provided on a first come, first serve basis.

**Small Projects**
1. Provide requested information at no charge when staff time involved is 16 hours or less.

**Larger Projects** (requiring greater than 16 hours of staff time to complete)
1. To the extent feasible, services to be provided will be incorporated into annual work programs.
2. Projects and services will be clarified in writing to establish the scope, deliverables, timeline, estimated cost (when applicable), and written acceptance by both parties. These written understandings could take the form of email exchanges, memorandums of understanding, or more formal agreements, depending on the scope and size of the project.
3. When requested services primarily serve the interests of a single unit of government or entity, CARPC will charge them for the services. Cost of services to be determined by hours and hourly rate of staff involved, hourly rate of fringe benefits, agency indirect cost rate, and other expenses (e.g. travel, materials).

**Waiver of Fees for Service**
Services may be provided at no cost to the requesting entity in cases where they are able to demonstrate a hardship. Waiver of fees for service is at the discretion of the Commission and based upon the above policies.
March 16, 2020

Dear Members of the Capital Area Regional Planning Commission,

The Village of Rockdale would like to update its Comprehensive Plan. The Plan was originally written in 2000 and updated in 2005 with the help of the Dane County Regional Planning Commission. The Village recognizes the value of planning and keeping this document up to date in compliance with State Statutes. With the coming 2020 Census and new Department of Administration population projections to be published this spring, now is an ideal time for us to update this important document.

Despite the desire to do so, the Village does not currently have the means to update our plan. As a Village of only 214 residents, less than one full-time equivalent employee, and a very limited budget, we are unable to pay the high cost of private planning assistance. We understand that part of the Commission's mission is to assist municipalities with meeting their planning needs.

We discussed the scope and cost of updating our plan with CARP staff. They estimate the roughly 80 hours of their time would be required to update the data and maps, and to assist our Board and Plan Commission with public outreach. Our intent is to review the goals and objectives of the current document and adjust it to reflect changes over the past 15 years. Given our size and growth rate, we do not anticipate any major changes to the document.

The Village Board requests that the Commission consider waiving its fees for planning services and authorizing its staff to assist us with the update of our Comprehensive Plan.

Sincerely,

[Signature]

Rockdale Village Board
Julie Nelles, President

JN/lld
**Re:** Insuring CARPC’s Funds Beyond the FDIC Limit

<table>
<thead>
<tr>
<th>Requested Action:</th>
<th>None. Discussion item only.</th>
</tr>
</thead>
</table>

**Background:**

CARPC’s local bank does not insure funds saved in its accounts past the FDIC limit of $250,000. This has been a discussion point with CARPC’s auditors in the past.

From Note 3 of Wegner CPAs' 2018 financial statement for 2018 audit: Deposits in each local and area bank are insured by the FDIC in the amount of $250,000. Bank accounts and the local government investment pool are also insured by the State Deposit Guarantee Fund in the amount of $400,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations. (Additional note regarding this: The $400,000 mentioned above is over and above the FDIC coverage. See WI Statute § 34.)

During a recent Executive Committee meeting, CARPC staff were directed to find options for insuring all of CARPC’s funds.

**Options and Analysis:**

Option 1: CARPC’s local bank offers the Insured Cash Sweep Money Market Program (ICS) in which CARPC’s funds would be distributed to a number of different banks so that all funds would be insured by the FDIC, while the current bank would remain as administrator of the funds and be CARPC’s main contact. Instead of charging an outright fee for this service, a lower interest rate would be offered. The correspondence from the local back is summarized in attachment #1.

Option 2: Another common program is the Certificate of Deposit Account Registry Services (CDARS) program for money put into Certificates of Deposit. CARPC’s local bank has offered this as a method to safeguard CARPC funds, but CARPC has never been comfortable with having its funds not readily accessible.

Option 3: Local Government Investment Pool (LGIP): This was suggested during the March Executive Committee meeting as an alternative to the ICS Money Market Program. The LGIP is administered by the Wisconsin Department of Administration – State Controller’s Office, and it was created in 1975 to give local governments the opportunity to combine their idle cash to make short-term investments equal to those afforded to state government or large local governments. (See attachments #2-4). As information, the LGIP interest rate for February 2020 was 1.62%.

**Staff recommendation:**

1. Complete the paperwork necessary to apply for both the ICS and the LGIP.
2. Once these accounts are set up, deposit a small amount in the LGIP to give staff time to see how the LGIP works. Once staff is comfortable with the LGIP, deposit a larger amount that can be saved on a longer-term basis.
3. Keep enough funds in the local bank for operating expenses and future special projects.
Materials Presented on Item:

1. Compilation of correspondence from CARPC's bank
2. LGIP Policies and Procedures
3. LGIP Resolution
4. LGIP Designation Account and Withdrawal Instructions

Staff Contact:

Linda Firestone
Administrative Services Manager
608-474-6017; cell 608-358-6057
LindaF@CapitalAreaRPC.org

Next Steps:

1. Execute any documents necessary to set up the appropriate accounts. If necessary, bring the documents to the Commission in May for approval.
All emails are from 3/23/2020.

First email from bank:

With the recent change on depository interest rates, we are able to offer 0.20% on your funds. This is an ICS Money Market with a variable rate subject to change however it is 100% insured. To apply for an ICS Money Market, we will need to know how much you would like to invest, who the signers are going to be, and a list of Financial Institutions that you would like to invest (we suggest no more than 10). We will then prepare the application for the signers.

Regarding the question about Local Government Pool: we currently don’t have access to it.

Ms. Firestone’s question in response:

Would our funds that we invest in the ICS Money Market be available to us at any time, or are there restrictions to withdrawals? Do you have a list of financial institutions that you prefer to work with?

Bank’s response:

Since this is a money market account, CARPC would be subject to the same Reg. D withdrawal limitations that are currently in place on their account. Outside of that, there is a specific cut off _me to withdraw funds from the ICS program and receive them same date- I believe the cut off is 11:00. Any request after that would process the following business day.

We partner with Promontory to administer the product, and they place these funds through over 2500 banks throughout the country to achieve the FDIC coverage necessary. As such, we don’t necessarily work with any one financial institution any more than the others. Promontory monitors all of the banks that it works with on a quarterly basis to ensure that the banks that participate meet its safety and soundness standards.

Most often, clients will give us a list of clients they **do not** want to send their money to. I apologize if I was not clear on that point.
State of Wisconsin

Local Government Investment Pool
Policies and Procedures Manual

Wisconsin Department of Administration - State Controller’s Office
State of Wisconsin Investment Board
Table of Contents
Local Government Investment Pool ............................................................................................... 2
   Overview of Fund ....................................................................................................................... 2
   Investment Objectives ............................................................................................................. 2
   Benefits of the Local Government Investment Pool ............................................................... 3
   Risk Factors and Fund Limitations .......................................................................................... 5
Procedures ....................................................................................................................................... 7
   Eligibility .................................................................................................................................. 7
   Setting up an Account .................................................................................................................. 7
   Changing an Existing Account ................................................................................................... 7
   LGIP Website ............................................................................................................................ 8
   Deposits .................................................................................................................................... 8
   Withdrawals ............................................................................................................................... 9
   Direct Payments to State Programs .......................................................................................... 9
   Transfers .................................................................................................................................... 9
   Monthly Statements and Calculations ...................................................................................... 10
   Treatment of Earnings Calculation Errors ............................................................................. 10
   Special Procedures for Bond Proceeds .................................................................................... 12
State Investment Fund Guidelines ................................................................................................. 13
Wisconsin Statutes Relating to Investments by Local Governments ......................................... 13
Accounting Policies .................................................................................................................... 23
Definitions ..................................................................................................................................... 24
Local Government Investment Pool

Overview of Fund

Welcome to the State of Wisconsin Local Government Investment Pool (LGIP). The LGIP was created in 1975 to give local governments the opportunity to combine their idle cash to make short-term investments equal to those afforded to state government or large local governments. The LGIP has been designed to consistently maintain the integrity of local funds within a diversified and safe portfolio, provide liquidity, and offer rates of return competitive with comparable investments. The funds from the LGIP are combined with the cash balances of the State of Wisconsin and its agencies and the excess cash of the retirement funds invested by the State of Wisconsin Investment Board (SWIB) and managed as one fund called the State Investment Fund (SIF). Since its inception in 1975, the LGIP, which is managed by the State of Wisconsin Investment Board, has provided participating communities rates of return on their funds comparable to national money market funds during changing and challenging economic cycles.

Investment Objectives

The primary objective of the LGIP is to provide for the prudent management of public funds on behalf of the local government investor. While there can be no assurance that each investment in the LGIP will be successful, the strategy for meeting this objective is to apply the prudent investor standard and insure that the investment of pool assets is prioritized as follows: safety of principal, liquidity, and rate of return. SWIB tries to achieve the objectives of safety of principal and liquidity by evaluation of the quality of investment instruments, attention to maturity schedules, and emphasis on high marketability. SWIB seeks enhanced return through active portfolio management which considers probable changes in the general level of interest rates. SWIB may invest in obligations of the U.S. Treasury and its agencies, Commercial Paper, Bank Time Deposits/Certificates of Deposit, Bankers’ Acceptances, Asset Backed Securities, and Repurchase Agreements secured by the U.S. Government or its agencies and other instruments authorized under the State Investment Fund Investment Guidelines. All securities must meet the criteria outlined in the formal investment guidelines, adopted by the SWIB Board of Trustees, which can be found in Appendix A of this manual.
Benefits of the Local Government Investment Pool


Voluntary Participation
Participation in the Local Government Investment Pool is strictly voluntary.

Flexibility/Daily Liquidity
The LGIP provides an affordable, yet flexible, tool for cash management. The fund is invested primarily in short-term instruments that help provide liquidity for participants who need to use their money on short notice. Such investments are designed to contribute to the safety of the principal by attempting to minimize exposure to interest rate fluctuations over time. Local cash managers direct how much to invest in the LGIP and the length of time local funds are invested. Further, the lack of minimum denominations for investment coupled with daily liquidity gives the municipal participant flexibility in fine tuning its investment program while meeting its fiscal obligations.

Competitive Yields
By pooling investment funds, local governments may be able to realize generally higher yields over time. When local governments combine their excess capital, economies of scale result which allow such pools to obtain professional and technical expertise along with the purchasing power needed to create a diversified portfolio that may not available to local governments as smaller individual accounts.

Low Costs
Administrative costs are minimized by pooling and expensed from the earnings accrual, thus making it unnecessary for cash managers to appropriate additional monies that could be invested.

Competitiveness
Because local governments are a major source of capital to the money markets, pooling may increase the competitiveness of financial institutions vying for local monies, therefore, potentially increasing efficiencies and rates on alternative investments.

Oversight
The basic operating policies of the LGIP are administered by the Department of Administration - State Controller’s Office. The investments of the LGIP are managed by the professional investment staff of SWIB. The nine member Board of Trustees of SWIB has responsibility for setting guidelines and policies for the LGIP which can be found in Appendix A of this manual, and for providing oversight of the managers of the LGIP. By statute, one of the Trustees is the financial officer of an LGIP participant.
Safety
The primary investment objective of the LGIP is to provide a safe investment for local governments. Although no investment is guaranteed, the LGIP emphasizes diversifying the investment instruments as a means of limiting the risk of possible losses. In addition to the generally safe investment instruments utilized in the pool, Federal Deposit Insurance Corporation coverage for Certificates of Deposit generally applies to the proportionate public unit share of accounts, thereby reducing the uninsured portion of the deposit. If the LGIP has been designated as a public depository by the local governing body, the State of Wisconsin's Public Deposit Guarantee Fund created under Chapter 34 of the Wisconsin Statutes protects the depositing municipality against any losses of public funds up to $400,000 subject to the total amount of the Guarantee Fund available.
Risk Factors and Fund Limitations

THE FOLLOWING LIST OF RISK FACTORS DOES NOT PURPORT TO BE A COMPLETE EXPLANATION OF THE RISKS INVOLVED IN THE LGIP. PROSPECTIVE INVESTORS SHOULD READ THE ENTIRE MANUAL BEFORE DETERMINING TO INVEST IN THE LGIP.

Risk of Principal Loss
The SIF does contain investments which are subject to market risks. The success of any investment activity is affected by general economic conditions. In certain economic cycles, the fund may incur losses in certain investments. Should a liquidation of these investments occur, market losses would impact returns to investors. Depending on the extent of such liquidation and the size of such loss, participants may not receive a return of their entire principal invested.

Liquidity Risks
Combining state, local, and retirement funds in the SIF provides the LGIP with a high degree of liquidity. However, a number of risks exist that could adversely affect the liquidity of the LGIP, including:

1. The daily liquidity/withdrawal feature offered to LGIP participants creates the risk of having a significant number of pool participants make withdrawals from the pool simultaneously, which could adversely affect the liquidity of the LGIP.
2. The Secretary of Administration may temporarily loan surplus monies in the LGIP (monies that are not necessary for cash flow of the LGIP) to the state’s general fund or segregated fund accounts that have insufficient monies to finance their activities but have accounts receivable balances or monies anticipated to be received from lottery proceeds, tax revenues, gifts, grants, interest earnings or other sources specified by statute. The state will pay interest on the borrowed LGIP monies at the SIF daily interest earnings rate (See Wis. Stat. § 20.002(11), found in Appendix B of this manual, for more detailed information).
3. Markets in which the SIF trades may experience limited liquidity and depth. This lack of depth could disadvantage the SIF, both in the realization of the prices which are quoted and in the execution of orders at desired prices. Illiquidity may make it difficult for the SIF to protect itself against adverse price movements when liquidating its positions.
4. Security exchanges and financial institutions typically have the right to suspend or limit trading due to unforeseen circumstances of event risk. Such limitations could render it difficult or impossible for the LGIP to invest or liquidate positions.

Illiquidity as a result of any of the aforementioned causes could result in losses and/or a delay in receiving funds invested in the LGIP.

Credit Risk Factors
LGIP participants may also be subject to other investment risks that are typical for funds similar to the SIF and the LGIP. These risks include the risk of default by an issuer.
Counterparty Risk
SWIB transacts its investment trades, pursuant to standard industry practices, with a wide array of primary broker and dealer arrangements. These institutions could encounter financial difficulties which could impair the operational capabilities or the capital position of the LGIP.

Impact on Local Economies
By using the LGIP, participants may be removing money from local economies and reducing funds available for use by community financial institutions. To offset this, the SIF investment guidelines allow up to $500 million of the SIF to be invested in Wisconsin banks or thrifts. Therefore, by investing in the LGIP, funds are invested back into Wisconsin communities.

Past Performance No Guarantee
Past performance of the SIF and LGIP is no guarantee of future performance. Returns to fund participants may vary significantly as market conditions dictate.

Absence of Regulation
The LGIP is not registered, and does not intend to register, as an "investment company" under the Investment Company Act of 1940, and SWIB is not registered, and does not intend to register, as an "investment advisor" or as a commodity trading advisor or commodity pool operator under the Investment Advisors Act of 1940 or the Commodity Exchange Act, respectively. Consequently, investors will not have the benefit of the significant investor protection provisions of these statutes. However, the LGIP has adopted the restrictions set forth in the investment guidelines (found in Appendix A of this manual), and any changes to those guidelines will be sent to all participants. The Investment Company Act contains provisions which restrict registered investment companies from implementing a number of strategies. Furthermore, registered investment companies are prohibited from changing certain "fundamental" investment policies without the consent of investors. In the case of the LGIP, the investment guidelines may be amended without prior notice to investors.

Compatibility with Investment Policy
Every potential participant in the LGIP should review the investment policies set forth in this manual to determine if the fund's procedures, objectives, and policies are acceptable and consistent with the participant's needs, prior to investing. Any capital loss, as well as any capital gain, must be borne by all participants. Extraordinary losses and gains may, in the discretion of the manager, be restructured and spread over several periods as a means of reducing fluctuation of earnings to participants.
Procedures

**Eligibility**

Local governmental units within the state can participate in the LGIP on a voluntary basis. School districts, towns, villages, counties, cities and other special districts in addition to commissions, committees, boards or other subunits of these entities, are eligible to participate as provided in Wisconsin Statute 25.50. Participants make deposits and withdrawals in accordance with LGIP procedures as they see fit, and there is no commitment made to the LGIP by the participant as to the length of its investment in the LGIP.

**Setting up an Account**

The local governing body must designate the LGIP as a public depository via the “Resolution Form” found on the LGIP Homepage. Chapter 34 of the Wisconsin Statutes deals with public deposits. Governments in Wisconsin are allowed to make deposits in the LGIP if they designate the fund by resolution as provided in Wisconsin Statute 34.05.

A written notice must be sent to the State Controller’s Office indicating the local government's desire to participate, and the name of the local official authorized to make deposits and withdrawals. The “Resolution” can be found on the LGIP website at [http://www.doa.wi.gov/Divisions/Budget-and-Finance/LGIP](http://www.doa.wi.gov/Divisions/Budget-and-Finance/LGIP) or obtained by contacting the LGIP at the State Controller’s Office at lgip@wisconsin.gov or (608)-266-3711. Please allow three business days for your LGIP account to be set up. The pool administrator will notify you when your account has been established.

**Changing an Existing Account**

All changes in the account name, address, phone, and names of persons authorized to access the account must be made in writing and sent to the State Controller’s Office - Local Government Investment Pool by mail, fax, or email.

Changes in bank destination accounts for wire transfer withdrawals must be accompanied by a corresponding bank statement or a signed bank verification letter provided on bank letterhead that contains the account name and account number to the Local Government Investment Pool.
**LGIP Account Access Website**

Only persons designated by the LGIP participant may register to use the website. All website users must be approved by the LGIP Administrator. The LGIP Account Access Website contains information about a participant’s account such as account balances, transaction history, and monthly statements. Participants can schedule transactions on the website as well. To register as a user, visit the Local Government Investment Pool website at http://lgip.wisconsin.gov.

**Deposits**

**PLEASE NOTE**

*There are no minimum or maximum dollar limits for deposits. However, to enhance investment performance for all LGIP participants, notify the State Controller’s Office, at least one day prior to the transaction date, of any deposits of $10 million or more.*

Deposits by wire and ACH will be credited on the same business day, if notification is received by 11:00 a.m. Credit will be given on the following business day if notification is received after 11:00 a.m. Deposit notification can be scheduled in the LGIP Account Access Website at http://lgip.wisconsin.gov. For questions regarding the scheduling of the transaction on the LGIP Account Access Website, please email lgip@wisconsin.gov or call (608) 266-3711.

Contact your bank to request a wire transfer into your LGIP account. Transfer the money to:

```
US Bank Wisconsin, N.A.
777 E. Wisconsin Avenue
Milwaukee, WI  53202
ABA #0750 0002 2
Account Name: State of Wisconsin, Local Govt Invest Pool
Account #xxx xxx xxx (contact LGIP administrator for a/c #)
Beneficiary Address: 101 E. Wilson St. 5th Fl., Madison, WI 53703
Further Credit to: Depositor ID # and sub account #
```

**Deposits by check** will be credited on the date of receipt at the State Controller’s Office. Include depositor number and subaccount number with all check deposits.

Mail to:

```
Wisconsin Department of Administration
Local Government Investment Pool
101 East Wilson Street; 5th Floor
P.O. Box 7871
Madison, WI  53707-7871
```
Withdrawals

PLEASE NOTE
There are no minimum or maximum dollar limits for withdrawals. However, to enhance investment performance for all LGIP participants, please notify the State Controller’s Office, at least one day prior to the transaction date, of any withdrawals in excess of $10 million. To notify the State Controller’s Office, please email lgip@wisconsin.gov and doacashdesk@doa.state.wi.us.

Withdrawals will be completed on the same business day, if notification is received by 11:00 a.m. Withdrawals will be completed on the following business day if notification is received after 11:00 a.m. For questions regarding the scheduling of the transaction on the LGIP Account Access Website, please email lgip@wisconsin.gov or call (608) 266-3711.

Wire withdrawals can be sent only to pre-approved destination accounts. When adding a destination account, participants must provide written notice of the complete wire instructions for each, including the bank name, routing number, and participant’s account number. In addition, participants must provide documentation (such as a monthly statement or a signed bank verification letter) that shows the name and account number on the account. Each participant may have up to ten destination accounts. Any changes to existing destination account instructions must be submitted in writing. Please allow up to seven days before using a new destination account.

Check withdrawals will be dated and mailed first class, on the same business day as the statement transaction date. Checks will be mailed to the participant’s address as designated on the “Designation Account and Withdrawal Instructions” form on file at the State Controller’s Office.

Direct Payments to State Programs

Funds may be withdrawn and paid directly from a participant's account to the following state programs: Trust Fund Loan Program, Tax Settlement, and Clean Water Loan Program. The participant may designate a destination state program to receive the withdrawal (payment) instead of a bank. This option is only available to those participants electing to do business by wire.

Transfers

Transfers between subaccounts will be completed on the same business day, if notification is received at the State Controller’s Office by 11:00 a.m.
**Monthly Statements and Calculations**

The Wisconsin State Controller’s Office maintains detailed records on all accounts. Each local government may maintain up to fifteen accounts in the LGIP. Participants may review all records at any time.

Monthly statements will usually be issued within the first seven working days after month end. The monthly statements detail transactions occurring in the prior month and earnings on the average balance of the account. Participants in the LGIP earn interest daily. If money is deposited with the LGIP for one day, it receives its pro rata portion of interest earnings for that day. Interest is credited and posted to participants' accounts monthly. Allocations are determined by each participant’s average daily balance for the month in the LGIP. This amount is multiplied by the monthly interest rate (net of administrative expenses) to calculate the earnings for the month as shown below:

1. Determine number of days in the month.
2. Multiply beginning balance times number of days in month - this gives the beginning cumulative balance.
3. FOR DEPOSIT: From end of month's Julian date, subtract date of deposit's Julian date. Add one for inclusive. This sum times the deposit is added to the cumulative balance.
4. FOR WITHDRAWAL: Same calculation as for deposit. The amount is then subtracted from the cumulative balance.
5. At end of month, divide the ending cumulative balance by the number of days in the month. This amount is the average daily balance for the month.
6. The average daily balance for the month is multiplied by the posted monthly interest rate times the number of days in the month divided by the actual number of days in the year. This amount is the monthly interest credited to the account.

**Treatment of Earnings Calculation Errors**

While significant precautions are taken to avoid errors in the monthly calculations of earnings, errors may occur. When they do, a policy is in place which governs how errors will be corrected. The policy categorizes errors within three materiality thresholds, as follows:

1. Any error which impacts the monthly earnings rate by 12/100th of one percent will be retroactively adjusted in the earnings of the month for which it occurred.
2. Any error which is between 12/100th and 6/100th of one percent may be retroactively adjusted in the earnings of the month for which it occurred if, in consultation with the State Controller, it is determined that any fund is materially harmed by the error based on changes in relative share balances of the participating funds. No retroactive adjustment of less than $2.00 will be made to any LGIP account.
3. Any error which is less than 6/100th of a percent will be considered non-material and the correction will be made in the current month’s earnings.
In some months the relative share balances of the fund participants remains relatively unchanged from the previous month. For instance, participant ABC owned .10% of the fund in March, when an error occurred, and .10% of the fund in April. In this case it makes no difference if an adjustment is made retroactively, or is based upon the current month’s principal balances. The amount of the adjustment would have been exactly the same regardless of when the earnings adjustment is recognized.

Any adjustment requires additional administrative expenses which are ultimately shared by all participants. Therefore, it is in all participants’ best interests to strike a balance between the desire for absolute accuracy and the fiduciary requirement to ensure the fund is managed equitably. The above policy provides for that balance.

To help visualize how the above policy will be administered, the following examples have been provided:

**Example #1:** Assume that the total LGIP has a balance of $2.5 billion and that a participant’s balance increased from $2.5 million to $2.6 million from March to April respectively, or an increase from .10% to .104% of the pool. If the earnings in March were originally stated at 5.34%, but they should have been stated at 5.39%, an error of 5/100th of a percent would have occurred. In this case, the pro rata share of the error for the participant would have been $104.17 as originally calculated ($2.5 million x .0005/12 months). But, because the error was not material (less than 6/100th of a percent) the adjustment would be made based on the April balances and the participant would receive $108.33 in adjusted earnings ($2.6 million x .0005/12) on their April statement.

**Example #2:** If, in the above example, an understatement of 9/100th of a percent occurred, and in consultation with the State Controller it is determined that the relative share balances of the participating funds have changed to the extent that any fund is harmed, then a retroactive adjustment to the participant balances would be made. In this case, the participant would receive a separately itemized credit of $187.50 ($2.5 million x .0009/12) on their next account statement depicting the adjustment as pertaining specifically to March earnings.

Whenever an error is determined to be material and a retroactive adjustment is made to participants’ accounts, a separate itemization of that adjustment will disclose the correction on the monthly account statement.

Finally, earnings are always stated as an annualized rate, even though they pertain to a single month. For example, a rate stated as 6% for April is actually 0.5% (6%/12 months) of earnings for the month. Therefore, an error of 12/100th of a percent annualized in actuality equates to 1/100th of a percent error adjustment for the month’s earnings.

The Wisconsin Department of Administration - State Controller’s Office and the State of Wisconsin Investment Board are committed to providing the LGIP participants with the highest quality level of service at the most efficient cost that is reasonably attainable.
**Special Procedures for Bond Proceeds**

Bond proceeds or other segregated funds may be deposited into the LGIP, but are subject to federal arbitrage regulations. The 1986 Tax Reform Act requires many local governments to rebate investment income in excess of their bond yields. Participants should contact their bond counsel to assure their compliance with these regulations. Principal and interest on bond issues can be paid directly to a fiscal agent or depository within the following guidelines:

1. The "Authorization to Wire Monies to Fiscal Agent" Form must be completed and signed by the appropriate official of the governing board prior to the establishment of the new destination. This form can be obtained on the LGIP Account Access Website at [http://lgip.wisconsin.gov/](http://lgip.wisconsin.gov/) or by contacting the State Controller’s Office at (608) 266-3711.

2. In addition to the authorization form, the State Controller’s Office must also be furnished with a one of the following: Redemption Payment Summary, Payment schedule, or wire instruction letter from fiscal agent or depository.

3. Only the individuals previously authorized on the Resolution Form may request transfers.

4. Additional destinations established for this purpose must not exceed the permitted total of ten.

5. An established destination may not be changed prior to the maturity date as indicated on the bond resolution.

---

For More Information About the Local Government Investment Pool

**Please Call or Write:**

Local Government Investment Pool
101 E. Wilson Street
P.O. Box 7871
Madison, WI 53707-7871

Phone: (608) 266-3711
Phone (toll free): (877) 947-7665
Email: LGIP@wisconsin.gov
APPENDIX A

State Investment Fund Guidelines

State Investment Fund guidelines can be found on the Department of Administration’s Local Government Investment Pool website at:


APPENDIX B

Wisconsin Statutes Relating to Investments by Local Governments

Wisconsin Statutes 25.14 and 25.17 create and govern the State Investment Fund.

25.14 State investment fund. (1) There is created a state investment fund under the jurisdiction and management of the investment board (hereinafter referred to as "board") to be operated as an investment trust for the purpose of managing the securities of all the state's funds consisting of the funds specified in s. 25.17 (1) except the state life fund, the core retirement investment trust, variable retirement investment trust, the capital improvement fund, the bond security and redemption fund, the state building trust fund, the state housing authority reserve fund, the children's trust fund, the injured patients and families compensation fund, the tuition trust fund, funds which under article X of the constitution are controlled and invested by the board of commissioners of public lands, funds which are required by specific provision of law to be controlled and invested by any other authority, the university trust funds, the trust funds of the state universities, the college savings program trust fund, the college savings program bank deposit trust fund, the college savings program credit union deposit trust fund, the permanent endowment fund, any redemption fund established under s. 18.561 (5), any redemption fund established under s. 18.562 (3) any fund established under s. 18.57 (1), the artistic endowment fund, the local government property insurance fund, except that the respective authorities controlling the investment of any such excluded fund may authorize the transfer of any temporary cash assets of any such excluded fund to the state investment fund in accordance with subs. (2) and (3).

(2) At such time as the board determines, all of the securities held by any of the state's funds, except those specifically excluded in sub. (1), shall be transferred, at the market value plus accrued interest as of the date of transfer, to the state investment fund together with such amounts of cash as may be required to provide each contributing fund an equity in the state investment fund which may be expressed in terms of even thousands of dollars. Thereafter, the department of administration shall make such subsequent transfers of money between the individual funds and the state investment fund as in its judgment is advisable and in accordance with cash requirements of the individual funds, such transfer to be made on the basis of even
thousands of dollars, and it shall furnish to the board such information with respect to daily balances of individual funds within the investment fund as may be required.

(3) The department of administration, upon consultation with the board, shall distribute all earnings, profits, or losses of the state investment fund to each participating fund in the same ratio as each participating fund's average daily balance within the state investment fund bears to the total average daily balance of all participating funds, except as provided in s. 16.401 (14) and except that the department of administration shall credit to the appropriation account under s. 20.505 (1) (kj) an amount equal to the amount assessed under s. 25.19 (3) from the earnings or profits of the funds against which an assessment is made. Distributions under this section shall be made at such times as the department of administration may determine, but must be made at least semiannually in each complete fiscal year of operation.

(4) The department of administration shall maintain such records as may be required to account for each contributing fund's share in the state investment fund.

(5) The assets of the state investment fund shall be invested as prescribed by s. 25.17 (3) (b), (ba) and (bd) and (dg).

25.17 Powers and duties of board. The "State of Wisconsin Investment Board" shall be a body corporate with power to sue and be sued in said name. The board shall have a seal with the words, "State of Wisconsin Investment Board". The board shall:

(3) (b) Invest any of the funds over which it has investment authority, including but not limited to the state investment fund and surplus funds of the state building trust fund not invested under sub. (2) (b) and not in the state investment fund, in:

1. Direct obligations maturing within 10 years or less from the date of settlement, of the United States or its agencies, corporations wholly owned by the United States, the International Bank for Reconstruction and Development, the International Finance Corporation, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank, the Federal National Mortgage Association or any corporation chartered by an act of congress.
2. Securities maturing within 10 years or less from the date of settlement, guaranteed by the United States or, where the full faith and credit of the United States is pledged or, where securities are collateralized by government-insured investments or, where the securities are issued by a corporation created by act of congress and regulated by such act.
3. Unsecured notes of financial and industrial issuers maturing within 5 years or less from the date of settlement and having one of the 2 highest ratings given by a nationally recognized rating service, but if the corporation issuing such notes has any long term senior debt issues outstanding which also have been rated, the rating must be one of the 3 highest ratings so given.
4. Certificates of deposit issued by banks located in the United States and by savings and loan associations, savings banks and credit unions located in this state.
5. Bankers acceptances accepted by banks located in the United States.
6. Direct obligations of or guaranteed by the government of Canada maturing within 2 years from the date of settlement provided that at the time of purchase the board enters into a contract with a bank or securities dealer in the United States or Canada providing that at the maturity of the
obligation the Canadian dollars will be exchanged into U.S. dollars at a guaranteed rate of exchange.

7. Certificates of deposit of at least $100,000 issued by solvent financial institutions in this state. The board shall promulgate rules to determine solvency on the basis of assets, capital, surplus, undivided profits and net worth of a financial institution.


(ba) Invest the funds included in the state investment fund created by s. 25.14 in loans upon collateral security in the form of direct obligations of the U.S. government having a maturity of 5 years or less where the principal amount of each such loan does not exceed 98% of the market value of such collateral security.

(bd) Have authority to invest any funds includable in the state investment fund in loans, securities or investments which are in addition to those permitted under any other statute but within the board standard of responsibility under s. 25.15 (2). The total amount of loans, securities and investments made under this paragraph may not exceed 10% of the aggregate value of all funds includable in the state investment fund under s. 25.14 (1) at the time that the investment is made.


Wisconsin Statute 25.50 creates and governs the Local Government Investment Pool. This statute and section 66.0603 authorize local government participation in the LGIP.

25.50 Local government pooled-investment fund.

(1) DEFINITIONS. In this section:

(b) "Fund" means the local government pooled-investment fund.

(c) "Local funds" means funds under the control or in the custody of any local government or local official that are not required to meet current expenditures or demands.

(d) "Local government" means any county, town, village, city, power district, sewerage district, drainage district, town sanitary district, public inland lake protection and rehabilitation district, local professional baseball park district created under subch. III of ch. 229, long-term care district under s. 46.2895, local professional football stadium district created under subch. IV of ch. 229, local cultural arts district created under subch. V of ch. 229, public library system, school district or technical college district in this state, any commission, committee, board or officer of any governmental subdivision of this state, any court of this state, other than the court of appeals or the supreme court, or any authority created under s. 114.61, 231.02, 233.02, or 234.02.

(e) "Local official" means each officer or employee of a local government who by law or vote of the governing body of the local government is made the custodian of funds.

(2) CREATION. There is established within the state investment fund a local government pooled-investment fund with a separate and identifiable account within the fund for each local government.

(3) LOCAL GOVERNMENTS AUTHORIZED TO PLACE FUNDS IN POOL.
(a) With the consent of the governing body, a local official may transfer local funds to the department of administration for deposit in the fund.

(b) On the dates specified and to the extent to which they are available, subject to s. 16.53 (10), funds payable to local governments under ss. 79.035, 79.04, 79.05, 79.08, and 79.10 shall be considered local funds and, pursuant to the instructions of local officials, may be paid into the separate accounts of all local governments established in the local government pooled-investment fund and, pursuant to the instructions of local officials, to the extent to which they are available, be disbursed or invested.

(4) PERIOD OF INVESTMENTS; WITHDRAWAL OF FUNDS. Subject to the right of the local government to specify the period in which its funds may be held in the fund, the department of administration shall prescribe the mechanisms and procedures for deposits and withdrawals.

(5) INVESTMENT POLICIES. The board shall formulate policies for the investment and reinvestment of moneys in the fund and the acquisition, retention, management and disposition of such investments. The board shall provide a copy of the investment policies, together with any guidelines adopted by the board to direct staff investment activity, to each local government having an investment in the fund upon the local government's request and at least annually to all investors. The board shall distribute at least annually performance information over the preceding one-year, 5-year and 10-year periods, compared with appropriate indexes or benchmarks in the private sector. The investment policies shall include all of the following:

(a) Any types of prohibited investments.
(b) Any restrictions on allocation of assets among various asset types.
(c) Credit standards for private companies in which the fund may invest.
(d) Dollar or percentage limits on investments in a single company or bank.

(5m) MONTHLY REPORTING REQUIREMENTS.

(a) The board, in cooperation with the department of administration, shall provide a monthly report to each local government having an investment in the fund. The board shall use all reasonable efforts to provide the report to the local government no later than 6 business days after the end of the month covered by the report. The report shall include information on the fund's earnings for the month, with comparison to appropriate indexes or benchmarks in the private sector.

(b) Upon request of any local government having an investment in the fund, the board shall provide a summary of securities held by the fund, including for each type of security, its cost, current value and, in the case of debt instruments, the average maturity. The board shall provide the information as soon as practicable after receiving the request.

(6) BOARD TO INVEST, REINVEST POOLED FUNDS. In the amounts available for investment purposes and subject to the policies formulated by the board, the board shall invest and reinvest moneys in the fund and acquire, retain, manage, including the exercise of any voting rights, and dispose of investments of the fund.
(7) **REIMBURSEMENT OF EXPENSES.** The department of administration shall deduct monthly from the earnings of the fund during the preceding calendar month an amount sufficient to cover all actual and necessary expenses incurred by the state in administering the fund in the preceding calendar month, except that in no fiscal year may the department of administration deduct an amount exceeding the amount appropriated under s. 20.505 (1) (gc) for that fiscal year.

(8) **SEPARATE ACCOUNTS.**

(a) The department of administration shall keep a separate account for each local government and shall record the individual amounts and the totals of all investments of each local government's moneys in the fund.

(b) The department of administration shall report monthly to each local official the deposits and withdrawals of the preceding month and any other activity within the account.

(c) For each municipality that invests in the fund surplus debt service funds under s. 67.11 (2) (d), the department of administration shall keep separate accounts for such surplus debt service funds and for all other local funds of the municipality that are invested in the fund.

(9) **RULES.** The department of administration may promulgate rules to carry out the purposes of this section.

(10) **INSURANCE OF PRINCIPAL.** The department of administration may obtain insurance for the safety of the principal investments of the fund. The insurance is a reimbursable expense under sub.

Section 66.0603 also defines permissible investments for municipalities in Wisconsin. Statutes 34.01, 34.05 and 34.06 discuss designation of public depositories.

**34.01 Definitions.** In this chapter:

(1) "Governing board" means the investment board in the case of the state, the housing and economic development authority if the authority elects to be bound by all or part of this chapter under s. 234.32 (2), the county board or committee designated by the county board to designate public depositories in the case of a county, the city council in the case of a city, the village board in the case of a village, the town board in the case of a town, the school board in the case of a school district, the board of control in the case of a cooperative educational service agency, the clerk of court in the case of any court in this state, and any other commission, committee, board or officer of any governmental subdivision of the state not mentioned in this subsection.

(2) "Loss" means any of the following:

(a) Any loss of public moneys, which have been deposited in a designated public depository in accordance with this chapter, resulting from the failure of any public depository to repay to any public depositor the full amount of its deposit because the commissioner of credit unions, administrator of federal credit unions, commissioner of banking, U.S. comptroller of the currency, federal home loan bank board, U.S. office of thrift supervision, federal deposit insurance corporation, resolution trust corporation or commissioner of savings and loan has taken possession of the public depository or because the public depository has, with the consent and approval of the
commissioner of credit unions, administrator of federal credit unions, commissioner of banking, U.S. office of thrift supervision, federal deposit insurance corporation, resolution trust corporation or commissioner of savings and loan, adopted a stabilization and readjustment plan or has sold a part or all of its assets to another credit union, bank, savings bank or savings and loan association which has agreed to pay a part or all of the deposit liability on a deferred payment basis or because the depository is prevented from paying out old deposits because of rules of the commissioner of credit unions, administrator of federal credit unions, commissioner of banking, U.S. comptroller of the currency, federal home loan bank board, U.S. office of thrift supervision, federal deposit insurance corporation, resolution trust corporation or commissioner of savings and loan.

(b) With respect to public moneys deposited in the local government pool investment in addition to a loss as described in par. (a), the public depositor's proportionate share of any loss of principal invested or reinvested by the investment board under s. 25.50 (6).

(3) "Public deposit" means public moneys deposited by a public depositor in a public depository, including private moneys held in trust by a public officer.

(4) "Public depositor" means the state or any county, city, village, town, drainage district, power district, school district, cooperative educational service agency, sewer district, or any commission, committee, board or officer of any governmental subdivision of the state or any court of this state, a corporation organized under s.39.33 or the housing and economic development authority if the authority elects to be bound by all or part of this chapter under s. 234.32 (2), which deposits any moneys in a public depository.

(5) "Public depository" means a federal or state credit union, federal or state savings and loan association, state bank, savings and unit company, federal or state savings bank, or national bank in this state which receives or holds any public deposits or the local government pooled-investment fund.

(6) "Public moneys" means all moneys coming into the hands of the treasurer of a public depositor by virtue of his or her office without regard to the ownership of the moneys.

(7) "Treasurer" means any duly elected, appointed or acting official or employee of a public depositor whose duties require that he or she receive and account for public moneys.

34.05 Designation of public depositories.

(1) Except as provided in sub. (4), the governing board of each public depositor shall, by resolution, designate one or more public depositories, organized and doing business under the laws of this state or federal law and located in this state, in which the treasurer of the governing board shall deposit all public moneys received by him or her and specify whether the moneys shall be maintained in time deposits or savings deposits subject to the limitations of ss. 66.04 (2), demand deposits or savings deposits and whether a surety bond or other security shall be required to be furnished under s. 34.07 by the public depository to secure the repayment of such depository for all treasurers of the governing board and for all public depositories for which each treasurer shall act.
34.06 Liability of treasurers. Notwithstanding any other provision of law, a treasurer who deposits public moneys in any public depository, in compliance with s. 34.05, is thereby relieved of liability for any loss of public moneys which results from the failure of any public depository to repay to the public depositor the full amount of its deposits thus causing a loss as defined in s. 34.01(2).

66.0603 Appropriations.

(1m) INVESTMENTS.

66.0603(1m)(a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:

1. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than 3 years.

2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.

3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.

3m. Bonds issued by a local exposition district under subch. II of ch. 229.

3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.

3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.

3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.

3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.

3u. Bonds issued by the Wisconsin Aerospace Authority.

4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.

5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:

a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.

c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5.

a. or b.

(b)

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.

(c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.

(2) DELEGATION OF INVESTMENT AUTHORITY. A county, city, village, town, school district, drainage district, technical college district or other governing board, as defined in s. 34.01 (1), may delegate the investment authority over any of its funds not immediately needed to a state or national bank, or trust company, which is authorized to transact business in this state if all of the following conditions are met:

(a) The institution is authorized to exercise trust powers under s. 221.0316 or ch. 223.

(b) The governing board renews annually the investment agreement under which it delegates its investment authority, and reviews annually the performance of the institution with which its funds are invested.

Wisconsin Statutes 20.002 (11) allow temporary borrowing of funds from the LGIP

20.002(11)

(11) Temporary reallocation of surplus moneys.

20.002(11)(a)

(a) All appropriations, special accounts and fund balances within the general fund or any segregated fund may be made temporarily available for the purpose of allowing encumbrances or financing expenditures of other general or segregated fund activities which do not have sufficient moneys in the accounts from which they are financed but have accounts receivable balances or moneys anticipated to be received from lottery proceeds, as defined in s. 25.75 (1) (c), tax revenues, gifts, grants, fees, sales of service, or interest earnings recorded under s. 16.52 (2). The secretary of administration shall determine the composition and allowability of the accounts receivable balances and anticipated moneys to be received for this purpose in accordance with s. 20.903 (2) and shall specifically approve the use of surplus moneys from the general or segregated funds after consultation with the appropriate state agency head for use by specified accounts or programs. The secretary of administration shall reallocate available moneys from the budget stabilization fund under s. 16.465 prior to reallocating moneys from any other fund.
20.002(11)(b)

20.002(11)(b)1. The secretary of administration shall limit the total amount of any temporary reallocations to a fund other than the general fund to $400,000,000.

20.002(11)(b)2. Except as provided in subd. 3, the secretary of administration shall limit the total amount of any temporary reallocations to the general fund at any one time during a fiscal year to an amount equal to 5% of the total amounts shown in the schedule under s. 20.005 (3) of appropriations of general purpose revenues, calculated by the secretary as of that time and for that fiscal year.

20.002(11)(b)3. In addition to the amount permitted for temporary reallocations in subd. 2., the secretary may permit an additional 3% of the total amounts shown in the schedule under s. 20.005 (3) of appropriations of general purpose revenues, calculated by the secretary as of that time and for that fiscal year, to be used for temporary reallocations to the general fund but only if the reallocation is for a period not to exceed 30 days. Reallocations may not be made under this subdivision for consecutive periods.

20.002(11)(b)4. This paragraph does not apply to reallocations from the budget stabilization fund to the general fund.

20.002(11)(c)

(c) The secretary may assess a special interest charge against the programs or activities utilizing surplus moneys within the same fund under this subsection in an amount not to exceed the daily interest earnings rate of the state investment fund during the period of transfer of surplus moneys to other accounts or programs. Except as provided in s. 16.465, the secretary shall assess a special interest charge against the fund utilizing surplus moneys under this subsection in an amount equal to the rate of return the state investment fund earnings would have created to the fund from which the reallocation was made. This interest shall be calculated and credited to the appropriate fund at the same time the earnings from the state investment fund are distributed and shall be considered an adjustment to those earnings.

20.002(11)(d)

(d) This subsection applies only to those funds participating in the investment fund for purposes of temporary reallocation between funds or accounts and does not include the following funds or specified accounts in these funds:

20.002(11)(d)1. The bond security and redemption fund under s. 18.09.

20.002(11)(d)2. The capital improvement fund under s. 18.08.
20.002(11)(d)2m.
2m. The election administration fund.

20.002(11)(d)3.
3. The industrial building construction loan fund under s. 560.10, 2005 stats.

20.002(11)(d)4.
4. All trust funds authorized under ch. 40.

20.002(11)(d)5.
5. The veterans trust fund under s. 25.36.

20.002(11)(d)6.
6. The state housing authority reserve fund under s. 25.41.

20.002(11)(d)7.
7. The fish and wildlife account within the conservation fund.

20.002(11)(e)
(e) The secretary of administration may not exercise the authority granted in this subsection if a temporary reallocation would jeopardize the cash flow of any fund or account from which a temporary reallocation would be made.

20.002(11)(f)
(f) If the secretary of administration exercises or proposes to exercise the authority granted in this subsection, he or she shall publish and transmit a report to the chief clerk of each house of the legislature, for distribution to the appropriate standing committees under s. 13.172 (3), on a monthly basis specifying the date, amount, source and use of any outstanding temporary reallocation or proposed reallocation of moneys for the period covered by the report.

The Attorney General's Office of the State of Wisconsin serves as the General Counsel to the Local Government Investment Pool.
Accounting Policies

The State Investment Fund is accounted for using the flow of economic resources measurement focus and the full accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the accounting period in which they are earned and become measurable, and expenses are recognized in the period incurred, if measurable. Security transactions and related gains and losses are recorded on a trade date basis. Interest income is accrued as earned.

All investments are valued at amortized cost for purposes of calculating income to participants. The market value information provided in various reports is compiled by the custodial bank utilizing external pricing sources.

Management operating expenses are the State of Wisconsin Investment Board's administrative costs, which are allocated to the State Investment Fund participants. The State Controller’s Office costs are allocated to the participants of the Local Government Investment Pool.
Definitions

Average Daily Balance
The total of the balance at the end of each day during a period divided by the number of days in the period.

Bankers Acceptance
A short-term negotiable discount note. Bankers Acceptances (BA’s) are drawn on and accepted by banks, which are obliged to pay the face value amount at maturity.

Certificates of Deposit
An interest bearing negotiable time deposit of fixed maturity at a commercial bank.

Commercial Paper
The market name for short-term, unsecured promissory notes which are exempt from registration with the SEC.

FDIC
Federal Deposit Insurance Corporation. The FDIC preserves and promotes public confidence in the U.S. financial system by insuring certain deposits in banks and thrift institutions; by identifying, monitoring and addressing risks to the deposit insurance funds; and by limiting the effect on the economy and the financial system when a bank or thrift institution fails.

Local Government Investment Pool
This fund is the aggregate of all funds from political subdivisions that are placed in the custody of the State Controller’s Office – Local Government Investment Pool for investment by the State of Wisconsin Investment Board.

Mortgage Backed Securities
An ordinary bond backed by an undivided interest in a pool of mortgages or trust deeds. Income from the underlying mortgages is used to pay off the securities.

Repurchase Agreements
A collateralized investment. A customer buys a group of securities from a broker-dealer under the provision that the broker-dealer will buy them back at a predetermined date for a specified price.

Reverse Repurchase Agreement
A collateralized investment. A customer sells a group of securities to a broker-dealer under the provision that the customer will buy them back by a predetermine date for a specified price.
**State Investment Fund**
This fund is the combination of cash balances from the State of Wisconsin and its agencies, the State of Wisconsin Investment Board, and the Local Government Investment Pool.

**Time Deposit**
A money deposit at a banking institution for a certain period of time.

**U.S. Agencies**
An agency chartered by the U.S. Government to serve the public purposes specified by Congress. Payment of the principal and interest may or may not be guaranteed by the full faith and credit of the U.S. Government itself.

**U.S. Treasury Bill**
U.S. Treasury short-term discount security guaranteed by the full faith and credit of the U.S. Government.

**U.S. Treasury Note**
U.S. Treasury coupon issues with original maturities up to 10 years guaranteed by the full faith and credit of the U.S. Government.

**Yankee/Euro**
An obligation of a foreign issuer payable in U.S dollars and registered with the SEC.

Revised 01/24/2020
RESOLUTION

WHEREAS, the State of Wisconsin has created a Local Government Investment Pool, and

WHEREAS, it may prove beneficial for the ___________________________ (government) to participate in the program,

BE IT RESOLVED, that the ______________________________ (government) participate in the State of Wisconsin's Local Government Investment Pool,

pursuant to provisions of Section 25.50 of the Wisconsin Statutes, BE IT FURTHER RESOLVED, that the following officers and officials be designated as the "Local Official" authorized to transfer funds to or from the Local Government Investment Pool. (You may have any number of officials.) Notification of changes in authorized officials may be made to the Department of Administration in writing without modification to this resolution.

____________________________________________________________________
(print name and title)

____________________________________________________________________
(print name and title)

____________________________________________________________________
(print name and title)

____________________________________________________________________
(print name and title)

This is to certify that the foregoing resolution was adopted by

____________________________________________________________________ at a meeting held on

the ______ day of ______________, 20______

BY

__________________________________________  print name and title
DESIGNATION ACCOUNT AND WITHDRAWAL INSTRUCTIONS

1. Wire withdrawals can be sent only to pre-approved destination accounts. When adding a destination account, participants must provide a completed wire designation and withdrawal instruction form for each account. In addition, participants must provide documentation (such as a deposit ticket, voided check, or monthly statement) that shows the name on the account. Each participant may have up to ten destination accounts. Please allow up to seven days before using a new destination account.

2. Withdrawals will be completed on the same business day, if notification is received by 11:00 a.m. Withdrawals will be completed on the following business day if notification is received after 11:00 a.m. Please advise the State Controller’s Office by one of the following: scheduling the transaction on the website, by calling (608) 266-3711 (toll free 877-947-7665), by faxing to (608) 223-6578, or by emailing to LGIP@wisconsin.gov.

3. There are no minimum or maximum dollar limits for withdrawals. However, to enhance investment performance for all LGIP participants, please notify the Local Government Investment Pool, at least one day prior to the transaction date, of any withdrawals in excess of $10 million or more.
## DESIGNATION ACCOUNT AND WITHDRAWAL INSTRUCTIONS FORM

### LOCAL GOVERNMENT

<table>
<thead>
<tr>
<th>Participant Name &amp; Depositor ID:</th>
<th>Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>Contact Phone Number:</td>
</tr>
<tr>
<td>City, State, ZIP:</td>
<td>Person authorized to withdraw:</td>
</tr>
<tr>
<td>County:</td>
<td>Person authorized to withdraw:</td>
</tr>
</tbody>
</table>

### PLEASE SELECT ONE OPTION FOR WITHDRAWALS (CHECK OR WIRE)

<table>
<thead>
<tr>
<th>Check withdrawal □</th>
<th>Wire withdrawal □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Intermediary Bank Information (If applicable)</td>
</tr>
<tr>
<td>Street Address:</td>
<td>Bank Name:</td>
</tr>
<tr>
<td>City, State, ZIP:</td>
<td>Bank Routing Number (ABA):</td>
</tr>
<tr>
<td></td>
<td>Bank Account number:</td>
</tr>
</tbody>
</table>

### Beneficiary Bank Information (Required)

| Bank Name: |
| Bank Routing Number (ABA): |
| Participants Bank Account Name: |
| Participants Bank Account Number: |
| Bank Street Address (No P.O. Box): |
| Bank City, State, ZIP: |
| Bank Contact Name And Phone Number: |

I, the undersigned officer, duly appointed by the governing body to make deposits and withdrawals to and from the account on this Designation Form, select the option marked above and agree that it shall remain in effect until rescinded in writing.

Signature and Date
<table>
<thead>
<tr>
<th>Re: Report of Directors (Report and Discussion on Division Activities)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requested Action:</strong> None</td>
</tr>
<tr>
<td><strong>Background:</strong> A monthly joint report from the Agency Director/Director of Community and Regional Development Planning Division, and the Deputy Agency Director/Director of the Environmental Resources Planning Division.</td>
</tr>
<tr>
<td><strong>Options, Analysis, Recommendation:</strong> None</td>
</tr>
<tr>
<td><strong>Materials Presented on Item:</strong></td>
</tr>
<tr>
<td>1. Combined Director’s Report</td>
</tr>
<tr>
<td>2. Co-Branding Scope of Services from Agreement Between CARPC and Distillery</td>
</tr>
<tr>
<td><strong>Staff Contact:</strong></td>
</tr>
<tr>
<td>Steve Steinhoff</td>
</tr>
<tr>
<td>Agency Director/CRDP Division Director</td>
</tr>
<tr>
<td>608-474-6010</td>
</tr>
<tr>
<td><a href="mailto:steves@capitalarearpc.org">steves@capitalarearpc.org</a></td>
</tr>
<tr>
<td>Mike Rupiper</td>
</tr>
<tr>
<td>Deputy Agency Director/ERP Division Director</td>
</tr>
<tr>
<td>608-474-6016</td>
</tr>
<tr>
<td><a href="mailto:miker@capitalarearpc.org">miker@capitalarearpc.org</a></td>
</tr>
<tr>
<td><strong>Next Steps:</strong></td>
</tr>
<tr>
<td>None</td>
</tr>
</tbody>
</table>
Regional Water Quality Planning

- Water Quality Plan Coordination
  - Summary Plan Update – Completed development of a website for this information.
  - Watershed Based Planning – $10,000 DNR River Planning Grant received to study/plan for chlorides in the Starkweather Creek watershed. The second (virtual) Steering Committee meeting is scheduled for April 13th.
  - Clean Lakes Alliance – Member of their Community Board and Strategic Implementation Committee. Participating in the Yahara CLEAN Compact as a Collaborator. DCCVA and DCTA are also participating as Collaborators.
  - Dane County Lakes & Watersheds Commission – DCLWC has made several budget recommendations to advance the volume trading recommendations of the joint Stormwater Technical Advisory Committee, as a result of the joint DCLWC – CARPC work group discussions.
  - WI Salt Wise Partnership – Collaboration with other members of the partnership to provide education and best practices to reduce salt pollution in our lakes, streams and drinking water.

- Water Quality Plan Amendment –
  - Expecting SSA Amendment applications from the Village of Cambridge, Village of Cottage Grove (May), Village of McFarland (May or June), Village of Waunakee, City of Fitchburg, and City of Middleton.
  - DNR has approved the Policies and Criteria for Minor Amendments.

- Water Quality Plan Consistency - 12 sewer extension reviews (9 new construction, 2 reconstructions, and 1 commercial building lateral extensions)

Regional Flood Resilience Planning

- Wetlands by Design
  - Identified potential wetland restoration sites for flood mitigation throughout the region. The results will be summarized in CARPC’s 2019 Annual Report. Working with Groundswell Conservancy and the U.W. Madison CEE Capstone to further evaluate several sites in 2020. Working with Dane County and The Nature Conservancy to prioritize sites.

- Black Earth Creek Green Infrastructure Plan
  - Expecting notification on the FEMA grant application for this project in June. Working with US Army Corps of Engineers and other stakeholders to develop a Silver Jacket project for watershed modeling to support the green infrastructure planning.

Cooperative Water Resources Monitoring

- Annual agreements with Madison and Middleton currently going through the local approval process.
Regional Development and Land Use Planning

- **Regional Development Plan Preparation**
  - Capacity Building Grant to WEDC submitted by MadREP to commission CARPC to prepare regional site suitability analysis for target industry clusters
  - Draft goals and objectives - objectives and indicators being revised based on survey input.
  - Draft participation plan prepared for adoption
  - Future Land Use Map updated, further revisions in progress
  - Trend data being updated
  - Creating a “Planned Growth” scenario in UrbanFootprint – pending update of base canvass layer
  - Exploring examples of future growth allocation methods in other regions
  - Examining regional development implications of other regional plans

- **A Greater Madison Vision**
  - Meeting held with housing stakeholders to inventory activities, identify gaps and identify potential AGMV roles.
  - Executive Committee meeting (virtual) scheduled for Thursday, April 9, noon to 1:30pm, CARPC conference room. No Steering Committee meetings scheduled for 2020; members invited to attend Executive Committee meetings to stay engaged.

- **Dane County Housing Initiative** – Steering Committee beginning efforts to develop a regional housing strategy which would support CARPCs Regional Development Plan work.
  - Attended March Steering Committee meeting
  - CARPC staff analyzed Housing Affordability Reports issued by 8 Dane County municipalities with populations over 10,000 as required by law, and prepared summary totals and assessment, shared same with local community contacts and received input, prepared newsletter article published in CARPC’s March newsletter.

- **Planning Data** – Staff continue to create content for Facebook and newsletters. The forthcoming April edition of newsletter will feature a whitepaper on housing affordability. The May edition of the newsletter will feature a whitepaper on the changes to developed area and land use which coincides with the annual development review. The annual development review has been postponed to May or June. Staff will focus over the coming months on developing the following data: an existing land use database, a planned future land use database (to at least 2050), and an existing housing unit database. These projects consist of updates to existing or past work and will be updated in future years on a rolling basis.

Regional Transportation Planning

- CARPC reviewing methodology for population and household forecast services as part of contracted services for the MPO.
- Joint CARPC-MPO Commission/Board meeting being scheduled for June to discuss branding and check in on status of implementation of recommendations made by the Joint CARPC-MPO Work Group and accepted by each body in 2018.
- CARPC and MPO 2020 Work Programs include activities to integrate land use, transportation and environmental planning
- CARPC and MPO staff coordinating marketing through annual report, newsletter and branding.
Community Assistance Planning

- Village of Mazomanie – working with CCL Consulting to provide data, mapping and document production portion of comprehensive plan update. TIMELINE PUSHED BACK DUE TO CORONAVIRUS
- Village of Blue Mounds – Providing initial guidance to Comprehensive Plan Update Committee while developing scope of services for CARPC assistance for update in 2020. TIMELINE PUSHED BACK DUE TO CORONAVIRUS
- Towns of Bristol, Springfield, Blue Mounds, Sun Prairie, Westport and Berry mapping services – ongoing.
- Village of Rockdale – Village requested fee waiver for CARPC services for comprehensive plan update later in 2020.
- Pending and prospective assistance projects - Towns of Bristol, and Springfield. Village of Rockdale

Commission and Administration

- Mayor of Madison appointed Ken Opin to fill the vacancy left by Ken Golden.
- Commissioner Bruce Stravinski is not seeking re-appointment and DCCVA is soliciting nominations or applications to fill this pending vacancy.
- Joint MPO-CARPC meeting is scheduled for 6:30pm on Wednesday, June 3rd.
- Adopted new mission and vision. Goals to follow as part of preparation for the 2021 Work Program.
- Environmental Resources Planner recruitment in progress
- Document digitalization in progress
- Financial audit for 2019 in progress (audit began remotely on March 30)
- 2019 Cost allocation plan update (including indirect cost rate) complete and submitted to WisDOT for approval
- Outreach and Communication – March newsletter published, updates to CARPC website ongoing
Co-Branding Scope of Services from
Agreement Between CARPC and Distillery

PHASE 1 – AUDIT
Evaluation of landscape and perception through review of existing materials, past surveys, comparable organizations and audit findings (including recent MATPB audit results).
March 25, 2020–April 1, 2020: Begin audit to inform branding design.

PHASE 2 - BRANDING EXPLORATION
Design: Development of visual systems concurrent with audit findings.
April 1, 2020 – May 15, 2020: Exploration of visual identities and refinement.
Presentation: Proposal of three different brand identities is presented to CARPC consisting of a logo and additional pieces to experience a holistic look and feel of the visuals in multiple formats.
May 15, 2020: Presentation of three brand identities
June 2020: CARPC and MATPB joint board meeting with presentation of visual identities
Refinement: Refine selected visual direction, accommodating feedback and best communicating brand messaging and positioning.
June 15, 2020: Feedback from CARPC due
June 29, 2020: Refinement completion by Distillery

PHASE 3 - IMPLEMENTATION
Assets: Creation of brand guide book and brand assets.
July 15, 2020: Deliverables due to CARPC