

ADOPTED MINUTES
of the
Capital Area Regional Planning Commission

December 14, 2023

Zoom Webinar

6:00 pm

Commissioners Present: Maureen Crombie, Steve Greb, Kris Hampton, Barbara Harrington-McKinney, Peter McKeever, Heidi Murphy, David Pfeiffer, Cynthia Richson, Caryl Terrell, Nick Zavos

Commissioners Absent: Jim Schuler, Bill Tishler

Staff Present: Nick Bower, Melissa Michaud, Tanya Sime, Steve Steinhoff, Jason Valerius

Others Present: City of Verona Mayor Diaz, Town of Verona Chair Mark Geller, Jamie Aulik, Steve Glass, Scott Heacock, Katherine Holt, Sonja Kruesel, Nathan Lockwood, Tom Mathies, Kris Waters,

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:00 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No public comment.

3. **PUBLIC HEARING**

Amendment of the CARPC 2024 Budget

a. Review of Budget Amendments

Mr. Steinhoff reviewed the proposed amended 2024 budget. Amendments to revenues reflect interest earned and fee for service. Expense amendments reflect changes in staff, IT services, and travel and supplies for Salt Wise program. The property tax levy is at .001217% of total equalized assessed value. It has steadily declined since 2016.

b. Open Public Hearing to Take Testimony from Registrants, Close Public Hearing

No public comment.

c. **CARPC Resolution 2023-13 Amending the CARPC 2024 Budget (*actionable item*)**

Mr. McKeever moved for approval of CARPC Resolution 2023-13 Amending the CARPC 2024 Budget. Ms. Crombie seconded. The motion passed unanimously.

4. **Consent Agenda (*all items below in #4 are actionable items*)**

a. **Minutes of the November 27, 2023, CARPC Meeting**

Ms. Crombie moved for the approval of the November 27th, 2023, CARPC Meeting Minutes. Ms. Richson seconded. The motion passed unanimously.

b. **Executive Committee Recommendations**

- (1) **Authorize Agency Director to Execute Agreement with the Town of Rutland for Planning Services**
- (2) **Addendum to Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources**
- (3) **CARPC 2024 COVID-19 Paid Time Off Benefit**

- (4) **Authorize Agency Director to Execute Agreement with City of Madison for Transportation Planning Service**
- (5) **Authorize Agency Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2024**
- (6) **Approval of the October 2023 Financial Statements and the November 2023 Operating Account Reconciliation**

Mr. McKeever moved that item 6, the October 2023 Financial Statements, and the November 2023 Operating Account Reconciliation, be removed from the consent agenda. Ms. Crombie seconded. The motion passed unanimously.

Ms. Murphy moved for approval of the October 2023 Financial Statements and the November 2023 Operating Account Reconciliation. Mr. Hampton seconded the motion. The motion passed unanimously.

Ms. Crombie moved for the approval of the consent agenda. Ms. Richson seconded. The motion passed unanimously.

5. Adoption of Resolution 2023-11 Establishing an Ad Hoc CARPC Water Quality Planning Committee (*actionable item*)

Mr. Zavos moved for approval to bring the Adoption of Resolution 2023-11 Establishing an Ad Hoc CARPC Water Quality Planning Committee back to the table. Mr. Greb seconded. The motion passed unanimously.

Mr. Zavos moved for approval of the Adoption of Resolution 2023-11 Establishing Ad Hoc CARPC Water Quality Planning Committee. Ms. Crombie seconded. Discussion ensued.

Concerns were expressed that the Committee process reduced opportunity for commissioners to engage with community members and the public, that the Commission would be acting on the Committee recommendations and not solely on water quality issues, that consideration of the Committee should wait until after the strategic planning process, that it should wait until the new Executive Director has time to gain experience with the process.

A clarification was made that action on management letters to DNR regarding sewer service area boundaries would be by the full commission, not at the committee.

Reasons stated for supporting the resolution were to free up commission time for strategic planning, that it is a temporary process which allows trying something new that will inform the strategic planning process, that very strong feedback received from communities is that CARPC continually oversteps its authority during sewer service area reviews by commenting on things that have nothing to do with water quality which undermines our ability to be involve with community planning when it happens and to advance the Regional Development Framework, that the strategic planning process will allow commissioners to discuss commissioner roles in engaging with communities, that the committee process includes a public hearing that anybody can attend and provide direct input, that discussing sewer service area amendments at the full commission means it becomes the symbol of what the commission does and perception of commissioners of the main focus of the commission, that continuing the status quo will result in the same results, that a huge amount of time has been spent by the agency to limit the sewer service area process to water quality standards and not leverage the process to bring other things into play,

Jason Valerius, incoming Executive Director, addressed the concern raised that the Executive Director needs more time to gain experience with the sewer service area process before the committee is considered. He shared that he was aware of the WQP committee process during the hiring process, that he has experienced the negative results from the commission review of amendments. He feels that the committee process will increase CARPC's ability to constructively engage with communities.

Roll Call vote was taken; Ms. Crombie- Aye, Mr. McKeever – Nay, Ms. Harrington-McKinney-Abstain, Mr. Zavos – Aye, Mr. Greb – Aye, Mr. Hampton – Nay, Ms. Murphy – Aye, Ms. Terrell – Aye, Ms. Richson – Nay, Mr. Pfeiffer – Aye. The motion passed with 6 Aye and 3 Naye and 1 Abstain.

6. PUBLIC HEARING (7:00 pm)

Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Verona Urban Service Area (City of Verona – “Epic Campus 6 and 7 Expansion”)

- a. Applicant Presentation – Amendment Overview – Presentation by Kathrine Holt
- b. Open Public Hearing to Take Testimony from Attendees, Close Public Hearing – No public comment.
- c. Commissioner Questions and Discussion

Clarification was established on the location of the 44 new acres of environmental corridor.

7. Authorize Agency Director to Execute Agreements with the USGS and Various Regional Stakeholders for Cooperative Monitoring within the Black Earth Creek Watershed (*actionable item*)

Mr. Mc Keever moved to Authorize Agency Director to Execute Agreements with the USGS and Various Regional Stakeholders for Cooperative Monitoring within the Black Earth Creek Watershed. Ms. Terrell seconded. The motion passed unanimously.

8. Reports

- a. Executive Chairperson and Executive Committee
 - (7) Executive Director Hiring – Welcome Jason Valerius
 - (8) Strategic Planning – Thanks were given for survey submittals. Most commissioners have not completed the survey, which will be sent out again. Preparing for and completing the surveys is very important because doing so establishes a common understanding of key documents and because survey results will inform the planning process.
- b. Greater Madison MPO – No MPO report was provided. The MPO’s new Marketing and Communications Specialist started work. A quarter of her time will be provided to CARPC.
- c. Environmental Resource Planning staff – Staff were available for questions.
- d. Agency Director / Division Director, Community and Regional Planning - SolSmart workshop was held on November 27th and went well. Staff are working with Kathy Kunz at The Office of Energy Climate Change & MPO on the Climate Pollution Grant Program. Applications are due April 1st, 2024.

10. Future Agenda Items (next meeting is **Thursday, January 11, 2024**, In Person at Union South at **6:00 pm**)

11. Adjournment

Mr. Hampton moved to adjournment. Ms. Richson seconded. The motion passed on a voice vote. The meeting was adjourned at 7:23 pm.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted:


Kris Hampton, Secretary