

AGENDA
of the
Capital Area Regional Planning Commission

November 14, 2024

Fitchburg Community Center (5510 Lacy Rd, Fitchburg)
Syene Room (lower level) and Via Zoom Webinar

6:00 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/81849479830?pwd=REdQdXAvMC9aWCtXc0d6MTYvSmlvZz09>

or by telephone at: 312-626-6799. Webinar ID: 818 4947 9830, Passcode: 362016 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. **Consent Agenda (all items below are actionable items)**
 - a. **Minutes of the October 10, 2024 CARPC Meeting**
 - b. **Executive Committee Recommendations**
 - (1) **Approve August 2024 Financial Statements and September 2024 Operating Account Reconciliation**
 - (2) **Approve September 2024 Financial Statements and October 2024 Operating Account Reconciliation**
 - (3) **Authorize Executive Director to Agreement with Johnson Block – 2025 Audit Services for 2024 Financials**
4. **CARPC Resolution 2024-08 Support for Pre-Disaster Flood Resilience Grant Application and funding match commitment (actionable item)**
5. **CARPC Resolution 2024-09 CARPC 2025 Strategic Plan - discussion and consideration for adoption (actionable item)**
6. 2025 Work Program – Presentation by Executive Director and Commission Discussion

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.

7. CARPC 2023 Audit

8. Reports

- a. Chairperson and Executive Committee
- b. Executive Director
 - (1) Programs and Services Updates
 - (2) Partnership Updates
 - (3) Update on MMSD Amendment to DCWQP

9. Future Agenda Items (next meeting December 12, 2024, via Zoom Webinar and in-person location TBD, 6:00 pm)

- a. USA Amendment Hearing – Middleton (December)
- b. 2025 Work Program Adoption (December)
- c. Potential 2025 Budget Amendment (December)
- d. 2024-2025 Cost Allocation Plan (December)
- e. Environmental Corridors Report Public Hearing and Adoption (January)
- f. Others?

10. 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.

DRAFT MINUTES
of the
Capital Area Regional Planning Commission

October 10, 2024

Monona City Hall, 5211 Schluter Rd, and Via Zoom Webinar

6:00 pm

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

Commissioners Absent: Barbara Harrington-McKinney, Allison Volk

Staff Present: Nick Bower, Tanya Sime, Caitlin Shanahan, Jason Valerius

Others Present: None

1. Establish Quorum

David 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. **Consent Agenda (actionable items)** (6:02 pm)

- a. Minutes of September 9, 2024 CARPC Meeting
- b. Executive Committee Recommendations

- (1) Approve August 2024 Financial Statements and September 2024 Operating Account Reconciliation
- (2) Executive Director to Execute the 2025 FHWA Subrecipient Title VI Assurances and Implementation Plan Agreements Parts 1 and 2

Ms. Murphy motioned to separate item b.(1) from the consent agenda because it was tabled by the Executive Committee at the October 7 meeting for consideration at the November meeting. Mr. Hampton seconded. The motion passed unanimously.

Ms. Murphy motioned to approve the consent agenda. Ms. Terrell seconded. The motion passed unanimously.

4. Strategic Planning Report – Presentation by Executive Director and Commission Discussion (6:03 pm)

Ms. Murphy motioned to relax Roberts Rules. Mr. Schuler seconded. The motion passed unanimously. A page-by-page review of the Strategic Planning Report was performed with the commission. Executive Director Valerius will have a final draft before the committee for the November 14th, 2024 meeting.

5. 2025 Work Program – Presentation by Executive Director and Commission Discussion (8:24 pm)

Mr. Mc Keever motioned to table the 2025 Work Program presentation to the November 14th, 2024 Commission meeting. Ms. Murphy seconded. The motion passed unanimously.

6. **CARPC Resolution 2024-07 Authorizing the Senior Environmental Engineer to Execute WDNR Surface Water Planning Grants and Related Documents for Black Earth Creek and Brewery Creek (actionable item)** (8:26 pm)

Mr. Hampton motioned to approve CARPC Resolution 2024-07 Authorizing the Senior Environmental Engineer to Execute WDNR Surface Water Planning Grants and Related Documents for Black Earth Creek and Brewery Creek. Ms. Terrell seconded. The motion passed unanimously.

7. Reports (8:27 pm)

- a. Chairperson and Executive Committee – Nothing from the Chairperson and Executive Committee to report.
- b. Executive Director

- (1) Programs and Services Updates
- (2) Partnership Updates

Executive Director Valerius described highlights from the Executive Director's report in the packet.

8. Future Agenda Items (next meeting November 14, 2024, via Zoom Webinar and in-person location TBD?, 6:00 pm)
 - a. USA Amendment Hearing – Middleton (November)
 - b. Strategic Planning Report Approval/Acceptance/Receipt (November)
 - c. 2025 Work Program Adoption (November)
 - d. Potential 2025 Budget Amendment (December)
 - e. Environmental Corridors Report Hearing and Adoption (November/December/January, TBD)
 - f. Others?
9. Adjournment
Chair Pfeiffer adjourned the meeting at 8:40 PM.

Minutes prepared by Tanya Sime and reviewed by the Executive Director.

Respectfully submitted:

Kris Hampton, Secretary

Capital Area Regional Planning Commission

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	146,159.86
1001 MONEY MARKET ACCOUNT	100,081.04
1002 INVESTMENT ACCOUNT	1,053,629.37
1072 Bill.com Money Out Clearing	0.00
Total Bank Accounts	\$1,299,870.27
Accounts Receivable	
1105 PROJECT AND GRANTS REC	34,648.57
Total Accounts Receivable	\$34,648.57
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	8,624.86
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	0.00
1153 PREPAID HEALTH INS	17,972.00
1154 PREPAID DISABILITY INS	1,460.01
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	21.29
1157 PREPAID PARKING	383.94
1165 PREPAID LICENSES	1,065.09
1170 Undeposited Funds	0.00
Total Other Current Assets	\$29,527.19
Total Current Assets	\$1,364,046.03
Fixed Assets	
1200 FURNITURE AND EQUIPMENT	7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP	-7,171.66
1210 RIGHT OF USE ASSET	6,076.50
1211 ACCUMULATED AMORTIZATION	-2,751.44
Total Fixed Assets	\$3,325.06
TOTAL ASSETS	\$1,367,371.09

Capital Area Regional Planning Commission

Balance Sheet

As of August 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	60,102.37
Total Accounts Payable	\$60,102.37
Credit Cards	
3002 Park Bank CC	1,155.31
Total Credit Cards	\$1,155.31
Other Current Liabilities	
3005 ACCRUED PAYROLL	40,437.18
3202 WRS PENSION PLAN	0.01
3206 WI DEF COMP PROGEAM	0.00
3300 UNUSED VACATION, WELLNESS	42,150.22
3500 SICK LEAVE ACCRUAL PAY	96,148.27
3600 DEFERRED/UNEARNED REVENUE	441,884.87
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	0.00
Total Other Current Liabilities	\$620,620.55
Total Current Liabilities	\$681,878.23
Total Liabilities	\$681,878.23
Equity	
3700 PRIOR YEAR BALANCE	-8,147.25
3701 PRIOR YEAR FUND BALANCE	801,957.11
3702 CURRENT FUND BALANCE	-800.00
Net Income	-107,517.00
Total Equity	\$685,492.86
TOTAL LIABILITIES AND EQUITY	\$1,367,371.09

Capital Area Regional Planning Commission

Budget vs. Actuals: 8 Months Ended

January - August, 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
5100 PROPERTY TAX REVENUE		
5101 DANE COUNTY PROP TAX-OTH	738,765.38	757,015.36
Total 5100 PROPERTY TAX REVENUE	738,765.38	757,015.36
5199 PASS THROUGH REVENUE		
5220 COOP WATER RESOURCE MON	121,068.00	86,706.00
Total 5199 PASS THROUGH REVENUE	121,068.00	86,706.00
5200 STATE/FEDERAL GRANTS REV.		
5202 EPA/DNR WATER PLANNING	78,921.32	73,333.36
5403 WisDOT PLAN INTEGRATION		4,728.64
Total 5200 STATE/FEDERAL GRANTS REV.	78,921.32	78,062.00
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	32,200.00	33,333.36
5302 FEES-USA/LSA APP REVIEW	30,976.89	56,666.64
Total 5300 FEES REVENUE	63,176.89	90,000.00
5303 SERVICES REVENUE		
5304 LOCAL & REG PLAN ASSIST	39,150.30	26,666.64
Total 5303 SERVICES REVENUE	39,150.30	26,666.64
5500 OTHER REVENUE		
5207 WI SALT WISE	63,999.92	85,606.64
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	27,923.81	30,000.00
5502 MISCELLANEOUS REVENUES	8,339.62	1,718.64
Total 5500 OTHER REVENUE	100,263.35	117,325.28
Total Income	\$1,141,345.24	\$1,155,775.28
GROSS PROFIT	\$1,141,345.24	\$1,155,775.28
Expenses		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	594,214.25	517,941.36
6102 COMPENSATED LEAVE TIME	99,614.06	129,485.36
Total 6100 SALARIES AND LEAVE TIME	693,828.31	647,426.72
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	53,053.30	48,233.36
6116 LIFE INSURANCE	62.96	186.64
6117 DENTAL INSURANCE	7,219.74	10,724.64
6118 HEALTH INSURANCE	123,628.07	126,920.00
6119 DISABILITY INSURANCE	1,173.39	344.00
6120 COMMUTE CARDS	29.40	66.64
6121 WRS-ER CONTRIBUTION	27,837.16	44,672.64
6122 UNEMPLOYMENT	531.66	1,333.36
6124 WORKER'S COMPENSATION IN	2,301.00	2,266.64

Capital Area Regional Planning Commission

Budget vs. Actuals: 8 Months Ended

January - August, 2024

	TOTAL	
	ACTUAL	BUDGET
Total 6104 FRINGE BENEFITS	215,836.68	234,747.92
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations		666.64
6250 SUPPLIES	4,239.24	3,233.36
6251 PRINTING	1,440.49	533.36
6252 POSTAGE	3.21	66.64
6265 EQUIPMENT	5,372.74	5,666.64
6330 TELEPHONE	1,069.75	1,333.36
6341 ADMINISTRATIVE FEES	1,450.00	273.36
Total 6200.1 OFFICE EXPENSES	13,575.43	11,773.36
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING	96.00	233.36
6270 SOFTWARE	2,904.85	10,933.36
6275 IT SERVICES	1,953.52	13,333.36
Total 6280 INFORMATION TECHNOLOGY	4,954.37	24,500.08
6300 OCCUPANCY		
6310 RENT	33,410.77	33,324.64
Total 6300 OCCUPANCY	33,410.77	33,324.64
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	45,490.84	47,733.36
6425 LEGAL SERVICES	2,033.50	2,666.64
6431 CONSULTING SERVICES	28,951.91	26,600.00
Total 6400 CONTRACTED SERVICES	76,476.25	77,000.00
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	128,534.65	83,068.00
6415 WisDOT PLANNING SERVICES		3,638.00
Total 6410 PASS THROUGH EXPENSES	128,534.65	86,706.00
6426 COMMISSION		
6422 COMMISSION PER DIEMS	3,448.00	10,666.64
6423 COMMISSION TRAVEL	506.58	533.36
Total 6426 COMMISSION	3,954.58	11,200.00
6435 FINANCIAL SERVICES	50.00	
6420 AUDIT	6,850.00	7,000.00
6430 PAYROLL FEES	2,855.73	1,333.36
6432 FINANCIAL SERVICES	37,619.29	25,466.64
Total 6435 FINANCIAL SERVICES	47,375.02	33,800.00
6500 TRAVEL AND TRAINING		
6130 MEALS	3,452.67	560.00
6150 EMPLOYEE TRAVEL	6,887.30	7,133.36
6170 CONFERENCES & MEETINGS	6,056.41	4,733.36
6171 TRAINING	346.50	1,333.36
Total 6500 TRAVEL AND TRAINING	16,742.88	13,760.08

Capital Area Regional Planning Commission

Budget vs. Actuals: 8 Months Ended

January - August, 2024

	TOTAL	
	ACTUAL	BUDGET
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	7,843.72	4,344.64
6411 EDUC/INFO/OUTREACH	730.00	1,666.64
6440 RECRUITMENT		666.64
6501 INSURANCE	5,329.50	2,830.00
6560 DEPRECIATION		1,361.36
6565 AMORITIZATION EXPENSE	270.08	405.36
Total 6600 OTHER	14,173.30	11,274.64
Uncategorized Expense	0.00	
Total Expenses	\$1,248,862.24	\$1,185,513.44
NET OPERATING INCOME	\$ -107,517.00	\$ -29,738.16
NET INCOME	\$ -107,517.00	\$ -29,738.16

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending September 30, 2024

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
08/29/24		Beginning Balance (Reconciled)				\$ 146,159.86	
09/04/24	DP	Void Berndt CPA For Fiscal Services			3,180.00	\$ 149,339.86	
09/04/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 149,224.48	
09/04/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(35,733.97)		\$ 113,490.51	
09/06/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 153,490.51	
09/06/24	EFT	Payroll B/ETF-WRS remittance		(1,976.00)		\$ 151,514.51	
9/9/2024	DP	City of Middleton/ Inv. 2083/ USA Amendment #2405 Bala Properties			1,581.60	\$ 153,096.11	
09/09/24	DP	Vierbicher/Inv. 2082/ Sew Ext. #175.24.09 Kwik Trip			800.00	\$ 153,896.11	
09/12/24	ACH	Standard Insurance/ Employee premiums for Disability Ins		(160.91)		\$ 153,735.20	
09/13/24	EFT	Delta Dental/ Monthly Employee Premium for September		(1,187.78)		\$ 152,547.42	
09/13/24	EFT	Dean Health Plan/ Employee Monthly Health Insurance Premium for September		(14,169.40)		\$ 138,378.02	
09/17/24	EFT	Village of Brooklyn Treasurer/Inv. 2089/ USA Amendment #2203			3340.35	\$ 141,718.37	
09/17/24	EFT	D'Onofrio Kottke and Assoc./ Inv. 2085/ Sew Ext 06.24.38			400	\$ 142,118.37	
09/17/24	EFT	Bullish Investments, LLC(Adam Ryan)/Inv. 2072/ 175.24.08			400.00	\$ 142,518.37	
09/18/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 142,402.99	
09/18/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(36,532.08)		\$ 105,870.91	
09/20/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 145,870.91	
9/20/2024	XTF	Berndt CPA LLC/ Fiscal Services for August		(1,930.00)		\$ 143,940.91	
09/20/24	EFT	Payroll B/ETF-WRS remittance		(1,976.00)		\$ 141,964.91	
09/23/24	EFT	Securian Financial Group/ Employee Premiums		(47.82)		\$ 141,917.09	
09/24/24	EFT	Payroll B/ETF-WRS remittance		(9,100.84)		\$ 132,816.25	
09/26/24	EFT	Staff Reimbursement/ August expense for Sean Higgins		(67.54)		\$ 132,748.71	
09/26/24	EFT	Kleenmark/ Janitorial Supplies/Toiletpaper, Papertowel		(151.18)		\$ 132,597.53	
09/26/24	EFT	US Geological Society/ Black Earth Creek Water Monitoring		(17,050.00)		\$ 115,547.53	
09/26/24	EFT	Source One/ Monthly Servicing Invoice		(300.00)		\$ 115,247.53	
09/26/24	EFT	Staff Reimbursement/ September expense for Sean Higgins		(77.85)		\$ 115,169.68	
09/26/24	EFT	Commissioner per diems/August		(180.82)		\$ 114,988.86	
09/26/24	EFT	Commissioner per diems/August		(50.00)		\$ 114,938.86	
09/26/24	EFT	City of Madison Treasurer/ WisDOT - MPO 1 st Quarter		(6,736.18)		\$ 108,202.68	
09/27/24	EFT	Econoprint/ Jason and Tanya business cards		(88.00)		\$ 108,114.68	
9/30/2024	EFT	ATT/ Monthly Internet Services - October		(196.20)		\$ 107,918.48	
09/30/24	EFT	Park Bank Visa Pmt/ September Credit Card Pmt		(1,155.31)		\$ 106,763.17	
	DP					\$ 106,763.17	
	DP					\$ 106,763.17	

Reconciliation			
Total (Debits) and Credits	\$ (129,098.64)	\$ 89,701.95	\$ 106,763.17
Difference	\$ (129,098.64)	\$ (39,396.69)	Bank
Accounts Payable Expenditures	\$ (129,098.64)		
Accounts Receivable Deposits		\$ 89,701.95	
Non-AR Items			
Payroll-related Expenses	\$ (85,549.65)		\$ 106,763.17
Transfers between Accounts		\$ 80,000.00	Adjusted

Capital Area Regional Planning Commission

Balance Sheet

As of September 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	106,763.17
1001 MONEY MARKET ACCOUNT	260,082.60
1002 INVESTMENT ACCOUNT	817,462.00
1072 Bill.com Money Out Clearing	3,856.18
Total Bank Accounts	\$1,188,163.95
Accounts Receivable	
1105 PROJECT AND GRANTS REC	43,686.94
Total Accounts Receivable	\$43,686.94
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	2,166.25
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	0.00
1153 PREPAID HEALTH INS	14,169.40
1154 PREPAID DISABILITY INS	1,167.01
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	31.82
1157 PREPAID PARKING	383.94
1165 PREPAID LICENSES	798.82
1170 Undeposited Funds	0.00
Total Other Current Assets	\$18,717.24
Total Current Assets	\$1,250,568.13
Fixed Assets	
1200 FURNITURE AND EQUIPMENT	7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP	-7,171.66
1210 RIGHT OF USE ASSET	6,076.50
1211 ACCUMULATED AMORTIZATION	-2,785.20
Total Fixed Assets	\$3,291.30
TOTAL ASSETS	\$1,253,859.43

Capital Area Regional Planning Commission

Balance Sheet

As of September 30, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	60,785.21
Total Accounts Payable	\$60,785.21
Credit Cards	
3002 Park Bank CC	2,062.74
Total Credit Cards	\$2,062.74
Other Current Liabilities	
3005 ACCRUED PAYROLL	44,358.74
3202 WRS PENSION PLAN	0.00
3206 WI DEF COMP PROGEAM	0.00
3300 UNUSED VACATION, WELLNESS	40,395.12
3500 SICK LEAVE ACCRUAL PAY	99,720.59
3600 DEFERRED/UNEARNED REVENUE	310,330.61
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	0.00
Total Other Current Liabilities	\$494,805.06
Total Current Liabilities	\$557,653.01
Total Liabilities	\$557,653.01
Equity	
3700 PRIOR YEAR BALANCE	-8,147.25
3701 PRIOR YEAR FUND BALANCE	801,957.11
3702 CURRENT FUND BALANCE	-800.00
Net Income	-96,803.44
Total Equity	\$696,206.42
TOTAL LIABILITIES AND EQUITY	\$1,253,859.43

Capital Area Regional Planning Commission

Budget vs. Actuals: 9 Months Ended

January - September, 2024

	TOTAL	
	ACTUAL	BUDGET
Income		
5100 PROPERTY TAX REVENUE		
5101 DANE COUNTY PROP TAX-OTH	833,392.30	851,642.28
Total 5100 PROPERTY TAX REVENUE	833,392.30	851,642.28
5199 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM	3,506.82	
5220 COOP WATER RESOURCE MON	136,201.50	97,544.25
Total 5199 PASS THROUGH REVENUE	139,708.32	97,544.25
5200 STATE/FEDERAL GRANTS REV.		
5202 EPA/DNR WATER PLANNING	90,632.00	82,500.03
5403 WisDOT PLAN INTEGRATION	5,357.32	5,319.72
Total 5200 STATE/FEDERAL GRANTS REV.	95,989.32	87,819.75
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	33,600.00	37,500.03
5302 FEES-USA/LSA APP REVIEW	36,273.07	63,749.97
Total 5300 FEES REVENUE	69,873.07	101,250.00
5303 SERVICES REVENUE		
5304 LOCAL & REG PLAN ASSIST	41,233.47	29,999.97
Total 5303 SERVICES REVENUE	41,233.47	29,999.97
5500 OTHER REVENUE		
5207 WI SALT WISE	71,999.91	96,307.47
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	31,783.00	33,750.00
5502 MISCELLANEOUS REVENUES	8,345.62	1,933.47
Total 5500 OTHER REVENUE	112,128.53	131,990.94
Total Income	\$1,292,325.01	\$1,300,247.19
GROSS PROFIT	\$1,292,325.01	\$1,300,247.19
Expenses		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	659,186.22	582,684.03
6102 COMPENSATED LEAVE TIME	116,987.02	145,671.03
Total 6100 SALARIES AND LEAVE TIME	776,173.24	728,355.06
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	58,547.07	54,262.53
6116 LIFE INSURANCE	62.96	209.97
6117 DENTAL INSURANCE	8,407.52	12,065.22
6118 HEALTH INSURANCE	141,087.89	142,785.00
6119 DISABILITY INSURANCE	1,344.59	387.00
6120 COMMUTE CARDS	29.40	74.97
6121 WRS-ER CONTRIBUTION	31,675.15	50,256.72
6122 UNEMPLOYMENT	531.66	1,500.03
6124 WORKER'S COMPENSATION IN	2,301.00	2,549.97

Capital Area Regional Planning Commission

Budget vs. Actuals: 9 Months Ended

January - September, 2024

	TOTAL	
	ACTUAL	BUDGET
Total 6104 FRINGE BENEFITS	243,987.24	264,091.41
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations		749.97
6250 SUPPLIES	4,655.54	3,637.53
6251 PRINTING	1,484.84	600.03
6252 POSTAGE	13.81	74.97
6265 EQUIPMENT	5,978.85	6,374.97
6330 TELEPHONE	1,164.74	1,500.03
6341 ADMINISTRATIVE FEES	1,450.00	307.53
Total 6200.1 OFFICE EXPENSES	14,747.78	13,245.03
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING	96.00	262.53
6270 SOFTWARE	3,472.92	12,300.03
6275 IT SERVICES	2,709.29	15,000.03
Total 6280 INFORMATION TECHNOLOGY	6,278.21	27,562.59
6300 OCCUPANCY		
6310 RENT	37,603.77	37,490.22
Total 6300 OCCUPANCY	37,603.77	37,490.22
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	45,490.84	53,700.03
6425 LEGAL SERVICES	2,033.50	2,999.97
6431 CONSULTING SERVICES	28,951.91	29,925.00
Total 6400 CONTRACTED SERVICES	76,476.25	86,625.00
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	144,601.48	93,451.50
6415 WisDOT PLANNING SERVICES		4,092.75
Total 6410 PASS THROUGH EXPENSES	144,601.48	97,544.25
6426 COMMISSION		
6422 COMMISSION PER DIEMS	3,948.00	11,999.97
6423 COMMISSION TRAVEL	538.02	600.03
Total 6426 COMMISSION	4,486.02	12,600.00
6435 FINANCIAL SERVICES	75.00	
6420 AUDIT	10,450.00	7,875.00
6430 PAYROLL FEES	3,258.49	1,500.03
6432 FINANCIAL SERVICES	37,619.29	28,649.97
Total 6435 FINANCIAL SERVICES	51,402.78	38,025.00
6500 TRAVEL AND TRAINING		
6130 MEALS	3,480.48	630.00
6150 EMPLOYEE TRAVEL	7,677.47	8,025.03
6170 CONFERENCES & MEETINGS	6,332.38	5,325.03
6171 TRAINING	346.50	1,500.03
Total 6500 TRAVEL AND TRAINING	17,836.83	15,480.09

Capital Area Regional Planning Commission

Budget vs. Actuals: 9 Months Ended

January - September, 2024

	TOTAL	
	ACTUAL	BUDGET
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	9,010.60	4,887.72
6411 EDUC/INFO/OUTREACH	730.00	1,874.97
6440 RECRUITMENT		749.97
6501 INSURANCE	5,490.41	3,183.75
6560 DEPRECIATION		1,531.53
6565 AMORITIZATION EXPENSE	303.84	456.03
Total 6600 OTHER	15,534.85	12,683.97
Uncategorized Expense	0.00	
Total Expenses	\$1,389,128.45	\$1,333,702.62
NET OPERATING INCOME	\$ -96,803.44	\$ -33,455.43
NET INCOME	\$ -96,803.44	\$ -33,455.43

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending October 31, 2024

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
09/30/24		Beginning Balance (Reconciled)				\$ 106,763.17	
10/01/24	50015	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 106,717.17	
10/02/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 106,601.79	
10/02/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(35,583.80)		\$ 71,017.99	
10/03/24	DP	Vierbicher/Inv. 2062/ Sew Ext. #22.24.04 City of SP			400.00	\$ 71,417.99	
10/03/24	DP	RaSmith/Inv.2091/ Sew Ext. #06.24.40 Green Properties Village of Deforest			1,000.00	\$ 72,417.99	
10/3/2024	DP	Wood County Master Gardners/Salt Wise Gardening Class			100.00	\$ 72,517.99	
10/3/2024	DP	Highlands of Netherlands/Inv. 2075/Sew Ext #18.24.03 Village of Oregon			400.00	\$ 72,917.99	
10/4/2024	DP	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 112,917.99	
10/4/2024	EFT	Empower Payroll (WRS)		(1,976.00)		\$ 110,941.99	
10/09/24	EFT	City of Madison Treasurer/ WisDOT - MPO 1 st Quarter		(2,081.55)		\$ 108,860.44	
10/09/02	EFT	Source One/ Monthly Servicing Invoice		(300.00)		\$ 108,560.44	
10/09/24	EFT	Ricoh		(28.02)		\$ 108,532.42	
10/10/24	EFT	ProForma		(416.30)		\$ 108,116.12	
10/10/24	EFT	Staff Reimbursement/ Melissa Michaud/August		(84.96)		\$ 108,031.16	
10/10/24	EFT	Source One/ Servicing Contracr Invoice		(2,977.00)		\$ 105,054.16	
10/10/24	50016	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 105,008.16	
10/15/24/10	DP	Vierbicher/Inv. 2084/ Sew Ext. #18.24.02 Village of Oregon			400.00	\$ 105,408.16	
10/15/25	DP	Vierbicher/Inv.2065/ Sew Ext. # 22.24.05 City of SP			600.00	\$ 106,008.16	
10/15/24	DP	Village of Cottage Grove/Inv.2094 & 2087/ USA Amend # 1701			1,955.83	\$ 107,963.99	
10/15/24	DP	Wyser Engineering/Inv 2091/ Sew Ext. 06.24.40 Village of Deforest			1,000.00	\$ 108,963.99	
10/15/24	DP	City of Madison Treasurer/ Inv. 2100/ Acacia Ridge PH12			400.00	\$ 109,363.99	
10/16/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 109,248.61	
10/16/24	XTF	Standanrd Insurance/ Monthly Insurance Premium for Employee Disability Ins		(160.91)		\$ 109,087.70	
10/16/2024	XTF	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(36,532.11)		\$ 72,555.59	
10/17/24	EFT	League of Wisconsin Sean Higns		(220.00)		\$ 72,335.59	
10/17/24	EFT	Berndt CPA/ Fiscal Services		(4,160.00)		\$ 68,175.59	
10/18/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 108,175.59	
10/18/24	EFT	Empower Payroll (WRS)		(1,976.00)		\$ 106,199.59	
10/23/24	DP	Upper Mississippi River Conservation Committee/ Inv. 2115/Salt Wise Contribution			1,000.00	\$ 107,199.59	
10/23/24	DP	Village of Brooklyn Treasurer/ Inv. 2088/ Sew. Ext. 04.23.02 Brooklyn			400.00	\$ 107,599.59	
10/23/24	EFT	Securian Financial/Monthly Employee Life Insurance		(99.65)		\$ 107,499.94	
10/23/02	EFT	Dane County Treasurer/Monthly Employee Parking November		(113.76)		\$ 107,386.18	
10/23/24	EFT	Staff Reimbursement/ Jason Valerius/July		(141.50)		\$ 107,244.68	
10/23/24	EFT	RaDmith/ Reimbursement for overpayment for Sew Ext.06.24.40		(400.00)		\$ 106,844.68	
10/23/24	EFT	Commissioner per diem/ October		(181.44)		\$ 106,663.24	
10/23/24	EFT	Commissioner per diem/ October		(458.51)		\$ 106,204.73	
10/23/2024	EFT	Wisconsin APA/ Matt K.		(310.00)		\$ 105,894.73	
10/23/24	EFT	Commissioner per diem/ October		(250.00)		\$ 105,644.73	
10/24/24	EFT	US Geological Society/ Black Earth Creek Water Monitoring		(17,050.00)		\$ 88,594.73	
10/23/24	50017	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 88,548.73	
10/23/24	DP	Wisconsin DOT/ Q1 2024 Reimbursement			2,872.45	\$ 91,421.18	
10/25/24	EFT	Commissioner per diem/ October		\$ (200.00)		\$ 91,221.18	
10/25/24	EFT	Berndt CPA/ WI Employee Trust Fund WRS Remittance		\$ (10,525.68)		\$ 80,695.50	
10/28/24	EFT	ATT Monthly internet Services		\$ (196.20)		\$ 80,499.30	
10/28/24	EFT	Park Bank Credit Card Payment		\$ (2,062.74)		\$ 78,436.56	
10/30/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		\$ (115.38)		\$ 78,321.18	
10/30/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		\$ (36,405.96)		\$ 41,915.22	
							Reconciliation
Total (Debits) and Credits				\$ (155,376.23)	\$ 90,528.28	\$ 41,915.22	Bank
Difference					\$ (64,847.95)		
Accounts Payable Expenditures				\$ (35,629.80)			
Accounts Receivable Deposits					\$ 90,528.28		
Non-AR Items						\$ 41,915.22	Adjusted
Payroll-related Expenses				\$ (123,483.69)			
Transfers between Accounts					\$ 80,000.00		

Re: Approval of CARPC Resolution Supporting WEM Pre-Disaster Flood Resilience Grant Application and Funding Match Commitment for Stream Crossing Inventory (*actionable item*)

Requested Action:

Recommendation for Approval of CARPC Resolution No. 2024-08

Background:

Wisconsin Emergency Management has launched a new Pre-Disaster Flood Resilience Grant program designed to identify flood vulnerabilities, explore options to improve flood resilience, and restore hydrology in order to reduce flood risk and damages in flood-prone communities. Assessment grants offered through this program provide up to \$300,000 in funding with a required 25% local match for projects that support generation and gathering of information on vulnerabilities and identification of flood resilience priorities on a watershed, catchment, or stream reach scale.

CARPC staff aims to apply for PDFRG assessment funding to continue building a road-stream crossing inventory for Dane County. This project would be a continuation of the 2024 [pilot project](#) that inventoried 67 stream crossings in the Towns of Cottage Grove, Deerfield, Medina, and Sun Prairie.

The PDFRG assessment application requires written documentation indicating that the Commission has authorized CARPC's participation in the grant project, is committed to providing in-kind contributions, and intends to be responsible for any costs in excess of the estimated budget.

Staff Comments:

This effort is being undertaken under the Agency's Regional Climate Resilience Planning program. Assuming award of the grant, coordination and execution of the grant is being planned for as part of the 2025 work program and budget. Staff recommends approval.

CARPC staff submitted a Notice of Intent to Apply for PDFRG funding on September 30th. Pending Commission approval, staff will submit a completed application by November 30th. Grant awards are anticipated in January 2025, with work to be completed over a two-year period (2025-2026) following execution of the grant agreement.

Attachments:

1. Resolution CARPC No. 2024-08

Staff Contact:

Caitlin Shanahan, Senior Community Planner & Outreach Coordinator
caitlins@capitalarearpc.org
608 474 6021

Next Steps (if approved by the Commission):

1. Staff to apply for WEM Pre-Disaster Flood Resilience Grant by November 30th.



CARPC Resolution No. 2024-08

**Support for WEM Pre-Disaster Flood Resilience Grant Application and
Funding Match Commitment for Stream Crossing Inventory**

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a duly created regional planning commission under Wis. Stat. § 66.0309; and

WHEREAS, CARPC is interested in obtaining a cost-share grant from Wisconsin Emergency Management (WEM) for the purpose of Pre-Disaster Flood Resilience to continue building a road-stream crossing inventory for Dane County; and

WHEREAS, CARPC attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, a grant agreement is requested to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, that CARPC will meet the financial obligations necessary to fully and satisfactorily complete the project, including providing required matching funds in the form of in-kind labor contribution totaling 25 percent of the total project cost, and will be responsible for any costs in excess of the estimated budget.

BE IT FURTHER RESOLVED that CARPC hereby authorizes and empowers staff to take the following actions to obtain available financial assistance from WEM:

1. Sign and submit the grant application
2. Sign a grant agreement between CARPC and WEM
3. Submit quarterly and/or final reports to WEM to satisfy the grant agreement
4. Submit grant reimbursement requests to WEM
5. Sign and submit other documentation as required

BE IT FURTHER RESOLVED that CARPC will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

November 14, 2024
Date Adopted

David Pfeiffer, Chairperson

Kris Hampton, Secretary

Re: Approval of CARPC Resolution 2024-09 adopting the CARPC 2025 Strategic Plan (*actionable item*)

Requested Action:

Recommendation for Approval of CARPC Resolution No. 2024-09

Background:

Adoption of this plan would mark the conclusion of a planning process that was scoped in early 2023 and kicked off with the full commission in January 2024. The process was intended to optimize our ability to promote implementation of the Regional Development Framework, and we expanded it to include implementation of the Dane County Water Quality Plan. The process concluded with a commission work session in October 2024 that refined various wording and content decisions, including removal of the “Roles” section.

Staff Comments:

A resolution is provided as the adoption mechanism. We can discuss any desired edits to either the resolution or the plan itself, and proceed to vote on the resolution if the edits are inconsequential to the policy content or the proposed policy changes are clearly stated for inclusion in the minutes and well understood by commissioners.

Attachments:

1. Resolution CARPC No. 2024-09
2. Final Draft CARPC 2025 Strategic Plan, dated November 6, 2024

Staff Contact:

Jason Valerius Executive Director
jasonv@capitalarearpc.org
608 474 6010

Next Steps (if approved by the Commission):

1. Staff to apply for WEM Pre-Disaster Flood Resilience Grant by November 30th.



CARPC Resolution No. 2024-09

Adopting the Capital Area Regional Planning Commission 2025 Strategic Plan

WHEREAS, the Capital Area Regional Planning Commission (CARPC) conducted a strategic planning process in 2024 involving all commissioners and agency staff; and

WHEREAS, the planning process focused on strategies to implement the two regional plans that we administer - the Regional Development Framework and the Dane County Water Quality Plan; and

WHEREAS, through a series of working meetings, including one that directly involved community and agency partners, CARPC commissioners and staff discussed the relationships, services and revenue strategies that will help us implement these regional plans; and

WHEREAS, the planning process elevated a priority on intergovernmental collaboration and the relationships and services necessary for communities to invite CARPC in as collaborators; and

WHEREAS, this strategic plan is intended as a guide for the agency and the commission to pursue and prioritize work with partners across the region; and

WHEREAS the Agency is expected to act in accordance with this plan, though actions considered to be in any way inconsistent with this plan may be pursued if approved by a majority of the Commission; and

WHEREAS, the strategies described in this plan are to be incorporated into the development and implementation of the Agency Budget and Work Program, including progress reports on performance indicators suggested in the plan.

NOW, THEREFORE, BE IT RESOLVED, that CARPC adopts this 2025 Strategic Plan to guide agency operations toward effective implementation of our regional plan over the next 5 years.

November 14, 2024
Date Adopted

David Pfeiffer, Chairperson

Kris Hampton, Secretary



CAPITAL AREA REGIONAL PLANNING COMMISSION

2024 Strategic Plan

DRAFT November 6, 2024

Contents

Introduction and Purpose	<i>Why did we engage in strategic planning?</i>
Process and Participants	<i>Who was involved and what did we do?</i>
Prior Planning	<i>What prior work and decisions informed this process?</i>
RDF Implementation Opportunities and Challenges	<i>What may help or hinder our efforts to implement the Regional Development Framework?</i>
Strategic Direction: Relationships	<i>Who are our critical partners and how will we work with them?</i>
Strategic Direction: Services	<i>How will we direct limited staff resources to best meet the needs of the region?</i>
Strategic Direction: Revenues	<i>How will we sustain adequate funding to enable our services?</i>

Executive Summary

This document is a guide for the Commission and the Agency as we design and carry out our activities each year. The Work Plan and the Budget are the most important mechanisms through which these strategic planning ideas will be implemented.

A core principle woven throughout this document is that the agency prioritizes intergovernmental collaboration and the relationships and services necessary for communities to invite CARPC in as collaborators.

CARPC's Strategic Plan Identifies three categories of strategic direction for the next few years:

Relationships

We recognize that our efficacy as an agency is based not on regulations or authority, but on technical expertise, relationships, and trust.

We have two objectives regarding our relationships across the region – we want to be valued by our community partners, and we want to collaborate and avoid duplication of services with our regional agency partners. To accomplish these objectives, we can engage with communities, share data, offer strategic pricing for certain work, educate and communicate RDF objectives, maintain focus on water quality outcomes in Water Quality Plan amendments, and coordinate effectively with regional partners.

Key Actions

- Focus on earlier engagement with communities during their planning processes.
- Promote cooperative and intergovernmental dialogs.
- Leverage technical expertise and regional relationships to support local planning.
- Consider changes to the Urban Service Area Amendment process that encourage municipalities to initiate applications prior to specific development proposals.
- Assign staff and/or ask commissioners for assistance building relationships between CARPC and entities that represent our cultural diversity; as we get to know those organizations, identify opportunities to reinforce their relationships with local governments across our region.

- Continue working with partner agencies, including routine, scheduled check-ins to discuss shared and complementary work.

Services

There is a virtuous circle in which we build relationships and skill through our services across the region and those relationships and skills lead to more work.

We will leverage technical expertise, relationships and trust to provide services consistent with the policy goals of the RDF and Water Quality Plan. Our services will be built around our strengths as convenors, communicators, and data specialists (including geospatial data). We will use the Services Guidelines flowchart to help decide where to focus our efforts.

Key Actions

- CARPC staff and Commission will use the Services Guidelines (Appendix A) to select and prioritize proposed services.
- CARPC staff will consider equity issues in all our internal and external activities, seeking engagement with residents and recruitment/retention of agency staff from diverse backgrounds and perspectives.

Revenues

Our efficacy as an agency depends on diversified and sustainable funding streams through which we can retain a high-quality staff.

CARPC's ability to provide services valued by the region requires stable and diversified funding and the ability to utilize grant and/or levy funding for activities that benefit the region and lack local funding support. We will use our Levy Funding Guidelines and Grant Funding Guidelines to help decide how to pursue and apply those funding sources.

Key Actions

- CARPC will use the Levy Funding Guidelines (Appendix B) to determine how levy funds will be applied to projects and services.
- CARPC will use the Grant Funding Guidelines (Appendix C) to determine CARPC's involvement in the pursuit of grant funding.

Glossary

Capital Area Regional Planning Commission (CARPC) – A form of regional government created under Wis. Stats. 66.0309 and operating primarily in Dane County, Wisconsin. CARPC is comprised of a 13-member Commission appointed by four appointing authorities and staff (the “Agency”) that supports and implements the decisions of the Commission. Unless otherwise indicated, “CARPC” refers to the combined entity and effort of both the Commission and the Agency.

Commission – the 13-member body appointed by the Dane County Executive, the Mayor of Madison, the President of the Dane County Towns Association and the President of the Dane County Cities and Villages Association.

Agency – the staff who support the functions and decisions of the Commission.

Partner Agencies – other regional entities with which we coordinate and collaborate, primarily including Dane County and its various departments, the Madison Region Economic Partnership (MadREP), the Madison Metropolitan Sewerage District (MMSD), and the Greater Madison MPO. This may sometimes extend to include county governments and other regional entities that operate in the five unaffiliated counties.

Local Communities – all towns, cities and villages in our region, which may sometimes extend to include communities in the five unaffiliated counties.

Unaffiliated Counties – the five adjoining counties not associated with a regional planning commission: Sauk, Columbia, Dodge, Jefferson and Rock.

Ecosystem Services – the various benefits that humans derive from healthy ecosystems, such as provision of food, natural pollination of crops, clean air and water, decomposition of wastes, or flood control.

Introduction and Purpose

The Capital Area Regional Planning Commission manages two critical planning functions in our region. One is the Dane County Water Quality Plan, which we administer under contract with the Wisconsin Department of Natural Resources to help protect surface water and groundwater in Dane County. The other is the Regional Development Framework, a plan for the physical development of the region that CARPC is statutorily required to prepare and maintain ([Wis Stats. 66.0309](#), sections 9-10). The Commission has very limited legal authority in either setting, but we have relationships and technical knowledge that can inform decisions by local municipalities and state agencies regarding land use and natural resource protection.

This process was intended to help us align our skills and behavior with both the 2050 Regional Development Framework and the Dane County Water Quality Plan so that our efforts consistently support both plans.

A core principle woven throughout this document is that the agency prioritizes intergovernmental collaboration and the relationships and services necessary for communities to invite CARPC in as collaborators. We can't contribute to preferred outcomes identified in our regional plans unless communities see value in our assistance and trust us to be at their tables with them.

This document is a guide for the Commission and the Agency as we design and carry out our activities each year. The Work Plan and the Budget are the most important mechanisms through which these strategic planning ideas will be implemented.

Process and Participants

SUMMARY

Participants included facilitator Alison Lebwohl, all commissioners and staff, and, at one of the meetings, a cross section of community and agency staff and officials.

There were six face-to-face meetings in 2024 to discuss CARPC's past planning and future opportunities, with a focus on Relationships, Services, Revenues and Roles. Retiring Agency Director Steve Steinhoff and new Executive Director Jason Valerius had key roles throughout the process to bring forward proposals and strive to build consensus around strategy.

The Participants

This strategic planning process was designed and carried out by CARPC staff and commissioners, with support from Alison Lebwohl Consulting, a strategic planning specialist. A Steering Committee worked with Alison to design and implement the process, and all members of the Agency and the Commission participated in the process.

The Steering Committee

- David Pfeiffer, CARPC Chairperson (and Executive Chair through June 2024)
- Steve Steinhoff, Planning Division Lead and Agency Director (retired February 2024)
- Jason Valerius, Executive Director (started January 2024)
- Caitlin Shanahan, Senior Community Planner & Outreach Coordinator
- Nick Bower, Senior Environmental Engineer
- Melissa Michaud, Environmental Resources Planner

Other CARPC Staff

- Sean Higgins, Senior Community Planner
- Matt Noone, Senior Environmental Specialist
- Prachi Mehendale, Environmental Engineer
- Allison Madison, WI Salt Wise Manager
- Liz Levy, Environmental Resources Planner

- Matt Krempely, Community Planner
- Kayla Haas, Marketing and Communications Specialist

The Commission

- Maureen Crombie
- Steve Greb
- Kris Hampton
- Barbara Harrington-McKinney
- Peter McKeever
- Heidi Murphy
- David Pfeiffer
- Cynthia Richson
- Jim Schuler
- Caryl Terrell
- Bill Tishler
- Nicholas Zavos
- Alison Volk

The Process

The process featured six in-person events in 2024 attended by commissioners and staff, each preceding a regularly scheduled meeting of the Commission.

January 2024 – Launch

This was a 1-hour session hosted at UW-Madison Union South to kick off the planning process. It featured a presentation and affirmation of the charter for the strategic planning process and then an overview presentation by Steve Steinhoff describing CARPC’s mission and vision, authority and influence, the Regional Development Framework, and the Proactive Planning Process.

February 2024 – RDF Workshop

This was a 3-hour workshop hosted at the Waunakee Library to build familiarity with the Regional Development Framework. It featured a presentation about the RDF by Jason Valerius, including a review of responses to a survey about RDF challenges and opportunities completed by participants. This workshop included use of the urban-to-rural transect to support discussion about the varied places we value in our region. Participants engaged in discussions about barriers preventing communities from implementing the RDF and strategies CARPC can use to support local communities in overcoming those barriers.

March 2024 – Communities and Agencies Workshop

This all-day workshop at the Waunakee Public Library was the highlight of the planning process for many participants, which included partners and stakeholders from across our region. It featured presentations by and panel discussions with municipal planning staff

March 2024 Communities and Agencies Workshop



about their efforts to implement strategies identified in the RDF. It also included a panel of regional agency partners who described how our organizations work together and identified opportunities for enhanced collaboration. Small group discussions after each panel identified opportunities for CARPC.

April 2024 – Services Deliberation

This working session, hosted at UW–Madison Union South, was focused on the criteria and process for deciding what services the agency offers. Jason Valerius presented a proposed set of criteria and then a series of test cases to apply those criteria. Participants discussed both the criteria and the test case services and recommended creation of a flowchart to apply the criteria.

May 2024 – Revenues Deliberation

The May working session, hosted by the Village of Cottage Grove, focused on revenues. Jason Valerius presented information about CARPC’s financial history and a proposal with funding goals and guidelines for the use of levy funds and the pursuit of grant funding. Participants discussed and offered feedback on the proposal.

July 2024 – Roles Deliberation

In July the staff/commission working group met for the final time, at the Verona Town Hall. Jason Valerius presented for discussion a proposal describing staff roles and commissioner roles, including both core and optional tasks. This session also included review and discussion of the final report outline.

Draft Plan Development and Review

Executive Director Valerius synthesized the findings from the surveys and working sessions into a Draft Strategic Planning Report, which he presented to the Commission for review.

October 2024 – Draft Plan Review

At the October Commission meeting commissioners discussed the draft plan, offering a variety of content edits, from word choice to overall approach. The most substantial change was to eliminate the Roles section, concluding that the remainder of this document and the CARCP bylaws contain adequate guidance for Commissioners and Staff. Regarding the conclusion of the planning process, the consensus of the Commission at this meeting was to prepare this document as a Strategic Plan, to be adopted by the Commission.

November 2024 – Plan Adoption

The Commission adopted this plan by resolution at the November 14, 2024 meeting.

Prior Planning

SUMMARY

CARPC has completed planning efforts over the prior 8 years that we reviewed in the current process and affirmed as relevant to our direction. These included the last Strategic Planning effort (2016–2017), A Greater Madison Vision (2017–2019), the Regional Development Framework (2020–2022), and the Proactive Planning Process (2022–2023). Also relevant to the current effort is the Dane County Water Quality Plan, a living document first adopted in 1979 and updated continually to manage urban development and support water quality.

The charter for the current process included a synthesis of relevant direction from those plans, organized here in 6 categories: mission and vision, stakeholders, opportunities, strategies, authority, and roles.

CARPC Strategic Plan, 2016–2017 [\[Link\]](#)

CARPC staff and commissioners met 5 times in 2016 to identify the organization’s mission, vision, values, key stakeholders, and implementation strategies. Some of those items were later updated or replaced during the Regional Development Framework process, but the description of Key Stakeholders and Strategies remain relevant:

Key Stakeholders

- CARPC’s primary stakeholders are local officials, their constituents, and local staff.
- CARPC’s success depends upon the agency’s relevance to local officials and their constituents.
- Regional planning is about offering resources and options and inspiration to locals to support them in making informed choices – early in the process, when they are gathering information.

Strategies

- Tell the story of what CARPC and regional planning bring to the party for municipalities – communicate the value and “what is” of regional planning – highlight successful communities.
- Strengthen CARPC’s relevance for local officials and their constituents by focusing on regional planning and building bridges to locals.
- Leverage CARPC’s region-wide activities, including supporting A Greater Madison Vision, the land use plan and the water quality plan.

A Greater Madison Vision (AGMV), 2017–2019 [\[Link\]](#)

A diverse steering committee helped develop a regionwide survey that used four alternative growth scenarios to elicit opinions about how we should choose to grow as a region. More than 9,000 people responded to the survey. Environmental issues were prominent in this process, receiving the second-largest number of total comments.

Priorities

- Mitigating Climate change and flooding risks
- Better access to opportunities and resources such as jobs, education and services
- Expanded housing and transit options to address both climate risks and opportunity
- Preserving farming areas

2050 Regional Development Framework (RDF), 2020–2022 [\[Link\]](#)







Developed around the priorities of A Greater Madison Vision and guided by a steering committee of staff from partner municipalities and agencies, the Regional Development Framework (RDF) is a guide to address where and how to grow as a region. The process included a survey of municipal officials and staff seeking feedback on the draft goals, objectives and strategies.

The RDF identifies three overarching goals, promoting regional development that:

- 1. Reduces greenhouse gas emissions and fosters resilience to climate change**
- 2. Increases access to jobs, housing, and services for all people**
- 3. Conserves farmland, water resources, natural areas, and fiscal resources**

A series of objectives support those three goals:

2050 Regional Development Framework Goals and Objectives

Objectives	Goals		
	Climate	Opportunity	Conservation
Increase percent of development that is compact, mixed, walkable, and where feasible, transit supportive			
Increase the tree canopy			
Increase infiltration of precipitation and reduce stormwater runoff			
Decrease urban heat island effect			
Decrease racial disparities			
Generate housing supply to meet demand			
Grow business and jobs in targeted sectors			
Increase physical access of residents to jobs and services			
Enhance stewardship and natural resource areas			
Designate and protect regional farmland preservation areas			
Increase density and ensure good connectivity among developments			

To achieve those goals and objectives the RDF identifies six strategies to guide regional development patterns.

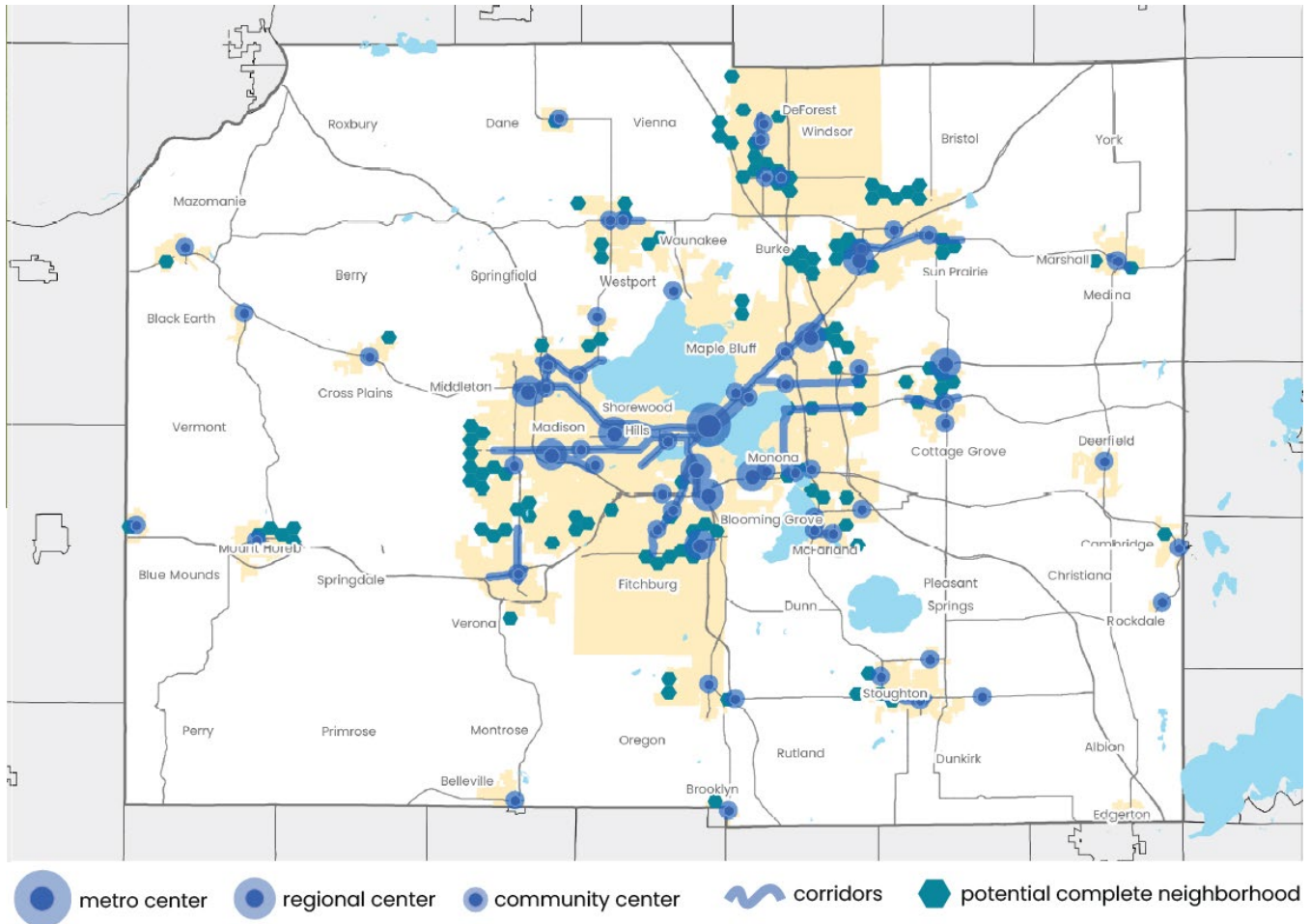
Four describe where to grow:

- Focus growth in centers and along corridors
- Prioritize growth in already developed areas
- Plan areas for quality business growth
- Plan complete neighborhoods

Two of the strategies describe where NOT to grow:

- Preserve stewardship areas
- Preserve farming areas

Regional Development Framework Complete Neighborhoods conceptual map



The Framework features maps illustrating the application of each of those six strategies, if implemented through year 2050. For example, this map of growth areas identifies the general locations of new complete neighborhoods across the region. The mapping is consistent with local comprehensive plans, and the new neighborhoods and infill growth is intended to accommodate 200,000 more people in the county by 2050.

In addition to the broad strategies, the Framework proposes the following strategies for specific development practices to further our climate-related goals and objectives:

- Encourage tree preservation and planting
- Encourage practices that reduce stormwater runoff
- Encourage practices that reduce surface temperatures

Proactive Planning Process (PPP), 2022–2023 [\[Link\]](#)

CARPC established the Proactive Planning Committee (PPC) to help implement the Regional Development Framework. Comprised of four commissioners, four other local government officials, and the CARPC Executive Chairperson as a non-voting member, the Committee was charged with developing recommendations to the Commission for an ideal, proactive planning process for implementing the Framework.

The Committee met five times to review and discuss information gathered by staff including summaries of dozens of meetings with local government officials, an assessment of CARPC’s Future Urban Development Area (FUDA) planning, and consistencies between the Framework and community comprehensive plans. The PPC unanimously approved their recommendations to CARPC at the May 2023 meeting, which were then approved by the Commission in June 2023 (edited for brevity):

1. Implement the RDF through a focus on earlier engagement with communities, during their own planning processes.
2. Promote cooperative and intergovernmental dialogs, especially for development consistent with the RDF.
3. Leverage technical expertise and regional relationships to support local planning efforts.
4. Consider changes to the Urban Service Area Amendment Process to encourage applications founded on future land use plans.
5. Make changes to operations and governance as needed to implement the above.

Dane County Water Quality Plan (DCWQP), 1979–current [\[Link\]](#)

We did not say much about the Water Quality Plan until late in this strategic planning process, when we realized that our understanding of CARPC’s planning context was incomplete without it.

Through this plan, CARPC develops an environmental protection strategy for both pollution control and resource protection. This strategy encompasses waste treatment, stormwater management, erosion control, vegetation management, and land use planning. It is something we manage on behalf of the DNR and with the consent of our appointing authorities, primarily to protect surface water and groundwater in the County. This is a living

plan, established decades ago, continually updated through urban service area amendments, and occasionally updated to revise background data and environmental protection policies.

Synthesis of Prior Planning: Shared Understandings About CARPC

Our Strategic Planning Charter offered a synthesis of the prior 8 years of CARPC planning efforts, presenting the following foundation for our 2024 work. Conversations during the planning process further reinforced this foundation as relevant to our future efforts.

1) Agency Mission and Vision

- **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.*

2) Stakeholders

- CARPC’s primary stakeholders are local government officials and staff.
- CARPC’s success depends upon the agency’s relevance to local officials and their constituents.

3) Opportunities

- **We Can Use the RDF**
The Regional Development Framework is based on robust public input and is a strong platform for collaboration around shared values across the entire region.
- **We Can Engage in Local Planning Processes**
The Commission embraced the recommendations of the Proactive Planning Committee in June 2023, agreeing that “CARPC should focus its engagement with local communities during early stages of their planning processes, such as comprehensive planning” and “CARPC should promote cooperative and

intergovernmental dialogs and planning processes that seek to establish shared goals and agreements including for future urban development consistent with the Regional Development Framework”.

- **We Can Help Communities Deal with Growth**

The region is growing quickly (+29% since 2003) yet resources to manage and guide growth across our many jurisdictions and boundaries are constrained by levy limits and hampered by local staff turnover. CARPC provides support for common planning issues, technical challenges, planning processes and intergovernmental relationships.

4) Strategies

- Regional planning is about offering resources and technical support to local government.
- Strengthen CARPC’s relevance for local officials and their constituents by focusing on regional planning and relationships with and among local governments.
- Tell the story of what CARPC and regional planning bring to support the challenges we all face. Highlight successful collaborations and solutions that emerged from those collaborations.
- Leverage our unique contributions to planning efforts in Dane County: the Regional Development Framework and the Dane County Water Quality Plan.

5) Authority

- CARPC has influence, but not control, in local planning and development processes.
- Our strategies will focus on working within the current statutes that guide our structure, authority, and procedures.

6) Roles

- The role of the commission is oversight and strategy, including governance, policy, and championing the agency
- The role of management and staff is execution, including planning and delivering programs, operations and communications; building relationships with communities, partners, and other stakeholders

RDF Implementation Opportunities and Challenges

SUMMARY

Though CARPC has no authority to implement the RDF, our plan for the physical development of the region is based on broad public input and it offers policy ideas across the full diversity of the County's places and people. CARPC has the challenge and opportunity to help communities understand and benefit from the Regional Development Framework.

This strategic planning effort was focused largely on implementation of the Regional Development Framework. The second meeting of the process focused on the challenges and opportunities around the RDF; this is a summary of our most salient conclusions from that event.

CARPC's authority is limited.

As defined by Executive Order #197 (CARPC's creation) and Wis. Stat. 66.0309 (RPC law), our role is to advise and support local government. The Regional Development Framework satisfies a statutory requirement to plan for the physical development of the region, but it comes with no authority to require implementation or consistency with the plan. Similarly, our role in water quality protection is only advisory to the Wisconsin Department of Natural Resources.

The Regional Development Framework is robust.

Though not enforceable, the RDF is based on broad public input (the Greater Madison Vision process) and offers policy solutions based in that input that appeal to a full cross-section of the county's diverse population. Through the RDF, CARPC supports:

- Varied land uses
- Varied development styles and choices
- Infill development and redevelopment

- Complete neighborhoods
- Preservation of environmental corridors, natural spaces, voluntary environmental corridors and invaluable farmland
- Green infrastructure and understanding of the value of ecosystem services

CARPC can help communities realize the benefits of the RDF.

- By communicating the long-term economic advantages of complete neighborhoods, compact development and strategic land protection through data and case studies, we can support local staff and leaders in their review of development, especially proposals initially inconsistent with the RDF.
- By offering clear information about development best practices, we can help communities craft acceptable solutions for specific challenges like stormwater management, traffic, parking, open space access and viewshed protection.
- By sharing data describing local conditions and relevant research we can help local officials make thoughtful, fact-based decisions.
- Local staff sometimes lack the resources to advocate for the benefits of development consistent with the RDF.
- It is difficult to account for all public benefits and costs related to new development while considering things like the density/intensity of development, pedestrian-friendly design, and voluntary natural resource protections.

Strategic Direction: RELATIONSHIPS

SUMMARY

We recognize that our efficacy as an agency is based not on regulations or authority, but on technical expertise, relationships, and trust.

We have two objectives regarding our relationships across the region – we want to be valued by our community partners and we want to collaborate and avoid duplication of services with our regional agency partners. To accomplish these objectives we can engage with communities, share data, offer strategic pricing for certain work, educate and communicate RDF objectives, maintain focus on water quality outcomes in Water Quality Plan amendments, and coordinate effectively with regional partners.

Objective 1

We want CARPC to be known to local communities as a valued partner.

We know from conversations with local staff and officials, including those that participated in the Communities and Agencies Workshop in March 2024, that we *can* be that valued partner.

Strategies

We can **strengthen relationships with local communities through:**

- Engaging with communities during their own planning processes
- Supporting common needs and challenges that benefit from sharing data, policies and experiences, while also taking care to see how each community is unique and will adapt solutions to fit its particular conditions and culture
- Maintaining clear lines between advocacy for RDF outcomes and enforcement of regulatory requirements in Water Quality Plan amendments
- Offering services that communities need and want

- Strategically pricing fee-for-service projects to incentivize work that strengthens relationships and reinforces the RDF
- Building our connections with entities in the region that represent our cultural diversity, such as the Dane County Office of Equity and Inclusion, Centro Hispano, the Urban League of Greater Madison, the Hmong Institute, the Ho-Chunk Nation and others, and then helping to strengthen connections between these organizations and local government officials (communities seek diverse involvement in planning processes but find it challenging to get people involved – this could help address that challenge).

ACTIONS

Implement recommendations of the Proactive Planning Process:

1. Focus on earlier engagement with communities, during their planning processes
2. Promote cooperative and intergovernmental dialogs.
3. Leverage technical expertise and regional relationships to support local planning efforts.
4. Consider changes to the Urban Service Area Amendment process that encourage municipalities to initiate applications prior to specific development proposals, to increase their ability to implement their own future land use plans.
5. Make changes to operations and governance as needed to implement the above.

In addition:

6. Assign staff and/or ask commissioners for assistance building relationships between CARPC and entities that represent our cultural diversity; as we get to know those organizations, identify opportunities to reinforce their relationships with local governments across our region.

PERFORMANCE INDICATORS

- Annual number of municipalities we worked with and local planning processes in which we were actively involved.
- Annual number of intergovernmental agreement efforts in which CARPC staff were actively involved.

- Number of urban service area amendment applications initiated by a community without a development proposal motivating the application.
- Number of active relationships with institutions representing our region's cultural diversity.

Objective 2

We want to provide more services to more local governments without conflict or duplication of effort with partner agencies or other local governments.

We know from conversations with our partner agencies that our relationships are generally strong and that there are more opportunities for collaboration with each of them.

Strategies

We can strengthen relationships with **partner agencies** through:

- Continual efforts to clarify roles and provide a more seamless and coordinated experience for our community partners.
- Coordinated outreach to communities, including those outside Dane County that otherwise lack access to a regional planning commission.

ACTIONS

1. Continue working with partner agencies, including routine, scheduled check-ins with each to discuss shared and complementary work.

PERFORMANCE INDICATORS

- Number of check-in collaboration meetings and unique collaborative projects with other regional entities, especially MadREP, Dane County Planning & Development, Dane County Office of Energy and Climate Change

Strategic Direction: SERVICES

SUMMARY

There is a virtuous circle in which we build relationships and skill through our services across the region and those relationships and skills lead to more work.

We will leverage technical expertise, relationships and trust to provide services consistent with the policy goals of the RDF and Water Quality Plan. Our services will be built around our strengths as convenors, communicators, and data specialists (including geospatial data). We will use the Services Guidelines flowchart to help decide where to focus our efforts.

Objective

Our services will support communities and the region and will be consistent with the principles of the RDF and the Water Quality Plan.

Strategies

The agency will act as convenors, and we will model inclusivity and objective, fact-based decisions in creating and administering our own plans. We will listen to everyone and value what all stakeholders bring to planning and development processes – including local officials, residents, landowners, developers and other agencies and nongovernmental organizations that support the needs of residents.

The agency will provide resources that support projects and discussions at the local level, including case studies, best practice illustrations, templates for common planning tasks, cost-benefit analyses, estimates of ecosystem services, and information about development best practices.

The agency will support projects in individual communities through fee-for-service agreements, applying our skills with community engagement, data collection and analyses, mapping, policy development, and document formatting.

The agency will collect, analyze, display and share data that describes our progress toward RDF goals, and we will enable communities to use that data for their own local assessments.

ACTIONS

1. CARPC staff and Commission will use the Services Guidelines (Appendix A) to select and prioritize proposed services.
2. The Guidelines will be periodically reviewed and revised to maintain their relevance to Agency operations.
3. CARPC staff will consider equity issues in all our internal and external activities, seeking engagement with residents and hiring/retention of agency staff from diverse backgrounds and perspectives.¹

PERFORMANCE INDICATORS

- Documented use of the Services Guidelines
- Documented review and/or edit of the Guidelines with the Commission
- Documented stakeholder engagement efforts targeting the involvement of people not typically involved in planning processes.
- Number of fee-for-service projects initiated each year

¹ The [Dane County Planning and Development Dept. Racial and Gender Equity and Inclusion Plan \(RGEI\), February 2020](#) is a reference resource for the agency.

Strategic Direction: REVENUES

SUMMARY

Our efficacy as an agency depends on diversified and sustainable funding streams through which we can retain a high-quality staff.

CARPC's ability to provide services valued by the region requires stable and diversified funding and the ability to utilize grant and/or levy funding for activities that benefit the region and lack local funding support. We will use our Levy Funding Guidelines and Grant Funding Guidelines to help decide how to pursue and apply those funding sources.

Objective

We will have the capacity, skill and stability to provide services valued by the region.

Strategies

- Ground any funding requests in an understanding of community needs and CARPC's unique capacities to help meet those needs.
- Increase and diversify revenue by adding other sources such that revenue matches expenses by the 2026 budget year and levy funding is only 50% of the total budget by the 2027 budget year.
- Act in service of natural resource protection; seek grant funding and/or use levy funding as feasible, recognizing that environmental services sometimes lack direct funding by local governments commensurate with their long-term importance to the local and regional community.
- Act in service of intergovernmental cooperation; seek grant funding and/or use levy funding as feasible, recognizing that communities may not be able to cover the full cost of our assistance in cooperative planning efforts.
- Provide necessary funding stability to support the continued recruitment and retention of highly skilled and motivated staff.
- Use levy funding judiciously and in the public interest.

- Pursue grant funding for projects across the region.

ACTIONS

1. CARPC will use the Levy Funding Guidelines (**Appendix B**) to determine how levy funds will be applied to projects and services. These guidelines will be periodically edited based on Commission feedback about their use.
2. CARPC will use the Grant Funding Guidelines (**Appendix C**) to determine CARPC's involvement in the pursuit of grant funding. These guidelines will be periodically edited based on Commission feedback about their use.

PERFORMANCE INDICATORS

- Documented use of the Levy Funding Guidelines
- Documented use of the Grant Funding Guidelines
- Fiscal stability, growing revenue in balance with expenses, at least on pace with inflation and staffing costs
- Revenue diversity, increasing non-levy sources to 50% of total revenue
- A clean independent audit

Next Steps

This Report and the associated guidelines will be used by staff and commissioners to inform our operations week to week, and also our major annual processes, including the Annual Budget and the Annual Work Plan.

During the Work Plan development process each year, staff will consider and report to the Commission:

- Progress toward and consistency with the goals and guidelines of this Strategic Planning Report
- Implementation successes and challenges of the prior Work Plan

This document is intended to guide staff and commissioner activities for an estimated period of 5 years.

- The Commission should schedule the next strategic planning effort for 2029.
- Lessons learned from this process, to be considered in future processes:
 - An outside facilitator helped to keep the process on point and on schedule
 - The involvement of all staff and all commissioners in a series of face-to-face meetings was valuable, especially to staff
 - The involvement of partner agencies and communities was highly informative and also served to reinforce those relationships

Appendices [\[Link\]](#)

- A.** Services Guidelines
- B.** Levy Funding Guidelines
- C.** Grant Funding Guidelines
- D.** Event summaries (all events)
- E.** Presentations (all events)
- F.** Project charter
- G.** Project tracker
- H.** Survey and exercise results (all events)
- I.** Steering Committee Materials

Services Selection Flowchart

A decision tool to help CARPC select and prioritize services and activities

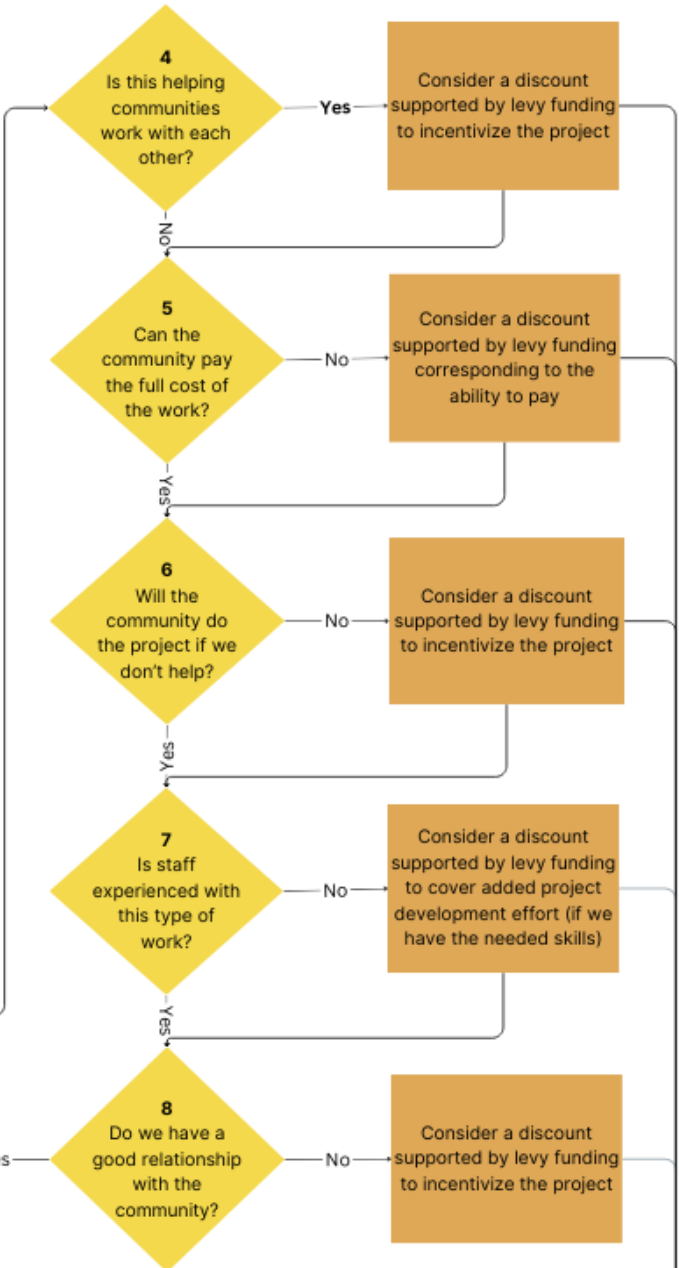
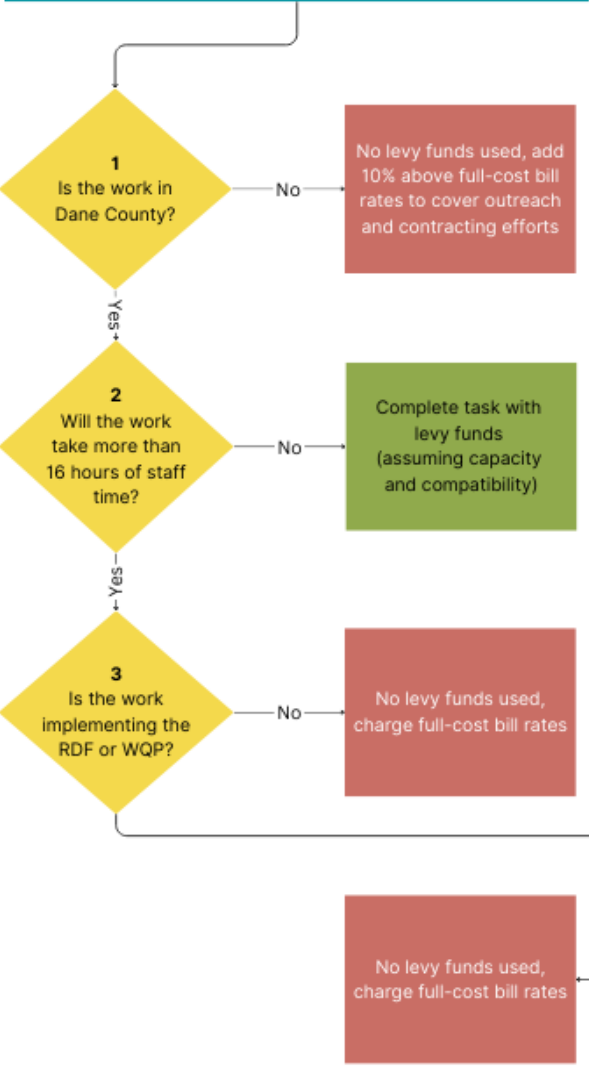
Describe the work, including objectives, participants, scale (hours), deadline and anticipated funding source.



Funding Flowchart

Decide if and to what extent levy funding is used to support projects that serve specific communities

Identify the participants and scope.
Apply the Services Criteria first - does the work fit with our mission, obligations and capacity? If yes, use this workflow to decide whether and to what extent to use levy funds



When considering discounting, each "Yes" answer here and above should increase our willingness to subsidize the project cost with levy funds. Discounts can range from 5% to 100%.

- Does staff have availability, maybe even need a project to fill schedules?
- Can the levy-funded efforts be used as in-kind matching funding to help secure a grant?

Guidelines for the Pursuit of Grant Funding

Grant funding is an important tool to enable projects across the region that would otherwise be unlikely to occur. CARPC can serve a variety of roles related to grant-funded work. CARPC could have any or all of these roles in a grant-funded project.

- **Application Support** (CARPC staff prepare some or all of the grant application; if the applicant is not CARPC, the application effort could be fee-for-service work or supported by our levy funding)
- **Applicant/Grantee** (the money comes to/through CARPC)
- **Co-Applicant** (multiple applicants, and the money may come through CARPC or through another co-applicant)
- **Provider of Funding Match** (the grant requires a local funding match and CARPC is able to provide some of that match in the form of cash or staff time working on the project)
- **Administrator** (CARPC handles compliance documentation and reimbursement requests)
- **Implementer** (CARPC staff does some or all of the funded work)

There are grants available for just about anything. Sometimes the challenge is deciding to say “No”. The following guidelines are proposed to help staff decide whether and how to be involved in pursuit of a grant.

- 1) The grant should be consistent with and serve to implement the RDF or WQP in some way. The exception to this guideline is application support for an applicant that is paying our costs. If we believe a grant-funded activity to be inconsistent with the RDF or WQP we will not be involved, even if our efforts are reimbursed.
- 2) CARPC will prioritize grants that fund activities that cross municipal boundaries and benefit from our involvement as a regional entity.
- 3) Grants that satisfy both of the first two guidelines are candidates for in-kind services contributions, subject to the limits of our staff and budget capacity.
- 4) We will consider in our decision the likelihood of funding, based on our familiarity with the granting agency, the granting agency staff, and our understanding of the fit of the project to the funding purposes. We will not invest significant effort (i.e. more than ~8 hours) for low-probability applications.
- 5) We will encourage partner agencies and local governments to be the grantee whenever possible, so that they can claim the win and “own” the project. If the project serves to implement the RDF or WQP in some way we will seek a role in the work.
- 6) We will consider participating in or even serving as the grantee for research-oriented work (i.e. NSF funding) if we can show a clear link to RDF or WQP objectives and satisfy other guidelines here.
- 7) We will collaborate with other regional agencies when pursuing grant funding, to avoid duplication of effort and allow the entity with the right mix of skills and availability to lead.

Re: CARPC 2024 Work Program**Requested Action:** None**Background:**

CARPC adopts an annual work program that describes anticipated staff work by program during the following year.

Staff Comments:

Staff will point out items in the Draft Work Program table on pages 7-13 describing 2024 highlights and 2025 objectives. These are highlighted in blue text.

The allocation of hours and costs across the programs and elements is not yet complete – those tables are highlighted in yellow and have not been updated from the 2024 Work Program.

Attachments:

1. Draft Work Program

Staff Contact:

Jason Valerius Executive Director
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608 474 6010

Next Steps:

Consideration of Final Draft Work Program.
Adoption.



CAPITAL AREA REGIONAL PLANNING COMMISSION

2025 Work Program

DRAFT
October 3, 2025

Prepared by the Staff of the
Capital Area Regional Planning Commission

100 State Street, Suite 400
Madison, WI 53703-2573



"This document was prepared, in part, with federal funds via the State of Wisconsin but does not necessarily reflect the official views or policy of the U.S. or Wisconsin Departments of Transportation."



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Contents

Introduction to the 2025 Work Program	5
THE CAPITAL AREA REGIONAL PLANNING COMMISSION	5
OVERVIEW OF THE 2025 CARPC WORK PROGRAM.....	6
Regional Plan Commission Vision and Mission.....	6
2024 Highlights and 2025 Objectives.....	7
2025 Work Program Staffing.....	14
2025 WORK PROGRAM.....	16
REGIONAL WATER QUALITY PLANNING PROGRAM.....	16
WI SALT WISE PROGRAM.....	33
REGIONAL CLIMATE RESILIENCE PLANNING PROGRAM	35
LAND USE PLANNING PROGRAM.....	39
COMMUNITY ASSISTANCE PLANNING PROGRAM.....	49
EDUCATION AND INFORMATION PROGRAM.....	52
ADMINISTRATION AND COMMISSION.....	55
Organizational Chart	57
APPENDIX: Self-Certification of Compliance with CFDA 20.205 Federal Funding Requirements.....	58

Introduction to the 2025 Work Program

The Capital Area Regional Planning Commission (hereafter referred to as “Regional Planning Commission,” “CARPC,” or “Agency”) prepares and adopts an Annual Work Program to guide and monitor staff activities, and for budgeting purposes. The Work Program reflects the primary functions of the Regional Planning Commission as a regional land use and water quality management planning agency.

THE CAPITAL AREA REGIONAL PLANNING COMMISSION

The Regional Planning Commission is an independent unit of government established by Executive Order of Governor Jim Doyle in 2007 at the request of units of local government in Dane County. The first regional planning commission in the area, the Dane County Regional Planning Commission, was established in 1969 and dissolved in 2004.

The Regional Planning Commission assists local communities with planning services and conducts regional planning to advance community and regional goals.

Regional Planning

The Regional Planning Commission serves as the regional planning and the area-wide water quality management planning entity for the Dane County region, consistent with Wis. Stat. § 66.0309 and State Administrative Code NR 121. For more information about the Regional Planning Commission, go to www.capitalarearpc.org.

Land use planning carries out “the function and duty of making and adopting a master plan for the physical development of the region” (§66.0309(10)). Under these statutes, the Regional Planning Commission also “makes plans for the physical, social, and economic development of the region, consistent with the elements specified in §66.1001 [Wisconsin Comprehensive Planning statutes].”

Water quality management planning is driven by the requirements of the federal Clean Water Act and various Wisconsin Administrative Code Chapters. State statutes outline the duties and responsibilities of area-wide water quality management planning agencies in areas of the state designated by the Governor as having “substantial water quality control problems,” as defined by the Clean Water Act. The Regional Planning Commission conducts water quality management planning, including the administration of water quality management plan amendments, in Dane County under a contractual agreement with the Wisconsin Department of Natural Resources (DNR).

Community Assistance

The Regional Planning Commission provides planning services to assist local communities with a range of planning, data, and mapping needs.

OVERVIEW OF THE 2025 CARPC WORK PROGRAM

The 2025 CARPC Work Program is organized by major programs and their component projects and elements. Major programs are:

1. Regional Water Quality Planning
2. WI Salt Wise Program
3. Regional Climate Resilience Planning
4. Regional Land Use Planning
5. Community Assistance Planning
6. Education and Information

For each project and grouping of elements within the major programs, the Work Program describes:

- Objectives
- Previous and current work
- Relationship to other activities
- Work description, products, and schedule
- Estimated hours
- Funding sources

Regional Plan Commission Vision and Mission

In February 2020, the Commission amended its vision and mission statements as part of its strategic planning process:

- **Vision:** A region where communities create exceptional quality of life for all by working together to solve regional challenges.
- **Mission:** The Capital Area Regional Planning Commission strengthens the region by engaging communities through planning, collaboration, and assistance.

2024 Highlights and 2025 Objectives

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
WATER QUALITY		
Water Quality Plan Implementation	<ul style="list-style-type: none"> Collaborated with regional municipalities, agencies, and organizations to advance solutions to water resource management issues and implement the <i>Dane County Water Quality Plan</i> Administer and prepare updates to the Plan (see sections below for detail) 	<ul style="list-style-type: none"> Consult with DNR to prepare an update to the <i>Dane County Water Quality Plan</i> (Summary Plan document) Continue to collaborate with regional partners to advance and implement the Plan
Lake Waubesa Management Plan	<ul style="list-style-type: none"> Led project in collaboration with Lake Waubesa Conservation Association and with grant funding from DNR to prepare long-term plan for improving and protecting Lake Waubesa (Completion by end of 2024) 	<ul style="list-style-type: none"> Work with local entities to pursue implementation of Plan recommendations
Starkweather Creek Watershed Chloride Management Plan	<ul style="list-style-type: none"> Continued chloride monitoring with real time interactive map reporting Implement continuous conductivity monitoring on the Starkweather at 8 locations Coordinated with WI Salt Wise to reduce salt application at priority locations 	<ul style="list-style-type: none"> Create a diverse Technical Task Force to identify next steps for the project vision, expand partnerships and seek funding Work with Madison/Dane County Public Health to collect and share with DNR lab samples of sufficient quality to be added to the DNR database tracking creek health. Continue to focus on education of stakeholders and plan implementation
Environmental Corridor Report Update	<ul style="list-style-type: none"> Prepared Final Draft of Report for Commission recommendation and final DNR approval (pending) as an amendment to the <i>Dane County Water Quality Plan</i> 	<ul style="list-style-type: none"> Through a separate process, amend the Environmental Corridor Policies and Criteria Increase awareness of key elements of the Report through communication and outreach

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
Water Quality Plan Amendments and Conformance Reviews	<ul style="list-style-type: none"> • 7 USA Amendments (through Sept) • 94 Sewer Extension Reviews; 4 MMSD Annexation Reviews) (through Sept) • 1 Amendment to revise point discharge location from WWTP (discontinuance of MMSD effluent discharge to Badger Mill Creek) 	<ul style="list-style-type: none"> • Work with the Ad Hoc Water Quality Planning Committee to explore and evaluate potential changes to the amendment process
Other Watershed Management Planning	<ul style="list-style-type: none"> • Continue fostering relationships with regional stakeholders to promote watershed-level planning and project execution • Renewed engagement with the Clean Lakes Alliance through membership on the Community Board 	<ul style="list-style-type: none"> • Continue building relationships with regional stakeholders, using recent Starkweather Creek and Black Earth Creek projects as springboard • Identify future opportunities to collaborate on watershed planning projects • Pursue a data initiative with the Clean Lakes Alliance to support implementation of Renew the Blue
USGS Cooperative Water Resources Monitoring Program	<ul style="list-style-type: none"> • Coordinate monitoring at 4 baseflow sites, from a list of 17 that rotate through the years • Begin coordinating monitoring at 4 additional sites within Black Earth Creek Watershed (separate funding arrangement with different partners) 	<ul style="list-style-type: none"> • Continue to administer the cooperative agreements and funding
SALT WISE		
Wisconsin Salt Wise	<ul style="list-style-type: none"> • Extensive training, outreach, communications to expand Salt Wise application practices 	<ul style="list-style-type: none"> • Conduct outreach and provide training to winter maintenance professionals • Increase public awareness of chloride as a pollutant and measures to reduce chloride pollution • Refine communications around solutions • Prepare a five-year funding plan and establish adequate funding for 2026

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
CLIMATE RESILIENCE		
Black Earth Creek Watershed Green Infrastructure Plan	<ul style="list-style-type: none"> Facilitated Steering Committee meetings for implementation of priority projects Coordinated funding efforts for ongoing water quality monitoring in Black Earth Creek and tributaries, including securing \$21,900 in DNR grants Assist Village of Cross Plans in securing \$265,842 FEMA grant for wetland/floodplain restoration project 	<ul style="list-style-type: none"> Continue to lead Steering Committee to facilitate ongoing collaborations and project implementation Provide assistance in preparing concepts, identifying funding sources, and taking initial steps toward project implementation, as requested by local communities
Tree Canopy	<ul style="list-style-type: none"> Collaboration with Dane County Tree Board (CARPC as Chair), Tree Canopy Collaborative, and Urban Tree Alliance Shorewood Hills Forest Management Plan and pilot project for iTree assessment tool Established “Growing Shade” tree canopy equity tool Received the National ESRI Significant Achievement in GIS award for integrating innovative technologies to address urban forestry challenges. Heritage Oak Tree preservation and planting project in partnership with DNR (growing trees at their nursery) Partnering with Urban Tree Alliance and Eco-Latinos on tree planting projects in disadvantaged communities and in schools, including workforce development/career pathway work with Madison Collage Partnering with Schenk and Frank Allis/Nuestro Muendo Schools to grow 	<ul style="list-style-type: none"> Integrate City of Madison’s Equity Prioritization Mapping Committee results with “Growing Shade” tool Expand partnership with schools in the county to grow heritage trees on site while providing educational experiences Partner with Driftless Conservancy and other nonprofits to expand upon mutual opportunities and synergies related to tree and prairie preservation Expand assistance provided to municipalities related to forest management plans Promote policies in comprehensive plans involving Tree Preservation Ordinances Study/investigate equitability related to ecosystem services provided by municipal street trees

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
	<p>heritage trees as an educational opportunity on site</p> <ul style="list-style-type: none"> • Citizen Scientist projects mapping Spongy Moth conditions and heritage trees 	<ul style="list-style-type: none"> • Prepare and promote tree preservation policy recommendations and guidance • Promote model tree preservation ordinances to local communities • Expand Heritage Tree Inventory with Bock Foundation funding
Midwest Climate Collaborative	<ul style="list-style-type: none"> • Development and deployment of the Midwest Climate Resource Network • Development and deployment of the Midwest Tree Canopy Hub 	<ul style="list-style-type: none"> • Continued collaboration on climate projects and potential grant funding opportunities • Co-hosting of the 2025 Midwest Climate Summit in Madison, April 30–May 2
Regional Stream Crossing Inventory and Assessment	<ul style="list-style-type: none"> • Acquired necessary equipment and training • Coordinated with partners/potential partners • Secured funding for 4 towns and began field survey work, to be completed in 2025 	<ul style="list-style-type: none"> • Contribute data to Great Lakes Stream Crossing Inventory database • Secure additional funding from WEM to complete the inventory across 21 towns • Hire an intern for this work if necessary and cost feasible
LAND USE		
Regional Development Framework	<ul style="list-style-type: none"> • Completed a strategic planning process to aligning operations and governance with effective advocacy for the RDF • Continued work on key performance indicators to be displayed on the data dashboard 	<ul style="list-style-type: none"> • Publish online Data Dashboard 2.0 that effectively communicates key performance indicators; establish update schedule
SolSmart	<ul style="list-style-type: none"> • Achieve Bronze SolSmart designation • Dane County and Sun Prairie earned Platinum designations, McFarland earned a Gold designation, and Mount Horeb received Bronze recognition 	

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
Zoning Code Assessment	<ul style="list-style-type: none"> Partnered with UW-Madison and local communities (6 who provided funding) to hire a Project Assistant to identify and recommend ways local codes can better support RDF implementation Completed the assessment 	<ul style="list-style-type: none"> Prepare a final document to communicate the assessment to participating communities effectively
Future Urban Development Area and Intergovernmental Planning	<ul style="list-style-type: none"> Participated in two growth area planning processes in the City of Fitchburg Facilitated boundary agreement discussions with the City and Town of Sun Prairie 	<ul style="list-style-type: none"> Explore with Fitchburg process options for urban service area amendment utilizing the adopted neighborhood plans Complete the Sun Prairie agreement and participate in others as appropriate
Transportation-Land Use Planning Integration	<ul style="list-style-type: none"> Participation in regional transportation planning projects Coordination of MPO review for urban service area amendments Ongoing joint webinars, branding, and messaging 	<ul style="list-style-type: none"> Continue MPO-CARPC coordination of RDF-RTP implementation Continue MPO-CARPC marketing, communications, and community outreach
Mapping and Data	<ul style="list-style-type: none"> Maintained tracking of development and updates to future land use map and dataset Coordinated with Dane County to launch creation of a shared land use map and dataset 	<ul style="list-style-type: none"> Develop a shared existing land use layer with Dane County Confederate and automate collection of future land use map changes Improve and routinize methods for tracking the location of residential units and changes over time
COMMUNITY ASSISTANCE		
Community Assistance Program	<ul style="list-style-type: none"> Evaluated and improved project management methods Completed deliverables that can serve as templates, tied to the RDF 	<ul style="list-style-type: none"> Continue to refine and routinize project creation and management tools and techniques Expand fee-for-service work contracts, including work outside Dane County

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
Village of Shorewood Hills	<ul style="list-style-type: none"> Completed Comprehensive Outdoor Recreation Plan for Village adoption Completed Forestry Management Plan for Village use 	<ul style="list-style-type: none"> No projects currently anticipated
Town of Bristol	<ul style="list-style-type: none"> Completed Comprehensive Plan Update for Town adoption 	<ul style="list-style-type: none"> Support intergovernmental communications and consideration of agreements with Windsor and Sun Prairie
Town of Rutland		<ul style="list-style-type: none"> Complete the Comprehensive Plan update Support intergovernmental communications and consideration of an agreement with the City of Stoughton
Other town projects	<ul style="list-style-type: none"> Burke cemetery mapping Ongoing mapping services for 5 towns 	<ul style="list-style-type: none"> Continue to assist five Towns with zoning mapping services Other assistance to be determined
EDUCATION AND INFORMATION		
Outreach	<ul style="list-style-type: none"> Published monthly newsletters, produce webinars, social media, updated and improve websites, updated photo library 	<ul style="list-style-type: none"> Continue current activities Develop agency communications/ outreach strategy with new Marketing/Comms Spec Complete brand implementation Offer trainings to local plan commissioners CARPC staff work with schools: speak to classes, tree planting, tutoring
COMMISSION AND ADMINISTRATION		
Commission	<ul style="list-style-type: none"> Completed Strategic Planning process and report Completed transition to Executive Director position and related agency structure 	<ul style="list-style-type: none"> Conduct commissioner training(s) led by CARPC staff on topics such as stormwater management and other topics identified by commissioners as relevant or helpful

PROGRAMS	2024 HIGHLIGHTS	2025 OBJECTIVES
	<ul style="list-style-type: none"> Facilitated an update for commissioners on groundwater supply trends and conditions in the City of Madison Coordinated commissioner training on open meetings law and ethics Convened the Ad Hoc Water Quality Planning Committee for the first time 	<ul style="list-style-type: none"> Work with the Ad Hoc Water Quality Committee to enable recommendations to the Commission regarding administration of urban service area amendments in ways that support the RDF and outcomes of Strategic Planning
Administration	<ul style="list-style-type: none"> Completed staffing and administrative system transitions Replaced outdated and mismatched office furniture (shared expense with MPO) Continued file sorting and office cleaning, moving some files to a storage unit Completed an update of the Personnel Manual 	<ul style="list-style-type: none"> Complete compensation study (if not completed in 2024) Continue file sorting, scanning and disposal

2025 Work Program Staffing

2025 staffing continues the roles on staff as of July 2024, including full-time roles approved in the June 2024 CARPC Amended Budget.

The Executive Director leads operations and administration, including agency outreach efforts, and is the primary commission liaison. The Administrative Services Manager coordinates accounting, human resources, and office administrative functions in collaboration with the Executive Director.

Acknowledging the actual structure and function of the agency, there are no longer separate divisions for environmental planning and community planning staff.

Agency staff participate in any project in accordance with their skills and availability. Water quality and climate resilience planning and initiatives are generally led by staff with an environmental focus, including a Senior Environmental Engineer, a Senior Environmental Resources Planner, an environmental engineer and two Environmental Resources Planners. Regional land use planning and community planning assistance work is generally led by staff with a community planning focus, including two Senior Planners and a Community Planner.

Outreach and education activities are coordinated by a Senior Planner and the Public Relations and Communications Specialist (25% time contract with the MPO). Mapping and data services are coordinated by multiple staff, assigned on a task-by-task basis.

Table 1 below shows the summary of total staff hours for the major 2025 Work Programs. Table 2 shows a breakdown of program hours for each staff person.

Table 1: Work Program 2025 Summary Table: Staff Hours

AGENCY PROGRAMS	STAFF HOURS	PERCENT
Water Quality Planning	5,846	32%
Salt Wise		
Climate Resilience Planning	3,758	20%
Land Use Planning	3,290	18%
Community Assistance	1,066	6%
Education and Information	1,369	5%
Administration and Commission Support	3,155	17%
TOTAL	18,483	

Table 2: Staff Hours by Program

	Executive Director	Senior Environmental Engineer	Environmental Engineer	Senior Environmental Resources Planner	Environmental Resources Planner	WI Salt Wise Program Manager	Senior Community Planner & Outreach Specialist	Senior Community Planner	Administrative Services Manager	Interns
Water Quality Planning	120	881	1160	540	1194	1760	20	20		
Salt Wise										
Climate Resilience Planning	140	639	600	1100	440		120	80		710
Land Use Planning	580	60		20	80		580	1300		378
Community Assistance	120	80		100	46		240	340		160
Information and Education	80	20					800			
Accounting, Administration and Commission Support	780	140	60	60	60	60	80	80	1820	

2025 WORK PROGRAM

The Regional Planning Commission conducts and supports planning and collaborations that support its mission to “strengthen the region by engaging communities through planning, collaboration and assistance.” The agency carries out activities through programs focusing on water quality, climate resilience, land use, community assistance, and education and information. The sections below discuss the programs and their respective elements, including: objectives, previous and current work, relationships to other activities, work descriptions and methodologies, schedules, products, hours, and funding sources.

Note: Funding is allocated based on staff hours for each program. Staff hours are multiplied by their hourly salary and fringe benefit rate to show their direct costs. Direct costs are multiplied by an indirect rate to account for overhead costs. Calculation of an indirect rate is documented in the CARPC 2024 Cost Allocation Plan (available upon request).

REGIONAL WATER QUALITY PLANNING PROGRAM

The Wisconsin Department of Natural Resources (DNR) is required to have a continuing water quality management planning process, under Wis. Stat. 283.83. These Areawide Water Quality Management Plans are defined in NR 121 as “a plan for managing, protecting and enhancing groundwater and surface water quality which considers the interrelationship of water quality and land and water resources on an areawide basis.”

CARPC conducts a variety of water quality planning activities in collaboration with the DNR, local municipalities, and other agencies and organizations in the region working to sustain our surface and groundwater resources. Much of this work is conducted as part of CARPC’s annual agreement with the DNR for water quality planning services. The regional water quality planning program includes the following major program elements:

- Plan Integration
- Plan Amendment
- Plan Consistency
- Planning and Services
- Data Studies and Services
- USGS Cooperative Water Resources Monitoring Program (Pass-Through Funding)

Plan Integration

Objectives

Ongoing plan integration objectives include:

- Communicate and coordinate the policies and recommendations contained within the adopted regional water quality management plan with local and State organizations and agencies.
- Coordinate and facilitate the interagency cooperation needed for effective plan implementation.

Previous and Current Work

Since the Commission's creation in 2007, staff have worked with a variety of designated management (plan implementation) agencies and other related organizations to implement the regional water quality management plan. Commission staff continue to serve on and provide support to several organizations that pursue implementation of the recommendations of the regional water quality management plan for Dane County, in addition to our own outreach and promotion of plan implementation initiatives. In 2024 select Commission activities included:

- Collaboration with the Clean Lakes Alliance on the Community Board and other prospective future collaborations
- Collaboration with the Madison Area Municipal Stormwater Partnership (MAMSWaP) the Green Tier Clear Waters Initiative on stormwater management and erosion control issues and best practices in the region
- Continuing to collaborate with other organizations to maintain and expand data sharing via web services on our open data portal. The portal includes a variety of interactive web maps and downloadable GIS datasets relevant to regional natural resource and land use planning.
- Prepare newsletter articles and other outreach materials which promote the Dane County Water Quality Plan.

Relationship to Other Activities

Coordinating with municipalities, organizations, and other agencies supports all the other components of water quality planning.

Work Description, Products and Schedule

This element generally involves collaborating with various implementation partners on planning and information and education efforts that will lead to improved water quality in the region.

CARPC staff will continue to serve on, and provide support to, several organizations that pursue implementation of the recommendations of the regional water quality management plan for Dane County with the aim to foster greater collaboration across regional stakeholders and provide support and expertise in pursuit of these goals.

CARPC staff continue to produce newsletter articles and other information and educational materials related to implementation of the recommendations of the regional water quality management plan for Dane County.

Estimated Annual Hours – Plan Coordination

STAFF	HOURS
Senior Environmental Engineer	200
Environmental Resources Planner	80
Environmental Engineer	50
Total	330

Funding Sources – Plan Coordination

Tax Levy	Review Fees	DNR Agreement	Total
27%	0%	73%	100%
\$12,000	\$0	\$23,000	\$35,000

Water Quality Plan Amendment

Objectives

Amendments to the *Dane County Water Quality Plan* under this element primarily result from applications to revise sewer service area boundaries and environmental corridor boundaries (in Urban Service Areas and Limited Service Areas), which may include requests for “Major Changes” to the adopted policies and criteria for Environmental Corridors.

One purpose of this process is to help protect communities from adverse water quality impacts through development of cost-effective and environmentally sound wastewater collection and treatment systems. This sewer service area planning and subsequent amendments identifies areas most suitable for sewered development. It also identifies areas where development would have an adverse impact upon water quality, which are designated as Environmental Corridors for the protection of environmentally sensitive areas.

This work seeks to identify the best management practices needed to protect groundwater and surface water from the adverse impacts of urbanization, including nonpoint source pollution.

Amendments to the *Dane County Water Quality Plan* may also result from requests for deviations or changes to certain elements of the plan. This amendment process seeks to provide for a continuing planning process.

Previous and Current Work

This is an ongoing program element. CARPC has conducted sewer service area planning and amendment services for the DNR since its formation. A total of 36 individual sewer service areas (22 urban service areas and 14 limited service areas) are currently identified in the *Dane County Water Quality Plan*. During 2023, the Commission administered ten proposed sewer service area amendments and no proposed “Major Change” amendments to Environmental Corridors. Through September 2024 there have been seven proposed sewer service area amendments and no proposed “Major Change” amendments to Environmental Corridors.

Also in 2024, the Commission administered one amendment to the water quality plan for a proposed update to a point discharge location of the Nine Springs Wastewater Treatment Plant effluent return.

CARPC established the Ad Hoc Water Quality Planning Committee in 2024 to review the process of service area amendments and make recommendations on changes to how those amendments are handled. This committee met for the first time in September and its work will continue into the first quarter of 2025.

Relationship to Other Activities

The sanitary sewer area boundaries, Environmental Corridors, and associated conditions of approval established in plan amendments are checked when detailed development plans are submitted and reviewed under the Water Quality Plan Consistency program element. Sewer service areas where a full complement of urban services is provided are referred to as Urban Service Areas (USAs), which are incorporated into comprehensive and regional plans which often include goals to direct most growth to USAs.

Work Description, Products and Schedule

Staff provide comments and assistance in response to requests and applications submitted by local units of government, conduct a public hearing process, provide detailed analysis of the proposed development and potential impacts to water quality, and maintain coordination with DNR throughout the process. In some cases, staff will work with the applicant and local community to help refine proposed plans to mitigate potential adverse impacts upon water quality and sensitive environmental resources.

This program element is ongoing and irregular with amendments being conducted over the course of the year as requests are submitted by municipalities. During 2025, it is expected that about eight proposed sewer service area amendments or proposed major change amendments to environmental corridors will be reviewed.

This work activity requires communications with representatives of local units of government, developers, and their consultants. Public hearings are held for each proposed amendment. The work involves the review of applications for consistency with the adopted policies and criteria for sewer service areas and environmental corridors. Environmental impact assessment data, assessment of proposed water distribution and wastewater collection and treatment capacity, as well as an analysis of potential environmental impacts are summarized in a staff analysis report. Staff analysis reports and water quality management letters containing final Commission recommendations are forwarded to the Wisconsin DNR for final administrative decisions in accordance with State Statutes.

Procedures for plan amendments may continue to be refined in consultation with DNR staff, as necessary to meet the requirements of Chapter NR 121 of the Wisconsin Administrative Code. All documentation, including applications, staff analysis reports, and water quality management letters, is uploaded to the DNR’s SWIMS database; sewer service area and environmental corridor GIS data is maintained in an open data portal on the CARPC website.

In 2025, in addition to maintaining the amendment program, staff will work with the Ad Hoc Water Quality Planning Committee to explore and evaluate potential changes to the amendment process to better align the program with certain priorities and goals of the Regional Development Framework, outcomes of strategic planning undertaken in 2024, and best practices employed by other RPCs, in consultation with DNR.

Estimated Annual Hours – Water Quality Plan Amendment

STAFF	HOURS
Senior Environmental Engineer	287
Environmental Engineer	270
Environmental Resources Planner	160
Senior Environmental Resources Planner	40
Senior Community Planner	20
Total	777

Funding Sources – Water Quality Plan Amendment

TAX LEVY	REVIEW FEES	DNR AGREEMENT	TOTAL
0%	91%	9%	100%
\$0	\$75,000	\$4,000	\$79,000

Water Quality Plan Consistency

Objectives

Review, comment on, and aid in the preparation of proposals for sewer development and/or revisions (minor changes) to the Environmental Corridors for consistency with the adopted regional water quality management plan.

Previous and Current Work

This is an ongoing program element. In 2023, Commission staff provided review comments on 94 sanitary sewer extensions (71 proposed public sanitary sewer extensions or reconstructions and 24 proposed commercial building sanitary sewer extensions), as required by the Wisconsin Administrative Code. Commission staff also provided review comments on 26 related stormwater management plans. Through September 2024 there have been 94 sanitary sewer extension reviews completed, of which 19 included review of stormwater management plans.

Staff also review proposed annexations to the Madison Metropolitan Sewerage District (MMSD) service area for consistency with the adopted plans of the Regional Planning Commission in accordance with the provisions of § 200.05(4)(b), 200.11(1)(b), and 200.15, Wis. Stats. In 2023, Commission staff provided reviews for 12 annexation requests. Through September 2024 there have been four MMSD annexation reviews completed.

Relationship to Other Activities

This program element is directly related to the Water Quality Plan Amendment program element, which establishes the boundaries of the planned sanitary sewer service areas, initial environmental corridors, and associated conditions of approval.

Work Description, Products and Schedule

Comments and assistance are provided in response to submittals by local units of government, consulting engineers, architects, plumbers, and others. Most of this work is reviewing urban development plans (sanitary sewer extension requests) for consistency with the *Dane County Water Quality Plan* and its conditions of approval. Review includes assessing consistency with the adopted policies and criteria for Environmental Corridors

(environmentally sensitive areas) adopted in the *Dane County Water Quality Plan*, the conditions of approval regarding stormwater management, and the approved sanitary sewer service areas. Once consistency has been established, conformance review letters (208 letters) are forwarded to the applicant, local unit of government, and Wisconsin Departments of Natural Resources (DNR).

This area of work also involves reviewing wastewater facility plans, Wisconsin Pollutant Discharge Elimination System (WPDES) permits, and Madison Metropolitan Sewerage District (MMSD) annexation requests for consistency with the *Dane County Water Quality Plan*.

This program element is ongoing and irregular with reviews being conducted over the course of the year as requests are submitted. During 2025, it is expected that about 100 sanitary sewer extension requests will be reviewed. This includes an estimated 70 proposals for public sanitary sewer extensions, about 30 proposals for private building sanitary sewers, and 30 stormwater management plans.

This work activity requires coordination with representatives of local units of government, developers, and their consultants who prepare plans for development containing sanitary sewer service. Work includes review of proposed plats, construction plans, stormwater management plans, and related materials for consistency with the approved sewer service areas, environmental corridor policies and criteria, and associated conditions of approval established by the adopted regional water quality management plan.

Estimated Annual Hours – Water Quality Plan Consistency

STAFF	HOURS
Environmental Engineer	580
Senior Environmental Engineer	100
Environmental Resource Planner	150
Total	830

Funding Sources – Water Quality Plan Consistency

TAX LEVY	REVIEW FEES	DNR AGREEMENT	TOTAL
0%	90%	10%	100%
\$13,800	\$43,000	\$15,000	\$71,800

Water Quality Planning and Services

Objectives

Water Quality Planning and Services objectives are to assist local and State-designated management agencies and local watershed groups in conducting planning studies as needed to implement the point source and nonpoint source pollution abatement measures recommended in the adopted regional water quality management plan. Additionally, work completed within this element will seek to provide periodic updates to components of the water quality plan and/or advance the goals and recommendations of the plan.

Previous and Current Work

CARPC has regularly updated appendices of the *Dane County Water Quality Plan* as needed. In 2024, CARPC completed a comprehensive update to the Environmental Corridors Appendix to the Plan. In 2025, CARPC seeks to evaluate and, subject to securing necessary funding, provide a comprehensive update to the Summary Plan document, which serves as the central document of the Water Quality Plan.

CARPC recently started working with local organizations and municipalities to support watershed planning studies, starting with the Starkweather Creek Watershed Chloride Management Plan. Watershed planning services have expanded since then to include the *Lake Waubesa - Lake Management Plan* and, in the Climate Resiliency Program, the *Black Earth Creek Watershed - Green Infrastructure Plan*. Other projects within this element include creating and populating a web-based database of green infrastructure projects, developing an urban design guide for incorporating green infrastructure practices, and participating in a stakeholder group for the health and resilience of Badger Mill Creek.

Relationship to Other Activities

While the primary purpose of this program element is water quality, many of the projects implemented as a result of planning efforts conducted under this program will also have stormwater runoff volume reduction (water quantity) and other climate resiliency benefits which contribute to the objectives of the Regional Climate Resilience Planning Program. The Starkweather Creek Watershed Chloride Management Plan works with the Wisconsin Salt Wise program to educate landowners in the watershed about salt application practices that reduce chloride pollution. Water quality planning services are also integral to the Regional

Development Framework goal of conserving important natural resources and the objectives of increasing the tree canopy and directing growth away from important natural areas.

Work Description, Products and Schedule

Environmental Corridors Report Update

The current Environmental Corridors (EC) Report was adopted in 1996 and is being updated with current data and to add the concept of Voluntary Environmental Corridor (formerly known as Stewardship Areas) as described in the Regional Development Framework.

Voluntary Environmental Corridors are those locations recommended for voluntary expansion of Environmental Corridors, typically because of the presence of potentially restorable wetlands and/or the 0.2% annual chance floodplain. 2024 work included a draft report for Steering Committee review, a presentation to the Commission in September, a revised draft for Commission and public review, and a public hearing. Commission action on the updated report is anticipated by January 2025.

In 2025, staff will update various spatial datasets related to Environmental Corridors and Voluntary Environmental Corridors contained in the Open Data Portal mapping. Also in 2025, staff will bring forward for Commission and stakeholder review proposed amendments to the Environmental Corridor Policies and Criteria, as adopted in the *Dane County Water Quality Plan*. The Policies and Criteria were established in 2008 to guide the administration of environmental corridors. Since then, staff have established additional, informal guidance documents to address ambiguities in the wording of the Policies and Criteria. This policy update is intended to formalize that content and address any perceived gaps in the features protected by EC designation (pending Commission recommendation and DNR approval of the revised policy). This will be followed by plan implementation work which includes communication and outreach to increase awareness of key elements of the Report and associated policies.

Starkweather Creek Watershed Chloride Management Plan

A new initiative in 2020 was chloride management planning for Starkweather Creek in collaboration with the City of Madison, Friends of Starkweather Creek, and other key stakeholders. The plan quantifies chloride sources in the Starkweather Creek Watershed, developed a framework for focused implementation of chloride best management practices in the watershed, and developed a methodology for monitoring and quantifying resulting chloride reductions. In 2024 a collaboration between Operation Fresh Start, CARPC, the UW

State Cartographer's Office, Friends of Starkweather Creek and USGS were awarded \$10,000 to expand continuous chloride monitoring at 8 locations from the UW Community-Based Research Grant (CBRG). The project has a focus on social justice and involving community research in addition to identifying point source contributions to chloride in the watershed. Operation Fresh Start's Conservation Academy purpose is to provide environmental workforce development and skills training for 18- to 24-year-old recent high school graduates coming from underserved communities. Members of the Conservation Academy will learn how to install advanced water quality monitoring equipment, conduct water flow measurement and create GIS field mapping applications to view data collected from the field in real time.

Beginning in 2025 a Technical Advisory Committee will be formed with the purpose of identifying our team's next steps in improving water quality in the watershed. The team will be tasked with identifying the most appropriate models to estimate chloride loads, identifying additional water quality contaminants to monitor and seek sources for additional funding. The group also plans to work with Madison/Dane County Public Health to collect and share with DNR lab samples of sufficient quality to be added to the DNR database tracking creek health.

Lake Waubesa Lake Management Plan

The Lake Waubesa Conservation Association was awarded a DNR Surface Water Grant in 2023 from Wisconsin DNR to create a Comprehensive Lake Management Plan for Lake Waubesa. In partnership with LWCA, CARPC is leading the planning effort to create a long-term vision for improving and protecting Lake Waubesa. In 2024 work on this project included quarterly meetings with a Steering Committee, identifying priority action areas based on the results of field survey work and stormwater modeling, preparation of a technical report, and CARPC and DNR plan approvals. All work on this project is anticipated to be complete by the end of 2024.

Other Watershed Management Planning

Building upon the success of recent watershed planning efforts, staff will continue building relationships with regional stakeholders and local water groups, with the goal to identify future opportunities to collaborate on or advance projects which align with the priorities and recommendations of the *Dane County Water Quality Plan*. In 2025, this is anticipated to include grant administration and coordination for two or three implementation projects for

which funding through the FEMA Pre-Disaster Flood Resilience Grant program has been applied for (note: this same funding source has been sought for the Stream Crossing Inventory work, described within the Regional Climate Resilience Planning Program section). We will also be discussing collaboration opportunities with the Clean Lakes Alliance to support implementation of Renew the Blue.

Estimated Annual Hours – Planning Services

STAFF	HOURS
Environmental Resources Planner	440
Senior Environmental Resources Planner	180
Senior Environmental Engineer	60
Environmental Engineer	20
Wisconsin Salt Wise Program Manager	20
Senior Community Planner & Outreach Coord	20
Total	740

Funding Sources – Planning Services

Tax Levy	Review Fees	DNR Agreement	Total
53%	11%	36%	100%
\$42,900	\$7,900	\$17,800	\$68,500

Data Studies and Services

Objectives

- Maintain in-house datasets and make data available to the public via an open data portal
- Produce various interactive web maps

Previous and Current Work

CARPC has maintained environmental resources datasets such as environmental corridors, Sewer Service Area Amendments, internally drained areas and a variety of historical data sets including plat maps, Public Land Survey Sketch Maps and historical aerial photos. More recently, CARPC has expanded the available datasets and made them available on the Open Data Portal website. 2024 additions to the Open Data Portal include:

- Conservation Prioritization Tool for Mendota/Yahara Watersheds
- Village of Shorewood Hills Tree Inventory
- Growing Shade: an equitable canopy cover prioritization tool
- Heritage Oak Progeny Mapping Tool
- Statewide Water Trail Blockage Reporter web map

Comprehensive Plan Tracking MapPlanned 2025 Open Data Portal web maps include:

- Statewide 1800's Witness Tree viewer
- Statewide Old Growth Forest map viewer
- Statewide prairie and grassland map viewer
- Starkweather Creek Chloride Load map
- Distinguished Trees of Dane County

Relationship to Other Activities

Datasets and mapping provide the data necessary for staff to carry out other elements of the regional water quality management planning program. Likewise, some of this work is informed by work completed under other elements.

Work Description, Products and Schedule

This is an ongoing program element that involves updating and maintaining datasets and modernizing and improving usability and access for staff and the public.

Estimated Annual Hours – Data Studies and Services

STAFF	HOURS
Senior Environmental Resources Planner	200
Environmental Resources Planner	200

Environmental Engineer	80
Senior Environmental Engineer	40
Total	520

Funding Sources – Data Studies and Services

TAX LEVY	REVIEW FEES	DNR AGREEMENT	TOTAL
0%	0%	10%	100%
\$15,600	\$0	\$35,200	\$50,800

General Water Quality Planning Activities

Objectives

Many smaller tasks and work areas do not fall nicely into one of the previous well-defined program elements, but are essential to advancing water quality planning in general. The objective of this element is to support all the Regional Water Quality Planning Program elements.

Previous and Current Work

CARPC has a long history of water quality planning activities and dedicate several staff almost exclusively to furthering and implementing this planning work. Day-to-day activities not directly in support of other specific elements or Programs are critical to maintaining the necessary framework for execution of other work elements.

Relationship to Other Activities

This activity supports all other activities within the Regional Water Quality Planning Program.

Work Description, Products and Schedule

This is an ongoing activity and includes general administration and clerical work, external relations, and professional development and training.

Estimated Annual Hours – Data Studies and Services

STAFF	HOURS
Senior Environmental Engineer	
Environmental Engineer	
Senior Environmental Resources Planner	
Environmental Resources Planner	
Liz / Matt K???	
Total	670

Funding Sources – Data Studies and Services

TAX LEVY	REVIEW FEES	DNR AGREEMENT	TOTAL
0%	0%	10%	100%
\$15,600	\$0	\$35,200	\$50,800

USGS COOPERATIVE WATER RESOURCES MONITORING PROGRAM

Objectives

- To provide long-term records of stream flow, water quality, and lake level data in support of local, State, and Federal water resources management decisions.
- Facilitate the implementation of the regional water quality management plan with our communities.
- Support communities in making water quality decisions that strengthen our region.

Previous and Current Work

This is an ongoing program element. The U.S. Geological Survey (USGS) conducts streamflow and lake monitoring to collect water quality and flow data at sites across the County (and beyond). For many years, CARPC has partnered with local municipalities and USGS to have continuous streamflow data and water quality samples collected and published by USGS for a network of four sites (Spring Harbor Storm Sewer in Madison, Pheasant Branch at USH 12 in Middleton, Yahara River at Windsor, and Yahara River at STH 113 in Westport). Continuous streamflow data is collected with gages at four additional sites (Yahara River at Madison, McFarland, and Stoughton; Black Earth Creek at Black Earth). Additionally, baseflow and water quality sampling is conducted annually at four sites, which are rotated among 17 sites throughout the region (Black Earth Creek, West Branch Sugar River, Mt. Vernon Creek, Yahara River, Token Creek, Sixmile Creek, Dorn Creek, Pheasant Branch, East Branch Starkweather Creek, West Branch Starkweather Creek, Nine Spring Creek, Door Creek, Badfish Creek, Koshkonong Creek, and the Maunasha River). Continuous lake level data is collected with gages at Lakes Mendota, Monona, Kegonsa, and Waubesa.

In 2024, through our implementation work with the Black Earth Creek Green Infrastructure Plan, CARPC also has partnered with local governmental and nongovernmental organizations to have additional streamflow monitoring performed along Black Earth Creek.

Relationship to Other Activities

The streamflow, water quality, and lake level data collected through this program element are essential for the regional water quality planning and regional climate resilience planning programs.

Work Description, Products and Schedule

This project involves the preparation of annual contracts with the U.S. Geological Survey (USGS) and the local funding partners and administration of invoice payments. This is an ongoing program carried out over the course of the year on an annual basis. The USGS performs the gage maintenance and sampling work and collects and publishes the data. Data from most gages is available electronically on a real time basis from the [USGS website](#). The data is also published in a report by the USGS. Much of the data is also used in the CARPC water quality plan website and associated agency reports.

Estimated Annual Hours – USGS Cooperative Water Resources Monitoring Program

This is a pass-through project. Minimal program staff time is allocated to this project.

STAFF	HOURS
Senior Environmental Engineer	20
Environmental Resources Planner	14
Total	1,760

Funding Sources – USGS Cooperative Water Resources Monitoring Program

TAX LEVY	USGS	SERVICE AGREEMENTS	TOTAL
0%	39%	61%	100%
\$0	\$79,509	\$ 124,602	\$204,111

WI SALT WISE PROGRAM

Objectives

- Provide information, education, best practices, and training to support the reduction of salt pollution in our lakes, streams and drinking water.
- Support communities in making water quality decisions that strengthen our region.
- Other objectives are described in the 2025 activities below.

Previous and Current Work

The WI Salt Wise Partnership began around 2015 as a collaboration of local agencies working together toward the common goal to provide information, education, and best practices to reduce salt pollution in our lakes, streams and drinking water. Starting in 2020, a staff position for the program was housed within the Madison Metropolitan Sewerage District with grant assistance from the Fund for Lake Michigan and funding from a group of key partners, including CARPC.

Relationship to Other Activities

The information, education, best practices, and training provided through this program is a key component of the chloride pollutant reduction strategies in the regional water quality planning program.

Work Description, Products and Schedule

This program generally involves collaborating with various implementation partners on training, information, and education efforts that will reduce salt pollution and lead to improved water quality in the region and beyond.

Specific activities currently expected to be undertaken or continue in 2025 include:

- **Winter Maintenance Professionals Outreach and Training.** This involves promoting improved practices by connecting practitioners to resources, experts, and peers via practitioner workshops with equipment open house events, webinars, and site visits. In 2024, we revamped our Parking Lots and Sidewalks course for contractors, K-12 and higher education facility staff, Parks staff, etc. We will continue to review and update that material and revisit the Roads training. As we've received a growing number of

requests to provide agency trainings, it makes sense to transition from a stock training to more individualized workshops to support change management.

- **Public Education.** Winter maintenance professionals repeatedly identify level of service expectations from residents and clients as the primary barrier to salt reduction. This activity aims to increase public understanding that salt is a pollutant, via WI Salt Awareness Week and other educational efforts, with the support of statewide partners. Targeted outreach will continue in the Lake Wingra and Starkweather Creek watersheds; two waterbodies in Dane County that are impaired with high salt loading. Other activities will include promoting Salt Wise Champions, promoting citizen science monitoring through the Winter Salt Watch, social media, website, and coordination with media outlets.
- **Prepare a five-year funding plan:** The Salt Wise program is primarily funded through a three-year grant that extends through 2025. A funding plan to sustain the program past this grant will be developed.

Estimated Annual Hours – Salt Wise Program

STAFF	HOURS
WI Salt Wise Program Manager	1,700
Total	1,760

Funding Sources – Salt Wise Program

TAX LEVY	GRANTS	SERVICE AGREEMENTS AND DONATIONS	TOTAL
46%	37%	17%	100%
\$87,500	\$75,000	\$35,000	\$197,500

REGIONAL CLIMATE RESILIENCE PLANNING PROGRAM

Objectives

- Collaborate with communities in the region to develop and implement plans that build regional climate resilience.
- Support communities in making decisions that strengthen regional climate resilience.
- Project-specific objectives as listed below.

Previous and Current Work

In response to historic flooding in the fall of 2018, the Regional Planning Commission began exploring options for a coordinated, inter-municipal approach to address flooding. In 2020, staff began working with communities and other key stakeholders in the Black Earth Creek watershed on a plan to build flood resilience using green infrastructure. The plan was completed in 2022. In 2024, CARPC assisted communities and other stakeholders with plan implementation, including securing \$21,900 in DNR grant funding for water quality and flow monitoring and helping the Village of Cross Plains secure \$265,842 in FEMA funding for a wetland/floodplain restoration project.

Robust GIS data allows us to understand how stormwater and streams flow across municipal boundaries. However, many smaller communities don't have the GIS capabilities needed to map their own culverts, detention basins, and other stormwater infrastructure. To address this gap, CARPC staff launched a pilot project in 2024 to test the feasibility of developing a regional GIS dataset to evaluate stream crossings for fish passage and flood resilience using the Great Lakes Stream Crossing Inventory criteria. This pilot was funded by a Bipartisan Infrastructure Law (BIL) supplemental local aid grant through the Wisconsin DNR, and the data collected was added to the Great Lakes Stream Crossing Inventory database.

In 2024 CARPC also expanded upon other efforts to increase climate resilience in the region through partnerships with the Dane County Tree Canopy Collaborative and the Midwest Climate Collaborative. The Tree Canopy Collaborative aims to collectively maintain, protect, and expand public and private tree canopy across Dane County, with a particular focus on ensuring equitable access to trees and their associated benefits for all residents. One major accomplishment of CARPC's work in 2024 was the creation of Growing Shade, a tree canopy equity tool that identifies the percentage of tree canopy cover by census tract geography and can compare that to demographic data for the same geographies.

In 2024, CARPC staff worked with the Urban Tree Alliance (a local non-profit focused on increasing canopy cover for underserved areas), Operation Fresh Start and Eco-Latinos on tree planting projects for schools and disadvantaged communities in the South Side of Madison. Project work included workforce development/career pathway development with Madison College.

CARPC also conducted a forest inventory and historic analysis for the Yahara and Mendota watersheds through a collaborative project with the Urban Tree Alliance funded through the Bock Foundation. This project's goal was to identify remnant old growth forest patches and raise the awareness of the lack of protection mechanisms available for landowners to preserve these significant forest patches which constitute only 1-2% of Dane County's landscape.

A collaborative project between the Dane County Tree Board, CARPC, Operation Fresh Start and the Madison/Sun Prairie School districts has been developed to create curriculum for teachers to educate and blend the mechanisms of how to grow trees while relating to math and writing curriculum. Currently this collaboration has established Tree Cribs at 5 school locations to grow trees which can then be distributed to the families and communities. Planning for 2025 has the Village of Cambridge and Mt. Horeb to be the next participants of the program developed.

The Midwest Climate Collaborative (MCC) works to facilitate the development of a coherent Midwestern response to the climate crisis through acceleration of climate action, knowledge generation and leader development led by a cross-sector collaboration of key organizations throughout the Midwest. Since joining the MCC as a founding member in 2022, CARPC staff have helped develop a Climate Asset Map, partnered on a National Science Foundation CIVIC grant application to mitigate the urban heat island effect using trees, and attended the annual Midwest Climate Summit each year. In 2024, CARPC signed on to co-chair the 2025 Midwest Climate Summit, which will take place in Madison April 30 through May 2.

Relationship to Other Activities

While the primary purpose of this program is climate resilience, many of the Regional Climate Resilience Planning program activities also address Water Quality Planning program objectives by generating water quality benefits. These activities are also integral to achieving the Regional Development Framework goal of reducing greenhouse gas emissions and increasing climate and flood resilience.

Work Description, Products and Schedule

This program generally involves collaborating with various partners on planning efforts that will lead to greater climate resilience in the region, with an emphasis on the implementation of various forms of green infrastructure. Specific projects currently expected to begin or continue in 2025 include:

Green Infrastructure Plan for the Black Earth Creek Watershed

In 2025, CARPC will continue to lead the Steering Committee toward implementing priority projects identified in the Plan. This may include helping prepare concepts, identifying funding sources, and taking initial steps toward project implementation, as requested by local communities and stakeholders.

Tree Canopy Partnerships and Initiatives

In 2025, CARPC will continue the Growing Shade and Heritage Oak preservation and planting programs. CARPC will work to expand educational programs for students to collect seeds and grow trees on site at schools in collaboration with The Dane County Tree Board and the Wisconsin DNR. Additionally, CARPC is working with the Dane County Tree Board and the Tree Canopy Collaborative (TCC) to promote tree preservation ordinances and planning policies, and work toward a model ordinance for adaptation by municipalities. CARPC will continue working with City of Madison's Equity Prioritization Mapping Committee to integrate their work with the "Growing Shade" tool developed by CARPC and will continue to promote the equitable distribution of ecosystem services provided by municipally-owned street trees. CARPC will partner with Driftless Conservancy and other non-profits to support tree and prairie preservation.

Midwest Climate Collaborative

In 2025, CARPC staff will help put on the 2025 Midwest Climate Summit in Madison, including developing the event program, coordinating with the event Planning Committee and subcommittees, and connecting Dane County stakeholders to the event. Other specific projects include the development of the Midwest Climate Resource Network - a database tool developed to catalog entities focused on environmental and climate work in the Midwest,

and the Midwest Tree Canopy Hub - a resource for those involved in urban forestry where tree preservation strategies and policies are shared.

Regional Stream Crossing Inventory and Assessment

In 2025, work on this project will include completing the pilot project and expanding it to include the rest of the non-driftless portion of Dane County (Trout Unlimited is working on the driftless portion). This project is expected to continue for multiple years. CARPC is applying for state grant funding through the newly created Pre-Disaster Flood Resilience Grant program to partially cover project costs. If fully funded, this project will require an intern to help handle the workload.

Estimated Annual Hours – Climate Resilience Projects

STAFF	HOURS
Executive Director	140
Senior Environmental Engineer	639
Environmental Engineer	600
Senior Environmental Resources Planner – Land Resources	1,100
Environmental Resources Planner	440
Senior Community Planner and Outreach Coordinator	350
Senior Community Planner	80
Interns	710
Total	3,829

Funding Sources – Climate Resilience Projects

TAX LEVY	TOTAL
100%	100%
\$354,700	\$354,700

CARPC has sought funding to support the Regional Stream Crossing Inventory and Assessment.

LAND USE PLANNING PROGRAM

The Regional Planning Commission is charged under state statutes with “the function and duty of making and adopting a master plan for the physical development of the region.” This involves facilitating processes that build broad agreement on goals and objectives for how the region grows, preparing and updating a regional land use plan, and maintaining mapping and data systems.

Regional Development Framework

Objectives

- Maintain, update, and implement the [*Regional Development Framework*](#) to support local planning and development that aligns with shared regional goals and objectives.
- Conduct outreach and provide staff professional development to support regional land use planning.

Previous and Current Work

CARPC’s predecessor, the Dane County Regional Planning Commission, adopted the region’s first countywide *Land Use Plan* in 1973, followed by a *Regional Development Guide* in 1985, and the *Dane County Land Use and Transportation Plan (Vision 2020)* in 1997. These plans created a framework for planning in the region that directed most growth to urban areas served by a full complement of urban services, described a protected network of open space and environmental corridors, and identified farmland preservation areas. These themes continue to inform current regional planning efforts.

CARPC’s *2050 Regional Development Framework*, adopted on June 9, 2022, capped a six-year planning effort founded on a regional visioning process called A Greater Madison Vision that engaged stakeholders, leaders, and the public to identify priorities for growth. CARPC then worked with local units of government to prepare the Framework, including establishing goals, objectives, strategies, and performance indicators and preparing a 2050 growth scenario that modeled projected population, household, and employment growth.

Following adoption of the Regional Development Framework, CARPC has focused on implementing the Framework and tracking performance indicators, particularly those related to development strategies. Implementation activities included formation of a Proactive Planning Committee to assess opportunities for CARPC to work with local communities on

implementation and to provide recommendations to the Commission. In June 2023, the Commission approved the Proactive Planning Committee's recommendations to:

- Engage with communities earlier in the planning process
- Promote cooperative and intergovernmental planning for future urban development
- Build on CARPC's strengths of technical expertise and as a leading regional organization
- Consider changes to the USA amendment process

Working with a consultant, CARPC conducted a strategic planning process in 2024 to help commissioners and staff identify, evaluate, and implement changes to agency operations and governance that would best align with the recommendations of the Proactive Planning Committee. Six in-person events from January to July 2024 examined CARPC's past planning and future opportunities in the context of relationships, services, revenues, and roles.

CARPC prepared an online data dashboard to track, display, and report on progress towards key performance indicators in the *Regional Development Framework*.

In 2024, CARPC partnered with UW-Madison and local communities to hire a student Project Assistant to identify potential changes to local zoning codes that would help achieve Framework goals and objectives. Six local communities contributed financially to the project.

In 2024, CARPC piloted two projects focused on future urban development areas and intergovernmental planning. Staff hosted meetings between officials from the City and Town of Sun Prairie to develop an intergovernmental agreement governing future urban development and environmental resource preservation. Staff also assisted the City of Fitchburg with neighborhood planning in two designated future urban development areas (FUDAs). Each of these projects will also consider how FUDA plans could also support more comprehensive and cooperative processes for amending the boundaries of Urban Service Areas, as recommended by the Proactive Planning Committee.

Also in 2024, CARPC achieved Bronze-level regional designation from SolSmart, a national program that works with organizations and municipalities to enhance solar energy use. In alignment with the Regional Development Framework goal to reduce emissions and foster climate resilience, CARPC partnered with the Dane County Office of Energy and Climate Change and the communities of McFarland, Middleton, Mount Horeb, and Sun Prairie to collectively pursue SolSmart designations in 2023. Through this collaborative process, Dane County and Sun Prairie earned Platinum designations, McFarland earned a Gold designation, and Mount Horeb received Bronze recognition in 2024.

Relationship to Other Activities

In addition to administering [regional plans](#) for land use (*Regional Development Framework*) and water quality (*Dane County Water Quality Plan*), CARPC works closely with other regional entities that plan for regional transportation, economic development, parks and open space, water quality, farmland preservation, and health. CARPC works particularly closely with its partner agency, the Greater Madison MPO, to integrate regional land use, transportation, and environmental planning.

The *Regional Development Framework* includes goals, objectives, strategies, implementation guidance, and performance indicators that relate to CARPC's Environmental Resources programs. Recommendations by the Proactive Planning Committee on how to effectively implement the Framework include changing the process for amending Urban Service Area boundaries (see the Water Quality Plan Amendment section for more on this effort).

Much of the agency's education and information activities relate to the Framework. A portion of CARPC data systems work involves tracking and analyzing data for Framework performance indicators. Our planning assistance to local communities is an important Implementation method for the *Regional Development Framework* – in those efforts we reinforce Framework goals and objectives, highlighting and encouraging consistency with the regional plan.

Work Description, Products and Schedule

In 2025, CARPC will continue to focus on implementation of the *Regional Development Framework* as described below.

Zoning Code Assessment

CARPC will complete the assessment that provides recommendations to communities for revising their zoning codes to increase local capacity to carry out *Regional Development Framework* strategies.

Future Urban Development Area and Intergovernmental Planning

CARPC will continue FUDA and intergovernmental planning initiatives with local units of government with the intent to foster cooperative and comprehensive plans for future urban development and urban service areas.

Regional Coordination

In 2025, CARPC will continue working with our partner agencies, including the Greater Madison MPO, the Dane County Office of Energy & Climate Change, Dane County Planning & Zoning, the Madison Region Economic Partnership (MadREP), and others to align our planning, assistance, and outreach activities at the regional level. These efforts include routine meetings that connect CARPC staff with staff from each of our key partner agencies to share information and coordinate shared or complementary initiatives.

Additional Framework implementation measures in 2025 will include:

- Revise, update and publish an online Data Dashboard 2.0 that effectively communicates key performance indicators.
- Promote implementation through outreach, education, and planning assistance.

Estimated Annual Hours – Land Use Planning & RDF Implementation

STAFF	HOURS
Executive Director	220
Senior Community Planner	510
Senior Community Planner & Outreach Coordinator	180
Environmental Resources Planner	80
Senior Environmental Engineer	40
Interns	422
Total	1,452

Funding Source – Land Use Planning & RDF Implementation

TAX LEVY
100%
\$143,700

Regional Transportation–Land Use Planning Integration Program

Objective

- Integrate regional land use, transportation, and environmental planning in the Dane County region.

Previous and Current Work

CARPC has been working with the MPO for many years to coordinate transportation and land use planning. CARPC periodically updates projections of population and demand for urban land development at the municipal and urban service area level, which the MPO uses for updates of the regional transportation plan. MPO staff conduct transportation analyses of applications to amend sewer service area boundaries, which are provided as recommendations to applicant municipalities.

CARPC and MPO staff also coordinate outreach and education activities through local presentations, joint webinars, and a joint Communications and Outreach Workgroup. These activities are coordinated by a Marketing and Communications Specialist who is an employee of the MPO with 25% of her time dedicated by contract to CARPC.

Work Description, Products and Schedule

CARPC works under contract with the Wisconsin Department of Transportation (WisDOT), which provides funding for some of CARPC’s land use and transportation integration activities. CARPC contracts with the MPO to perform various transportation-related activities. Activities and projects anticipated for 2025 include:

- a. Coordinating implementation of the *Regional Development Framework* and the *Connect Greater Madison 2050 Regional Transportation Plan*. Coordination activities may include efforts on measuring performance indicators (though WisDOT funds will not be used for CARPC work on performance indicators).
- b. Conducting joint education and outreach activities. CARPC and MPO staff will conduct approximately four webinars on land use, transportation, and environmental topics of interest to local community officials. This education series provides a valuable service to local governments, strengthens the perception of CARPC and the MPO as partner agencies, and communicates the value of integrated regional planning.

- c. Contracting with the MPO for 25 percent of the MPO Marketing & Communications Specialist position (WisDOT funds will not be used for this contract).
- d. Continuing to hold regular joint staff meetings and make presentations at commission/board meetings when policy coordination is needed.
- e. MPO staff will provide transportation planning services to local planning projects coordinated by CARPC. These may include preparation of transportation analyses and recommendations related to sewer service area amendments and other local planning projects.
 - a. *Sewer Service Area Amendments.* For applications that CARPC receives for amendment to sewer service area (SSA) boundaries, MPO staff may review the applications and make recommendations where appropriate for revisions to improve transportation system function and to achieve greater consistency with Regional Transportation Plan goals and policies. CARPC pays the MPO for the transportation review part of the SSA amendment review with funds it receives from WisDOT. Funding for CARPC review of SSA amendments comes from sources other than WisDOT.
 - b. *Other local planning projects.* CARPC provides planning services to local communities (see [Community Assistance Planning Program](#)). Assistance such as comprehensive planning can include transportation planning. Transportation planning services provided by MPO staff for such projects may be supported by WisDOT funding. CARPC planning services will be funded from sources other than WisDOT.
- f. Monitoring and participating in MPO transportation planning activities, as appropriate.
- g. Assisting local communities with the Transportation Alternatives Program and/or WisDOT grant applications.
- h. Participating in quarterly FHWA/MPO/RPC/WisDOT meetings to discuss transportation planning, policy, financial and technical issues, and questions.
- i. Participating in statewide and regional major corridor planning and environmental feasibility studies as coordinated by WisDOT.
- j. Participating in *Public Transit Human Service Transportation Plan* work activities as needed.
- k. Preparing population projections and assisting the MPO with associated travel demand projections with those projections.

Estimated Annual Hours – Regional Transportation–Land Use Planning Integration Program

STAFF	HOURS
Executive Director	40
Senior Community Planner and Outreach Coordinator	80
Senior Community Planner	40
Total	160

Funding Sources – Regional Transportation–Land Use Planning Integration Program

WisDOT provides funding for this program through the Rural Transportation Work Program (RTWP) and State Planning and Research (SPR) funds. Funding comes from a combination of federal and state monies. The RTWP budget allocation requires a 10% local match, which CARPC provides from levy funding. A portion of the federal and state funds are passed through to the MPO to conduct activities in item e. above.

Fed-State Funds- CARPC	Fed-State Funds- MPO	Local Match	WisDOT Total
51%	39%	10%	100%
\$7,093	\$5,457	\$1,394	\$13,945

Funding Sources – CARPC

The table below shows the total staff cost budgeted by CARPC for this program, the portion of that cost covered by federal and state funds through the RTWP/SPR funding, and the balance funded by the local tax levy.

TAX LEVY	WISDOT	TOTAL
66%	34%	100%
\$13,829	\$7,093	\$20,922

Data And Mapping

Data and mapping activities include land use inventories, geospatial data collection, analysis and mapping, tracking of key performance indicators for the Regional Development Framework, and data system management.

Objectives

- Maintain historical and up-to-date and detailed inventories of land use in the region.
- Collect, analyze and maintain data for key performance indicators that monitor implementation of the Regional Development Framework
- Share data and collaborate on data and mapping initiatives with agency and community partners
- Maintain GIS geodata and mapping systems that enable the above objectives

Previous and Current Work

The Dane County Regional Planning Commission, predecessor to CARPC, working in conjunction with Dane County, started inventorying land uses shortly after it was established in 1969. The comprehensive, county-wide Land Use Inventory as it is currently carried out began in 2000. The process has been repeated every five years since. CARPC will collect data from the incorporated municipalities in Dane County for the 2025 inventory as well as collecting data from watersheds shared with neighboring counties.

Work establishing shared, online current and future land use layers editable by CARPC as well as Dane County will be ongoing in 2025 and beyond. General land use data will be updated as new planning and development details become available.

Relationship to Other Activities

Land Use Inventories and mapping are essential tools for carrying out planning activities. The breakdown of land uses is used by local communities for updating their comprehensive plans, and for updating regional land use and transportation plans.

Data are essential to the Agency's role in projecting future population, housing, and land demand. These projections are used by CARPC in the Regional Development Framework and Sewer Service Area amendment processes, and they are used by our agency and municipal partners across the region to support their own planning processes.

Data from this program element are also essential to education and outreach in service of the Regional Development Framework.

Work Description, Products and Schedule

The agency accesses county geographic information system (GIS) datasets to prepare maps that support agency and outside planning efforts. In 2025 staff will continue making data available to communities and the public in the form of online datasets and reports. Staff will reference local comprehensive plans, neighborhood plans, and locally approved, site-specific development plans such as Planned Unit Developments (PUD) or General Development Plans to map future land use. Other GIS layers like plats, Certified Survey Maps (CSM), and addressing points will also be referenced to locate future development.

For the current land use layer, staff will record general land use categories county wide. Sources for these data include development news reports, local planning staff communications, sewer extension approval letters, tax records, and aerial or on-site verification. This effort will be assisted by Dane County staff. CARPC and County staff will be able to jointly edit general land use information for future and current conditions in a shared, online dataset. Additionally, CARPC and County staff will investigate implementation of change detection and pattern recognition GIS tools to simplify and automate data collection.

Work products include the Land Use Inventory, current land use, and future land use datasets and reports. Providing land use data and maps and maintaining current and future land use layers is ongoing throughout the year.

Data work includes compiling and analyzing a variety of land use, demographic, environmental, economic, and other data. In 2025, staff will continue the publication and refinement of authoritative sets of historical demographic and economic data in an internal format for Agency use. Staff will also conduct on-going analyses of these data and maintain information about shifts in trends over time, changes to methodologies in how the data are collected or reported and keep records of the recommended best uses for the data. Work in 2025 will include investigating ways to streamline and automate data collection.

Recognizing the interconnectedness of the region, and when feasible due to limited cost or outside cost assistance, staff will expand data offerings to include neighboring counties.

Work in 2025 and beyond will also include maintaining documents outlining the data kept, methods used, and metadata related to the datasets.

Staff will improve upon the Regional Development Framework indicator dashboard created in 2023 to track key performance indicators (KPIs). Efforts in 2025 will include improving the user interface and work to expand supporting data offered.

Data from this program element will be officially represented in documents like the annual report, trends reports, staff analyses, newsletter posts, website hosted materials, etc. which fall under other areas of the work program.

Collation of data in support of the Sewer Service Area amendment process, the Regional Development Framework outreach, Water Quality Plan, Community Assistance Planning, and Agency publications will be ongoing in 2025 and beyond.

Estimated Annual Hours

STAFF	HOURS
Senior Community Planner	510
Interns	280
Total	790

Funding Source

TAX LEVY
100%
74,400

Other Land Use Planning Activities

Other activities include administration, education, external relations, strategic planning, and professional development. These activities account for a total of 948 hours and \$120,600.

COMMUNITY ASSISTANCE PLANNING PROGRAM

Objectives

- Provide planning and data resources to meet the needs of local communities.
- Increase community capacity to address local planning needs and collaborate with other units of government.
- Strengthen regional capacity to collaborate on shared issues and achieve the goals and objectives outlined in regional plans.

Previous and Current Work

CARPC has provided planning services since its start in 2007. The Agency began providing more extensive planning services in 2019 by assisting a consulting firm with the update of the Village of Mazomanie's comprehensive plan. Since then, services have expanded to meet growing demand.

In 2024, CARPC helped the Village of Shorewood Hills complete a Community Forestry Management Plan and worked with the Lake Waubesa Conservation Association to develop a comprehensive lake management plan. CARPC is also helping the Towns of Bristol and Rutland update their comprehensive plans. Staff hosted discussions between officials from the Town and City of Sun Prairie to develop an intergovernmental agreement regarding future land uses. CARPC participated in two neighborhood planning processes in the City of Fitchburg. CARPC also continued to host and maintain official zoning maps for five townships and provided mapping and data services for zoning, environmentally sensitive areas, agricultural lands, and other analysis upon request.

Relationship to Other Activities

Planning assistance to local communities complements and supports regional planning efforts. Agency data and mapping systems support local planning work. Outreach, education, and information provided by CARPC highlights planning service outcomes.

Work Description, Products and Schedules

CARPC staff provide a range of planning and data services to partners, local communities, and the public. Larger projects are often carried out for a fee based on actual costs incurred.

Other services are provided to support agency planning activities and as basic services to regional constituents. Planning services include comprehensive planning, comprehensive outdoor recreation planning, forestry management planning, scenario planning, environmental condition reports, future urban development area planning, infrastructure systems studies and plans, data studies, neighborhood design, public participation, data and mapping services, and a variety of special studies such as infill or land suitability analyses.

Planning services occur on an ongoing basis based on demand and local planning needs. Each summer, CARPC typically invites units of local government in the region to request planning services for the following year. Products typically include plans, studies, reports and data and maps. Planning services that require significant CARPC staff time are incorporated into annual work programs. Services that can be provided with relatively small amounts of staff time are provided upon request and staff time availability.

In 2025, CARPC expects to complete the Town of Rutland Comprehensive Plan update. CARPC will also continue assisting five Towns with zoning mapping services and collaborating on small projects requiring ≤16 hours of staff time. Larger projects currently under consideration for 2025 include helping Rock County with a comprehensive plan update.

In 2025, staff will work to standardize planning programs and processes to improve quality and efficiency. Standardizing planning services will also involve incorporating Regional Development Framework goals, objectives, and strategies into CARPC assistance processes and products.

CARPC has some experience offering planning assistance to local governments outside of Dane County, most notably the Rock County Hazard Mitigation Plan completed in 2023. Rock County is not affiliated with a regional planning commission, and we have been talking to Rock County departments about other planning needs that might benefit from CARPC assistance in 2025 and beyond. We have also initiated conversations with community and county leaders in the other four counties not affiliated with a regional planning commission (Jefferson, Dodge, Columbia, Sauk), describing our services and availability for assistance on a fee-for-service basis. That outreach and projects with willing partners will continue in 2025. We do not expect work outside of Dane County to be directly informed by the Regional Development Framework, which was prepared with input from Dane County residents.

Estimated Annual Hours

STAFF	HOURS
Executive Director	120

Senior Community Planner	340
Senior Community Planner and Outreach Coordinator	240
Senior Environmental Resources Planner – Land Resources	100
Senior Environmental Engineer	80
Environmental Resources Planner	46
Interns	160
Total	1,086

Funding Source

County levy funds a portion of planning assistance, planning assistance outreach, and program improvements which will be a focus of this program in 2025. Larger projects and work outside of Dane County are conducted on a fee-for-service basis. The portion of revenue coming from fees shown below is based on CARPC’s 2025 budget.

TAX LEVY	FEES	TOTAL
51%	49%	100%
\$86,300	\$32,800	\$119,000

EDUCATION AND INFORMATION PROGRAM

Objectives

- Increase awareness and understanding of regional planning and of CARPC and its activities among local community leaders and their constituents.
- Support local planners and planning processes with information that addresses current challenges in our communities and informs solutions to those challenges.
- Position CARPC as a leader in land use and water quality planning and a trusted resource for data, information, and assistance.

Previous and Current Work

CARPC has historically provided information and education through the agency website, email newsletter, reports, publications, presentations, and workshops. Since 2020, CARPC has expanded its outreach activities by launching Facebook and LinkedIn pages, establishing a joint communications and outreach workgroup with the Greater Madison MPO, completing a joint rebranding process, and launching a joint webinar series. CARPC has also begun using Esri's Hub platform to create individual project websites for initiatives such as the *2050 Regional Development Framework*, the *Starkweather Creek Chlorides Management Plan*, and the *Black Earth Creek Watershed Green Infrastructure Plan*.

In 2024, CARPC continued these activities with a focus on creating original content, highlighting staff activities, and showcasing community success stories. The addition of a shared Marketing and Communications Specialist in late 2023 allowed CARPC to expand newspaper, TV, radio, and other media coverage of agency activities in 2024. Staff also made significant updates to the *Dane County Water Quality Plan* website in 2024.

Relationship to Other Activities

Information and education are critical components of CARPC programs and activities. Awareness and understanding of CARPC's mission and programs among CARPC partners, stakeholders, and constituents is necessary to carry them out effectively.

Work Description, Products and Schedules

CARPC provides education and information to communities and the public through the agency's website, newsletter, social media channels, reports, presentations, media coverage, event tabling, and direct communication. Geospatial data is shared through CARPC's Open Data Portal. The *Dane County Water Quality Plan*, the *Regional Development Framework*, the *Starkweather Creek Chloride Management Plan*, and the *Black Earth Creek Watershed Green Infrastructure Plan* are presented as interactive websites built on Esri's Hub platform. CARPC also provides land use and related information through its Tableau Public page, which communicates data through interactive charts, graphs, and storylines, including CARPC's popular regional development tracker map.

Ongoing outreach and education activities will continue in 2025, including CARPC's newsletter, social media posts, websites, webinars, program materials, reports, publications, and press releases. CARPC's newsletter is issued monthly, website updates are made as needed throughout each month, and social media posts occur multiple times a week. Webinars are presented approximately quarterly as part of the ongoing RPC-MPO education series. Press releases, media events, and event tabling are coordinated as appropriate. Other educational and promotional materials are prepared as needed for program activities.

In 2025, CARPC will continue to coordinate communications and outreach activities, including the joint webinar series, with the Greater Madison MPO through a staff workgroup. CARPC's Senior Community Planner and Outreach Coordinator will also work with the joint Marketing and Communications Specialist to prepare an agency communications plan based on strategic planning outcomes and continue building out CARPC's 2020 rebrand.

Estimated Annual Hours *

STAFF	HOURS
Senior Community Planner and Outreach Coordinator	800
Marketing and Communication Specialist	469
Executive Director	80
Senior Environmental Engineer	20
Total	1,369

Funding Source *

TAX LEVY
100%
\$132,400

* These numbers do not include hours spent on water quality and climate resilience education and information staff.

ADMINISTRATION AND COMMISSION

Objectives

Administrative activities support Agency staff and the Commission in their performance of the Agency's mission.

Relationship to Other Activities

Administration supports Community Planning and Environmental Resources Planning, the Agency as a whole, and the Budget and Personnel Panel (BPP). The commission sets agency policies, provides guidance, and oversees and approves agency activities.

Previous and Current Work / Work Description, Products and Schedules

CARPC hired an IT service provider in 2023 to assess CARPC's IT systems, correct deficiencies, and provide ongoing IT services. In 2024, CARPC transitioned to a new accounting and payroll services provider.

In 2024 the Agency is working with a consultant to update the Personnel Manual describing employment-related policies and procedures. A compensation study was planned in 2024. This may still be completed in 2024, or may be deferred to 2025.

Both the Executive Committee and full Commission meet monthly to discuss agency activities and act on items such as sewer service area boundary amendments, adoption of budgets and work programs or amendments thereof, approval of contracts and a range of financial and personnel matters. Staff support the function of the Commission and all committees and associated entities, including the Budget and Personnel Panel. That support includes public notices, agendas, minutes, meeting materials, virtual and in-person meeting venue arrangements, and technical and information support during meetings. (Link to Commission Meeting Schedule: <https://www.capitalarearpc.org/meetings/>)

As a subrecipient of funding from the Wisconsin Department of Transportation (WisDOT), CARPC complies with Title VI of the Civil Rights Act of 1964 and other Nondiscrimination statutes that afford legal protections. (Link to current Title VI Agreement: [2025 Title VI Assurances Part-2 Signed 2024-10-16.pdf](#)).

Information Technology services for the Agency were previously provided internally by Agency staff but are now provided by an outside vendor with assistance from agency staff as

feasible. This includes the setup and maintenance of all computer hardware, software, and the underlying network and cloud infrastructure necessary for storing, retrieving, sending and protecting information.

Work products include financial reports, human resource materials, annual audit, Title VI Plan, payroll, and performance reviews. Most work occurs on regular schedules such as monthly commission meetings, biweekly payroll, monthly financial reporting, and annual budget preparation and audit.

Estimated Annual Hours

STAFF	HOURS
Administrative Services Manager	1,820
Executive Director	780
Senior Environmental Engineer	140
Environmental Engineer	60
Senior Environmental Resource Planner – Land Resources	60
Environmental Resources Planner	60
Wisconsin Salt Wise Program Manager	60
Senior Community Planner	60
Senior Community Planner and Outreach Coordinator	60
Marketing and Communications Specialist	15
Total	3,075

Funding Source

Accounting and Administrative support is funded by county levy, as well as fees, and state and federal agency contracts through application of an indirect cost rate.

Note: Administrative staff hours, not including commission support, account for 13% of total staff hours estimated for 2025. Commission support staff hours account for 4% of total 2025 hours.

Organizational Chart

(Effective June 13, 2024) ⁽¹⁾



Notes:

- (1) This version incorporates:
 - (a) the end of separate divisions within the agency through the retirement of the former Division Directors and the hiring of an Executive Director
 - (b) staffing changes in the June 2024 Budget Amendment, converting one intern and one LTE staff to full-time roles (Community Planner, Environmental Resources Planner)
 - (c) the May 2024 Commission decision to discontinue the Executive Chairperson role
- (2) Title VI Officer
- (3) Greater Madison MPO staff, under contract to CARPC for 25% time

APPENDIX: Self-Certification of Compliance with CFDA 20.205 Federal Funding Requirements

Re: Required Audit Communications to the Commission Board

Requested Action: None
Background: <p>CARPC audit firm Johnson Block and Co. (JPC) provided this Required Communications to the Commission with the final 2023 Financial Statement with Independent Auditor’s Report. Both documents are attached for Commission awareness.</p>
Staff Comments: <p>This communication to the commission mostly serves to document what the auditor did and not consider in the audit, including the letter they have us sign affirming the agency’s responsibility for the accuracy, appropriateness and understanding of our accounting.</p> <p>The communication includes description of a “material weakness” in our accounting practices. The audit process led to several journal entries to reconcile account balances. This is not a significant problem but it is something we want to fix. This is a challenge of our transition in 2023 and 2024 to new CARPC administrative staff, a new accounting firm, and new accounting methods. We are continuing to identify and resolve inconsistencies in our statements each month and we are improving the accuracy and reliability of our accounting methods.</p>
Attachments: <p><i>The audit documents are protected PDFs that cannot be inserted into the agenda packet. They are provided here instead as links.</i></p> <ol style="list-style-type: none">1. Required Audit Communications to the Commission Board2. 2023 Financial Statement with Independent Auditor’s Report
Staff Contact: <p>Jason Valerius Executive Director jasonv@capitalarearpc.org 608 474 6010</p>
Next Steps: <p>Continued efforts to ensure the accuracy and reliability of our accounting methods</p>

Re: Reports**Requested Action:**

None

Background:

Reports from the Chairperson and Executive Committee, and the Executive Director.

Staff Comments:**Chair and Executive Committee Report**

Any Executive Committee items not already included on the Consent Agenda

Attachments:

1. Executive Director's Report

Staff Contacts:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608 474 6010

Next Steps:

N/A

Executive Director Update to CARPC Commissioners

Thursday, November 14, 2024

(updates from previous month in blue text)

PROGRAMS AND SERVICES

Regional Development Framework ([link to website](#))

- Performance indicators – Matt Krempely and Liz Levy continue work on the performance indicators.
- Project Assistantship with UW-Madison Dept. Planning and Landscape Architecture for 2023—2024 to assess local land use codes for consistency with RDF strategies ([link to Project Description](#)). Final products will focus recommendations on examples of local projects and comparisons of existing practices across Dane County communities. [Student work is complete and document refinements are now on CARPC staff, expect to occur in early 2025.](#)
- **Regional Population and Housing Projections** – CARPC has been participating in discussions with staff from Dane County, City of Madison, the MPO, and UW to devise and promote growth projection methods and numbers that we are all willing to use. CARPC has agreed to lead this effort.

Planning Assistance

- IN PROGRESS: Town of Bristol comprehensive plan update (Hearing 11/11; Board Adoption 12/03?); Village of Shorewood Hills Forest Management Plan ([Village reviewing final document](#)); Town of Rutland Comprehensive Plan update (Background and implementation sections with drafts for outside agency staff review mid to end November; Task Force meeting 11/13)
- ONGOING: Towns of Berry, Blue Mounds, Bristol, Springfield, and Sun Prairie mapping services (Ongoing zoning amendments.)

Intergovernmental Agreement Efforts

- **Town and City of Sun Prairie** – [Working meeting with local staff 11/14 to continue drafting agreement language.](#)

Education and Information

- The 2023 Annual Report is now complete and posted on the CARPC website [here](#).
- **Joint CARPC-MPO 2024 webinar series** – in progress. [Next MPO-led session: Ride & Roll with Ease this Winter: Tips for Planning Trips by Bus and Bike, 12PM on 11/13 – \[registration link\]\(#\).](#)
- Staff continue to create content for [Facebook/LinkedIn](#), [newsletters](#), and our website. [Growing Shade tool](#) was featured on [WPR's Larry Meiller show](#) in August. We also emailed municipal staff and community group/neighborhood association leaders in September with more detailed info on the tool and an offer to give customized demos. Jason Valerius attended a [Week Without Driving media event](#) with the MPO on Sept 30. Handouts on individual projects such as the [Black Earth Creek Green Infrastructure Plan](#) and [Heritage Oaks Project](#) are available.

Regional Water Quality Planning

- Water Quality Planning and Plan Coordination
 - **Lake Waubesa Management Plan** – Collaborating with the Lake Waubesa Conservation Association (CARPC project lead is Carolyn Betz). A \$25,000 WDNR grant was previously awarded. Report draft is mostly complete and being incrementally reviewed by technical steering committee before going to Association for final review, prior to submittal to DNR by end of 2024.
 - **Clean Lakes Alliance** – Participated in the Yahara CLEAN Compact as a Collaborator to develop the *Renew the Blue* plan ([link to site](#)). Continuing to pursue collaboration opportunities, with a focus on data and green infrastructure. CARPC will be hosting a table at the 2025 Clean Lakes Community Breakfast, Tuesday, May 13, 7 – 8 a.m. coffee and conversation, 8 – 9:30 a.m. breakfast and program, Monona Terrace. Commissioners are encouraged to attend to use our table, we will discuss attendance in March.
 - **WI Salt Wise Partnership** –
 - Ongoing website and social media content creation: Please follow WI Salt Wise!!
 - TV coverage of events in Green County, Fitchburg, La Crosse County, and Calumet County
 - October/early Nov. training events:
 - October 9 – Smart Salting Workshop (Madison)
 - Oct. 10 – Green County Salt Wise Open House (Monroe)
 - Oct. 15 – Dodge County Highway Agency Training (Juneau)
 - Oct. 16 – Smart Salting Workshop (Elkhorn)
 - Oct. 17 – Smart Salting Workshop (Elkhorn)
 - Oct. 23 – Smart Salting Workshop (Fitchburg)
 - Oct. 24 – La Crosse County Highway Agency Training (West Salem)
 - Oct. 28 – La Crosse County Salt Wise Open House (West Salem)
 - Oct. 29 – St. Croix County Agency Training
 - Oct. 30 – Wisconsin Rural Water Association Winter Ops (Plover)
 - Oct. 31 – Calumet County Salt Wise Open House (Chilton)
 - Nov. 1 – Manitowoc County Agency Training (Manitowoc)
 - Nov. 6 – Smart Salting Workshop (Menasha)
 - Nov. 6 – Outagamie County Highway Agency Training (Appleton)
 - Nov. 7 – Smart Salting Workshop (Oshkosh)
 - Nov. 7 – UW-Oshkosh Custodial Staff training
 - Community outreach: Shovel More, Salt Less signs going up around Madison
 - Preparations continue for Winter Salt Week 2025 (January 27-31).
 - **Environmental Corridor Report** – Updating the Environmental Corridors Report (part of *Dane County Water Quality Plan*, last updated 1996, [View PDF](#)), including the addition of the concept of Voluntary Environmental Corridors (formerly Stewardship Areas). *Staff working on the final draft – anticipated completion for Commission/public input in Dec 2024; public hearing anticipated for January. Future updates to Policies & Criteria anticipated in 2025.*

- **Water Quality Plan Amendments**

- Active SSA Amendments: C-Middleton (2406 “Ziegler Property/Veridian”); T-Westport (2404 “Kennedy Dr” - Minor SSAA)
- Pending/future SSA amendments: T-Westport (“Tuggle Rd/Hope Ct”); V-McFarland (2024); C-Madison Cottage Grove Road (later 2024); C-Sun Prairie (multiple TBD); V-Cross Plains (TBD)
- DCWQP Amendment for MMSD Effluent Discharge (2308 “Nine Springs WWTP Effluent Revision”) – DNR conditionally approved the amendment (link to [DNR decision letter](#))

- **Water Quality Plan Consistency**

- 5 sewer extension reviews in October (2 new greenfield development, 1 infill development, 1 redevelopment, 1 reconstruction/other)

Regional Climate Resilience Planning

- **Black Earth Creek Green Infrastructure Plan** – Plan is complete and available on website ([link to site](#)). Continuing work with Steering Committee on implementation. Working with local stakeholders to fund continuation of stream monitoring. Reapplying for DNR Surface Water Grant for FY25 (\$21,900 in FY24). Assisting Dane Co LWR for WEM Pre-Disaster Flood Resilience Grant funding to complete a stream realignment/restoration project along Black Earth Creek as recommended in the plan.
- **Tree Canopy Collaborative (TCC)** – CARPC, the Tree Board and TCC participated in two tree planting events on 10/28/2024 (The Village of Dane) and 11/1/2024 (Tamarack Trails). CARPC and the Dane County Tree Board presented a land use history to the Tamarack Trails organization on Madison’s west side for a planting of 6 heritage oaks. Information about the tree planting event in the Village of Dane was published in the [Waunakee Tribune](#).
- **Community Forest Corps Grant Application: GIS Workforce Development for Disadvantaged Youth.** Grant awards will be announced mid-November. Partnership between Sustain Dane, MATC, Operation Fresh Start, State Cartographers Office and CARPC. Project objectives will create a sustainable GIS lab for Operation Fresh Starts Conservation Academy.
- **Starkweather Creek Community Based Water Chloride Monitoring Initiative.** Collaborative project to continuously monitor chloride point sources throughout the Starkweather watershed at 8 different locations. November 11th (4-6pm) interactive poster presentation about the project at the UW Discovery Center. Late November there CARPC will lead an intro to GIS training for the Operation Fresh Start, Conservation Academy, at UW.
- **Southside Canopy Project** – Partnership with Eco-Latinos, Operation Fresh Start, Sustain Dane, Urban Tree Alliance to involve residents in planting and maintaining 100-125 trees per year in south Madison. This project is funded through the Inflation Reduction Act (3 year project for \$360,000), CARPC’s contribution includes time for coordination, database development and mapping assistance. CARPC will receive \$5,000 a year for our assistance.
- **Midwest Climate Collaborative** – Joined as a founding member ([link to website](#)). The 2025 Midwest Climate Summit will take place in Madison at Memorial Union April 30-May 5 (more info [here](#)). Caitlin Shanahan is co-chairing the event. Currently reviewing workshop proposals and planning mobile workshop logistics.

- **Stream Crossing Inventory** – Conducting road stream crossing inventory at town, county, and some state roads in Dane County. Completed data collection field work for 2 of 4 townships. Collected data can be viewed on the Great Lakes Stream Crossing Inventory [Stream Crossing Dashboard](#). Report writing underway. We have \$31,570 in Bipartisan Infrastructure Law (BIL) grant to fund this work. [Applying for WEM Pre-Disaster Flood Resilience Grant funding to complete the inventory for 21 remaining townships in the non-driftless area of Dane County \(item on November CARPC/Executive Committee meeting agendas\)](#).

Cooperative Water Resources Monitoring

- Dane County Water Resources Monitoring Program - Ongoing with USGS and Partners
- Black Earth Creek Watershed Monitoring Program – Ongoing with USGS and Partners

PARTNERSHIP UPDATES

- MPO – No updates this month.
- **Dane County Regional Housing Strategy (“RHS”)**– staff coordination with Regional Housing Strategy Committee. The RHS is now out and in implementation phase.
- **Dane County Office of Energy and Climate Change** – CARPC earned [Bronze SolSmart designation](#) this spring in partnership with OECC (Platinum), Sun Prairie (Platinum), McFarland (Gold), Mt. Horeb (submitted for Bronze), and Middleton (submitting this summer). Designation group continues to meet monthly to share sustainability-related updates. [Jason Valerius and Caitlin Shanahan attended OECC’s stakeholder event at the Alliant Energy Center on October 30: more info on progress toward meeting countywide emissions targets here and here.](#)
- **Dane County Planning & Development** – quarterly meetings of CARPC and DCP&D Staff; data and mapping coordination discussion continuing, recently rolling out into multiple workgroups for a variety of specific issues and challenges; continuing variety of CARPC planning assistance to local communities and intergovernmental planning efforts; development tracking. [Last meeting was November 7; topics included coordination efforts on new watershed planning initiatives and connections between urban service area amendments and farmland preservation planning.](#)
- **Madison Region Economic Partnership (MadREP)** – The Commission approved a Memorandum of Understanding between CARPC and MadREP to formalize CARPC assistance to MadREP for GIS and mapping needs, though it has not been utilized thus far. Executive Directors Jason and Jason have begun monthly check-ins to enhance coordination and collaboration. We continue to look for opportunities to provide data and engagement assistance in MadREP communities outside Dane County. MadREP has restructured its staff and is focusing on business attraction and business retention/expansion.
- **MMSD** – Amendment to the DCWQP to allow discontinuation of effluent discharge to Badger Mill Creek was conditionally approved in September. CARPC Staff remain engaged in the Steering Committee for the Health & Resilience of Badger Mill Creek, agreeing to take the lead in several of the proposed projects which may come out of the work being done (subject to MMSD Commission selection of project priorities)—these include additional USGS stream monitoring, groundwater recharge and stream modeling with WGNHS using the Dane County Groundwater Model, and potentially co-leading a watershed study. CARPC and MMSD staff met on Sept 9 to discuss various collaborative projects and topics of interest--next meeting in December.

- **Clean Lakes Alliance** – Jason a member of the Community Board. A joint staff meeting is anticipated to get our staff more familiar with Renew the Blue, their action plan.
- **Madison Area Builders Association** – We are collaborating with MABA staff on their use of our development tracker tool and opportunities for them to help enhance it.
- **Groundswell Conservancy** – Groundswell has a new Executive Director, Heidi Habberger. Jason and Heidi plan to meet in January to discuss collaboration.