

AGENDA
of the
Capital Area Regional Planning Commission

September 26, 2024

Via Zoom Webinar

5:00 pm

Participant Information

Meeting Accommodation: This meeting will take place via Zoom. You may participate in the meeting from your computer, tablet, smartphone, at this URL:

<https://us02web.zoom.us/j/82982354746?pwd=U1MUDWrBEUuLxOCGTlbnwbzDjEixjm.1>

or by telephone at: 312-626-6799. Webinar ID: 829 8235 4746, Passcode: 729166 If you have a connection issue or need other accommodation to attend the meeting, please call Tanya Sime at 608-509-6025.

Speaking at RPC Meetings: Oral comments from registered members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each registrant will be three (3) minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, seven (7) days prior to the meeting. Written communications, including emails sent to info@capitalarearpc.org, received after this deadline will be provided to Commissioners at the meeting.

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. Establish Quorum
2. Public Comment on Matters not on the agenda
3. **Minutes of the September 12, 2024 CARPC Meeting (*actionable item*)**
4. Public Hearing - Adoption of the 2025 Capital Area Regional Planning Commission Budget
5. **CARPC Resolution 2024-06, Adopting the CARPC 2025 Budget (*actionable item*)**
6. Future Agenda Items (next meeting is October 10, 2024, via Zoom Webinar and in-person location TBD, 6:00 pm)
 - a. Strategic Planning Report Acceptance (October?)
 - b. Commission and staff training on open meetings law, public records law, meeting rules, conflict of interest, etc. (4:00-5:30 workshop preceding the October meeting)
 - c. 2025 Work Plan Presentation, Discussion, and Adoption (October, November)
 - d. Environmental Corridors Report Hearing and Adoption (November?)
7. Adjournment

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 tug neeg txhais lus, ib tug neeg txhais 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 tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

MINUTES
of the
Capital Area Regional Planning Commission

September 12, 2024

Via Zoom Webinar

6:00 pm

Participant Information

Commissioners Present: Maureen Crombie, Steve Greb, Kris Hampton, Heidi Murphy, Peter McKeever, David Pfeiffer, Cynthia Richson, Jim Schuler, Caryl Terrell, Bill Tishler, Allison Volk, Nick Zavos

Commissioners Absent: Barbara McKinney-Harrington, Jim Schuler, Nick Zavos

Staff Present: Nick Bower, Prachi Mehendale, Melissa Michaud, Tanya Sime, Jason Valerius

Others Present: Alexandra Andros, Paul Dearlove, Forbes McIntosh

1. Establish Quorum

Quorum was established at 6:00 p.m.

2. Public Comment on Matters not on the agenda

No public comment.

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

a. Minutes of the August 8, 2024 CARPC Meeting

b. Executive Committee Recommendations

(1) Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources

(2) Approve July 2024 Financial Statements and August 2024 Operating Account Reconciliation

Ms. Crombie motioned to approve the Consent Agenda. Mr. Hampton seconded. The motion passed unanimously.

4. Clean, Safe Beaches Proposal – Presentation by Paul Dearlove of the Clean Lakes Alliance (6:29 pm)
This presentation was moved to #5 of the Agenda due to conflicts the night of the meeting.

5. Greater Madison MPO Update – Presentation by Executive Director Alexandra Andros (6:03 pm)
This presentation was moved to #4 of the Agenda due to conflicts the night of the meeting.

6. Environmental Corridors Report – Staff presentation and discussion about next steps (6:55 pm)
Presentation given by Melissa Michaud, explaining the purpose of the Environmental Corridors Report and the purposes of the update. A complete draft will be provided within the next few months for public hearing and Commission action, as an amendment to the water Quality Plan.

7. Strategic Planning Update – Discussion about draft report and next steps (7:14 pm)
Executive Director Jason Valerius completed a draft of the Strategic Planning Report and will distribute it to commissioners following the meeting for review over the next month and discussion at the October meeting. A set of questions about the draft will be provided at the same time.

8. 2025 Budget – Staff presentation and discussion about next steps (7:19 pm)
Executive Director Jason Valerius presented the 2025 Budget and changes to the budget, including a significant increase in health care costs, to be covered partly by a higher fee-for-service target and partly by operating reserves. Action on this will be following public hearing at the 9/26 5:00 virtual meeting.

9. CARPC Resolution 2024-05, Recognizing September 30 – October 6, 2024 as Week Without Driving in the Greater Madison Region (actionable item)

Ms. Terrell motioned to approve the resolution. Ms. Murphy seconded. The motion passed on voice vote.

10. Reports

a. Chairperson and Executive Committee

The Ad Hoc Water Quality Committee met, had discussion with staff about information desired to better understand and make recommendations on the urban service area amendment process. The next committee meeting is anticipated in November.

b. Executive Director

- (1) Programs and Services Updates
- (2) Partnership Updates
- (3) October Workshop – Open Meetings, Public Records and Ethics
- (4) Commissioner Requests for Future Commission Presentations and/or Discussions

Liz Levy was on the Larry Mueller show to talk about Growing Shade. Liz is taking on the coordinating role for the Dane County Tree Collaborative. The effort of installing chloride water monitoring equipment in Starkweather Creek has started, involving young people through Operation Fresh Start. Jason is meeting with MadREP staff monthly now to discuss opportunities for mutual support and connection with communities outside Dane County. Saturday, September 28th Jason will be speaking at The Tischler Lecture for the Department of Planning and Landscape Architecture on the topic of climate resiliency.

Jason provided to the Commission the DNR letter describing conditional approval of the MMSD amendment to the Water Quality Plan affecting Badger Mill Creek. Commissioners discussed the outcome and any next steps, including the expectation that CARPC staff will be involved in the efforts described in the conditions and there will be updates to the Commission in the future.

11. Future Agenda Items (next meeting is September 26, 2024, via Zoom Webinar, 5:00 pm; next regular meeting is October 10, 2024, via Zoom Webinar and in-person location TBD, 6:00 pm)

- a. 2025 Budget Hearing and Adoption (September 26 special meeting)
- b. Strategic Planning Report Acceptance (October?)
- c. Commission and staff training on open meetings law, public records law, meeting rules, conflict of interest, etc. (4:00-5:30 workshop preceding the October meeting)
- d. 2025 Work Plan Presentation, Discussion, and Adoption (October, November)
- e. Environmental Corridors Report Hearing and Adoption (November?)

12. Adjournment

Mr. Hampton moved the motion for adjournment. Ms. Richson seconded. The motion passed on voice vote. The meeting was adjourned at 8:00 PM.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully submitted:

Kris Hampton, Secretary



CARPC Resolution No. 2024-06

Adoption of the 2025 Capital Area Regional Planning Commission Budget

WHEREAS, the Capital Area Regional Planning Commission (“CARPC”) is authorized to carry out a range of planning activities, pursuant to Wis. Stat. § 66.0309(8), and contracts with the Wisconsin Department of Natural Resources to conduct areawide water quality management planning for the Dane County region, and with the Wisconsin Department of Transportation to fund land use and transportation planning integration including analyses of transportation impacts of amendments to regional plans; and

WHEREAS, the CARPC adopted a preliminary 2025 Budget and Dane County Levy Charge on July 11, 2024; and

WHEREAS, the CARPC Budget and Personnel Panel adopted the same preliminary 2025 Budget and Dane County Levy Charge on July 26, 2024; and

WHEREAS, the CARPC certified its 2025 Dane County Levy Charge on July 29, 2024, which provides the primary funding mechanism to continue its current programs and activities; and

WHEREAS, the CARPC 2025 budget was developed to reflect CARPC Executive Committee and Commission budget discussions and recommendations;

WHEREAS, a notice for public hearing on the proposed budget was duly posted and distributed to local units of government, and a public hearing was held on September 26, 2024;

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby adopts the attached 2025 budget.

Date Adopted

David Pfeiffer, Executive Chairperson

Kris Hampton, Chairperson

**Capital Area Regional Planning Commission
2025 Summary Budget - FINAL**

Budget Year	2023	2024	2025	Variance		Comments on Changes from 2024 Approved
Budget Type	ACTUAL	APPROVED AMENDED	FINAL	2025 FINAL-2024 AMENDED		
Budget Date		06/13/24	07/10/24	\$	%	
REVENUES						
Property Tax	\$ 1,032,294	\$ 1,135,523	\$ 1,209,332	\$ 73,809	6.5%	Increasing less than staff costs, and supporting less
State & Federal Grants	102,093	117,093	117,093	\$ -	0.0%	DNR funding for special projects expected to continue
WI Salt Wise	162,513	128,410	140,000	\$ 11,590	9.0%	Preparing for end of large grant in 2026
Fees	119,174	135,000	137,488	\$ 2,488	1.8%	
Services	50,000	40,000	100,000	\$ 60,000	150.0%	Working to grow fee-for-service work and relationships
Pass-Through	128,446	130,059	131,672	\$ 1,613	1.2%	
Other	52,919	47,578	38,988	\$ (8,590)	-18.1%	Expecting rates to drop
TOTAL REVENUES	\$ 1,647,439	\$ 1,733,663	\$ 1,874,573	\$ 140,910	8.1%	
EXPENDITURES						
Salaries and Leave Time	\$ 861,483	\$ 971,139	\$ 1,066,614	\$ 95,475	9.8%	Full-time staff increased in 2024 to address partner needs and task backlogs
Fringe Benefits	294,149	352,122	485,325	\$ 133,203	37.8%	Full-time staff increased in 2024 to address partner needs and task backlogs; health insurance jumped 25%+
Occupancy	44,855	49,987	50,987	\$ 1,000	2.0%	
Contracted Services	52,048	115,500	32,970	\$ (82,530)	-71.5%	One-time costs in 2024
Employee Travel and Training	20,242	20,640	28,746	\$ 8,106	39.3%	WI Salt Wise expenses, new employees
Office	18,372	16,660	16,974	\$ 314	1.9%	WI Salt Wise expenses (supplies for trainings)
Information Technology (IT)	32,858	36,750	38,588	\$ 1,838	5.0%	3rd party vendor
Commissioner Per Diems & Travel	9,400	16,800	10,344	\$ (6,456)	-38.4%	Return to "normal" after busy 2024
Financial Services	35,563	50,700	54,810	\$ 4,110	8.1%	Change in service provider
Pass-Through	128,446	130,059	131,672	\$ 1,613	1.2%	
Other	46,644	17,912	16,583	\$ (1,329)	-7.4%	Less recruitment expected in 2025
TOTAL EXPEDITURES	\$ 1,544,060	\$ 1,778,270	\$ 1,933,612	\$ 155,342	8.7%	

Surplus (Deficit) \$ 103,379 \$ (44,606) \$ (59,038)

	2022	2023	2024	2025 Guess
Dane Co Equalized Assessed Value (EAV)	\$83,605,704,500	\$83,847,065,700	\$93,312,592,600	\$100,777,600,008
Certified Budget Rate (CBR)	0.001359%	0.001231%	0.001217%	0.120000%

**Capital Area Regional Planning Commission
2025 Summary Budget - FINAL**

Based on the Category Statement of Operations

Budget Year	2023	2024	2025	Variance		Comments on Changes from 2024 Adopted
Budget Type	ACTUAL	APPROVED AMENDED	FINAL	2025 FINAL-2024 AMENDED		
Budget Date		06/13/24	08/26/24	\$	%	
5101 Dane County Property Tax	\$ 1,032,294	\$ 1,135,523	\$ 1,209,332	\$ 73,809	6.5%	Covering a lessor portion of staffing costs
Total Property Tax	1,032,294	1,135,523	1,209,332	\$ 73,809	6.5%	
5202 EPA/DNR Water Planning	95,000	110,000	110,000	\$ -	0.0%	
5207 WI Salt Wise	162,513	128,410	140,000	\$ 11,590	9.0%	
Total WI Salt Wise	162,513	128,410	140,000	\$ 11,590	9.0%	
5403 WisDOT Plan Integration	7,093	7,093	7,093	\$ -	0.0%	
Total State & Federal Grants	102,093	117,093	117,093	\$ -	0.0%	
5301 Fees - Sewer Extensions	48,600	50,000	52,488	\$ 2,488	5.0%	Based on 2024 actuals through May
5302 Fees - USA/LSA App Review	70,574	85,000	85,000	\$ -	0.0%	Based on 2024 actuals through May
Total Fees	119,174	135,000	137,488	\$ 2,488	1.8%	
5304 Local & Reg Planning Assistance	50,000	40,000	100,000	\$ 60,000	150.0%	Based on plan to grow fee-for-service work
Total Services	50,000	40,000	100,000	\$ 60,000	150.0%	
5201 WisDOT Rural Work Program	5,457	5,457	5,457	\$ -	0.0%	
5220 Coop Water Resource Mon	122,989	124,602	126,215	\$ 1,613	1.3%	
Total Pass-Through	128,446	130,059	131,672	\$ 1,613	1.2%	
5208 Land Use Code Assessment	4,250	-	-	\$ -		
5501 Interest Income	46,826	45,000	36,000	\$ (9,000)	-20.0%	Based on 2024 actuals through May
5502 Miscellaneous Income	1,843	2,578	2,988	\$ 410		
Total Other	52,919	47,578	38,988	\$ (8,590)	-18.1%	
TOTAL REVENUES	\$ 1,647,439	\$ 1,733,663	\$ 1,874,573	\$ 140,910	8.1%	

6101 Direct Salaries & Wages	\$ 706,886	\$ 776,912	\$ 853,291	\$ 76,380	9.8%	Maintain current staff, 3% COLA
6102 Compensated Leave Time	\$ 154,596	194,228	213,323	\$ 19,095	9.8%	Maintain current staff, 3% COLA
Total Salaries and Leave Time	861,483	971,139	1,066,614	\$ 95,475	9.8%	
6105 FICA Benefits	62,823	72,350	79,463	\$ 7,113	9.8%	Maintain current staff, 3% COLA
6116 Life Insurance	194	280	294	\$ 14	5.0%	Maintain current staff, policy and rate changes
6117 Dental Insurance	10,876	16,087	15,328	\$ (760)	-4.7%	Maintain current staff, policy and rate changes
6118 Health Insurance	161,992	190,380	311,461	\$ 121,081	63.6%	Maintain current staff, policy and rate changes
6119 Disability Insurance	484	516	508	\$ (8)	-1.5%	
6120 Indirect Employee Benefit	111	100	105	\$ 5	5.0%	
6121 WRS Employer Contributions	54,493	67,009	73,596	\$ 6,588	9.8%	Maintain current staff, 3% COLA
6122 Unemployment Insurance	-	2,000	1,000	\$ (1,000)	-50.0%	
6124 Worker's Compensation Ins	3,176	3,400	3,570	\$ 170	5.0%	
Total Fringe Benefits	294,149	352,122	485,325	\$ 133,203	37.8%	
6310 Rent	44,855	49,987	50,987	\$ 1,000	2.0%	
Total Occupancy	44,855	49,987	50,987	\$ 1,000	2.0%	
6125 Contracted Services	45,000	71,600	28,570	\$ (43,030)	-60.1%	One-time projects in 2024 ending
6425 Legal Services	4,273	4,000	4,400	\$ 400	10.0%	
6431 Consulting Services	2,775	39,900	-	\$ (39,900)	-100.0%	
Total Contracted Services	52,048	115,500	32,970	\$ (82,530)	-71.5%	
6130 Meals	965	840	907	\$ 67	8.0%	Salt Wise events
6150 Employee Travel	11,558	10,700	12,713	\$ 2,013	18.8%	Salt Wise events, more ED travel
6170 Conferences & Meetings	3,652	7,100	10,125	\$ 3,025	42.6%	
6171 Training	4,066	2,000	5,000	\$ 3,000	150.0%	additional training for new staff
Total Travel & Training	20,242	20,640	28,746	\$ 8,106	39.3%	
6250 Supplies	3,057	4,850	3,860	\$ (990)	-20.4%	Salt Wise events
6251 Printing	1,484	800	1,558	\$ 758	94.8%	
6252 Postage	36	100	105	\$ 5	5.0%	
6265 Equipment	11,775	8,500	8,925	\$ 425	5.0%	
6330 Telephone	1,583	2,000	2,100	\$ 100	5.0%	rate increase
6341 Administrative Fees	437	410	426	\$ 16	3.8%	

Total Office Expenses	18,372	16,660	16,974	\$ 314	1.9%	
6253 Webhosting	266	350	368	\$ 18	5.0%	rate increase
6270 Software	15,621	16,400	17,220	\$ 820	5.0%	price increases, new staff and programs
6275 IT Services	16,971	20,000	21,000	\$ 1,000	5.0%	3rd party services
Total Information Technology (IT)	32,858	36,750	38,588	\$ 1,838	5.0%	
6422 Commission Per Diems	8,800	16,000	9,504	\$ (6,496)	-40.6%	Likely fewer in-person meetings without strategic planning
6423 Commission Travel	600	800	840	\$ 40	5.0%	
Total Commission	9,400	16,800	10,344	\$ (6,456)	-38.4%	
6420 Audit	9,928	10,500	14,700	\$ 4,200	40.0%	price increase
6430 Payroll Fees	10,235	2,000	-	\$ (2,000)	-100.0%	to be consolidated with financial services
6432 Financial Services	15,400	38,200	40,110	\$ 1,910	5.0%	new 3rd party vendor
Total Financial Services	35,563	50,700	54,810	\$ 4,110	8.1%	
6414 Coop Water Resources Mon	122,989	124,602	126,215	\$ 1,613	1.3%	
6415 WisDOT Planning Services	5,457	5,457	5,457	\$ -	0.0%	
Total Pass-Through Expenses	128,446	130,059	131,672	\$ 1,613	1.2%	
6172 Dues / Memberships / Subscriptions	4,327	6,517	6,843	\$ 326	5.0%	
6200 Contributions & Donations	-	1,000	1,000	\$ -	0.0%	
6411 Education & Outreach	3,448	2,500	2,625	\$ 125	5.0%	
6440 Recruitment	32,804	1,000	1,050	\$ 50	5.0%	no recruitment expected in 2025
6501 Insurance	4,023	4,245	4,457	\$ 212	5.0%	rate increases
6560 Depreciation	1,434	2,042	-	\$ (2,042)	-100.0%	Fully depreciated
6565 Amortization	608	608	608	\$ -	0.0%	
Total Other Expenses	46,644	17,912	16,583	\$ (1,329)	-7.4%	
TOTAL EXPENDITURES	\$ 1,544,060	\$ 1,778,270	\$ 1,933,612	\$ 155,342	8.7%	

Surplus (Deficit)

\$ 103,379 \$ (44,606) \$ (59,038) \$ (14,432)