

MINUTES
of the
Capital Area Regional Planning Commission

June 8, 2023

Zoom Meeting

6:00 pm

Participant Information

- Commissioners Present:** Maureen Crombie, Steve Greb, Kris Hampton, Peter McKeever, Heidi Murphy (Vice Chair), Cynthia Richson, Jim Schuler, Caryl Terrell, Bill Tishler, David Wallner, Nick Zavos (6:13 pm)
- Commissioners Absent:** Barbara Harrington-McKinney, David Pfeiffer
- Staff Present:** Melissa Breyer, Nick Bower, Sean Higgins, Allison Madison, Haley Smith, Steve Steinhoff
- Others Present:** Joe Goldsworthy, Brett Hofmeister, Mike Lawton, Tom Mathies, John Matson, Forbes McIntosh, Rodney Scheel, Matt Schreiner, Tim Semmann, Tim Swadley, Jerry Tierney, Steve Tremlett

1. Establish Quorum

In Chair Pfeiffer's absence, Vice Chair Murphy called the meeting to order at 6:02 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

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

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

- a. **Minutes of the April 13, 2023 CARPC Meeting (omitted from the May packet materials)**
- b. **Minutes of the May 11, 2023 CARPC Meeting**
- c. **Executive Committee Recommendations**
 - (1) **CARPC Telecommute Policy and Agreement**
 - (2) **Authorize the Agency Director to Execute an Agreement with Carolyn Betz for Water Resources Planning Services**
 - (3) **Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources**
 - (4) **Authorize the Agency Director to Execute WI Salt Wise Funding Agreements**
 - (5) **April 2023 Financial Statements and the May 2023 Operating Account Reconciliation**

Ms. Richson moved for approval of the Consent Agenda; Mr. Hampton seconded the motion. Mr. McKeever requested a friendly amendment as he was not listed as attending the April 13, 2023 meeting. Ms. Richson moved to approve the Consent Agenda as amended; Mr. Hampton seconded. The motion passed on a voice vote. The April 13, 2023 minutes will be amended to reflect Mr. McKeever's attendance at the meeting.

4. Presentation of CARPC 2022 Audit – Johnson Block

Brett Hofmeister of Johnson Block CPAs presented the results of the 2022 financial audit.
[JBC CARPC 2022 Audit Board Presentation.pdf](#) (2:36 – 21:17)

Mr. Hofmeister gave a brief overview of the audit with special attention to special entries that were made due to the Agency's participation in the Wisconsin Retirement System (WRS) and items that were new for 2022.

Questions arose regarding the absence of the Management Discussion & Analysis (MD&A) in the audit report, internal controls, and the Subscription-Based Information Technology Arrangements (SBITA), which is new accounting software. Ms. Richson advised that the MD&A narrative is helpful for the public to better understand the audit numbers and recommended it be included in next year's audit report.

5. Resolution 2023-03 Approving the Recommendations from the CARPC Proactive Planning Committee (actionable item)

Ms. Crombie moved for approval of Resolution 2023-03 Approving the Recommendations from the CARPC Proactive Planning Committee; Mr. Wallner seconded.

Mr. McKeever questioned the role of the Commission and Commissioners in the recommendations. Mr. Steinhoff responded that the changes to governance and how that operates to carry out the recommendations have not yet been identified nor have the changes to operations and staffing. The strategic planning process will be addressing those questions. Discussion ensued.

The motion passed on a voice vote with Mr. McKeever opposing and no abstentions.

6. Resolution 2023-04 Approving the CARPC Preliminary 2024 Budget and Property Tax Levy (actionable item)

Mr. McKeever moved for approval of Resolution 2023-04 Approving the CARPC Preliminary 2024 Budget and Property Tax Levy; Mr. Zavos seconded. A question was raised about the timing given staffing issues, whether the budget is amendable and if so, the impact it has the County levy. Mr. Steinhoff responded that the budget itself is amendable, but after the levy charge is certified it cannot be changed. The timing of the certification is inopportune since it must be done so early in the year. Discussion regarding the impact of hiring an Executive Director after the levy is certified and what the permissible levy amounts were followed. Requests to include an Executive Director in the budget were made. Mr. Steinhoff stated that the Personnel Committee is working on that issue now. The motion passed on a voice vote.

7. Resolution 2023-05 Expressing Appreciation to Mike Rupiper for his Service to CARPC (actionable item)

Ms. Richson moved for approval of Resolution 2023-05 Expressing Appreciation to Mike Rupiper for his Service to CARPC; Mr. McKeever seconded. The motion passed on a voice vote.

Agenda item #10.a was moved up to fill the time until the public hearing began.

10. Reports

- a. Executive Chairperson and Executive Committee
 - (1) CARPC Senior Management Transition and Executive Director Position
 - (2) CARPC Strategic Planning Recommendations
 - (3) Commissioner Appointment Status and Attendance

Vice Chair Murphy reported that most of the Executive Committee meeting was spent talking about the Agency Director / Executive Director positions and how to fill in some of the projects Mr. Rupiper had been working on. Mr. Steinhoff added that due to those conversations, they did not get to the Strategic Planning Report recommendations or the Commissioner Appointment Status and Attendance agenda items. Ms. Richson asked for more information on what an Executive Director would do.

8. PUBLIC HEARINGS (7:00 pm)

- a. Public Hearing on the Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Stoughton Urban Service Area (City of Stoughton)
 - (1) Applicant Presentation – Amendment Overview
 - (2) Open Public Hearing to Take Public Comment from Registrants, Close Public Hearing

(3) Commissioner Questions and Discussion

Mayor Swadley made opening remarks then turned the presentation over to Steve Tremlett, AICP, of MSA Professional Services on behalf of the City. [Stone Crest USA Amendment Presentation.pdf](#) (58:00 – 1:09:25)

Vice Chair Murphy opened the public hearing to take public comments from attendees. No attendees wished to comment. The public hearing was subsequently closed.

Discussion ensued. Concerns were raised about the development's proximity to an airfield and the levels of leaded aviation gas at breathable levels and FAA restrictions on wet retention ponds within five miles of an airfield. A question was asked about the stormwater retention ponds and which watershed it flowed into.

9. Amending the *Dane County Water Quality Management Plan* by Removing a Prior Condition of Approval in the Waunakee Urban Service Area (Village of Waunakee)
 - a. Opportunity for Public Comment
 - b. Overview of Consistency with State and Local Standards
 - c. **Approval of CARPC Management Letter #2305 – Waunakee USA, Recommending to the Wisconsin Department of Natural Resources Amendment of the Dane County Water Quality Management Plan in the Waunakee Urban Service Area (*actionable item*)**

No public comments were made at this time. Nick Bower presented the Overview of Consistency with State and Local Standards [2305 Waunakee USAA Staff Presentation 2023-06-08.pdf](#) (1:15:06 – 1:34:23)

Discussion ensued. Clarification was requested on the motivation for the request and what the current standards were, current infiltration requirements, if the water could not be infiltrated off-site, and if the current modification includes the 200-year peak rate control requirement.

Mr. Zavos moved for Approval of CARPC Management Letter #2305 – Waunakee USA, Recommending to the Wisconsin Department of Natural Resources Amendment of the Dane County Water Quality Management Plan in the Waunakee Urban Service Area; Ms. Crombie seconded. The motion passed on a voice vote.

10. Reports (continued)

- a. Executive Chairperson and Executive Committee
 - (1) CARPC Senior Management Transition and Executive Director Position
 - (2) CARPC Strategic Planning Recommendations – not covered by the Executive Committee
 - (3) Commissioner Appointment Status and Attendance – not covered by the Executive Committee
- b. Greater Madison MPO
- c. Agency Director / Division Director, Community and Regional Planning
- d. Deputy Agency Director / Division Director, Environmental Resources Planning

Vice Chair Murphy picked up where she left off before the public hearing and noted that part 2 of the Executive / Personnel Committee would be meeting again on June 21st. The strategic planning sessions will be coming in the fall with more details at the next CARPC meeting.

The report for the Greater Madison MPO was provided in the meeting packet.

Mr. Steinhoff reported that the project assistant for the code assessment project has been hired and that project is underway. The limnology boat tour is coming up on Monday, June 26th and the "Introduction to SolSmart" webinar is on Thursday, June 15th.

Nick Bower gave the report on behalf of the Deputy Agency Director / Division Director, Environmental Resources Planning due to Mike Rupiper's recent retirement. The Lake Waubesa Management Plan is getting

underway, the Environmental Corridor report is close to being completed, and the Black Earth Creek Green Infrastructure Plan still has a lot going on (with implementation of various projects aligned with the Plan).

11. Registering as a Lobbyist Related to the Deicer Certification Program (*actionable item*)

Mr. Steinhoff stated that the proposed deicer certification legislation has garnered bi-partisan support under the guidance of the WI Salt Wise Program Manager, Allison Madison. To comply with Wisconsin lobbying requirements, she must register as a lobbyist with CARPC as a principal. The deicer certification legislation is an excellent opportunity to make a significant difference in meeting the Agency's chloride reduction goals, but continued involvement by the WI Salt Wise Program Manager is needed to continue moving the legislation forward.

Mr. McKeever moved for registering as a lobbyist related to the deicer certification legislation; Ms. Terrell seconded. Commissioners expressed enthusiastic support for this and asked if any of the other RPC's had lobbyists. Mr. Steinhoff said he was not aware of any other RPCs that lobby. Generally, they tend to steer away from that due to being neutral entities, but in instances such as this where the work is directly related to our goals and objectives and has bi-partisan support that perhaps we should have a policy on it. Both the attorney and the accountants advised that we proceed with caution and Mr. McKeever stated that the reporting requirements can be onerous, but this program would be well worth it.

Ms. Madison stated that working on this bill has opened a lot of doors and provided more credibility for the WI Salt Wise Program and she would like to keep pushing forward with it.

The motion passed with a voice vote.

12. Future Agenda Items (next meeting is **Thursday, July 13, 2023, via Zoom Meeting, at **6:00 pm**)**

- Mr. Steinhoff added that the plan is to run this as a hybrid meeting in the CARPC conference room

13. Adjournment

Mr. Hampton moved for adjournment; Ms. Richson seconded. The motion passed on a voice vote and the meeting adjourned at 7:57 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary

Members of the Public:

- Joe Goldsworthy, Project Engineer, Vierbicher
- Brett Hofmeister, CPA / Audit Partner, Johnson Block CPAs
- Mike Lawton, Attorney, Boardman Clark
- Tom Mathies, Supervisor, Town of Verona
- John Matson
- Forbes McIntosh, Lobbyist, Dane County Cities' and Villages' Association (DCCVA)
- Rodney Scheel, Director of Planning & Development, City of Stoughton
- Matt Schreiner, PE, Vierbicher
- Tim Semmann, Community Development Director, Village of Waunakee
- Tim Swadley, Mayor, City of Stoughton
- Jerry Tierney
- Steve Tremlett, AICP, Project Planner, MSA Professional Services