

MINUTES
of the
Capital Area Regional Planning Commission

May 9, 2024 **Cottage Grove Village Hall, 221 E Cottage Grove Rd and Via Zoom Webinar** **6:00 pm**

Commissioners Present: Maureen Crombie, Kris Hampton, Heidi Murphy, Peter McKeever, David Pfeiffer, Cynthia Richson, Caryl Terrell, Bill Tishler

Commissioners Absent: Steve Greb, Jim Schuler, Nick Zavos

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

Others Present: Brandon Bledsoe (V-Marshall), Mike Calkins, Bill Chang (V-Deforest), Breana Collins (C-Madison), Steve Glass (Dane Co.) Jeff Gregor (C-Madison), Tom Mathies, Mark Roffers (V-Marshall), Tim Stieve (V-Marshall), Rob Zubella

1. Establish Quorum
Chair Pfeiffer called the meeting to order at 6:06 pm Quorum was established.
2. Public Comment on Matters not on the agenda

No public comments.
3. **PUBLIC HEARING**
 - a. 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 Central Urban Service Area (Town of Middleton - "Bala Property") (6:09 P.M.)
 - (1) Applicant Presentation – Amendment Overview Matt Miller & Rob Zubella (Vierbicher) presenting.
 - (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing at 6:25 P.M. Steve Glass of 350 Wisconsin asked what criteria are used to evaluate projects, and how removing acreage from the Dane County Water Quality Plan protects water quality.
 - (3) Commissioner Questions and Discussion
Commissioner Cynthia Richson reported that she conferred with CARPC legal counsel, Attorney John St. Peter, and confirmed that she does not have a conflict-of-interest regarding the Bala Property request for an Urban Service Amendment. She is also the Town of Middleton Board Chair, which is the municipality in which the Bala Property is located. In addition, she does not have a financial interest in the project in question and, per Attorney St. Peter, has no legal or ethical obligation to recuse herself from the Bala Property matter pending before CARPC." Commissioner Murphy asked staff to respond to the request for information about the review process and Mr. Bower described information on the CARPC website about the Dane County Water Quality Plan and Wis. Stats. 283.83. Commissioner McKeever invited the hearing participant to contact him directly by phone with further questions.
4. **Consent Agenda (all items below in #3 are actionable items)**
 - a. **Minutes of the April 11, 2024 CARPC Meeting**
 - b. **Executive Committee Recommendations**
 - (1) **Authorize the Executive Director to Execute Agreement with the Madison Region Economic Partnership (MadREP) for Mapping Services**
 - (2) **Approve March 2024 Financial Statements and the April 2024 Operating Account Reconciliation**

Commissioner Crombie moved for approval of the Consent Agenda. Commissioner Terrell seconded. Commissioner McKeever asked what CARPC will be mapping for MadREP, Mr. Valerius explained that it is an open-ended, on-call arrangement. The motion passed unanimously. (6:30 PM)

5. Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Marshall Urban Service Area (#2303 Village of Marshall - "East Side") (6:23 P.M.)

- a. Opportunity for Public Comment - no public comment.
- b. Overview of Consistency with State and Local Standards – Nick Bower presenting
- c. **Approval of CARPC Management Letter #2303 – Marshall USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Marshall Urban Service Area (*actionable item*)**

Commissioner Hampton moved for approval of the CARPC Management Letter #2303 – Marshall USA. Commissioner Richson seconded. The motion passed unanimously.

6. Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area (#2402 City of Madison – "High Point & Raymond Road") (6:31 P.M.)

- a. Opportunity for Public Comment – no public comment.
- b. Overview of Consistency with State and Local Standards – Nick Bower presenting
- c. **Approval of CARPC Management Letter #2402 – Central USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Central Urban Service Area (*actionable item*)**

Commissioner Richson moved for approval of Amending the Dane County Water Quality Plan by revising the Service Area Boundary and Environmental Corridors in the Central Urban Service Area (#2402 City of Madison – "High Point & Raymond Road"). Commissioner Murphy seconded the motion. The motion passed unanimously.

7. Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area (#2403 City of Madison – "Felland Road") (6:43 P.M.)

- a. Opportunity for Public Comment – no public comment.
- b. Overview of Consistency with State and Local Standards – Nick Bower presenting.
- c. **Approval of CARPC Management Letter #2403 – Central USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Central Urban Service Area (*actionable item*)**

Commissioner McKeever asked Mr. Bower to clarify the location of stormwater treatment and Environmental Corridors and Mr. Bower explained that the development plan is only conceptual at this stage and if an amendment is needed to the Environmental Corridor in the future it would likely be handled as an administrative amendment due to the lack of sensitive resources in the north area under discussion. Commissioner Murphy moved for approval of amending the Dane County Water Quality Plan by revising the Sewer Service Area Boundary and Environmental Corridors in the Central Urban Service Area (#2403 City of Madison – "Felland Road"). Commissioner Hampton seconded the motion. The motion passed unanimously.

8. Recommendation to Discontinue Executive Chair Role
 - a. **Discussion (*actionable item*)**

Commissioner McKeever moved for approval of the Discontinuation of the Executive Chair Role effective 7/1/24. Commissioner Richson seconded the motion. The motion passed unanimously.

9. CARPC 2024 Budget Amendment Proposal and Preliminary 2025 Draft Budget
 - a. Staff Presentation
 - b. Discussion
 - c. **2024 Budget Amendment (actionable item)**

Mr. Valerius summarized the proposed changes to the 2024 budget, noting that the version in the packet was updated during the week in response to feedback from the Executive Committee to review year-to-date results for more costs and revenues. Additional revenues anticipated include funding for water quality work, Salt Wise funding, sewer extensions & USA/LSA review fees, interest income and grant funding for the south side tree project. Additional costs include staff salaries, CARPC shirts and computer bags for staff, costs for staffing firm Connect Search and strategic planning consultant Lebwohl Consulting. The net budget impact of all updated costs and revenues is a \$45,000 budget deficit for 2024 which would result in a 5.4% drawdown of the \$840,000 operating reserve. Commissioner Richson recommended consultation with legal counsel to determine if the employee clothing is a taxable benefit. Commissioner McKeever questioned the public notice requirements for the budget amendment, leading to discussion about the trigger and necessity for a formal budget amendment. The Commission elected to postpone the amendment to the June 13 meeting to allow time for a 30-day public notice as described in the bylaws.

Mr. Valerius described the 2025 budget, including increased staff and capacity to meet needs identified by partners across the region. Revenue sources to cover the increased costs include more fee-for-service work, growing sustainable funding for Salt Wise, and increasing tax levy by 6.5% for 2025 (based on increasing costs and growth in regional challenges related to population growth, housing demand, and climate change and other revenues).

10. Update regarding MMSD Effluent Discharge to Badger Mill Creek (7:40 P.M.)
 - a. Staff Presentation – Nick Bower presenting.
 - b. Discussion – DNR acknowledged the plan to meet the phosphorus requirements, however the District still needs to seek amendment to the Dane County Water Quality Plan, just as it did to establish the effluent return to the creek in the 1990's. MMSD has committed \$1 million dollars to support the health and resiliency of Badger Mill Creek following the end of the effluent flows. CARPC staff Nick and Melissa have been attending meetings of this group regularly. MMSD has indicated their intent to submit materials for amendment to the Water Quality Plan in June, seeking DNR approval of the change by September.

11. Reports

- (1) Executive Chairperson and Executive Committee - Expecting another commissioner appointment from the City of Madison (Allison Volk) prior to our meeting next month.
- b. Executive Director
 - (1) Programs and Services (including RDF Implementation) –Salt Wise is very active, having been at recent events in Madison and Kansas City. The Environmental Corridor report is in the works by Melissa Michaud. Today is go-live date for Growing Shade tool.
 - (2) Partnership Updates - joint MPO and CARPC Webinar continues with a forestry presentation on May 29th at 12:00 to 1:00 pm with Jay Weiss of the Village of Cambridge. MPO is working on the transit plan and Transportation planning work. The Regional Housing Strategy has been released. CARPC received the bronze in SolSmart. Expecting to work with MadREP on some grant-funded work.
 - (3) Commissioner Requests for Future Commission Presentations and/or Discussions

12. Future Agenda Items (next meeting is June 10, 2024, via Zoom Webinar, meeting at 6:00 pm)

Madison Water Utility to present on the question of groundwater drawdown in June. MPO to present in July or August.

13. Adjournment

Commissioner Richson moved the motion for adjournment. Commissioner Hampton seconded. The motion passed on voice vote. The meeting was adjourned at 8:14 p.m.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Kris Hampton", written over a horizontal line.

Kris Hampton, Secretary