

MINUTES
of the
Capital Area Regional Planning Commission

May 12, 2022

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Mark Geller, Anthony Gray (6:03 pm), Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair), Jim Schuler, Caryl Terrell, David Wallner, Nick Zavos (6:07 pm)

Commissioners Absent: Steve Greb

Staff Present: Nick Bower, Sean Higgins, Mike Rupiper, Caitlin Shanahan, Haley Smith, Steve Steinhoff

Others Present: Jordan Ehlen, Tom Mathies, Forbes McIntosh, Ryan Quam, Rodney Scheel, David Stack, Tim Swadley, Frederick Swed, Matt Yentz

1. Roll Call

Chair Pfeiffer called the meeting to order at 6:01 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public wished to speak at this time.

3. **Consent Agenda (*all items below in #3 are actionable items*)**

a. **Minutes of the April 14, 2022, CARPC Meeting**

b. **Executive Committee Recommendations:**

(1) **Agreement between CARPC and Rock County for Hazard Mitigation Planning Update Services**

(2) **March 2022 Financials and April 2022 Operating Account Reconciliation**

Ms. Murphy moved for approval of the Consent Agenda; Mr. McKeever seconded. The motion carried on a voice vote.

4. CARPC 2023 Preliminary Budget

Mr. Steinhoff gave a presentation on the first draft of the 2023 budget. The tax levy is required by statute to be certified annually by August 1st. This initial draft is a “cost-to-continue” budget that includes known changes and allows for some degree of inflation. Revenue decreases are anticipated due to the WEM/FEMA and EDA/MadREP grant projects which are scheduled to be completed in 2022. The Agency’s largest expenses are staff salaries and fringe benefits. This year, parity increases of 4.5% were provided to staff to match Dane County. For 2023, the Agency is introducing a new practice of estimating what Dane County will do for salary increases instead of lagging a year behind. With higher levels of inflation, a 3% parity increase is estimated for 2023, in addition to scheduled merit/longevity increases. Decreases in other expenses may be attributed to pandemic-related cost savings and co-location with the MPO. Overall, CARPC seeks a 5% increase in the levy charges to help cover about a third of the cost of salary increases from 2021 through 2023.

Discussion ensued. Mr. Geller noted that the estimated deficit is less than last year’s and could be covered by reserves. He supports the Executive Director position. Mr. McKeever would like to see a line item in the 2023 budget to fund this position. Ms. Terrell suggested that the position be discussed in more detail including the option of hiring an HR consultant to advise the commission.

The budget will be officially adopted in September but may be amended prior to the end of the year. The levy cannot be changed after August 1st and the Executive Director position may need to be funded with reserves. Mr. Zavos suggested strategic discussions with the Budget and Personnel Panel (BPP) on this topic before moving forward. Mr. McKeever asked about the \$1,000 one-time payment Dane County was thinking about making to help their employees to combat inflation. Mr. Gray stated that item was rejected at the County Board's Executive meeting and will be on the Board's agenda at the next meeting.

Since time remained before the 7:00 pm public hearing, Chair Pfeiffer moved on to agenda item #6.

6. Reports

- a. Chairperson and Executive Committee
 - (1) Draft CARPC 2021 Annual Report
- b. Members of the Greater Madison MPO
- c. Agency Director/Division Director, Community and Regional Planning
- d. Deputy Agency Director/Division Director, Environmental Resources Planning

Chair Pfeiffer noted that the annual report was produced in-house, is ready for distribution and offered kudos to staff on the design. Mr. Steinhoff thanked the Commissioners for their buy-in on the rebranding efforts that contributed to the look and feel of the report. Chair Pfeiffer attended the Dane County Cities' and Villages and Association's meeting last night and the Dane County Town's Association will be reappointing Mr. Geller and Mr. Hampton at their May meeting.

No members of the MPO were available to comment, but it was noted that Mayor Rhodes-Conway has appointed Barbara Harrington-McKinney to replace Grant Foster on CARPC and Ms. Harrington-McKinney has also served on the MPO.

Mr. Steinhoff reported on going through the comments on the Regional Development Framework. The main topics coming through concerned the population projections and the role of CARPC in the approval of the Urban Service Area amendments. The first meeting of the Proactive Planning Committee has been scheduled for June 15th. The joint CARPC-MPO webinar series is in place with the first one is also in June on meeting climate change targets. The Executive Committee also approved a contract with Rock County to do a hazard mitigation plan. Also, Mr. Steinhoff recently appeared on a recent Channel 15 broadcast for the Regional Development Framework, which told people where they could go to make comments.

Mr. Rupiper noted that upcoming Urban Service Area amendment applications are expected from the City of Verona and the Village of Cottage Grove. They are expected to be submitted in June with the public hearings to be held in July. The Black Earth Creek Green Infrastructure Plan has a 7-page graphic executive summary which is posted on the project website and provides an overview of the plan. Mr. Rupiper attend Trout Days in Cross Plains which was a great opportunity to talk with community residents about the green infrastructure plan. Chair Pfeiffer asked where in the timeline the project was. Mr. Rupiper said the plan is in the final approval stages before implementation. It is currently being reviewed by Wisconsin Emergency Management then it will go to FEMA, which was also a funding agency. It will also be taken to the local communities for formal adoption.

Mr. McKeever asked what implementation would look like and Mr. Rupiper spoke about the various practices identified in the plan and noted that there were several interested private landowners. Mr. McKeever also asked about the metrics for the various projects. Chair Pfeiffer asked about how the 2018 floods affected people in the area and if it is a factor in their participation.

5. PUBLIC HEARING (7:00 pm)

- e. Public Hearing on Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Stoughton Urban Service Area
 - (1) Staff Presentation – Regional Development Framework Consistency Review
 - (2) Applicant Presentation – Amendment Overview
 - (3) Open Public Hearing to Take Testimony from Registrants, Close Public Hearing
 - (4) Commissioner Questions and Discussion

Steve Steinhoff presented the RDF consistency review and found:

- The City of Stoughton Comprehensive Plan is consistent with the Regional Development Framework
- The amendment area is consistent with the Framework the strategy to plan areas for quality business growth

Mr. Hampton asked if it was possible to hear any success stories or about challenges related to revitalizing infill redevelopment areas in the city. Mr. Steinhoff responded that this is one of the things that the Proactive Planning Committee will be looking at to learn from other municipalities. Tim Swadley, Mayor of Stoughton, also responded to Mr. Hampton's inquiry about recent infill projects in the City, provided updates on some previous Urban Service Area Amendment projects and gave a little background on the Emmi Roth project that is the basis of tonight's hearing.

Rodney Scheel, City of Stoughton Planning Director stated that tonight's USA Amendment presentation is a logical extension of the business park area along Williams Dr and will extend a shared-use bike path to the north. This current project also anticipates build-out and expansion that will create new job growth soon and does not utilize more land than necessary. Mr. Wallner asked for more information on the plan for the bike path.

Jordan Ehlen, Manufacturing Director at Emmi Roth USA gave the applicant presentation on behalf of the City of Stoughton. Emmi Roth is a Wisconsin-based cheese manufacturer with sites across the state. In Stoughton they would like to build corporate offices with a packaging facility. This would be a dry facility with limited sanitation needs. Matt Yentz from Strand Associates Inc provided specific details on the bike path extension, landscaping, water and sanitary sewer service, stormwater management, and future expansion plans. Ample sanitary conveyance and treatment capacity exists to serve the proposed USA Amendment Area. Water service, pressure, and fire capacity levels are also more than sufficient. For stormwater management, peak runoff control for design storms up to and including the 100-year event will be provided in an existing regional detention basin while peak rate control for the 200-year design storm will be provided on site. Sediment control will also be provided in the existing regional basin. Infiltration requirements on the site will be met predominantly with clean roof runoff.

There were no additional questions or comments from Commissioners or the public.

7. Future Agenda Items (next meeting is **June 9, 2022**, via Zoom Meeting at 6:00 pm)

- Continued discussions on the Executive Director position.

8. Adjournment

Mr. Hampton moved to adjourn the meeting; Mr. Wallner seconded. The meeting adjourned at 7:43 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

Members of the Public:

- Jordan Ehlen, Director of Manufacturing, Emmi Roth USA
- Tom Mathies, Town Supervisor, Town of Verona
- Forbes McIntosh, Lobbyist, Dane County Cities' and Villages' Association (DCCVA)
- Ryan Quam, Managing Member, Quam Engineering
- Rodney Scheel, Director of Planning & Development, City of Stoughton
- David Stack, Project Manager, ESRP Advisory LLC (for Emmi Roth USA)
- Tim Swadley, Mayor, City of Stoughton
- Frederick Swed, Senior Project Manager, ESRP Advisory LLC (for Emmi Roth USA)
- Matt Yentz, Senior Associate, Strand Associates Inc