

AGENDA
of the
Capital Area Regional Planning Commission

October 9, 2025

Zoom Webinar

6:00 pm

Participant Information

How to Attend: This meeting will take place via Zoom Webinar. You may participate in the meeting from your computer, tablet, smartphone, at this URL:

<https://us02web.zoom.us/j/85681285412?pwd=9SeBL9buMbvJa1AaGCpdng2JCXbzp.1>

Phone: 1 312-626-6799

Meeting ID: 856 8128 5412

Passcode: 464856

If you need other accommodation to attend the meeting, please call Matt Kozlowski at 608-474-6017 or email at MatthewKoz@CapitalAreaRPC.org.

Speaking at RPC Meetings: Oral comments from members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each attendee 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.

Agenda

1. Establish Quorum
2. Public Comment on Matters not on the agenda
3. **Consent Agenda (all items below are actionable items)**
 - a. **Minutes of September 11, 2025 CARPC Meeting**
 - b. **Executive Committee Recommendations**
(none this month)
4. **Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Belleville Urban Service Area (#2503 Village of Belleville – “Badger Trails”)**
 - a. Overview of Consistency with State and Local Standards (Staff Presentation)
 - b. **Approval of CARPC Management Letter #2503 – Belleville USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Belleville**

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.

Urban Service Area (*actionable item*)

5. Dane County Road-Stream Crossing Inventory – Staff presentation and discussion
6. **CARPC Resolution 2025-10, Recognizing October 16, 2025, as the “Imagine a Day Without Water” National Day of Action (*actionable item*)**
7. **CARPC Resolution 2025-11, Authorizing the Environmental Resources Planner to Execute WDNR Surface Water Education and Planning Grants and Related Documents for Starkweather Creek (*actionable item*)**
8. **CARPC Resolution 2025-12, Authorizing the Sr Environmental Engineer to Execute WDNR Surface Water Planning Grants and Related Documents for Black Earth Creek and Brewery Creek (*actionable item*)**
9. **Acknowledgement of Receipt - August 2025 Financial Management Report (*actionable item*)**
10. **Acknowledgement of Receipt – 2024 Audit and Required Communications to the Commission (*actionable item*)**
11. Reports
 - a. Commission Chair
 - b. Executive Director
 - (1) Program and Services Updates
 - (2) Partnership Updates
12. Future Agenda Items (next meeting November 13, 2025, via Zoom Webinar and in-person location TBD, 6:00 pm)
 - a. 2026 Cost Allocation Plan (Nov)
 - b. 2026 Work Program (Nov)
 - c. Demand of Data Centers on Water/Sewer/Environmental Infrastructure (Nov/Dec)
13. Adjournment

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DRAFT MINUTES
of the
Capital Area Regional Planning Commission

September 11, 2025

In Person (Belleville Village Hall) and Zoom Webinar

6:00 pm

Commissioners Present: Jim Schuler, Cynthia Richson, Caryl Terrell, Audra Dalsoren, Heidi Murphy, Alison Volk, Bill Tishler, David Pfeiffer

Commissioners Absent: Maureen Crombie, Steve Greb, Peter McKeever, Regina Vidaver

Staff Present: Nick Bower, Jason Valerius, Matthew Kozlowski, Melissa Michaud, Prachi Mehendale

Other: Brad Vowels-Katter (MSA), Anne Gravel Sullivan, John Stremikis, Matt Miller (Vierbicher)

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 6:03 pm. A quorum was established.

2. Public Comment on Matters not on the agenda.

None

3. PUBLIC HEARINGS

- a. Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Belleville Urban Service Area (#2503 Village of Belleville – “Badger Trails”)

- (1) Applicant Presentation – Amendment Overview

Presentation by Brad Vowels-Katter, MSA

- (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing

Chair Pfeiffer opened the public hearing at 6:11 pm. Public comments were made by Anne Gravel Sullivan and John Stremikis. Chair Pfeiffer closed the public hearing at 6:20 pm.

- (3) Commissioner Questions and Discussion

Commissioner Schuler asked the applicant questions about lot sizes, zoning rules, and consistency with other zoning rules.

Commissioner Richson requested a copy of the written materials. Asked if the applicant and Village would meet with those who submitted public comments to discuss the conditions proposed by public speakers.

Commissioner Schuler asked if additional conditions to approval could be more than hand-shake agreements.

Commissioner Terrell asked if reports have been generated by DNR on previous issues of contamination.

Commissioner Terrell asked if there are any drainage maps or stormwater management maps available of the site.

- b. Public Hearing – Adoption of the 2026 Capital Area Regional Planning Commission Budget

- (1) Staff Presentation

Executive Director Valerius provided an overview of the budget for 2026 including details about anticipated changes to revenue and expenses, potential funding opportunities, and other adjustments based on changes to operations.

- (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing

Chair Pfeiffer opened the public hearing at 6:34 pm. No comments were made. Chair Pfeiffer closed the public hearing at 6:35 pm.

- (3) Commissioner Questions and Discussion

None

4. Consent Agenda (*all items below are actionable items*) (6:35 pm)

a. Minutes of August 14, 2025 CARPC Meeting

b. Executive Committee Recommendations

(1) Approve July 2025 Financial Statements and Operating Account Reconciliation

Commissioner Schuler moved to approve the consent agenda, second by Commissioner Murphy. Commissioner Richson asked to pull the July financials from the consent agenda, which was accepted as amendment to the original motion to approve the consent agenda. The revised motion to approve the minutes carried unanimously.

Commissioner Richson moved to acknowledge receipt of July 2025 Financial Statements and Operating Account Reconciliation. Commissioner Terrell seconded. The motion carried unanimously.

5. Amending the Dane County Water Quality Plan by Revising the Sewer Service Area Boundary and Environmental Corridors in the Northern Urban Service Area (Village of DeForest – “Northern Interstate Corridor Area: Pomp’s Tire” (*actionable item*) (6:41 pm)

a. Overview of Consistency with State and Local Standards (Staff Presentation)

Nick Bower presented the staff report on the “Northern Interstate Corridor Area: Pomp’s Tire”

b. Approval of CARPC Management Letter #2502 – Northern USA, Recommending to the Wisconsin DNR an amendment of the *Dane County Water Quality Plan* in the Northern Urban Service Area (*actionable item*) (6:46 pm)

Commissioner Murphy moved to approve CARPC Management Letter #2502. Commissioner Schuler seconded. The motion carried unanimously.

6. CARPC Resolution 2025-07, Adopting the CARPC 2026 Budget (*actionable item*) (6:47 pm)

Commissioner Richson moved to approve Resolution 2025-07, Commissioner Schuler seconded the motion. The motion carried unanimously.

7. CARPC Resolution 2025-08, CARPC Operating Reserve Policy (*actionable item*) (6:48 pm)

Commissioner Murphy moved to approve Resolution 2025-08, Commissioner Richson seconded the motion. The motion carried unanimously.

8. CARPC Resolution 2025-09, Recognizing September 29 – October 5, 2025 as a Week Without Driving in the Greater Madison Region (*actionable item*) (6:53 pm)

Caitlin Shanahan presented background information on the reasons for a Week Without Driving and the events that have been planned.

Commissioner Schuler asked questions about the origins of the Week Without Driving events. Commissioner Schuler asked if future events like this could include a sample resolution and materials in advance of the event so members of the Commission could bring these items to their own communities.

Commissioner Schuler moved to approve Resolution 2025-09, Commissioner Terrell seconded the motion. The motion carried unanimously.

9. October 17 CARPC-MPO Fall Forum – Cross-Jurisdictional Transportation Issues – Staff presentation and discussion

Caitlin Shanahan presented background information on the CARPC-MPO Fall Forum including topics to be presented and plans for expanding attendance.

Proposed topics for the event include Regional Planning and Funding, Regional Transit, Road-Stream Crossings, Regional Electric Vehicle Planning, and Winter Pavement Management.

Commissioner Dalsoren and Commissioner Murphy suggested discussions around ATV/UTV policies.

Commissioner Schuler suggested topics around safety for rail crossings and the rise of motor bikes.

10. Reports

a. Commission Chair

Chair Pfeiffer noted that the Ad Hoc Water Quality Committee meetings have been delayed to allow staff more time to prepare materials for both the committee and the Commission.

b. Executive Director

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

Executive Director Valerius presented selections from the Executive Director's report.

11. Future Agenda Items (next meeting October 9, 2025, via Zoom Webinar and in-person location TBD, 6:00 pm)

- a. Resolution – Imagine a Day Without Water – October 17, 2025 (October)
- b. Presentation on the Dane County Road-Stream Crossing Inventory (October)
- c. 2024 CARPC Audit (October)
- d. 2026 Cost Allocation Plan (October, November)
- e. 2026 Work Program (October, November)
- f. Demand of Data Centers on Water/Sewer/Environmental Infrastructure (November)

12. Adjournment

Commissioner Schuler moved to adjourn the meeting, Commissioner Murphy seconded the motion. The motion carried unanimously. Meeting adjourned at 7:29 pm.

Re: Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Belleville Urban Service Area (#2503 Village of Belleville – “Badger Trails”) (*actionable item*)

Requested Action:

Approval of CARPC Management Letter #2503

Background:

The Village of Belleville has submitted a request for a sewer service area amendment to the *Dane County Water Quality Plan*. The proposed amendment is currently in the Village of Belleville, and within the Ross Crossing Creek-Sugar River (HUC 12: 070900040502) watershed. It includes the addition of approximately 58 acres of land, including 13 acres of proposed environmental corridors and zero acres of existing development and right-of-way, for a net of approximately 43 developable acres to the Belleville Urban Service Area.

A public hearing was held on the proposed amendment at the September 11, 2025, Regional Planning Commission meeting.

Staff Comments:

The staff analysis of the proposed amendment is attached. The staff's opinion is that the proposed amendment is consistent with water quality standards under Wis. Stat. § 281.15 and the adopted Policies and Criteria for the Review of Sewer Service Area Amendments to the *Dane County Water Quality Plan*, with recognition of the existing state and local requirements identified in the attached management letter. The letter also includes additional agreements and recommendations to further improve water quality and environmental resource management.

Staff recommend that the Commission recommend approval of the amendment to DNR in recognition of the existing state and local requirements and with the additional agreements and recommendations as enumerated in the attached management letter.

Attachments:

1. Staff Analysis Report
2. Management Letter #2503 – Belleville USA (Village of Belleville – “Badger Trails”)
3. Policies and Criteria for the Review of Sewer Service Area Amendments

Staff Contact:

Nick Bower, Senior Environmental Engineer
nickb@capitalarearpc.org
608 474 6019

Next Steps:

The staff report and management letter will be sent to the Wisconsin Department of Natural Resources for an administrative decision.

Staff Analysis of Proposed Amendment to the
Dane County Water Quality Plan
**Revising the Sewer Service Area Boundary and Environmental
Corridors in the Belleville Urban Service Area**
“Badger Trails”

History of the Belleville Urban Service Area

The Belleville Urban Service Area (USA) was formed at the time of the adoption of the first *Dane County Water Quality Plan*. The first amendment to the Belleville USA occurred in 1985 when 52 acres of Environmental Corridor were added. There has been a total of 5 amendments to this urban service area since its creation, all initiated by the Village of Belleville. In total, amendments to the Belleville USA have resulted in a net addition of 170 developable acres and 174 acres of Environmental Corridor. The most recent amendment of the service area by the Village of Belleville occurred in 2008, adding approximately 6 developable acres.

Planning in Belleville

The Village of Belleville updated their comprehensive plan in June of 2021. The Comprehensive Plan is substantially consistent with the adopted [2050 Regional Development Framework](#) (Framework). The requested amendment areas are planned for and contiguous to compatible uses as envisioned in the Framework and the Village’s long-range plans.

Existing Conditions

Land Use

The Village of Belleville is requesting an amendment to the Belleville USA in the southern portion of the Village. The amendment area is east of CTH-CC and south of West School Street. The requested amendment area totals approximately 58 acres. It is a planned residential subdivision. Most land surrounding the amendment area is agricultural and rural residential. Refer to **Table 1** for existing and planned land uses.

Surrounding Planned Land Uses:

- **North:** Existing Residential
- **East:** Existing Residential, Additional Residential Development
- **South and West:** Rural Residential and Agriculture

Table 1
Existing and Planned Land Use¹

	Amendment Area		Existing USA		Total Development
Land Use Category	Existing Land Use Acres (see Map 3)	Proposed Land Use Acres (see Map 4)	Existing Land Use Acres (see Map 3)	Proposed Land Use Acres (see Map 4)	Proposed Land Use Acres (see Map 4)
Agriculture	58.3		7.9		0.0
Residential		33.3		3.6	36.9
Street Rights-of-Way		12.0		1.4	13.4
Parks and Recreation		4.9			4.9
Stormwater Management		6.0			6.0
Other Open Land		2.1		2.9	5.0
TOTAL	58.3	58.3	7.9	7.9	66.2

Cultural and Historic Sites

The Wisconsin Historical Society (WHS) has been contacted regarding the presence of any known archaeological sites or cemeteries within the amendment areas. There are no previously recorded archaeological inventories for this area. However, given the proximity to wetland and the surrounding terrain, WHS recommends a phase one archaeological survey prior to any ground disturbing activities.

Natural Resources

The amendment area is within the Ross Crossing Creek–Sugar River (HUC 12: 070900040502) subwatershed (see **Map 5**). There is one delineated wetland within the amendment area and a larger wetland complex to the south and east which is hydrologically connected to Ross Crossing Creek. Surface runoff from the amendment area drains to Ross Crossing Creek and

¹ Acreages listed in application materials may vary from acreages calculated through mapping in GIS by staff depending upon applicant data sources and mapping methods.

Sugar River, which are both designated as an Exceptional Resource Water (ERW), under the state's antidegradation rules (see NR 102 and NR 207). ERWs are not significantly impacted by human activities and provide valuable fisheries or unique habitat features. Both waterways and the associated wetlands are considered by Wisconsin DNR to be Areas of Special Natural Resource Interest (ASNRI) which indicates special ecological value of the resource and is intended as a basis for management decisions.

The amendment area is not within a drainage district. Wastewater from the amendment area will be treated at the Belleville Wastewater Treatment Facility. The treated effluent is discharged to Sugar River.

Wetlands

WDNR's Wisconsin Wetland Inventory (WWI) shows one emergent / wet meadow wetland within the amendment area. A wetland delineation ([link to report](#)) was conducted by GEOTHINK, LLC in April 2025 within the northwestern portion of the amendment area and the existing urban service area to the north. The site investigation and field delineation determined there was one wetland within the amendment area (see **Map 11**). The Northwest Wetland is described as a depressional meadow with scattered trees and shrubs, with vegetation dominated by reed canary grass (*Phalaris arundinacea*).

The delineated wetland, with a minimum 75' vegetated buffer, are required to be designated as Environmental Corridor per the adopted Policies and Criteria for Environmental Corridors ([link to document](#)), as part of the *Dane County Water Quality Plan*. A wetland confirmation from DNR is required prior to finalizing environmental corridors, as the wetland scientist completing the delineation is not an assured delineator.

In addition to the delineated wetlands within the amendment area, there are also other wetlands near the amendment area. According to the WWI, the wetland area directly to the south is classified as palustrine persistent emergent / wet meadow, broad-leaved deciduous scrub/shrub, and broad-leaved deciduous forest. This wetland complex is associated with Ross Crossing Creek.

Ross Crossing Creek

The runoff from the amendment area drains to the south and is within the Ross Crossing Creek- Sugar River subwatershed. Ross Crossing Creek (WBIC 885600 / WATERSID 13632) is 5-mile long tributary to the Sugar River and flows north and east before entering the Sugar River between Belleville and Dayton. Directly south and southeast of the amendment area, two unnamed tributaries feed into the creek. Ross Crossing is designated as an Exceptional Resource Water (ERW). The entire creek was listed as impaired in 2018 for total phosphorus and was last assessed during the 2024 listing cycle. Ross Crossing Creek is considered a

cool-cold headwater and coldwater natural community. It currently supports a warm water forage fishery and has an attainable use as a coldwater stream.

There are no active DNR or USGS monitoring stations along Ross Crossing Creek.

Sugar River

Wastewater effluent from the Village of Belleville is discharged into Sugar River (WBIC 875300 / WATERSID 5542005). This river originates in the Town of Springdale, Dane County and flows southeast into Illinois. The segment of the Sugar River from the dam at Belleville down to the dam at Albany is 22 miles long and was listed as impaired in 2020 for total phosphorus. It was last assessed during the 2024 listing cycle. Sugar River has a cool-warm mainstem, cool-cold mainstem, and coldwater natural community over different segments of the river.

Downstream of the amendment area, it has a cool-warm mainstem natural community. It is designated a Class II trout stream from mile-56 to mile-82. Sugar River is also designated as an Exceptional Resource Water (ERW).

There are no active DNR or USGS monitoring stations along the segment of Sugar River north of the dam at Albany.

Springs

Springs represent groundwater discharge visible to the casual observer. The Wisconsin Geological and Natural History Survey (WGNHS) maintains an inventory of springs in Dane County and throughout the state. From 2014 to 2017, the WGNHS surveyed springs statewide that were expected to have flow rates of at least 0.25 cubic feet per second (cfs). There are no known springs in or near the proposed amendment area.

Groundwater

In 2012, the WGNHS published a report, *Groundwater Recharge in Dane County, Wisconsin, Estimated by a GIS-Based Water-Balance Model* ([link to report](#)), estimating the existing groundwater recharge rates in Dane County based on the soil water balance method. The study estimates that the existing groundwater recharge rate in the proposed amendment area ranges from approximately 9 to 10 inches per year.

Endangered Resources

The WDNR Bureau of Endangered Resources maintains a database representing the known occurrences of rare plants, animals, and natural communities that have been recorded in the Wisconsin Natural Heritage Inventory ([link to website](#)). A screening review of this database conducted by CARPC staff for species designated as endangered, threatened, or of special concern identified one threatened fish species; several species of special concern: two plant, one turtle, one mussel, and one bird; and one natural community within a 1 to 2-mile radius of the amendment area. Therefore, it is recommended that a formal Endangered Species

Resources Review be conducted by the WDNR or one of their certified reviewers for potential impacts to endangered resources, and habitat protection measures to be implemented if species are found.

The amendment area was reviewed for the High Potential Zone (species likely present) for the federally endangered Rusty Patched Bumble Bee ([link to web map](#)). None of the amendment area is within the High Potential Zone.

Soils and Geology

The amendment area is located within the Sugar River Valley Land Type Association of Wisconsin. The Association classifies the surficial geology of this area as undulating valley floor with floodplains, terraces, beaches, lake plains, and scattered bedrock knolls.

Surface elevations within the amendment area range from around 859 feet to 872 feet. There are no areas of steep (> 12%) and very steep (>20%) slopes associated within the amendment area (see **Map 6**).

According to the General Soil Map of Green County, the soils in the amendment area are in Dickinson-Meridian association. These soils are deep, nearly level to sloping soils that have a loamy subsoil; underlain by outwash sand and or sand and gravel. **Table 2** shows detailed classifications for soils in the amendment area (see **Map 7**) and **Table 3** shows important soil characteristics for the amendment area.

There are no hydric soils within the amendment area (see **Map 7**), which are good indicators of existing and former (drained) wetlands. According to the Soil Survey Geographic data for Green County developed by the NRCS ([link to web soil survey](#)), the Thackery soils (the ThA map unit) are not hydric, but they do have a seasonal (April to June) zone of water saturation within 5 feet of the ground surface. The ThA soils are moderately well drained and therefore do not pose a limitation for buildings with basements.

Table 2
Soils Classification

Soil	% of Area	General Characteristics
Festina Silt Loam; 312B2	81.2	Very deep, well drained soils formed in silty alluvium over stratified slackwater deposits. Soils have medium fertility, moderate to moderately rapid permeability, and a slight to moderate hazard of erosion. Poses moderate limitations for development due to shrink-swell potential and depth to saturated zone.

Ockley Silt Loam; OkB2	8.8	Very deep, well drained soils that are deep or very deep to calcareous, stratified sandy and gravelly outwash. Soils have medium fertility, moderate to very rapid permeability, and a moderate hazard of erosion. Poses moderate limitations for development due to shrink-swell potential.
Oshtemo Loamy Sand; OsC2	1.4	Very deep, well drained soils formed in stratified loamy and sandy deposits on outwash plains, valley trains, moraines, and beach ridges. Soils have low fertility, moderately rapid to very rapid permeability, and a low to moderate hazard of erosion. Poses moderate limitations for development due to slope.
Thackery Silt Loam; ThA	1.2	Very deep, moderately well drained soils formed in loamy material and the underlying calcareous outwash on outwash plains and stream terraces. Soils have medium fertility, moderate to rapid or very rapid permeability, and slight to moderate hazard of erosion. Poses moderate limitations for development due to depth to saturated zone.

Source: Soil Survey Geographic data for Dane County developed by the USDA Natural Resources Conservation Service

Table 3
Soils Characteristics

Characteristic	Soil Map Symbols (see Map 7)	% of Area
Prime Agricultural Soils	312B2, OkB2	96.4
Hydric Soils (Indicates Potential / Restorable Wetlands)	None	0
Poorly Drained Soils with Seasonal High Water Table (< 5')	None	0
Soils Associated with Steep Slopes (> 12%)	None	0
Soils Associated with Shallow Bedrock (< 5')	None	0
Best Potential for Infiltration in Subsoils	OkB2, OsC2, ThA	12.4

Source: Soil Survey Geographic data for Dane County developed by the USDA Natural Resources Conservation Service

According to WGNHS data, bedrock within the amendment area is in the Ancell Group. Bedrock in the Ancell Group is medium-grained, mature quartz sandstone and consists of two formations including the Glenwood and St. Peter Formations. Thickness is about 100 feet. According to WGNHS data, the depth to bedrock in the amendment area ranges from 26 to 77 feet, with the shallowest depths generally being in the northwestern portion of the

amendment area, and the deepest depths being in the southeastern portion of the amendment area (see **Map 8**).

As is common throughout much of the upper Midwest, karst features such as enlarged bedrock fractures are prevalent in the local dolomite uplands. Karst features including vertical fractures and conduits provide primary pathways for groundwater movement and can dramatically increase groundwater susceptibility when present. The location of karst features is difficult to predict, and the thickness and type of the overlying soil greatly affects how much water drains into them. Where clay soils are thick, infiltration rates are likely to be very low. However, where bedrock fractures are near the surface infiltration rates can be very high. This can also pose a concern for potential groundwater contamination if improperly managed. *WDNR Technical Standard 1001 – Wet Detention Pond* (2007) and *WDNR Technical Standard 1002 – Site Evaluation for Stormwater Infiltration* (2022) require field verification for areas of the development site considered suitable for stormwater management. This includes a site assessment for karst features in this area. If shallow karst features are found, adequate protection measures are required to address any potential for groundwater contamination.

Per Dane County ordinance, infiltration practices receiving runoff from source areas that contain impervious surfaces must be located to allow a separation distance of at least 5 feet between the infiltration system and the elevation of seasonal high groundwater, or the top of bedrock, along with certain soil filtering characteristics. However, there is no minimum separation distance for roofs draining to surface infiltration practices. Soil test pits are required as part of the stormwater management plan to ensure that infiltration practices are sited in locations that will not adversely affect groundwater quality.

Contamination

The application includes documentation of a comprehensive review of databases for available information on contamination and other environmental hazards on and surrounding the amendment area. Many records were found, but there were no documented sites within the amendment area. CARPC staff reviewed the DNR Remediation and Redevelopment Tracking System database ([link to database](#)) and Remediation and Redevelopment (RR) Sites Map ([link to map viewer](#)) for records of contamination within the amendment area. No records of investigation or cleanup activities were found.

Proposed Urban Services

Parks and Open Space

The proposed development includes five outlots dedicated to park, nature preserve (containing wetlands), buffer, or stormwater management and a recreational path along the southern and eastern boundaries of the development. These areas total 13 acres within the

amendment area (see **Map 2**). All stormwater areas, parks, and open space areas are proposed for placement in Environmental Corridors. The Badger State Trails runs along the western edge of the amendment area.

Wastewater

Overview

Sanitary sewer service will be provided to the proposed development within the amendment area by connection to the Village of Belleville sanitary sewer collection and wastewater treatment system. The amendment area will be served by gravity sewer and connect to the existing 8-inch sewer on Green View Drive (see **Map 9a**). Wastewater will gravity drain to the Green View lift station located south of the intersection of Blaser Drive and Sugar Avenue. The lift station will pump flows to existing 8-inch sewer along East Avenue which will convey flows north and ultimately discharge to the Village of Belleville Wastewater Treatment Facility.

Collection System

The proposed development within the amendment area consists of approximately 203 single-family residential units contributing to wastewater flows. The Village estimates that the amendment area will generate an annual average of approximately 46,690 gallons per day (gpd) of wastewater, or 32 gallons per minute (gpm). This assumes 2.3 persons per single-family dwelling unit and an average wastewater generation rate of 100 gallons per capita per day (gpcd) for residential land uses. The Village estimates that the amendment area will generate a peak daily flow rate of approximately 186,760 gpd (0.187 mgd), or 130 gpm (0.29 cfs), utilizing a peaking factor of 4.0 for residential land uses.

The proposed 8-inch sanitary sewers within the amendment area are anticipated to have sufficient capacity for estimated peak flows based on minimum slope requirements per NR 110. The downstream 8-inch sewer in Green View Drive currently receives flows from 133 housing units which generate an average daily flow of 21 gpm (0.05 cfs) and a peak daily flow of 85 gpm (0.19 cfs), under the same assumptions applied to the amendment area. Including flows from the proposed development, the Green View Drive sewer will receive a total peak daily flow of 215 gpm (0.48 cfs) and will remain below its capacity of 296 gpm. Flows from the lift station and 31 additional housing units will discharge to the 8-inch sewer on East Avenue. The Village estimates that the East Avenue sewer currently receives an average daily flow of average daily flows of 26 gpm (0.06 cfs) and peak daily flows of 105 gpm (0.23 cfs). Including the peak daily flow from the amendment area, the East Avenue sewer will receive flows of 234 gpm (0.52 cfs) and will remain below its capacity of 296 gpm.

However, the Green View lift station currently operates at a capacity of 200 gpm and will require system upgrades prior to full development to pump peak flows from Green View Drive to the East Avenue sewer. The lift station was designed to accommodate a larger ultimate

sewershed; the capacity can be increased from 200 gpm to 350 gpm by upgrading the 9.375-inch impellers to 10.9375-inch impellers, as stated in the *Green View Place Lift Station Design Report* (MSA, 2003). As described in the Village's application, the impellers must be upgraded to ensure the lift station has sufficient capacity to convey the additional flows from the proposed development. This work will be completed as needed based on anticipated flows for each phase of development.

The lift station will have an ultimate design capacity of 350 gpm following the impeller upgrade. If additional future development occurs or existing flows increase necessitating the lift station to operate at full capacity, this would exceed the 296-gpm capacity of the downstream 8-inch sewer on East Avenue. The design report described a few alternatives to resolve the capacity constraint, including the following: 1) upsize the entire segment of 8-inch sewer in East Avenue, 2) extend the force main to bypass the 8-inch sewer and connect to downstream 10-inch sewer in East Avenue, or 3) constructing a new force main that will pump flows to an existing 15-inch sewer near the Belleville WWTF.

Following the propeller upgrades within the lift station and based on the estimated wastewater loading, the Village has shown that there is sufficient planned wastewater collection system capacity to serve the proposed amendment area. Future development within the sewershed of the Green View Drive lift station will require further assessment of flows and possible additional conveyance capacity improvements downstream of the lift station.

Wastewater Treatment Facility

The Village of Belleville will provide wastewater treatment for the amendment area. The Belleville Wastewater Treatment Facility (WWTF) was upgraded in 2008, followed by additional modifications in 2020. The facility is located on Remy Road in the Village of Belleville, and currently discharges treated effluent to the Sugar River in Dane County, near the treatment facility, within the Ross Crossing Creek-Sugar River subwatershed (Sugar-Pecatonica River Basin). The rated monthly design flow capacity of the facility, according to annual reporting records, is 0.346 million gallons per day (MGD). In the year 2024, the facility received an average monthly influent hydraulic loading of 0.251 MGD (73% of the 0.346 MGD design capacity), including infiltration and inflow, according to the 2024 Compliance Maintenance Annual Report (CMAR) ([link to 2024 CMAR](#)). The Village reported that with the addition of the amendment area (46,690 gpd) at full build-out, the Belleville WWTF will receive average daily flows of approximately 298,000 gpd and will remain below the design average daily flow capacity of 346,000 gpd.

The Village of Belleville has an approved Water Quality Trading plan in place for phosphorus compliance, as approved by WDNR on September 6, 2024. Accounting for the WQT plan, the

Village did not have issues meeting WPDES permit (modified January 2025, expires June 2026) limits for the quality of effluent discharged to the Sugar River, according to their 2024 CMAR.

Permit limits are specific to the Sugar River outfall. Below is a summary of the major effluents reported on in the 2024 CMAR:

- The biochemical oxygen demand (BOD) effluent quality for 2024 was below the monthly average limit, with a monthly average of 1.5 mg/L (5% of the limit) and a maximum concentration of 3 mg/L (10% of the limit) for the months of January, February, March, and December.
- The total suspended solids (TSS) effluent quality for 2024 was below the monthly average limit, with a monthly average of 2.9 mg/L (10% of the limit) and a maximum concentration of 4 mg/L (13% of the limit) for the months of February and March.
- The ammonia (NH₃) effluent quality for 2024 was below the monthly average limits (limits vary by month), with a monthly average of 0.049 mg/L (0 – 3% of the limit) and a maximum concentration of 0.496 mg/L (3% of the limit) for the month of December.
- The phosphorus (P) effluent quality for 2024 was below the monthly average limit, with a monthly average of 0.19 mg/L (24% of the limit) and a maximum concentration of 0.36 mg/L (45% of the limit) for the month of November.

The Belleville WWTF is not able to meet the final WQBELs, and so the use of Water Quality Trading (WQT) has been authorized as a tool to demonstrate compliance. In this WQT plan (WQT-2024-0022), the Village will establish legally binding 10-year agreements with three private landowners to implement a variety of practices including streambank stabilization, habitat improvements, improved nutrient management practices, and cover crop practices on agricultural lands to generate approximately 200 pounds of phosphorus credits per year during the WPDES permit term.

Water System

Overview

Water will be provided to the amendment area by connection to the Village's municipal water system. The Belleville Municipal Water and Sewer Utility provides municipal water through a public water distribution system which includes approximately 117,000 lineal feet of water main and three active high-capacity groundwater wells. The active wells are at depths ranging from approximately 325 to 780 feet with an average capacity of 275 to 1,000 gallons per minute (gpm). In total, the gross capacity of the municipal wells is approximately 1,780 gpm, or 2.6 million gallons per day (MGD). The firm capacity (with the largest well assumed to

be out of service) is approximately 780 gpm, or 1.1 MGD. The Village has one standpipe with a capacity of 300,000 gallons.

Water supply within the amendment area will be provided by 8-inch mains connecting to existing 8-inch water main north of the intersection of South Park Street and Sugar Avenue, and at the westerly end of Green View Drive (see **Map 9a**). Water main will be extended west from each connection and then internally looped within the amendment area. Additionally, water main will be extended towards the northern and western boundary of the amendment area to facilitate construction of future street extensions.

System Evaluation

According to the 2024 Annual Report to the Public Service Commission of Wisconsin ([link to 2024 Annual Report](#)), the Village pumped an average of 123 gpm, or 0.18 MGD, in 2024, which is approximately 16% of its firm pumping capacity. In 2024, the maximum amount pumped in any one day was 633 gpm, or 0.91 MGD.

Water losses in the Village's distribution system were an average of 570 gpd, or 0.0006 MGD, in 2024, which accounted for 0% of the net water supplied. All water losses can be attributed to reported leaks. In 2024, there were 2 main breaks and 1 service break which were repaired. Water losses in the Village's distribution system were 5% in 2023 and 16% in 2022. The Wisconsin Administrative Code PSC 185.85(4)(b) requires a utility with more than 1,000 customers to submit a water loss control plan to the Public Service Commission (PSC) if the utility reports its percentage of water losses exceeds 15%.

The proposed development consists of 203 single-family dwelling units contributing to water demand. The Village anticipates the annual average daily water demand for the amendment area to be approximately 46,690 gallons per day, or 32.4 gpm. This assumes 467 persons in the residential units using an average daily demand of approximately 100 gallons per day (gpd), based on the Village's application. The estimated peak daily demand is 93,380 gpd, or 65 gpm, based on a peak daily demand factor (average daily to peak daily) of 2 for residential land uses. The estimated peak hourly demand is approximately 7,783 gallons/hour, or 130 gpm, based on a peak hourly demand factor (average daily to peak hourly) of 4 for residential land uses, based on the Village's application. Including the projected demand from the amendment area, the total peak daily demand on the water system (633 gpm existing, based on 2024 records) is anticipated to be 698 gpm. The peak hourly demand is anticipated to be 1,396 gpm. This is within the gross capacity of the system with all three wells running but does exceed the firm capacity. If the largest well is down, water from storage will be required to meet the peak hourly demands on the system (note: this is already the case without adding the additional demand from the amendment area). Nonetheless, it is anticipated that the existing water supply system will support the additional

demand from the proposed amendment area. The estimated average daily water demand from the amendment area represents an increase of approximately 26% of the current demands on the system.

It is anticipated that the existing water supply system will support the additional demand from the proposed development within the amendment area.

Stormwater Management System

Overview

The amendment area is within the Ross Crossing Creek-Sugar River (HUC 12: 070900040502) subwatershed (see **Map 5**). This area currently consists almost entirely of agricultural row crops (see **Map 2** and **3**). The amendment area is relatively flat but generally sloping from northwest to southeast (see **Map 6**). There is an offsite watershed which drains through the wetland on the northern edge of the amendment area and through the site via a natural drainageway. All runoff leaves the site along the southern and eastern edges and enters a large wetland complex associated with Ross Crossing Creek, which is a tributary to Sugar River approximately 3,400 feet to the east (see **Figure 1**).

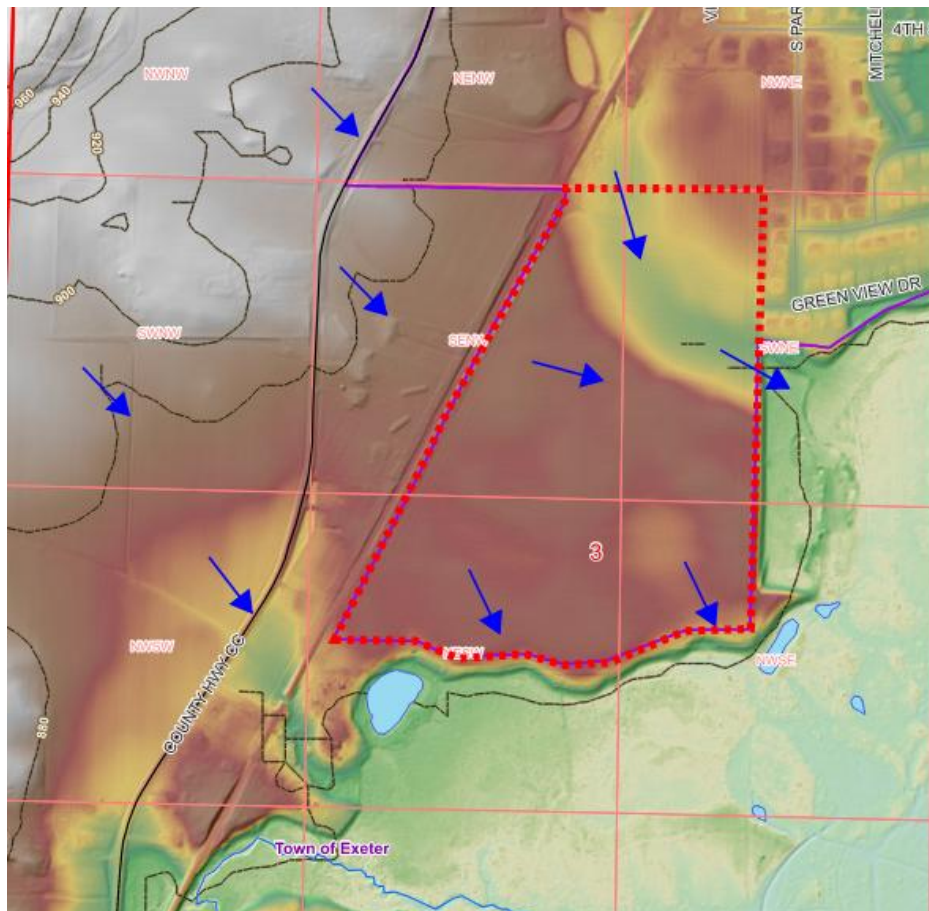


Figure 1. Topographical Map (DNR Elevation Layer, Green County GIS. Accessed: 2025)

Proposed Stormwater Management Plan

According to the Village's application, new development within the amendment areas will meet or exceed current stormwater regulations for peak rate control and attenuation, water quality (total suspended sediment, or TSS, reduction), volume control (infiltration), and temperature control. Oil and grease control is not required given the level and type of development proposed. Pretreatment of stormwater runoff for total suspended solids (TSS) and peak discharge rate attenuation is required prior to entering wetlands in accordance with NR 151 regulations.

As discussed previously under the Natural Resources section, Ross Crossing Creek, Sugar River and the associated wetlands are all designated Areas of Special Natural Resource Interest (ASNRI). Ross Crossing Creek and Sugar River are both Exceptional Resource Waters (ERWs). As such, consideration of enhanced stormwater controls is appropriate as these water resources are vulnerable to impacts from proposed development if such impacts are not mitigated through appropriate stormwater controls. As such, the Village is proposing the implementation of stormwater controls that exceed state and local standards for runoff volumes, water temperature, and groundwater recharge. Best management practices will be implemented to pursue the following key aspects: reduce the temperature of runoff leaving the site before entering the wetlands; provide post-development infiltration (stay-on) volume to maintain 100% of the predevelopment infiltration (stay-on) volume for the average annual rainfall period; and control the volume of stormwater runoff leaving the developed site to match the volume in predevelopment conditions for all storm events through the 200-year, 24-hour design storm. This proactive approach to stormwater management will help to mitigate the impacts of development on downstream properties and water resources.

A detailed stormwater management plan was not available at the time of this amendment proposal. However, the general intent is to manage stormwater for the entire development area (comprised of the amendment area and an area within the existing Urban Service Area) as well as the offsite watershed which flows through the site, through multiple plat-level stormwater basins. The concept provided in the application includes two primary stormwater management areas along the eastern edge of the plat (see **Map 9B**). This is expected to handle the majority of necessary stormwater controls, however the concept of decentralized green infrastructure has been discussed with the Village and may be pursued to achieve the higher stormwater standards proposed. Plat-wide or regional stormwater facilities will be placed in outlots dedicated to the public and will be owned and managed by the Village, while any stormwater facilities privately owned and managed will be subject to a stormwater maintenance agreement to be recorded with the Register of Deeds.

Temporary stormwater management and erosion control using appropriate best management practices during construction will also be required, including appropriate

phasing of ground disturbing activities to limit the amount of exposed soil. Depending on the extent of construction, a particular emphasis on limiting offsite transport of sediment from the construction area will be important to reduce any transport of sediment or nutrients from the existing site to the wetlands.

NR 151.124(4)(a)2. and 811.12(5)(d) of the Wisc. Admin. Code includes separation requirements for potential contamination sources, including a 400-foot setback for infiltration basins from public wells and up to a 100-foot setback from private wells for certain stormwater facilities. There are two private wells within or immediately adjacent to the amendment area, according to the Wisconsin DNR Well Inventory Viewer database ([link](#)). The final design of stormwater facilities will need to account for private (non-community) wells associated with the existing private wells and maintain proper setbacks in accordance with NR 812 regulations. Existing onsite private wells will need to be abandoned and sealed in accordance with applicable DNR and local requirements.

A detailed stormwater management plan review and approval by state, local, and regional agencies is required prior to beginning any development construction. The plan will be required to meet all stormwater management and performance standards of the Village of Belleville, Dane County, and WDNR current at the time of development, as well any performance standards made a condition of DNR approval of this amendment request.

Performance Standards

The Village of Belleville stormwater management and performance standards are contained within Chapter 450 of the Village of Belleville Code of Ordinances. Dane County stormwater standards are detailed within Dane County Code of Ordinances, Chapter 14. WDNR stormwater standards are within Administrative Code Chapters NR 151 and NR 216. Development within the amendment area will be required to follow the more protective requirements contained within the respective standards.

The Village proposes stormwater management performance measures for the amendment area to meet, or exceed, applicable stormwater standards currently required by the State of Wisconsin, Dane County, and Village of Belleville, and include:

1. Post-development peak runoff rate control for the 1-, 2-, 10-, 100-, and 200-year, 24-hour design storms (using NRCS MSE4 storm distributions) to match predevelopment peak runoff rates.
2. Sediment control for the average annual rainfall period to reduce total suspended solids leaving the post-development site by at least 80%, as compared to no runoff management controls, with sediment control pretreatment occurring prior to

infiltration for runoff from parking lots and new road construction within commercial, industrial, and institutional land uses.

3. Post-development infiltration (stay-on) volume control to maintain at least 90% of the predevelopment infiltration (stay-on) volume for the average annual rainfall period, without exception for sites determined to be within a closed basin watershed.
4. Maintain predevelopment groundwater annual recharge rates of approximately 9 to 10 inches per year, as estimated in *Groundwater Recharge in Dane County, Wisconsin Estimated by a GIS-Based Water Balance Model* (Wisconsin Geological and Natural History Survey, 2012), or by site-specific analysis, as an elective alternative to meeting the 90% stay-on requirement if more than two percent (2%) of the site is required to be used as effective infiltration area, if allowed by ordinance.
5. Thermal control to reduce the temperature of stormwater runoff from development sites within thermally sensitive watersheds.
6. Oil and grease control to treat the first one-half inch of runoff using the best available technology for commercial, institutional, and any other land uses where the potential for pollution by oil or grease exists.

Impacts and Effects of Proposal

Environmental Corridors

The proposed amendment area includes a total of approximately 13 acres of Environmental Corridor (see **Map 12**). This will include the delineated wetland with associated buffer, park, open space, and proposed stormwater management areas in accordance with the Environmental Corridor Policies and Criteria ([link to document](#)) adopted in the *Dane County Water Quality Plan*. The 100' vegetated buffer of the wetland complex associated with Ross Crossing Creek is proposed to be designated as environmental corridor. A small amount of what is proposed as Environmental Corridor also coincides with mapped Voluntary Environmental Corridor, as described below.

Estimated Environmental Corridors are required to be included in Environmental Corridors when those areas are added to the urban service area. Protection Areas include natural resource features such as the 1% annual chance floodplain, waterbodies, streams and wetlands, plus their required vegetative buffers, riparian steep slopes, existing public lands, parks, and conservancy areas, and existing stormwater management facilities. These areas are mapped based on regionally available information, such as the Wisconsin Wetland Inventory data.

The proposed amendment area includes 7 acres mapped as Voluntary Environmental Corridor, including potentially restorable wetlands, of which 1.7 acres are proposed to be designated as Environmental Corridor with this amendment (see **Map 12**). Voluntary Environmental Corridors are natural resources that are not legally protected from development, but still provide important benefits to the region, and are advised to be considered for inclusion in Environmental Corridors, above the minimum requirements. This concept is described more in the [2050 Regional Development Framework](#) (Framework) and is aimed at achieving the goal of conserving water resources and natural areas. The Voluntary Environmental Corridor recommendations include natural resource features such as the 0.2% annual chance floodplain, potentially restorable wetlands, internally drained areas, hydric soils, current/potential Ice Age Trail Corridor, and Natural Resource Area boundaries identified in the Dane County Parks and Open Space Plan.

Meeting Projected Demand

Preliminary Department of Administration (DOA) population estimates for January 2025 place Belleville at a total population of 2,839. An estimated 2,267 of those people live within Dane County. Belleville's population has grown by 14% since the 2020 Decennial Census with an increase of 19% in just Dane County.

The proposed amendment area would add 203 residential units. Assuming 2.3 persons per housing unit, the amendment would account for approximately 467 additional residents. The DOA projects a total population of 3,824 by 2050. That is an increase of 985 people from the preliminary 2025 estimate, approximately 428 housing units. The proposed amendment would accommodate roughly 47% of the estimated housing demand.

Phasing

The amendment requested is under 100 acres and does not require a phasing plan, although it is anticipated that development will occur in multiple phases.

Surface Water Impacts

Development creates impervious surfaces (e.g., streets, parking areas, and roofs) and typically alters the natural drainage system (e.g., natural swales are replaced by storm sewers). Without structural best management practices (e.g., detention basins and infiltration basins) this would result in significantly increased stormwater runoff rates and volumes, as well as reduced infiltration (i.e., groundwater recharge). Even when designing to current state and county requirements, development results in increased runoff volume and reduced infiltration volume. Without structural best management practices for erosion control, development would also cause substantial short-term soil erosion and off-site siltation from construction activities. Scientific research has well documented that without effective

mitigation measures, the potential impacts of development on receiving water bodies can include the following:

- Flashier stream flows (i.e., sudden higher peaks)
- Increased frequency and duration of bank-full flows
- Reduced groundwater recharge and stream base flow
- Greater fluctuations in water levels in wetlands
- Increased frequency, level (i.e., elevation), and duration of flooding
- Additional nutrients and urban contaminants entering the receiving water bodies
- Geomorphic changes in receiving streams and wetlands

Natural drainage systems attempt to adapt to the dominant flow conditions. In the absence of mitigation measures, the frequency of bank-full events often increases with urbanization, and the stream attempts to enlarge its cross section to reach a new equilibrium with the increased channel forming flows. Higher flow velocities and volumes increase the erosive force in a channel, which alters streambed and bank stability. This can result in channel incision, bank undercutting, increased bank erosion, and increased sediment transport. The results are often wider, straighter, sediment laden streams, greater water level fluctuations, loss of riparian cover, and degradation of shoreland and aquatic habitat.

Since 2002, there have been stormwater management standards in effect at the state, county, and local level to require stormwater management and erosion control plans and structural best management practices designed to address the impacts of development on water quality, runoff volumes, peak flows, water temperature, and groundwater recharge. In 2011, county and local standards for runoff volume control were increased beyond state standards to further address the potential stormwater impacts of development. Since 2010 many communities adopted even higher standards for volume control through their own ordinances or as part of USA amendment agreements. In 2017, State statute 281.33(6)(a)(1) was changed to limit the ability of local governments to provide more protective standards for runoff volume control through local ordinances making it more difficult to fully mitigate the effects of development on receiving waters. In 2021, Dane County adopted peak rate control requirements for the 200-year storm event in their ordinance as well as requirements for closed basins, which applies to all communities in Dane County.

The Village of Belleville proposes to mitigate the urban nonpoint source impacts of the proposed development by requiring the implementation of various stormwater best management practices that will be designed and constructed to meet, or exceed, current Dane County standards for pollutant reduction, runoff volumes, peak flows, water temperature, and groundwater recharge. Such practices will help to address the potential

water quality impacts of stormwater runoff from the proposed development on the receiving waters.

Regional partners are actively working to address chlorides through the [Wisconsin Salt Wise Partnership](#). WI Salt Wise's chloride reduction trainings are open to all municipal and private winter maintenance professionals in the region. Village of Belleville personnel are encouraged to attend winter salt certification classes and training for winter road maintenance to stay current on the latest trainings.

Groundwater Impacts

Without effective mitigation practices which exceed state, county and local ordinance, converting natural areas to urban development shifts the ground/surface water balance in streams and wetlands from a groundwater-dominated system to one dominated more and more by surface water runoff. This can result in a reduction in baseflow to streams, which is crucial for maintaining stream flow between precipitation events. This can also result in subsequent reductions in stream quality and transitions to less desirable biological communities more tolerant to these impaired conditions.

Groundwater modeling using the 2016 Groundwater Flow Model for Dane County, developed by the WGNHS ([link to website](#)), shows that 2010 modeled baseflow in Sugar River just downstream of the Ross Crossing Creek confluence decreased compared to predevelopment flow conditions. These reductions are likely due to the cumulative effects of well water withdrawals and loss of baseflow due to development in the groundwatershed. Pre-development conditions represent no well pumping within the model. Further decline compared to 2010 conditions is anticipated for the year 2040, according to modeling. Refer to Table 4 below.

Table 4
Modeled Baseflow Results Due to Current and Anticipated
Future Municipal Well Water Withdrawals
(All Municipal Wells)

Stream	No Pumping	2010	2040
Sugar River (downstream of confluence with Ross Crossing Creek (<i>FID 10539</i>))	108.6 cfs	103.5 cfs	101.7 cfs

Source: Groundwater Flow Model for Dane County, developed by the WGNHS (2016 Modeling)

Generally, groundwater discharge occurs along the entire length of perennial streams and is the source of stream baseflow. The loss of baseflow from the cumulative effects of well water pumping and urbanization is a regional issue, beyond the boundaries of a single USA Amendment or even a single municipality. This issue is discussed along with potential management options in the updated *Dane County Groundwater Protection Planning Framework* ([link to report](#)). Reducing per capita water demand and fully maintaining pre-development groundwater recharge by infiltrating stormwater runoff helps to replenish groundwater, maintain baseflow, and mitigate this impact. The regional groundwater model is a useful tool for evaluating different configurations and scenarios of municipal groundwater well withdrawals on these stream systems.

Public Participation Comments

During the public review period, CARPC received five (5) written comments, all of which are included in **Attachment B** – Public Comment Received.

A public hearing was held on the proposed amendment at the September 11, 2025, meeting of the Capital Area Regional Planning Commission. Representatives from the Village of Belleville, including the Village Administrator and the Village’s planning consultant (MSA Professional Services) gave a presentation on the proposed amendment and spoke in favor of it. There were two (2) registrants who spoke with concern about the amendment. Discussion among Commissioners followed. A recording of the public hearing is available as part of the video recording of the full Commission meeting on the CARPC Meetings webpage ([link](#)). The following summarizes the discussion:

- Anne Sullivan spoke with concern about the amendment (generally reiterating written commentary provided), discussing the extent of sensitive environmental resources nearby, water quality monitoring, stormwater, and roadway and utility infrastructure and requesting conditions of approval enumerated within written commentary.
- John Stremikis spoke with concern about the amendment (generally reiterating written commentary provided), discussing history of contamination and environmental concerns within Belleville and stating several requested conditions of approval enumerated within written commentary.
- Commissioner Schuler inquired seeking clarification regarding the defined land uses and densities of residential areas provided in the application.
- Commissioner Richson reiterated points heard during public commentary and requested that the Village meet with the commentators from the public (Anne and John). In response, the Village indicated that the Developer has already met with members of the public, but they would be willing to meet again.

- Commissioner Terrell requested additional information on the possibility of contamination. Discussion indicated that available database records were reviewed, but another review of existing databases for possible contamination would be conducted.
- Commissioner Terrell also inquired about stormwater drainage. In response, the Village described the topography on the site and general flow of drainage.

Conclusions and Staff Water Quality Recommendations

There is sufficient existing treatment plant system capacity at the Belleville Wastewater Treatment Facility to serve the proposed amendment area. There is sufficient existing capacity in the collection system to serve the initial phase(s) of development, although upgrades to a lift station will be needed to serve the full development within the amendment area.

The Village of Belleville proposes to mitigate the potential urban nonpoint source impacts of the proposed development on the receiving waters by requiring the implementation of stormwater best management practices that are designed and constructed to meet *or exceed* current standards for pollutant reduction, runoff volumes, peak flow rates, water temperature, and groundwater recharge.

It is CARPC staff's opinion that the proposed amendment is consistent with water quality standards under Wis. Stat. § 281.15, and the adopted Policies and Criteria for the Review of Sewer Service Area Amendments to the *Dane County Water Quality Plan*, with the existing state and local requirements identified below. In addition to the existing state and local requirements, the Village of Belleville and development team have agreed to pursue additional resource management measures for the amendment area, as identified below. Additional actions have also been recommended below to further improve water quality and environmental resource management.

State and Local Requirements

CARPC staff recommend approval of this amendment in recognition of the state and local requirements for the following:

1. Environmental Corridors are required to be delineated to meet the Environmental Corridor Policies and Criteria adopted in the *Dane County Water Quality Plan*. Additionally, a 100-foot vegetated buffer shall be provided for the wetlands associated with Ross Crossing Creek (located south and east of the amendment area) and shall be included within Environmental Corridor. Additionally, a 20' vegetated buffer shall be provided along the northern, eastern, and southern borders of the amendment area and shall be included within Environmental Corridor.

2. Sediment and erosion control practices are required to be installed prior to other land disturbing activities. Infiltration practices are required to be protected from compaction and sedimentation during land disturbing activities.
3. Easements and perpetual legal maintenance agreements with the Village of Belleville, to allow the Village to maintain stormwater management facilities if owners fail to do so, are required for any facilities located on private property.
4. Temporary erosion and sediment control best management practices shall be implemented to reduce the occurrence of sediment transport offsite during construction. If development occurs in phases, interim stormwater management practices shall be implemented to ensure compliance with all applicable regulations.
5. Review and approval of stormwater management plan(s) for the amendment area is required by Regional Planning Commission staff as part of the sewer extension review process. Stormwater management plan(s) shall meet or exceed all applicable standards required by Wisconsin DNR (NR 151), Dane County (Ch 14), and Village of Belleville (Chapter 450), including:
 - a. Post-development peak runoff rate control for the 1-, 2-, 10-, 100-, and 200-year, 24-hour design storms (using NRCS MSE4 storm distributions) to match predevelopment peak runoff rates.
 - b. Sediment control for the average annual rainfall period to reduce total suspended solids leaving the post-development site by at least 80%, as compared to no runoff management controls, with sediment control pretreatment occurring prior to infiltration for runoff from parking lots and new road construction within commercial, industrial, and institutional land uses.
 - c. Post-development infiltration (stay-on) volume control to maintain at least 90% of the predevelopment infiltration (stay-on) volume for the average annual rainfall period, without exception for sites determined to be within a closed basin watershed.
 - d. Maintain predevelopment groundwater annual recharge rates of approximately 9 to 10 inches per year, as estimated in *Groundwater Recharge in Dane County, Wisconsin Estimated by a GIS-Based Water Balance Model* (Wisconsin Geological and Natural History Survey, 2012), or by site-specific analysis, as an elective alternative to meeting the 90% stay-on requirement if more than two percent (2%) of the site is required to be used as effective infiltration area, if allowed by ordinance.

- e. Thermal control to reduce the temperature of stormwater runoff from development sites within thermally sensitive watersheds.
- f. Oil and grease control to treat the first one-half inch of runoff using the best available technology for commercial, institutional, and any other land uses where the potential for pollution by oil or grease exists.

Additional Agreements for the Amendment Area

In addition to the above requirements, the Village of Belleville and development team have agreed to pursue the following measures for the amendment area:

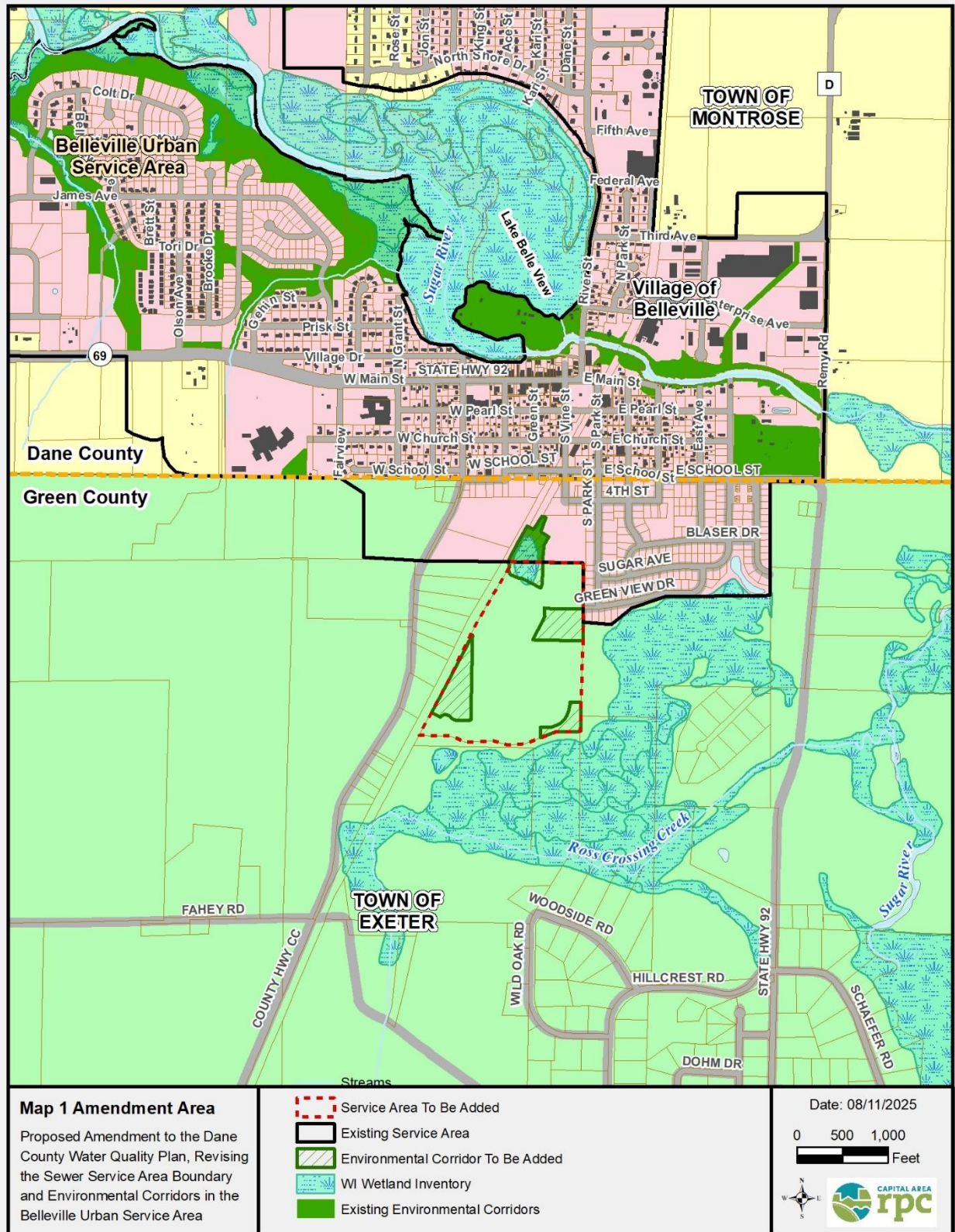
1. Seek to control post-development infiltration (stay-on) volume to maintain 100% of the predevelopment infiltration (stay-on) volume for the average annual rainfall period, if determined to be practicable based on site-specific soil conditions, but requiring consideration of decentralized infiltration practices across the plat. In meeting this requirement, credit will be given for offsite runoff which runs onto the site and is infiltrated within onsite practices.
2. Thermal control to reduce the temperature of stormwater runoff from the amendment area discharging to the wetlands (south and east of the amendment area) which have a direct hydrologic connection to Ross Crossing Creek, an area of special natural resource interest (ASNRI) for being an Exceptional Resource Water (ERW), and which has a coldwater attainable use designation by DNR.
3. Post-development runoff volume control for the 1-, 2-, 10-, 100-, and 200-year, 24-hour design storms (using NRCS MSE4 storm distributions) to match predevelopment runoff volumes.
4. The Village shall upgrade the impellers within Green View lift station, as necessary based on phasing of development, to provide sufficient capacity to convey the additional flows from the proposed amendment area. In lieu of this work being completed, each phase of development shall demonstrate sufficient capacity within the lift station to handle the anticipated loading prior to issuance of a water quality conformance letter (208 letter).

Recommendations

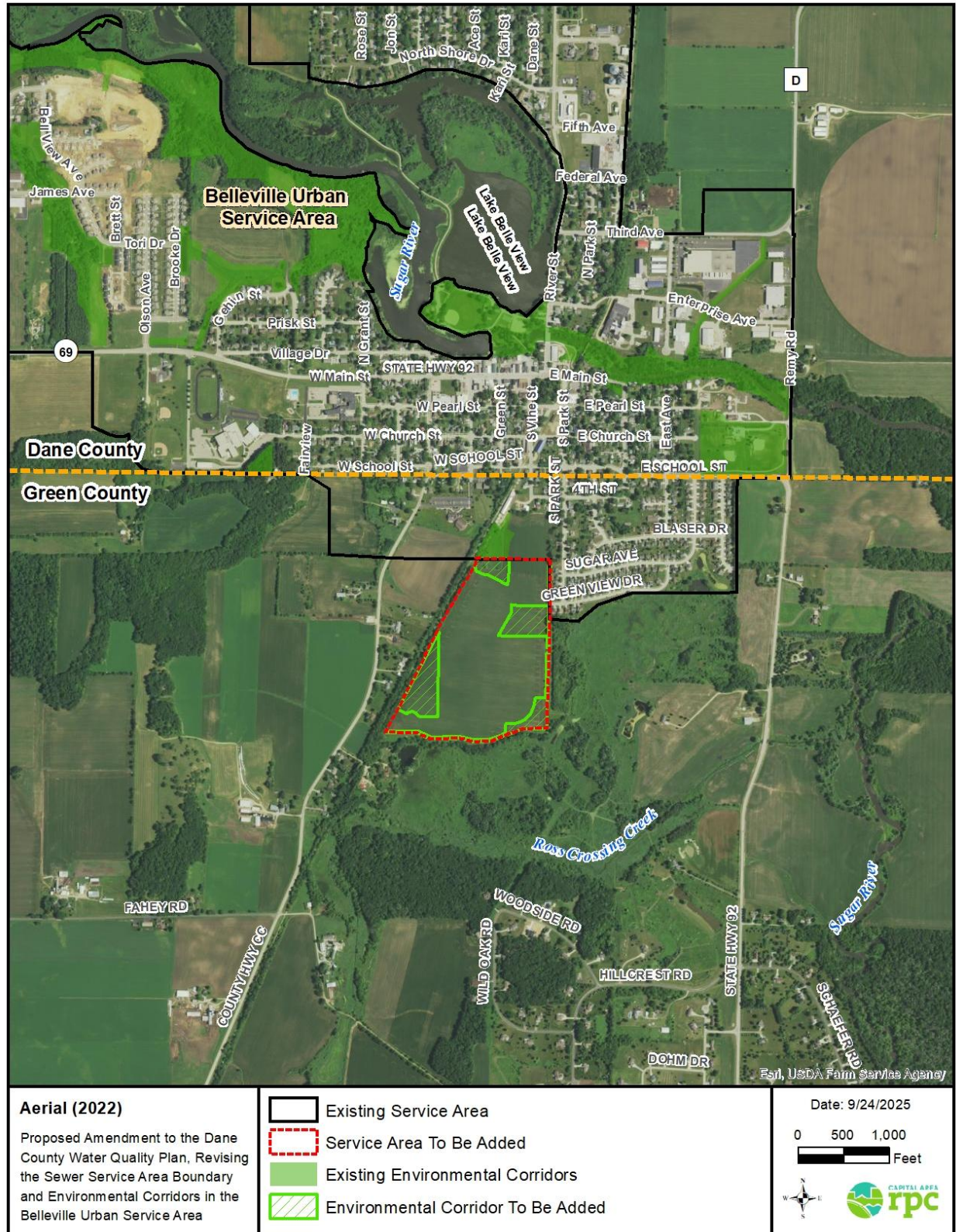
It is recommended that the Village of Belleville pursue the following to further improve water quality and environmental resource management:

1. Foster the responsible use of chlorides by encouraging public and private winter maintenance professionals to attend the winter salt certification classes offered by Wisconsin Salt Wise.
2. Consider the use of fencing and/or signage along the exterior perimeter of the development site to aid in wayfinding, separation of private and public properties, and educational opportunities regarding the adjacent sensitive ecosystems.
3. Encourage the removal and control of invasives and the use of native flora in landscaping, where appropriate within the entire amendment, and for all areas designated as Environmental Corridor.
4. Request a formal Endangered Resources Review by the WDNR for potential impacts to endangered resources like rare plants, animals, and natural communities, and take necessary habitat protection measures if species are found, based on the results of screening conducted.
5. Require a Phase I archaeological survey prior to ground disturbances for the entire development area due to the high potential for archaeological resources, and take appropriate protection if resources are found.

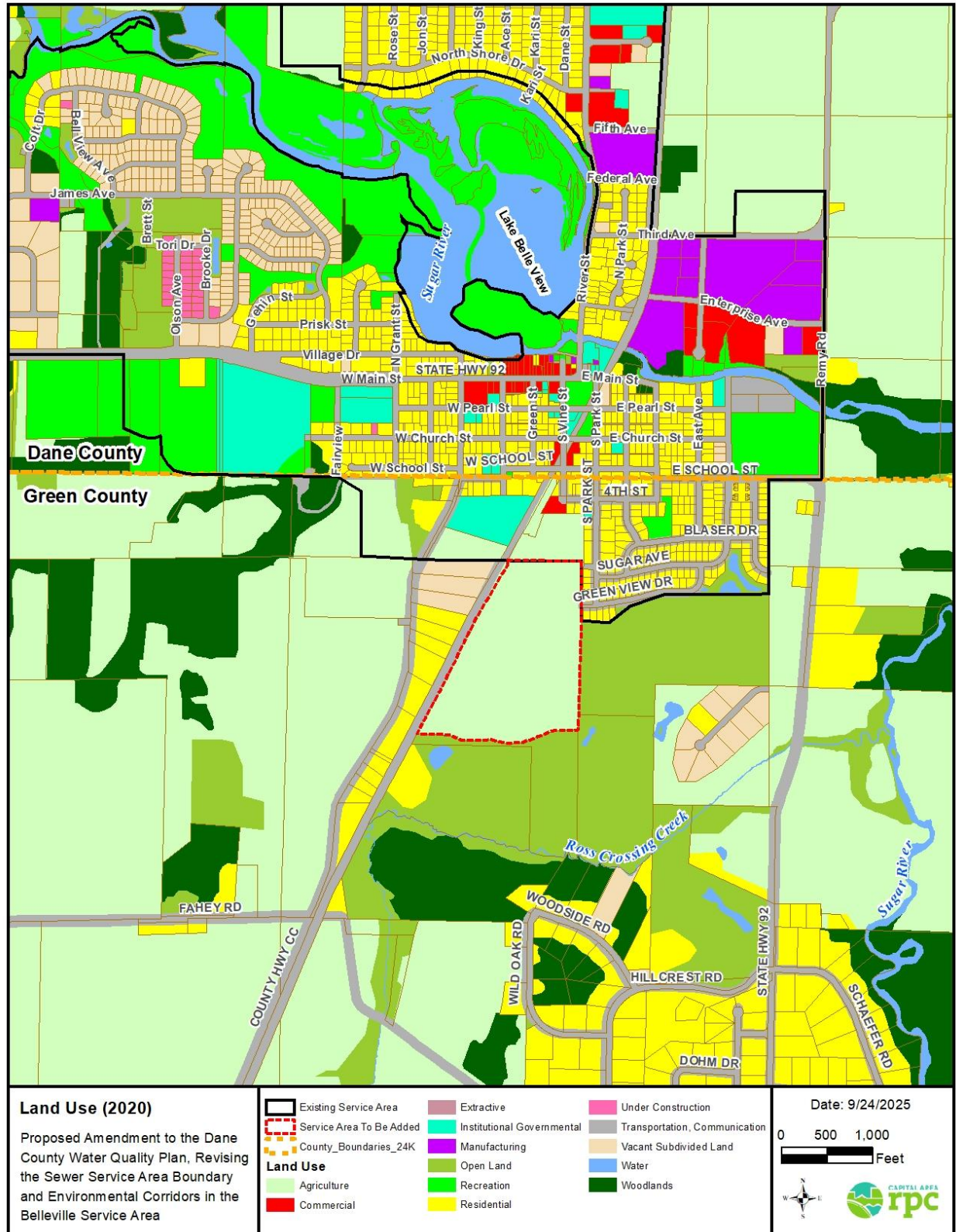
Map 1 - Amendment Area



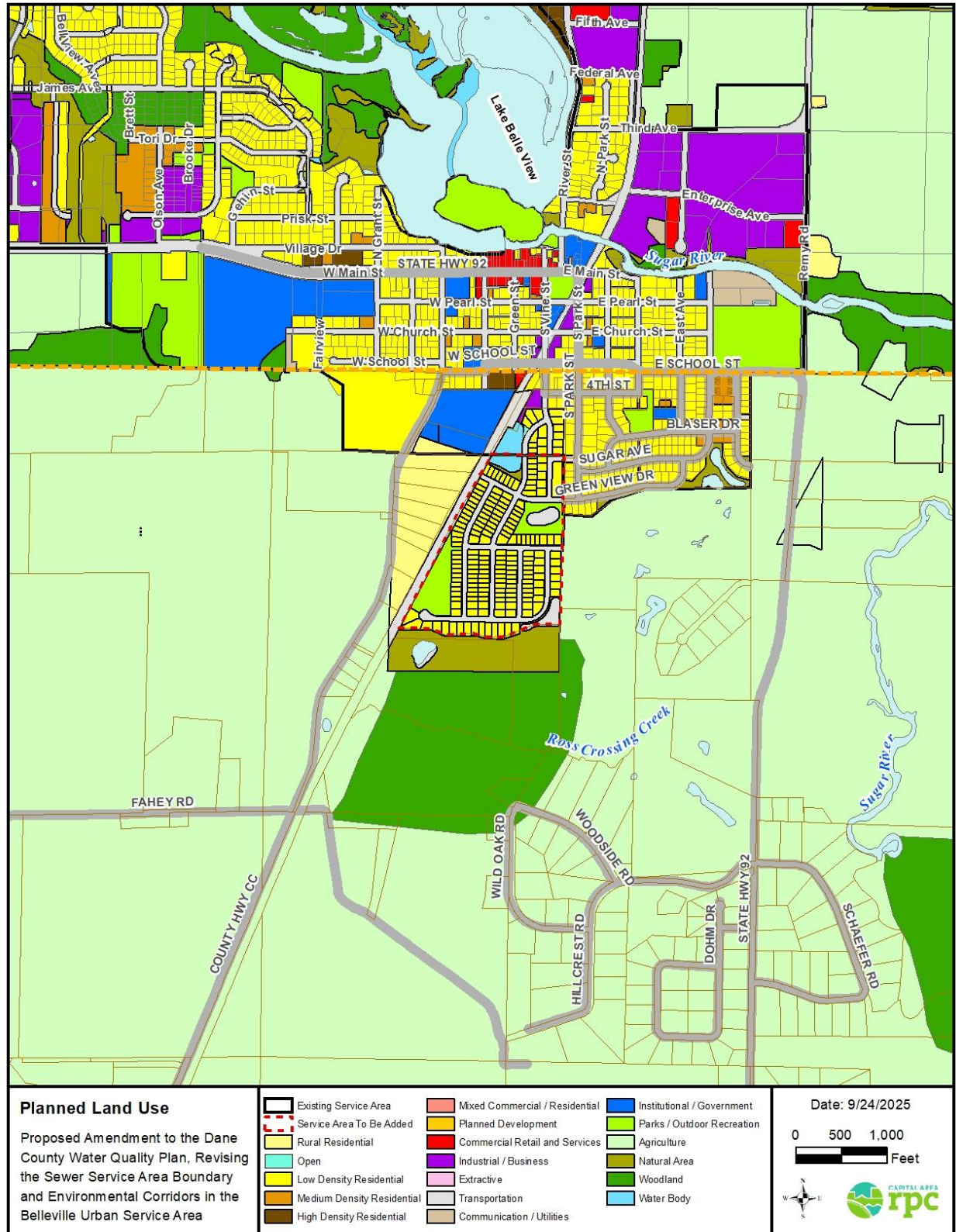
Map 2 – Aerial



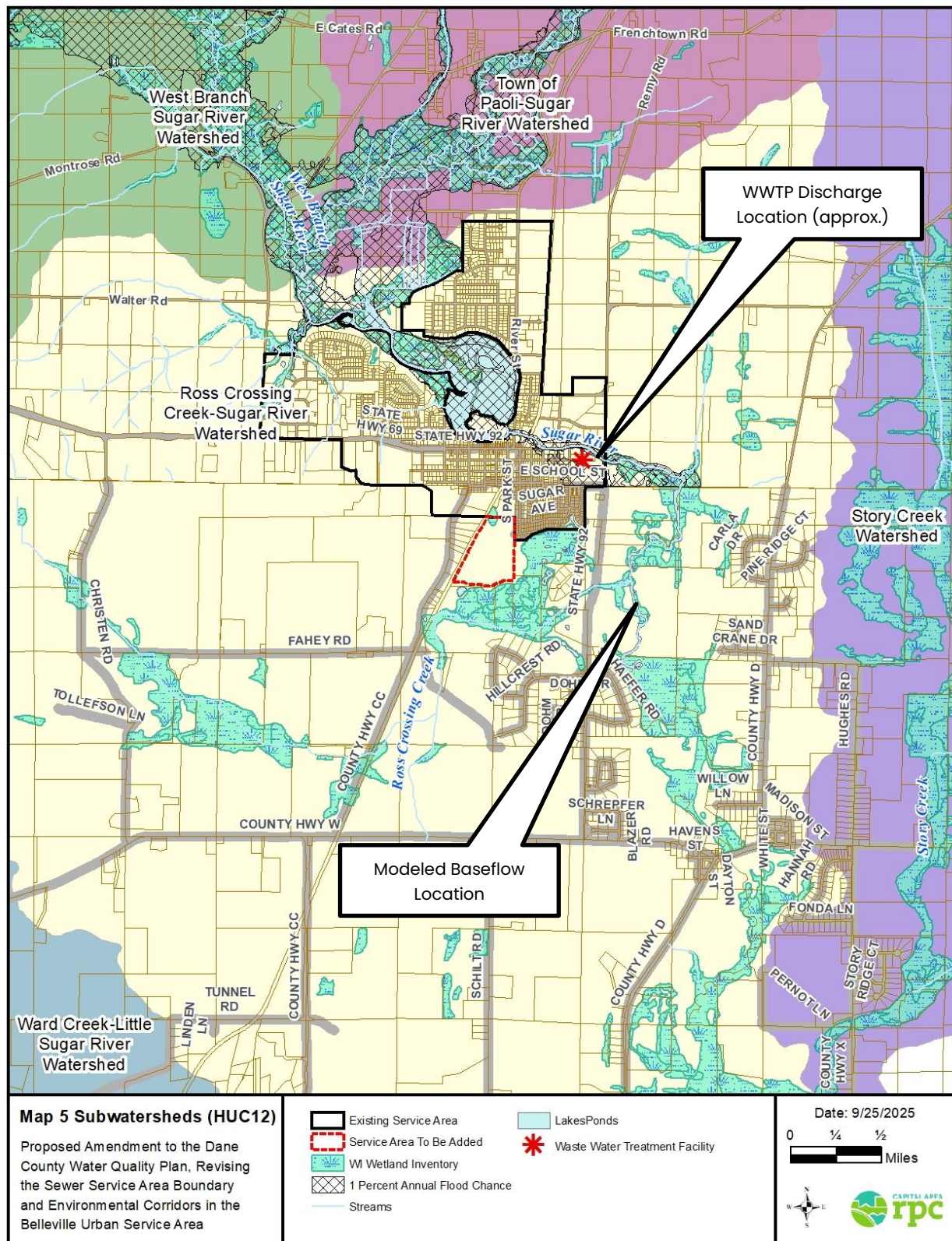
Map 3 – Existing Land Use



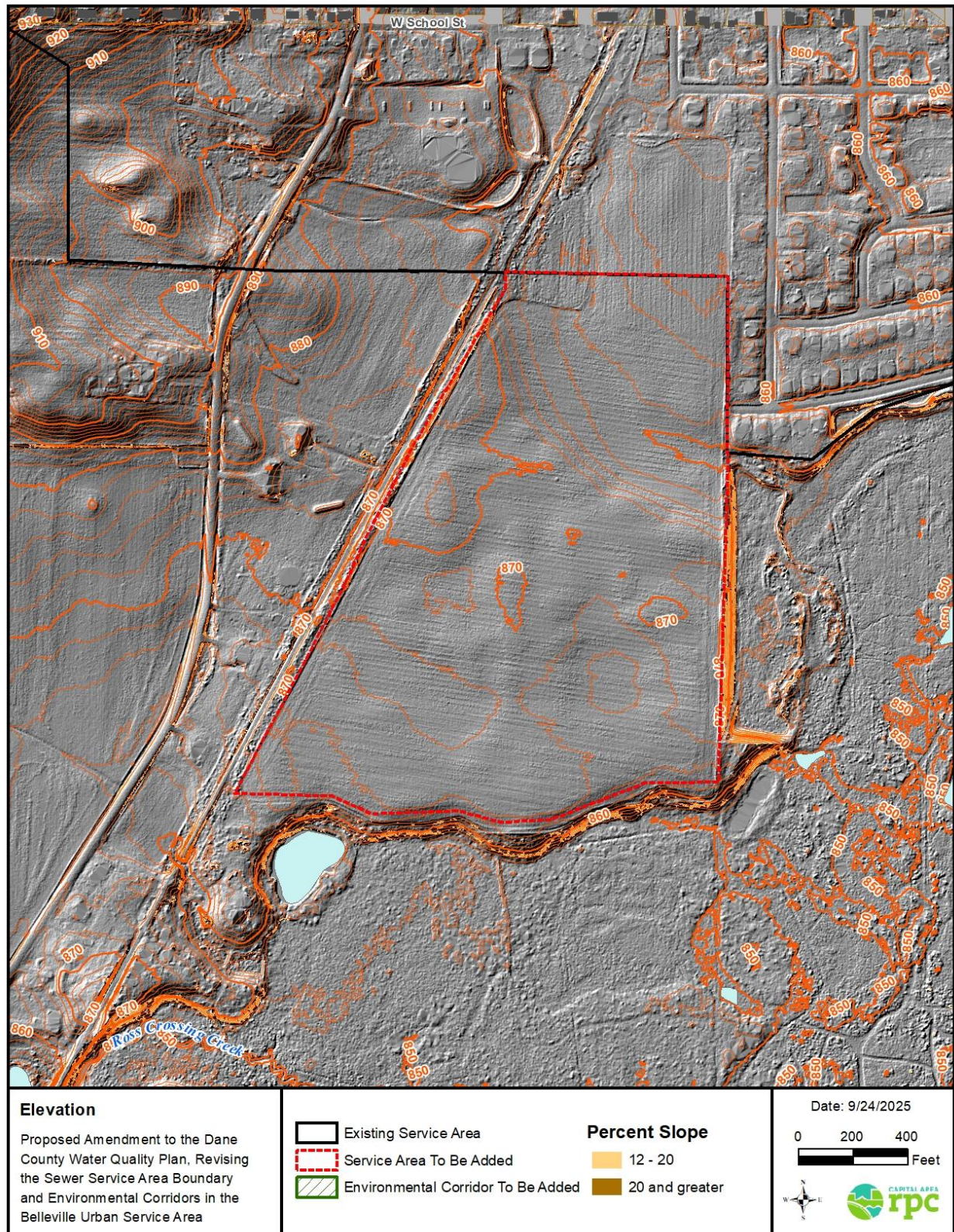
Map 4 – Planned Land Use



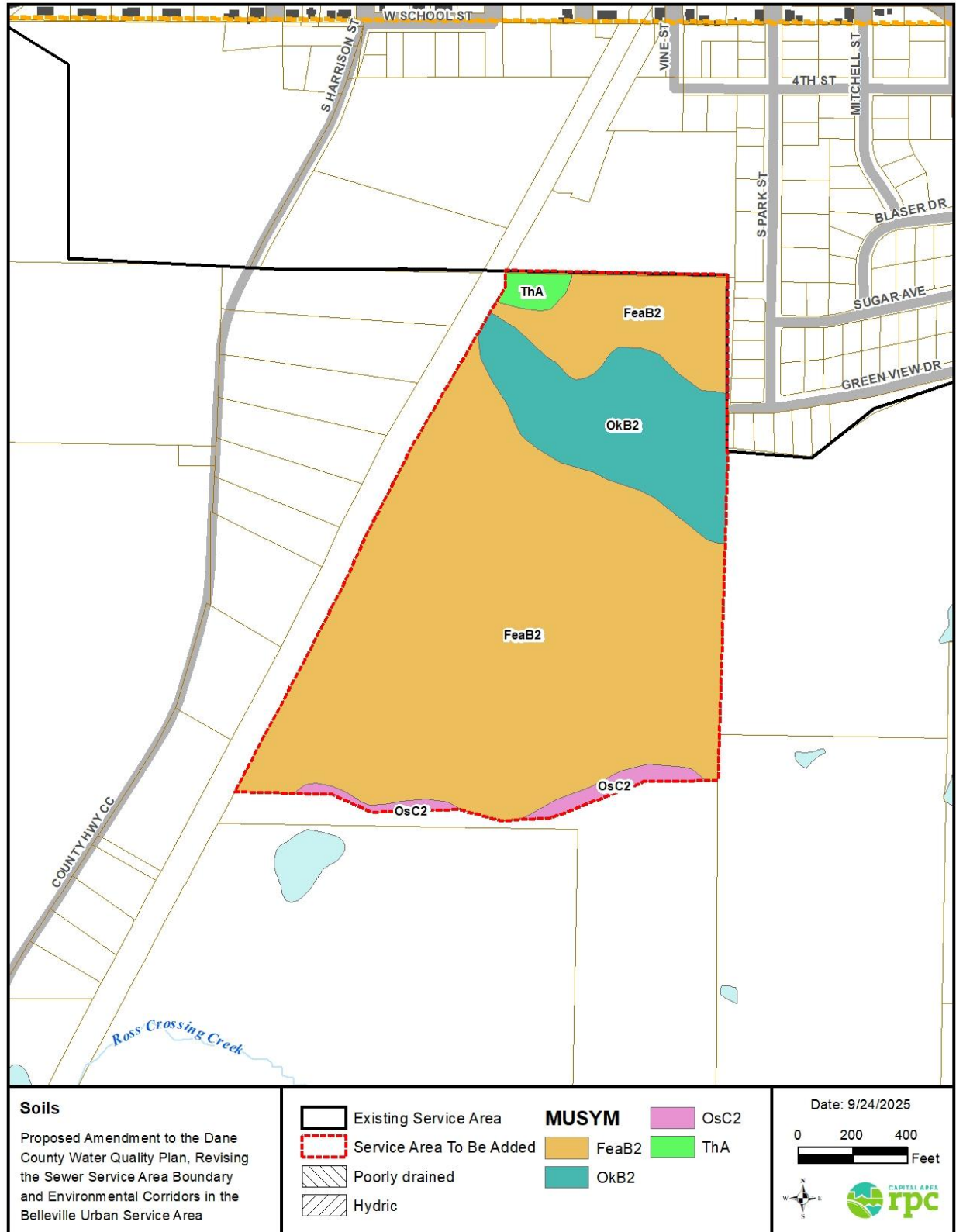
Map 5 – Subwatersheds



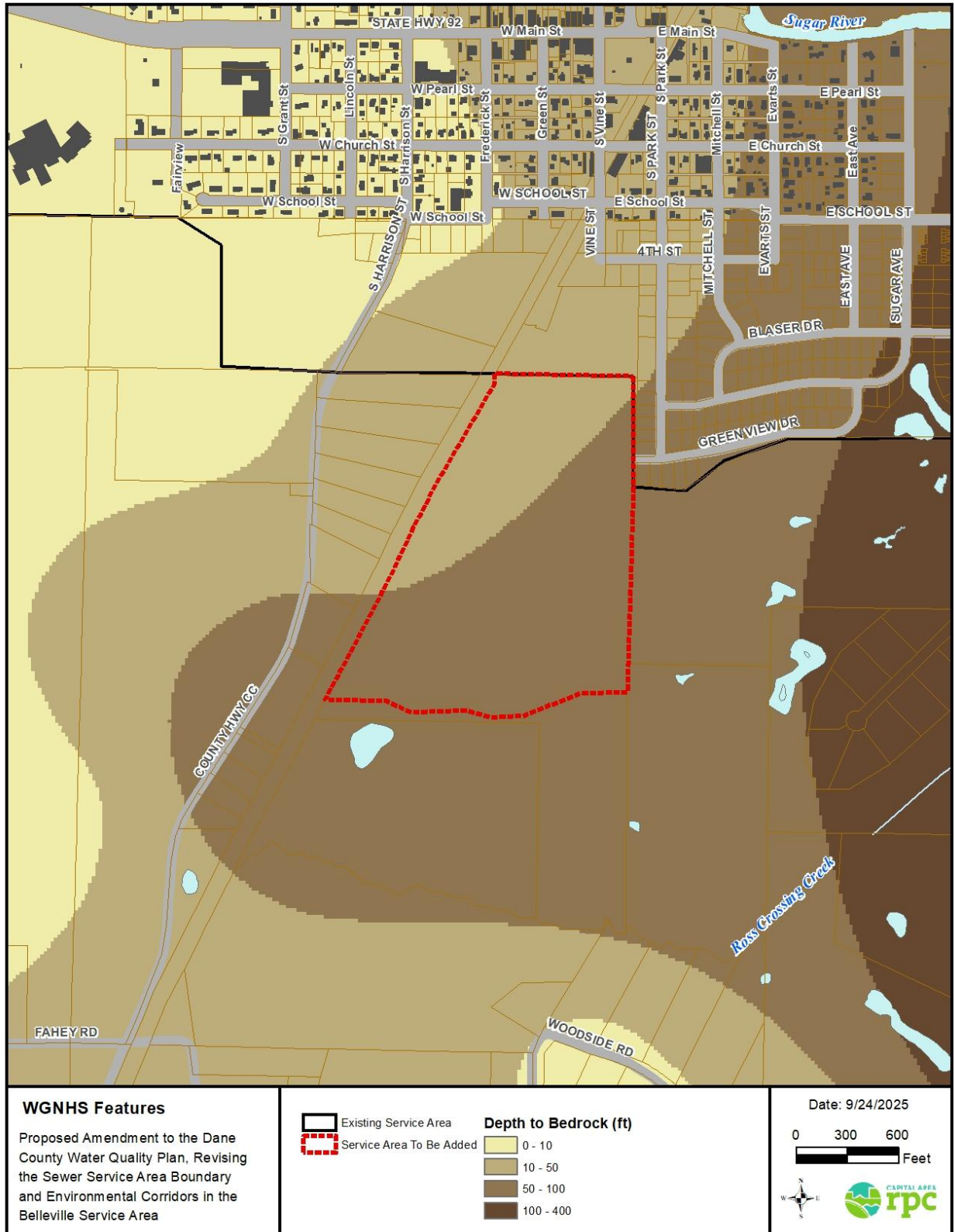
Map 6 – Elevations



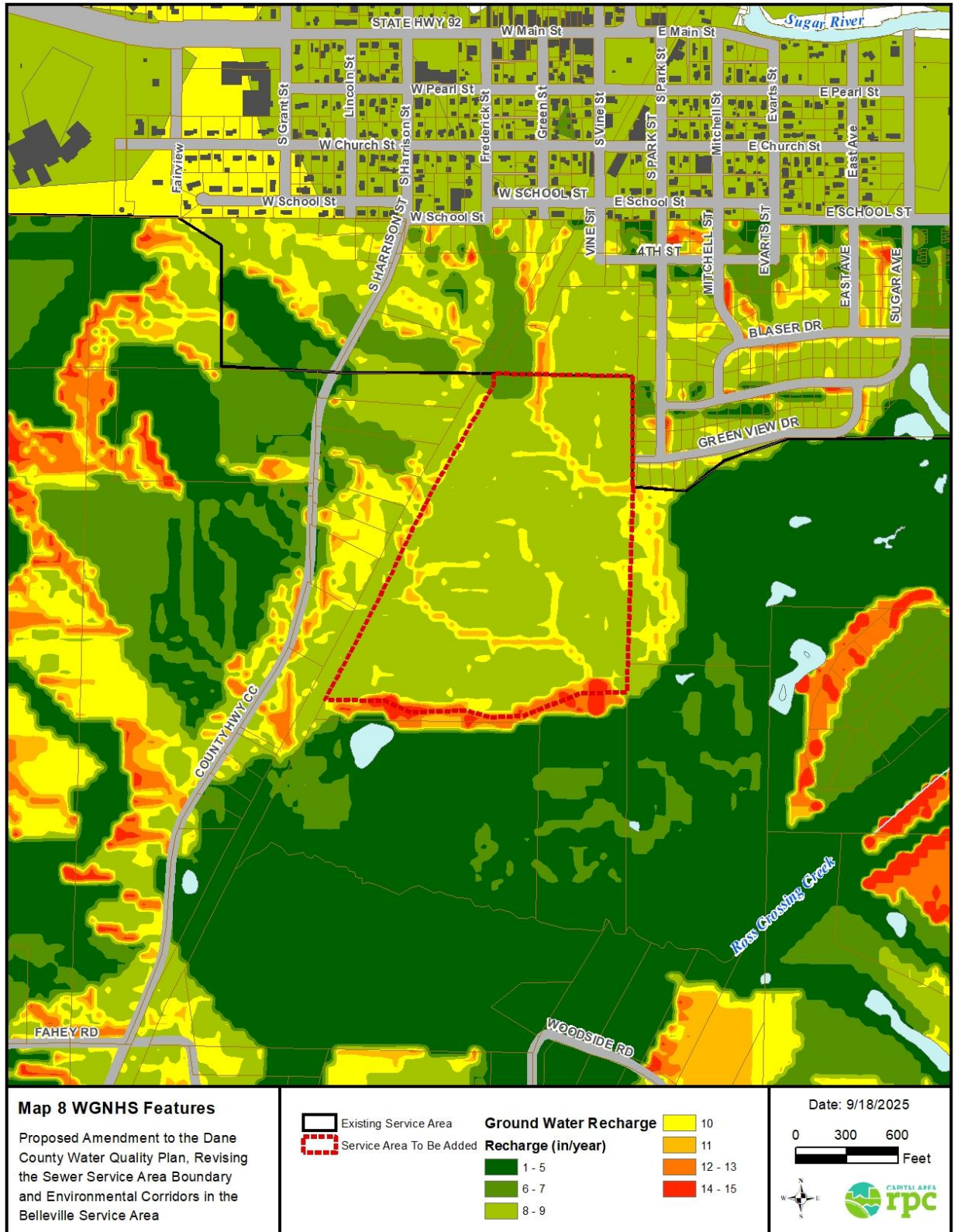
Map 7 - Soil Type



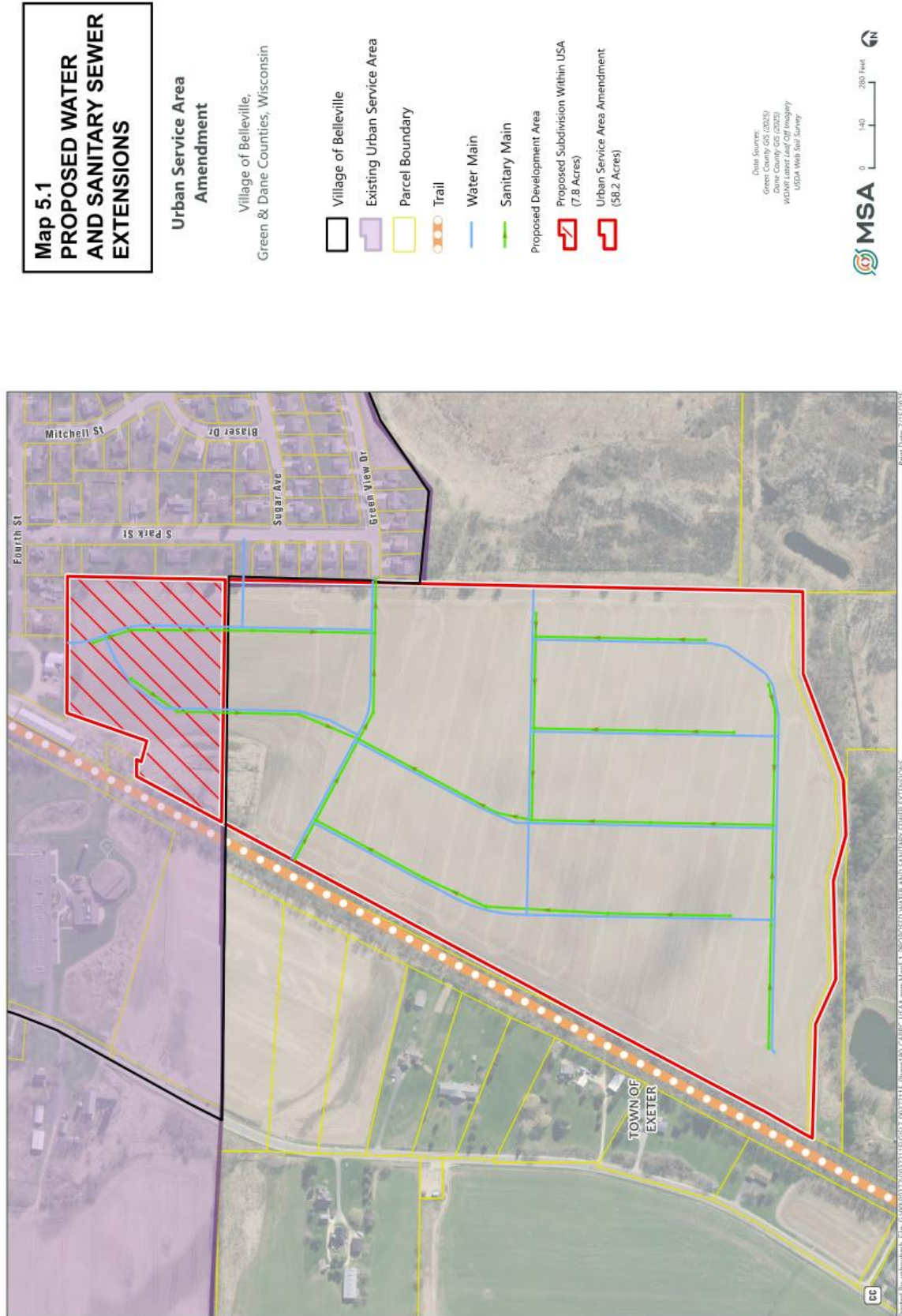
Map 8a – WGNHS Bedrock Depth



Map 8b – WGNHS Groundwater Recharge Rates

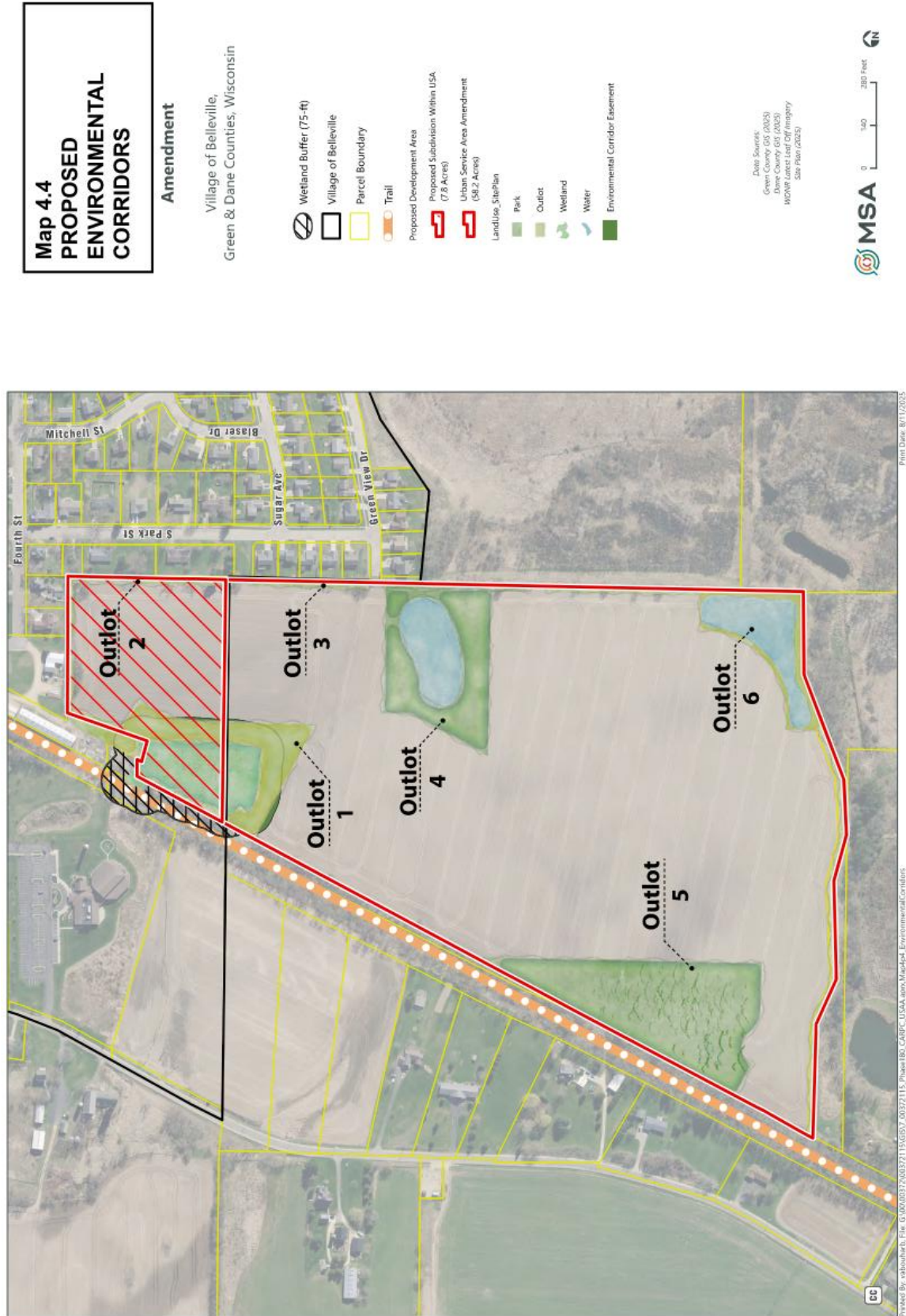


Map 9a – Proposed Sanitary Sewer and Water Main

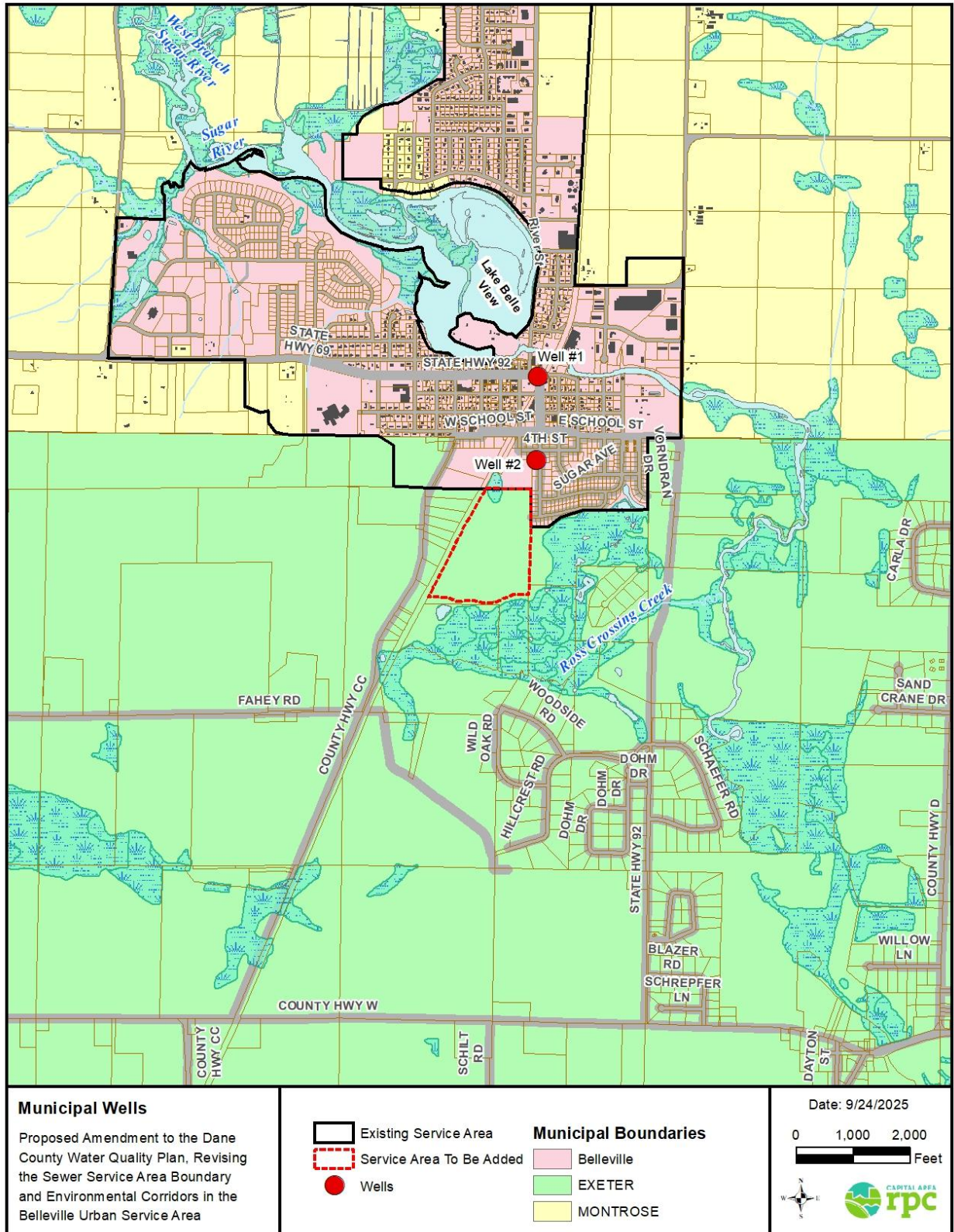


Source: MSA Professional Services (USAA Application, August 11, 2025)

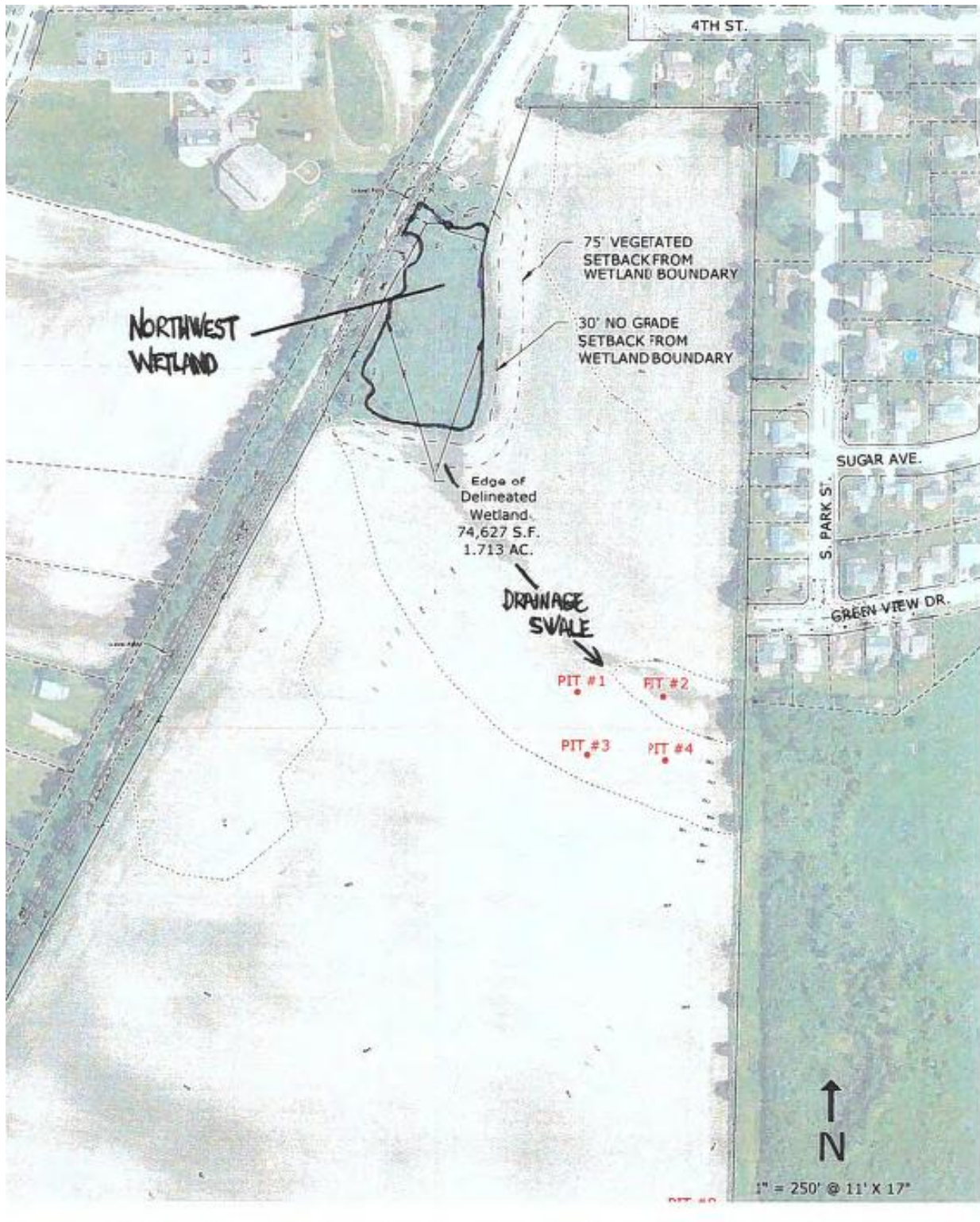
Map 9b – Proposed Stormwater Management



Map 10 – Municipal Wells

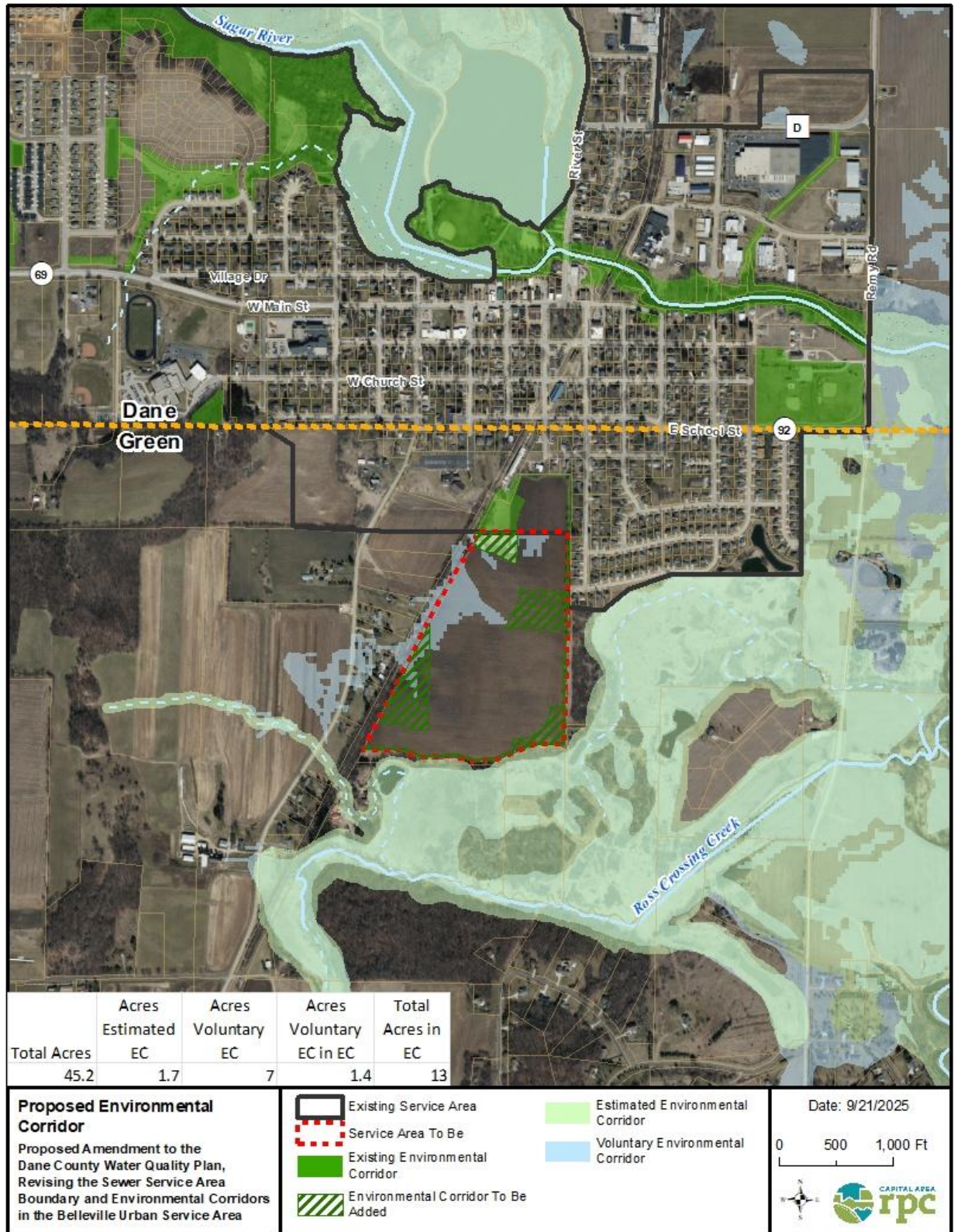


Map 11 – Wetland Delineation



Source: Wetland Delineation and Assessment Report (Geothink, 2025)

Map 12 – Proposed Environmental Corridor



Attachment A – WHS Letter



August 7, 2025

Mr. Sean Higgins
Capital Area Regional Planning Commission
100 State St, Ste 400
Madison WI 53703-2573

RE: Proposed Amendments to Village of Belleville Urban Service Area

Dear Mr. Higgins:

No previously recorded archaeological sites have been recorded in the parcel delineated in the proposed amendment. No previous formal archaeological survey has been conducted in the area however, so there is potential for unrecorded archaeological sites to be present. Given the proximity to a wetland and what appears to be a high potential for archaeological resources in this area, we recommend that phase I archaeological survey take place in advance of any ground disturbance in the proposed amendment area.

Under Wisconsin law, Native American burial mounds, unmarked burials, and all marked and unmarked cemeteries are protected from intentional disturbance. If anyone suspects that a Native American burial mound or an unmarked or marked burial is present in an area, the Wisconsin Historical Society should be notified.

If human bone is unearthed during any phase of a project, **all work must cease**, and the **local authorities must be contacted**. The police or sheriff will determine if the burial is a criminal matter or if it should be referred to the Wisconsin Historical Society at 1-800-342-7834 to be in compliance with Wis. Stat. § 157.70 which provides for the protection of all human burial sites. **Work cannot resume until the Wisconsin Historical Society gives permission.**

This letter does not constitute a Wisconsin Historical Society review for any project that may be governed by Federal or State Compliance laws, e.g. Section 106, Wis Stat. §44.40, Wis Stat. §66.1111, or Wis Stat. §157.70

If you have any questions, or if you need additional information, please feel free to contact me.

Sincerely;

Walker Good
Staff Archaeologist
State Archaeology and Maritime Preservation
608-264-6496
walker.good@wisconsinhistory.org

Collecting, Preserving and Sharing Stories Since 1846
816 State Street Madison, Wisconsin 53706
wisconsinhistory.org

Attachment B – Public Comments Received

Sept 7, 2025 - Richard Alme

To the Members of CARPC:

I am writing about the Badger Trails subdivision that was recently approved by the village of Belleville. I own 70-plus acres of rural property on which me and my family have lived and hunted for 30 years. Over time I have restored oak savannah on that property, which the Natural Resources Conservation Service has encouraged as a valuable contribution to preserving that environment.

One of my main concerns about the Badger Trails Subdivision is the volume of runoff that it will generate, which will inevitably flow onto my property. I have seen the subdivision plan that includes two retention/detention ponds next to my property. I have concerns that these are not enough to prevent contamination and erosion of the wetlands and savannah, since water temperature, lawn chemicals, road salt can do a lot of damage. Closer investigation of additional measures to prevent these issues requires more time and thought.

A second concern is that the addition of over 500 people living right next to my land is going to prevent me from being able to use and maintain my property for the recreation and restoration purposes I value. This includes hunting, hiking, wood cutting and other activities that require safe conditions that could be compromised by trespassers coming onto my land.

While there is a park in the current plat design, next to the Badger Trail, there is virtually no space planned for parking. Even if easy access in and out of the park from the Badger Trail were available, there isn't the space needed to manage traffic in and out of that area without additional lot land being reassigned to parking.

Richard Alme
N9231 Hillcrest Road
Belleville, WI 53508

Richard C Alme

Sept 7, 2025

Sept 8, 2025 – Scott Canon

Belleville Meeting Letter

From Scott Canon <scottcanon2000@gmail.com>

Date Mon 9/8/2025 2:26 PM

To Joan Stuessy <JoanS@capitalarearpc.org>

To the Commissioners,

I am writing in regards to the proposed Badger Trails development south of Belleville. I am a Village Trustee who was elected after the annexation was approved. My constituents have expressed significant concerns about the negative effects this development will have on the community and the environment. Badger Trails as it stands currently will have 203 units. This development will result in an increase in population of over 40%. The thousands of daily car trips that this population will require will be on two regular residential streets, Greenview Drive and Sugar Ave. These two streets were not built for and are not capable of handling that traffic flow. A third traffic outlet that would connect to County Highway CC has been promised by the Village, but is not in the current plans. It would also require using eminent domain and building over the Badger State Trail two hurdles unlikely to both be crossed. The traffic flow in the current plan would overwhelm these residential streets and create dangerous traffic conditions. The environmental effects of Badger Trails are unknown, but likely to be significant. The area south of the development is a wetland centered around Ross Crossing Creek. Ross Crossing Creek is listed by the Wisconsin Department of Natural Resources as an Exceptional Resource Water, which allows new discharges only if they maintain current water quality. Replacing farmland which absorbs water with asphalt that does not will significantly increase water flow into the creek. This will raise the water volume and temperature effecting trout populations not just in Ross Crossing Creek, but in the Sugar River into which it drains. The trout of Sugar River are a vital resource for the region. When you take into account the massive increases in sediment during construction, increases in lawn chemicals, and the attendant pollution from automobiles this development could have disastrous effects on tourism in southern Wisconsin.

In conclusion the Village of Belleville does not have the public safety, infrastructure, education, or fiscal capacity to manage this growth. This is in addition to the traffic, environmental, and economic consequences of Badger Trails. This is a poorly planned development that would need to significantly lower density if it occurs at all. For this myriad of reasons I ask this commission to reject the Urban Service Area Amendment required for the Badger Trails development.

Thank You

Scott Canon

Belleville Village Trustee

Sept 9, 2025 - Southern Land Conservancy (via Susan Lehnhardt/Steven Apfelbaum)

Fwd: Testimony for CARPC Meeting SEP 11, 2025, 6PM

From Susan Lehnhardt <lehnhardt.susanm@gmail.com>
Date Tue 9/9/2025 4:48 PM
To Matthew Kozlowski <MatthewKoz@capitalarearpc.org>
Cc Steve Apfelbaum <steve@aeinstitute.org>

 3 attachments (4 MB)

SWLC_testimony_09SEP2025.pdf; 1_Geospatial Analysis_swlc testimony_11SEP2025.pdf; 2_Conservation Dev Approach_swlc testimony_11SEP2025.pdf;

TO: Matthew Koz

Please note: this email was initially transmitted to Joan Steussy, which prompted an email directing us to your address. Please see the attachments that accompanied the original email in this thread. Thank you.

Please accept and transmit our attached testimony including referenced attachments to the CARPC members for consideration at their meeting scheduled on September 11, 2025 at 6PM, regarding the Belleville Badger Rails Subdivision relative to the Urban Service Area. Please also enter our testimony and referenced attachments into the meeting record.

Respectfully submitted,

Susan M Lehnhardt, Ecologist

Secretary, Southern Wisconsin Land Conservancy

lehnhardt.susanm@gmail.com

(C) 608.558.5941

----- Forwarded message -----

From: Susan Lehnhardt <lehnhardt.susanm@gmail.com>
Date: Tue, Sep 9, 2025 at 2:44 PM
Subject: Testimony for CARPC Meeting SEP 11, 2025, 6PM
To: <JoanS@capitalarearpc.org>
Cc: Steve Apfelbaum <steve@aeinstitute.org>

TO: Joan S

Please accept and transmit our testimony including referenced attachments to the CARPC members for consideration at their meeting scheduled on September 11, 2025 at 6PM, regarding the Belleville

Badger Rails Subdivision relative to the Urban Service Area. Please also enter our testimony and referenced attachments into the meeting record.

Respectfully submitted,

Susan M Lehnhardt, Ecologist

Secretary, Southern Wisconsin Land Conservancy

lehnhardt.susanm@gmail.com

(C) 608.558.5941



SOUTHERN WISCONSIN LAND CONSERVANCY

protecting wild and working lands

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Board Member
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Zack Kooi
Board Member
Brodhead, WI

Meredith Tripp
Board Member
Janesville, WI

Aryn Swann
Executive Director
Johnson Creek, WI

To: Members of the Capital Area Regional Planning Commission (CARPC)
(submitted via email to JoanS@capitalarearpc.org)

From: Steven I. Apfelbaum, President Southern Wisconsin Land Conservancy

Date: September 9, 2025

RE: Letter of Testimony to be entered into the record at the September 11, 2025, 6PM meeting regarding the Belleville Badger Trails Subdivision relative to the Urban Service Area

Southern Wisconsin Land Conservancy (SWLC) has been working with the Sullivans to protect the conservation values on their land. During this process, SWLC has attended at least one face-to-face meeting with the Village of Belleville staff to share information and case studies from regionally successful conservation communities, which we prepared in order to inform the village and developer of the proven ecological and economic benefits of this development approach. Please find the two attachments provided to the Village, which include:

1. Geospatial analysis (employing *Stratifyx* software) of the Sullivan property and a portion of the abutting development that visualizes key ecological features, including landcover by forest, wetlands, and surface waters, and the extent of flood hazard risk.

2. Conservation Development Approach, a summary review of conservation community opportunities and their success compared to conventional development designs in the region. Some of the example successes were projects that SWLC leadership had years of personal involvement with, including design, permitting, and work throughout construction, and for several decades after construction. Projects such as *Prairie Crossing* in Grayslake, IL (among many other examples) have contributed to community benefits, durable neighborhoods, low maintenance, and low-cost operations and maintenance costs for the municipalities, in addition to less traffic, and the protection and management of large public open space systems that were foundational to creating livable, safe communities.

While there appeared to be interest in someday exploring conservation community opportunities in Belleville, when we met with the Village staff, they expressed concern regarding litigation pressure from the developer, if the Village did not move promptly and grant development approvals for the application before the Village.



3. Attached documents 1 and 2 were presented in writing, along with a PowerPoint presentation (not attached), presented to a group of neighbors at the Belleville Public Library. A high level of interest, and bewilderment, was expressed regarding why the Village would not advance a process of civic engagement and decision-making to leverage and catalyze improved plans and development outcomes over what was being proposed by the developer, which has apparently been approved by the Village. 'Who do the staff of the Village work for?' was articulated several times during the meeting by community members. 'Do they work for the developer, or for the betterment of the village and its citizens?'

The above notes and attachments are submitted to clarify that SWLC witnessed an earnest attempt to have open conversation between the Sullivans, neighbors, and our organization, and the Village and the developer.

Steven I. Apfelbaum
Southern Wisconsin Land Conservancy
Brodhead, WI 53520
steve@aeinstitute.org
608-201-9375

Attachments:

1. Geospatial Analysis_swlc testimony_11SEP2025
2. Conservation Dev Approach_swlc testimony_11DEP2025



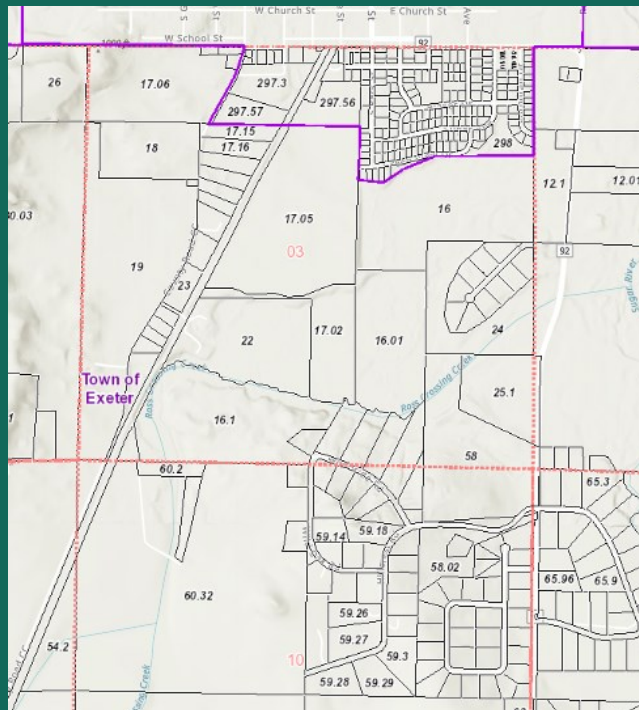


Stratifyx

Dan N. Sullivan and Anne E. Gravel-Sullivan
N9448 County Road CC, Belleville WI 53508
Green County, Town of Exeter

Applied ecology for smarter and faster land use decisions.

Parcel Location



Parcel Information:

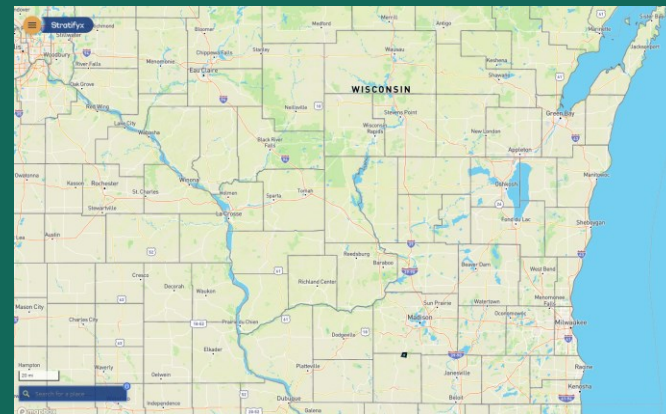
Map Parcel No. (Green Co Parcel Viewer)	Parcel No.	Tax Parcel ID No.	Acres/Parcel (Total Acres 96.59)
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NE-SW, Sect.3, T4N, R8E; SE-SW, Sect. 3, T4N, R8E PRT E2 SW4 COM 1089 FT N OF 1/8 POST S SD SW4 TH N 1006.5 FT TH E 82.5 FT TH S 198 FT TH E 1326.6 FT TH S 1139.82 FT TH W IN OLD CRK BED POB; ALSO PRT W2 SW4 LYG E OLD HWY RUNNING NLY & SLY THROUGH SD W 1/2 EXC RR ROW, & EXC 12.3A M/L & EXC 6.28A M/L & EXC LOT 1 CSM 871 & EXC CSM 1285			
17.02	2301400170200	0017.0200	18.0000
SECTION 3 PRT NE4 SW4 & W1/2 SE4 COM W4 COR SD SEC TH S89°E 1728.32 FT TO ETRLY LN RR TH S27°W 705.84 FT POB TH S 88°E 374 FT TH S66°E 159 FT TH N87°E 322 FT TH S75°E 156 FT TH N86°E 181 FT TH N 68°E 367 FT TH N88°E 275.97 FT TH S0°W 1360.05 FT TH 560 FT M/L TO ESTLY LN SW4 TH N0°W 1050 FT M/L TH N89°W 1235.9 FT TH N0°E 103.13 FT TH N27°E 19.37 FT POB			
16.1	2301400161000	0016.1000	43.6000
SECTION 3 PRT SW4 SE4 LYG S OF ROSS CROSSING CRK & W LOT 11 CSM 1832 & W OF W ROW WILD OAK RD DEPICTED CSM 1833; PRT SE4 SW4 LYG S ROSS CROSSING CRK- 48.1A; ALSO PRT SW4 SW4 COM SE COR SW4 SW4 TH W ALG S LN 610.5 FT TO PT 16.5 FT W OF ELY LN OF RD TH N12°W ALG 1 ROD W OF ELY LN SD RD 429.66 FT TO RR ROW TH N22°E 866.58 FT TH S79°E 480 LINKS TO 1/8 LN TH S TO POB EXC CSM 4081 LOT 1			
60.2	2301400602000	0060.2000	3.0600
NE-NW, Sect. 10, T4N, R8E; NW-NW, Sect. 10, T4N, R8E PRT NW4 NW4 AND NE4 NW4 COM NW COR SEC 10 TH S89°E 683.34 FT TO POB TH S89°E 818.11 FT TH S16°W 177.12 FT TH N89°W 743.81 FT TH N8°W 172.84 FT TO POB (POS V18-P5)			
60.3	2301400603100	0060.3100	3.0000
NE-NW, Sect. 10, T4N, R8E; NW-NW, Sect. 10, T4N, R8E COM NW COR SEC 10 TH S89°E ALG N LN SEC 10 1501.45 FT TH S16°W 177.12 FT TO POB TH S12°W 631.09 FT TH S14°W 396.90 FT TO CTR LN FAHEY ROAD TH N52°W ALG CTR LN 80.08 FT TH NWLY 23.59 ALG CTR LN AND ARC CURVE LEFT RAD 340 FT CHORD N54°W 23.59 FT TH N15°E 169.91 FT TH N6°E 782.28 FT TH S89°E 186.88 FT TO POB			

Parcel Location



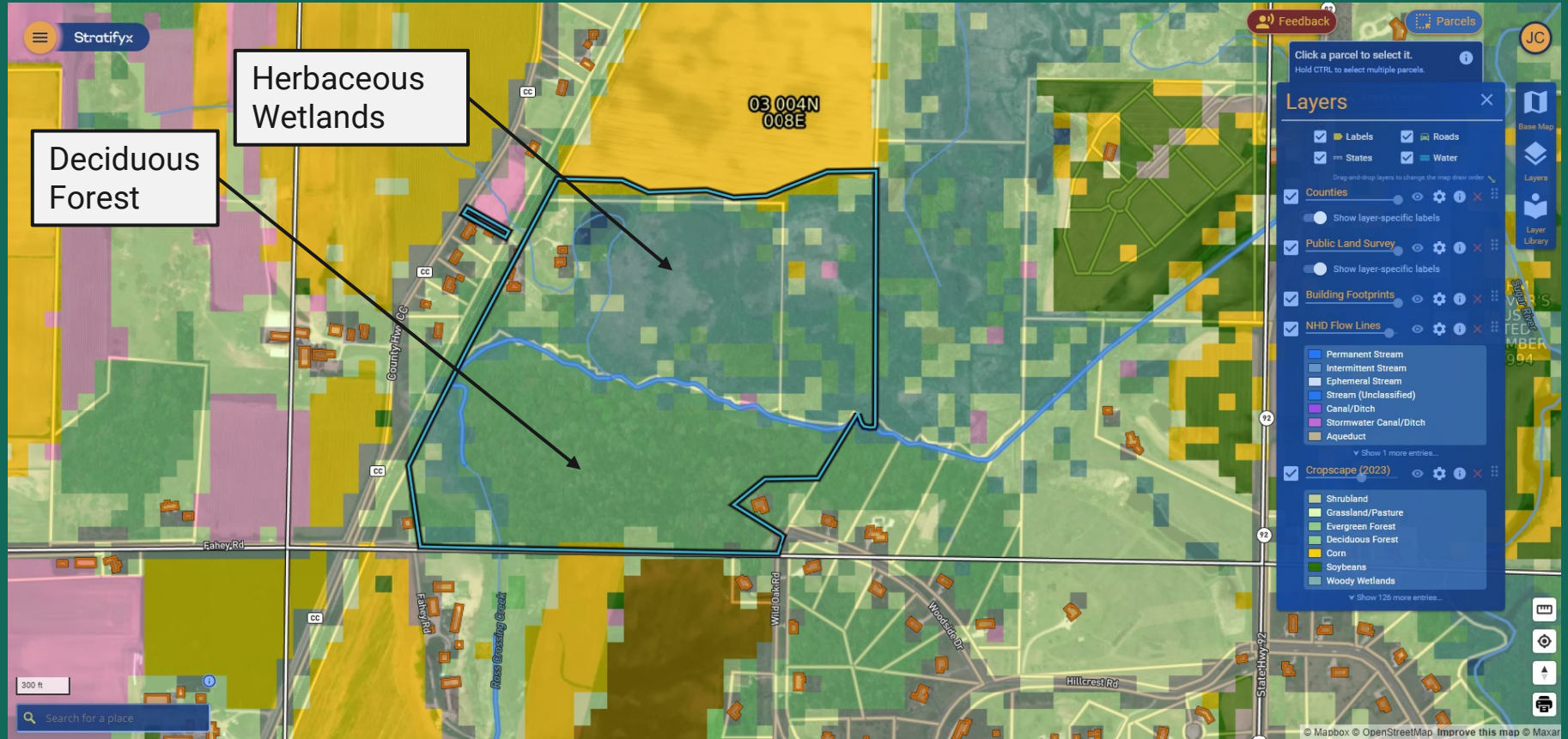
Parcel Information:

Map Parcel No. (Green Co Parcel Viewer)	Parcel No.	Tax Parcel ID No.	Acres/Parcel (Total Acres 96.59)
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NE-SW, Sect. 3, T4N, R8E; SE-SW, Sect. 3, T4N, R8E PRT E2 SW4 COM 1089 FT N OF 1/8 POST S SD SW4 TH N 1006.5 FT TH E 82.5 FT TH S 198 FT TH E 1326.6 FT TH S 1139.82 FT TH W IN OLD CRK BED POB; ALSO PRT W2 SW4 LYG E OLD HWY RUNNING NLY & SLY THROUGH SD W 1/2 EXC RR ROW, & EXC 12.3A M/L & & EXC 6.28A M/L & EXC LOT 1 CSM 871 & EXC CSM 1285			
17.02	2301400170200	0017.0200	18.0000
SECTION 3 PRT NE4 SW4 & W1/2 SE4 COM W4 COR SD SEC TH S89°E 1728.32 FT TO ETRY LN RR TH S27°W 705.84 FT POB TH S 89°E 374 FT TH S66°E 159 FT TH N87°E 322 FT TH S75°E 156 FT TH N86°E 181 FT TH N 68°E 367 FT TH N88°E 275.97 FT TH S0°W 1360.05 FT TH S60 FT M/L TO ESTLY LN SW4 TH N0°W 1050 FT M/L TH N89°W 1235.9 FT TH N0°E 103.13 FT TH N27°E 19.37 FT POB			
16.1	2301400161000	0016.1000	43.6000
SECTION 3 PRT SW4 SE4 LYG S OF ROSS CROSSING CRK & W LOT 11 CSM 1832 & W OF W ROW WILD OAK RD DEPICTED CSM 1833; PRT SE4 SW4 LYG S ROSS CROSSING CRK- 48.1A; ALSO PRT SW4 SW4 COM SE COR SW4 SW4 TH W ALG S LN 610.5 FT TO PT 16.5 FT W OF ELY LN OF RD TH N12°W ALG 1 ROD W OF ELY LN SD RD 429.66 FT TO RR ROW TH N22°E 866.58 FT TH S79°E 480 LNS TO 1/8 LN TH S TO POB EXC CSM 4081 LOT 1			
60.2	2301400602000	0060.2000	3.0600
NE-NW, Sect. 10, T4N, R8E; NW-NW, Sect. 10, T4N, R8E PRT NW4 NW4 AND NE4 NW4 COM NW COR SEC 10 TH S89°E 683.34 FT TO POB TH S89°E 818.11 FT TH S16°W 177.12 FT TH N89°W 743.81 FT TH N8°W 172.84 FT TO POB (POS V18-S)			
60.3	2301400603100	0060.3100	3.0000
NE-NW, Sect. 10, T4N, R8E; NW-NW, Sect. 10, T4N, R8E COM NW COR SEC 10 TH S89°E ALG N LN SEC 10 1501.45 FT TH S16°W 177.12 FT TO POB TH S12°W 631.09 FT TH S14°W 596.90 FT TO CTR LN FAHEY ROAD TH N52°W ALG CTR LN 80.08 FT TH NNWY 23.59 AUG CTR LN AND ARC CURVE LEFT RAD 340 FT CHORD N54°W 23.59 FT TH N15°E 169.91 FT TH N6°E 782.28 FT TH S89°E 186.88 FT TO POB			



Gravel-Sullivan, Anne E: 98 Acres
Green County, WI4 North, 8 East,
Section 3

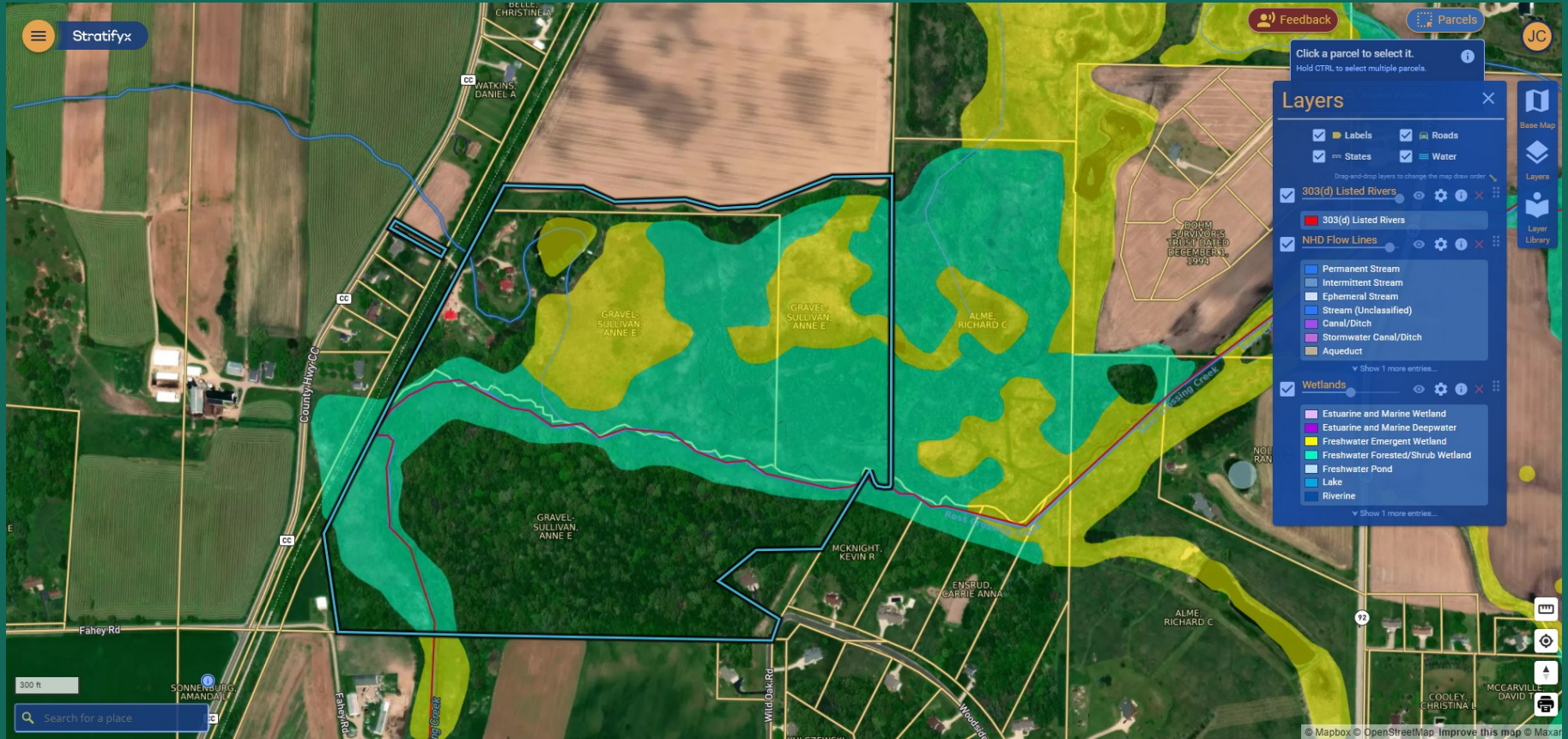
Land Cover



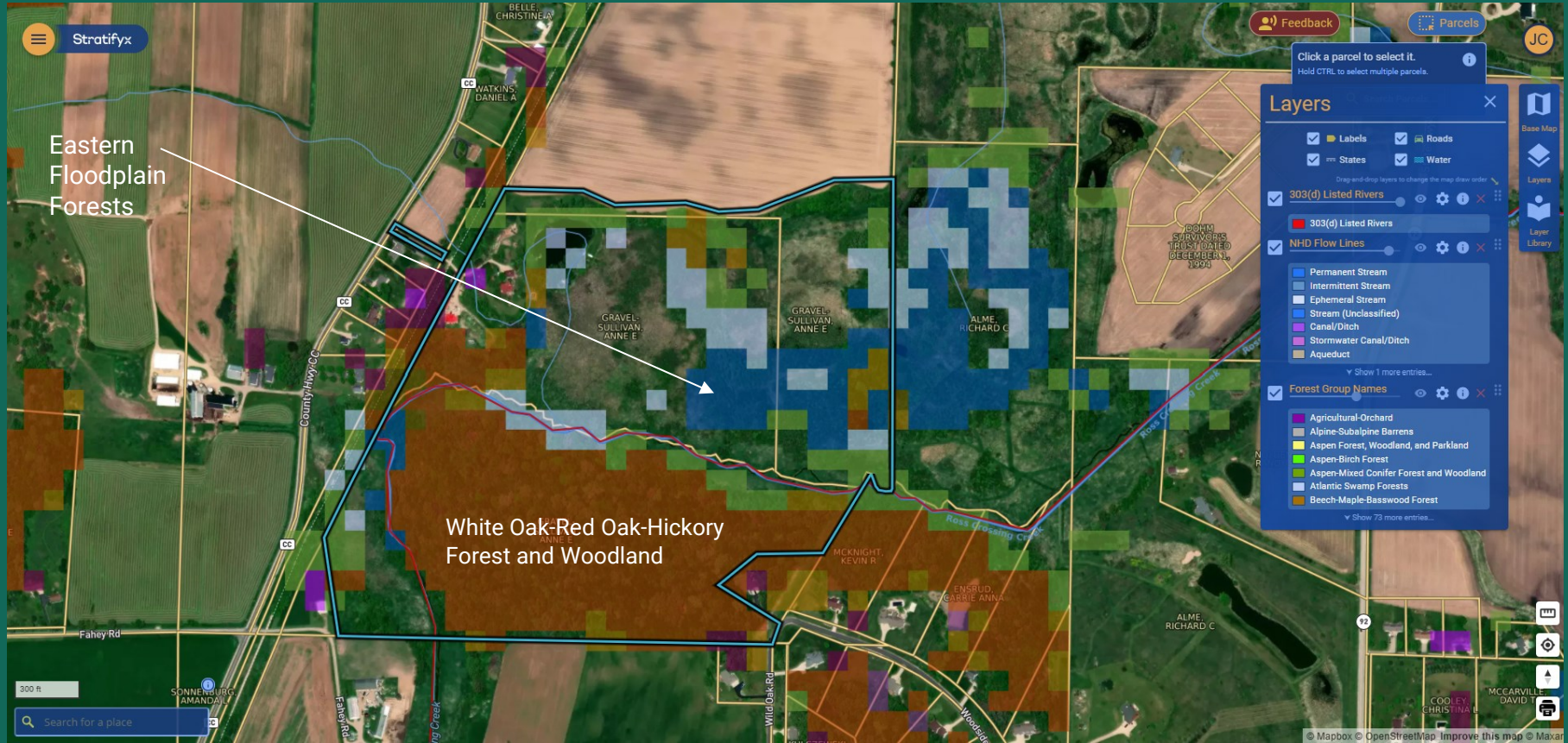
Stratifyx



National Wetlands Inventory



Forest Types





John Elstrott
Founder and Board Chairman

- Emeritus Executive Director, Levy-Rosenbloom Institute for Entrepreneurship, Tulane University Freeman School of Business
- Entrepreneur & Investor
- Serves/Served on several public & private corporations as well as non-profit companies ranging from environmental services to retail to consumer-packaged goods



Chris Melançon
Founder and CEO

- Serial Entrepreneur – Successful B2B Software Exit (2000)
- Enterprise Software, Biotechnology, Environmental Technology, Regenerative Agriculture
- Expertise in Engineering, Applied Physics, Biology, & Environmental Science



Steve Apfelbaum
Founder and Chief Science Officer

- Founder, *Applied Ecological Services*, global ecological restoration firm
- Developed hundreds of processes & ecological IP, executing on thousands of consulting & restoration projects.
- Pioneered the U.S. conservation finance segment, including wetland banking, nutrient trading, carbon sales, & conservation easements.



Jason Carlson
Founder and VP of Product

- Leader with 25 years in geospatial science-based tool development
- Deep domain expertise applying technology to ecological restoration
- Lead designer & architect of the Stratifyx SaaS Platform



Sara Clow
Founder and VP of Strategy & Partnerships

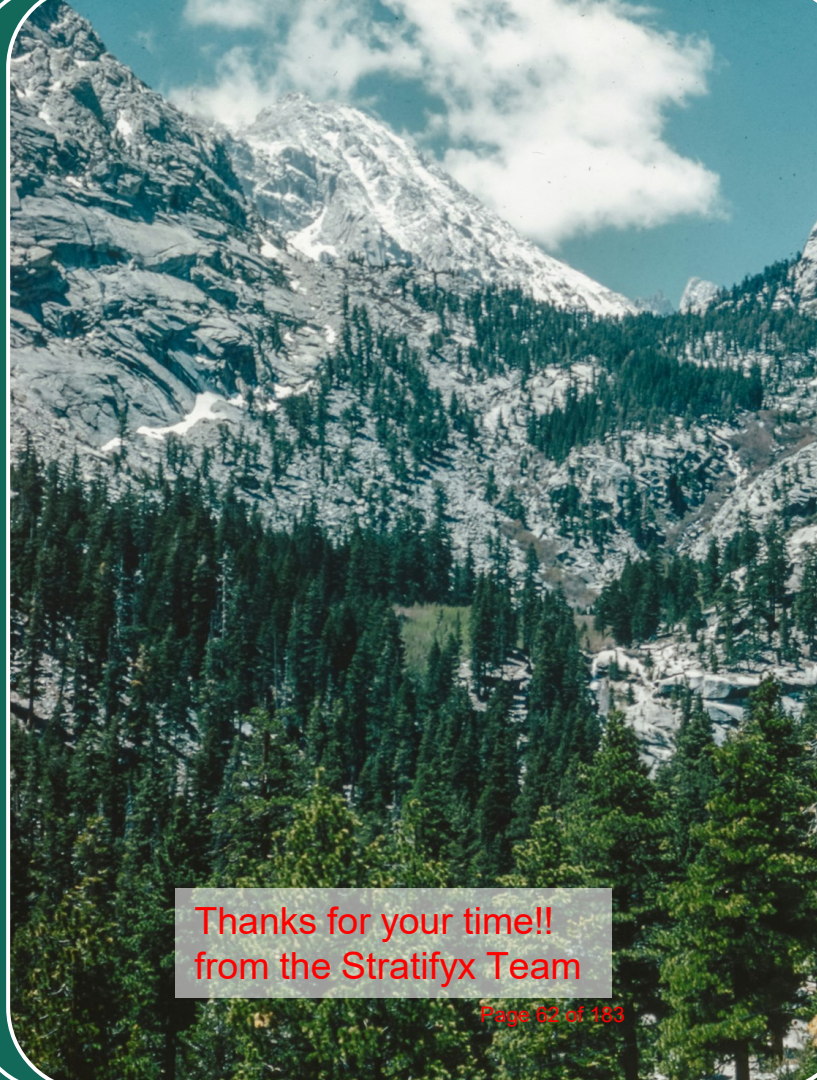
- Food, ag, & natural systems entrepreneur & leader with 25 years of experience
- Former Managing Director, *Applied Ecological Institute*, nature-tech venture studio
- Founder/Co Founder, *GrowFood Carolina* & the *Eastern Food Hub Collaborative*

To Partner with Nature,
invest in nature.

Jason Carlson, VP Product
Jason@stratifyx.com
 608.558.1002
Stratifyx.com



Stratifyx



Thanks for your time!!
 from the Stratifyx Team

MEMORANDUM

TO: Village of Belleville, WI

FROM: Steven I. Apfelbaum, Applied Ecological Institute, Inc. (Brodhead, WI), and Stratifyx

DATE: May 11, 2025

RE: Natural Resources Assessment and Development Alternatives for the Sullivan Property and Parcel 17.05

EXECUTIVE SUMMARY

The Sullivan property and neighboring parcel 17.05 (proposed for conventional development) represent a critical ecological junction containing valuable wetland systems, floodplain forests, and Ross's Crossing Creek—one of the last remaining cold-water trout streams in southern Dane/northern Green County. This memo presents compelling ecological and economic reasons to pursue a nature-based development approach rather than conventional development, supported by successful case studies from across the Midwest.

1. THE ECOLOGICAL SIGNIFICANCE

As shown in our analysis, the Sullivan property (98 acres in Green County, T4N, R8E, Section 3) contains:

- **Diverse Natural Systems:** Deciduous forest transitioning to Eastern floodplain forests along Ross's Crossing Creek with extensive herbaceous wetlands (Figures 1-3)
- **Critical Water Resources:** The property includes FEMA-designated floodplain and floodway areas with 303-listed streams that require protection (Figure 4)
- **Significant Wetland Habitats:** National Wetland Inventory mapping reveals extensive freshwater emergent, forested, and shrub-dominated wetlands that are vulnerable to development impacts (Figure 5)
- **Sensitive Forest Resources:** White Oak-Red Oak-Hickory forest transitions to Eastern floodplain forests that are particularly susceptible to hydrological changes (Figure 6)

Ross's Crossing Creek and the Sugar River are already listed as impaired for aquatic life by both US EPA and Wisconsin DNR. The conventional development of parcel 17.05—currently agricultural land that has been predominantly used for corn production for 15 years—threatens to exacerbate these impairments through increased stormwater runoff, altered hydrology, and additional nutrient loading.

2. THE ECONOMIC CASE FOR NATURE-BASED DEVELOPMENT

2.1 Reduced Infrastructure Costs

Conservation developments with nature-based stormwater solutions deliver significant cost savings:

- **Prairie Crossing (Grayslake, IL):** Saved \$2.7 million in initial infrastructure costs by eliminating storm sewers and retention ponds, representing a 33% reduction in upfront development costs
- **Fields of St. Croix (Lake Elmo, MN):** Reduced infrastructure costs by \$5,000 per lot through natural drainage systems and reduced impervious surfaces
- **Coffee Creek Center (Chesterton, IN):** Saved approximately \$1.5 million in stormwater infrastructure through restored wetlands and vegetated buffers

Nature-based solutions replace expensive buried infrastructure with vegetated buffers where stormwater is held, infiltrated, and naturally cleansed. These systems typically cost 40-60% less to maintain annually compared to conventional stormwater systems.

2.2 Higher Property Values and Faster Sales

Conservation developments consistently outperform conventional subdivisions:

- **Conservation Communities Study (2012):** Analysis of 140 conservation developments nationwide showed homes sell for 12-16% higher premiums than comparable conventional developments
- **Prairie Crossing:** Achieved 30% price premiums compared to nearby conventional developments
- **Dodson Hill (Kettle Moraine, WI):** Lots sold in half the time of conventional developments in the same market, with 15-22% higher property values

2.3 Reduced Municipal Maintenance Costs

Villages and towns face mounting infrastructure maintenance costs that are rarely covered by impact fees:

- **National Infrastructure Study (Urban Land Institute, 2023):** Municipalities underfund stormwater infrastructure maintenance by 35-42% on average
- **Madison, WI (2022):** Retrofitted neighborhoods with nature-based solutions reduced annual maintenance costs by \$217,000 across 120 acres
- **American Society of Civil Engineers:** Traditional buried stormwater systems have a 30-40 year lifespan requiring \$15,000-\$30,000/acre in replacement costs, compared to 50+ year lifespans for vegetated systems with \$3,000-\$7,000/acre replacement costs

3. SUCCESSFUL REGIONAL MODELS

3.1 Prairie Crossing (Grayslake, IL)

This 677-acre development preserved 470 acres (69%) as open space while achieving the same number of housing units as originally zoned:

- Eliminated detention ponds and storm sewers, replacing them with prairie swales and wetlands
- Created 10 miles of trails connecting to regional greenways
- Average residence time of 14+ years (vs. national average of 2-3 years in conventional developments)
- Agricultural land preserved as working organic farm (Prairie Crossing Farm) supplying local markets
- School test scores 27% higher than district average, attributed partially to outdoor learning opportunities

3.2 Token Creek Restoration (Madison/Sun Prairie, WI)

- Development along Token Creek implemented 200-foot vegetated buffers
- Water temperature decreased by 3.2°F after buffer installation
- Trout populations increased 165% within 5 years
- Property values increased 18-22% for homes adjacent to the restored creek corridor

3.3 The Sanctuary (Oconomowoc, WI)

- 40% of the site preserved as natural areas with smaller lot sizes
- Stormwater directed to restored wetlands and infiltration basins
- Eliminated \$1.2 million in conventional stormwater infrastructure
- Homes sold 2.4 times faster than market average
- Rosenow Creek water quality improved from Class II to Class I trout stream

4. VALUE PROPOSITION FOR BELLEVILLE

4.1 For the Village

- **Lower long-term maintenance costs:** Reduce municipal infrastructure burden by \$15,000-30,000 per acre over 30-year lifespan
- **Enhanced tax base:** Higher property values generate 12-16% more tax revenue
- **Reduced flooding risk:** Properly designed nature-based solutions provide 25-45% greater flood control capacity than conventional systems
- **Community asset creation:** Create a recreational amenity with trails connecting to regional systems
- **Educational resource:** Provide an outdoor laboratory for Belleville schools
- **Environmental leadership:** Position Belleville as a leader in sustainable development within the region

4.2 For the Developer

- **Density bonuses:** Allow higher density in exchange for preserved open space
- **Lower construction costs:** Save 25-40% on infrastructure installation
- **Marketing advantage:** Conservation developments sell faster and at premium prices
- **Reduced approval risk:** Address community environmental concerns proactively
- **Streamlined permitting:** Simplified approval process for environmentally sensitive design

4.3 For the Sullivan Property and Ross's Crossing Creek

The Sullivan property and Ross's Crossing Creek together represent an irreplaceable community asset that should be honored and integrated into a revised community master plan. A nature-based development approach would:

- Protect one of the last remaining cold-water trout streams in the region
- Create a continuous open space network connecting existing natural areas
- Transform the floodplain from a liability into a community amenity
- Provide educational opportunities for Belleville schools
- Set a precedent for sustainable development in the region

5. RECOMMENDATIONS

1. **Revise development requirements:** Adopt ordinances that encourage conservation development with density bonuses for open space preservation
2. **Require enhanced buffers:** Implement minimum 100-foot vegetated buffers along Ross's Crossing Creek and associated wetlands
3. **Encourage clustered development:** Promote smaller lots with shared open space instead of conventional large-lot subdivision
4. **Consider agricultural preservation:** Evaluate opportunities to maintain portions of the land for small-scale, sustainable food production
5. **Integrate trail systems:** Require development to include trail connections to regional greenways
6. **Implement educational components:** Partner with local schools to develop environmental education programs utilizing the natural areas

6. NEXT STEPS

The village has an opportunity to proactively shape this development by:

1. Meeting with the developer to discuss alternative development approaches
2. Facilitating a community visioning process for the Ross's Crossing Creek corridor
3. Connecting the developer with successful conservation development practitioners
4. Reviewing zoning and development requirements to remove barriers to nature-based solutions
5. Exploring funding opportunities for conservation easements or land acquisition of critical areas

CONCLUSION

The conservation development approach represents a triple-win solution for Belleville, providing ecological benefits, economic advantages, and enhanced community amenities. By protecting and incorporating the natural systems of the Sullivan property and parcel 17.05 into development plans, Belleville can create a lasting legacy that honors the land while providing long-term value to residents.

We would be happy to facilitate connections with municipalities, developers, and planning professionals who have successfully implemented these approaches in Wisconsin and throughout the Midwest.

Respectfully submitted,

Steven I. Apfelbaum***, Senior Ecologist, Retired CEO, Applied Ecological Services, Inc.
Applied Ecological Institute, Inc.
Stratifyx

*** Professional Resume attached hereto, for reference to conservation development publications.

Sept 10, 2025 - Anne Sullivan

(Note: The Water System Study for the Village of Belleville (dated July 2025), which was provided as an attached with this comment, has been omitted from this report for the sake of brevity and due to potentially sensitive information. Please contact the Village of Belleville directly if you would like to request a copy for review.)

Testimony - 9/11/25 Village of Belleville

From Anne Gravel Sullivan <gravelsulliv@wisc.edu>

Date Wed 9/10/2025 4:15 PM

To Matthew Kozlowski <MatthewKoz@capitalarearpc.org>

 2 attachments (7 MB)

00372120 Belleville Water System Study Report_2025.07.30 (1).pdf; CARPC Letter Sullivan 091025.pdf;

Hi, Matt-

Attached please find a letter of testimony from my husband and I for tomorrow's CARPC meeting.

I do plan to give very brief oral testimony as well but we wanted to make sure this fuller version with data made it to the Commission.

If you could please confirm receipt of the letter and MSA Water System Report attachment (I include this because this resource had been taken down from the link I embedded in the letter a few days ago), I would appreciate it.

Please let me know if you have any questions.

Thank you,

Anne

Anne Gravel Sullivan, PhD

She/Her/Hers

Associate Director of Research Translation and Implementation

Dissemination and Implementation Launchpad and Learning Health Systems

UW Institute for Clinical and Translational Research (ICTR)

University of Wisconsin-Madison School of Medicine and Public Health

4245 Health Sciences Learning Center

608.265.5423



To the Members of the Capitol Area Regional Planning Commission:

We submit this testimony on the Badger Trails subdivision in Belleville and the Village's role in its approval. We own 96 acres of rural property that includes restored wetlands immediately south of the proposed development, on which we will have a conservation easement by the end of the year. When the Village moved to annex this Town of Exeter property last winter, we requested to meet with the developer, but he refused. In our one meeting on June 9 with the Village Administrator and Board President, there was some receptivity to a conservation-based design, but fear of litigation kept it from reaching the Village Board. From the start, staff have prioritized the developer's interests over those of Belleville's citizens and adjacent landowners. Most recently, the Village administration placed the Phase I plat on the September 10 Plan Commission agenda at the last minute, leaving little citizens little time to prepare to attend and contribute to a discussion. Despite our early good-faith efforts, neither we nor other landowners were informed of our right to use the protest ordinance during annexation or rezoning. This could have required negotiation toward a conservation-based design without reducing the developer's profit. We and other adjacent landowners have consistently stated that our aim is not to block development, but to ensure it proceeds in a way that protects citizens and the environment.

Ongoing Concerns

1. Environmental and Wetland Protection

Over four decades we have restored 96 acres of wetlands, woodlands, and agricultural land adjoining the proposed development. The Wisconsin DNR recognized the high quality of the wetland immediately adjacent to the proposed development and performed a site visit in 2021, documenting its plant life. The Ross Crossing creek that runs through our property is, in addition, recognized by the WDNR as an Exceptional Resource Water (ERW) and harbors trout, along with the redbfin shiner, a fish on the Wisconsin Watch list.

Unfortunately, the Village favors conventional retention ponds instead of soil- and hydrology-based infiltration methods. Without stronger stormwater easements and scientifically grounded mitigation, these restored wetlands face contamination, thermal pollution and long-term degradation. Together with the Southern Wisconsin Land Conservancy, we have installed test sites to monitor flow, water quality, and temperature, and we will continue collecting and sharing data with the Village/MSA, DNR, and other agencies to ensure accountability.

We have significant concerns over who will be responsible for monitoring and maintaining the water management system (e.g. detention ponds). We ask CARPC to ensure that a responsible body (not a homeowners association) and scientific data guides monitoring and maintenance of the subdivision's water system.

Finally, we believe that our partnership with the Upper Sugar River Watershed Association to establish a coalition of organizations, property owners, and other stakeholders may also help increase local accountability for responsible stewardship of the middle Sugar River watershed

that runs through Southern Dane County, Northern Green County—and right through the heart of Belleville.

2. **Inaccurate and Incomplete Data**

The original subdivision application submitted to the Village contained serious inaccuracies about traffic, public safety, schools, sewer, and environmental impacts. In addition, there are omissions in the Village's report before the Commission, including the results of a [water study](#) (see attached) conducted over the summer by MSA. Village management has failed to reconcile these errors with the well-documented data submitted by citizens as evidence contrary to the developer's claims, nor has it incorporated the findings of MSA's 2025 water and sewer management report into its own submission to CARPC. This omission undermines the integrity of the review process.

3. **Density, Safety, and Infrastructure Risks**

Two modest concessions were made between the original plat proposed for the Badger Trails subdivision submitted March 29, 2025 by Joshua Petry/White Oaks Development. For example, citizens petitioned for and the developer agreed to a 20' greenspace buffer along the North, East and South sides of the development. However, the current plan reduces lots by less than 20% (from the original 248 to 203), leaving over 200 homes on approximately 60 acres. Constrained by the Badger State Trail to its West, the development will have only two streets feeding into a single residential one (Park Street), increasing traffic exponentially along that single street corridor not designed for heavy traffic. The addition of these houses will generate by a conservative estimate at least 1,800 additional vehicle trips daily in a village of 2,800—creating major safety hazards at Belleville's already congested intersections. **Fire and emergency access remain unresolved, and local services—sewer, water, schools and infrastructure already at capacity—will be further strained. The August 2025 MSA water system study shows several insufficiencies in Belleville's water supply and storage, particularly for emergency events.** Without requiring the developer to bear these costs, citizens will be left to subsidize an unsustainable plan for village growth.

4. **Deficits in Legal Understanding and Commitment**

We have little confidence in the Village's understanding of its legal obligations and no confidence in its willingness to fulfill them. Rezoning and plat approvals have been marred by incompetence, misinformation, and intimidation of newly seated board members. Citizens' and adjacent landowners' input has been minimized throughout, eroding trust and legitimacy.

5. **Failure to Educate and Lead**

The Village has failed to adequately educate its own board members, staff, or the public on ordinances and development processes. Instead, officials have consistently defended the developer's interests over those of Belleville's citizens. This abdication of responsibility underscores the need for CARPC to apply the transparency, rigor, and standards missing at the municipal level.

Conclusion

The Badger Trails subdivision, as advanced by the Village, threatens both environmental integrity

and community well-being. We urge CARPC to ensure that conservation science, accurate data, legal responsibility, and meaningful citizen engagement—not expedience or intimidation—guide decisions in this sensitive ecological corridor. In particular, we ask CARPC to require clarity on **who will monitor and maintain the subdivision's water management systems**, and to ensure that **scientific data governs their long-term operation** so that Belleville's citizens and its environment are not left bearing the cost of failure.

Sincerely,

Dan Sullivan and Anne Gravel Sullivan

Sept 11, 2025 – John Stremikis

Testimony for the Record – Belleville “Badger Trails” Amendment (Sept 11, 2025)

From John Stremikis <jrstremi@wisc.edu>

Date Thu 9/11/2025 12:16 PM

To Info <info@capitalarearpc.org>

Cc John Stremikis <jrstremi@wisc.edu>

 1 attachment (38 KB)

Belleville_Dossier_UPDATED_2025.pdf;

Subject: Testimony for the Record – Belleville “Badger Trails”
Amendment (Sept 11, 2025)

Hello CARPC Commissioners and Staff,

Please accept the attached testimony and reference packet for inclusion in the official record of tonight’s public hearing on the proposed amendment of the Dane County Water Quality Plan (Belleville Urban Service Area / “Badger Trails”).

If time and technology permit, I will also offer brief oral comments during the hearing. The comments are contained here, below.

Attachments:

-
-

Thank you for entering these materials into the record.

Sincerely,

John R. Stremikis

Belleville resident; Drift's Edge Nature Conservancy supporter

[608 220-0867] • [jrstremi@wisc.edu]

< oral remarks if time >

Chair, Commissioners, neighbors, my name is John R. Stremikis.

I speak tonight as a resident and as someone who has lived through the long arc — the longue durée — of Belleville's environmental struggles.

I remember the Union Co-op corridor when fertilizer trucks rattled past homes, when herbicides and pesticides were mixed and stored in the old depot, when neighborhood children played in soil we now know was contaminated. We spent years in the 1980s fighting — with environmental lawyers, with UW–Extension allies — for transparency and accountability. And yet, it still took until the 2020s to scrape and haul away polluted soils. The costs were massive, borne not by those who profited, but by residents and taxpayers.

The Cosgrove development repeated the pattern: handshake deals, under-sized sewers, costs shifted to elders and neighbors after the fact. The lesson is painfully clear: when approvals are rushed, when

contamination is hidden, when easements are promised but not recorded, the people of Belleville pay the price — in dollars, in health, in trust.

This amendment before you risks tearing at the very threads we have fought to mend. The Badger Trails project sits on land farmed with atrazine, 2-4-D, and Roundup for decades. Yet we see no chemical mapping, no Phase I or II assessments, no commitments to independent testing. We see “no objections to date” as if our lived memory does not count. But it does. The health of our pets, our children, our veterans — those exposed then and still today — is testimony enough.

Therefore, I ask that the Commission:

1. **Condition any approval** on full environmental testing (soil, groundwater, wells).
2. **Require independent engineering review** of sewer and stormwater plans, with financial bonds to protect residents.
3. **Mandate recorded easements** for trails, buffers, and corridors — no more handshake promises.

Establish a public Right-to-Know repository where Belleville residents can access contamination history, testing data, and monitoring reports.

4. I further request that the Commission condition its approval on the inclusion of independent Phase I and II Environmental Assessments, disclosure of prior contamination, and permanent recordation of trail and corridor easements.

Finally, I request that my remarks and the attached supporting documents -- the Cosgrove to Badger Trails Risk Dossier, any Drift’s Edge Citizen Handout(s), and the Environmental History Dossier -- be included in the record of this hearing.

We owe it to the memory of those residents who fought in the 1980s, to the residents still living with consequences. We owe it to future generations. We owe it to pet owners who lost and still lose their dogs to cancers or environmental factors long before their time. Such wounds never close.

Belleville deserves growth that heals, not wounds that never close.

Thank you.

John R. Stremikis

Vietnam Veteran, Pet Owner, Trail Walker

jrstremi@wisc.edu - 608 220-0867 /

Executive Summary

This updated dossier provides a comprehensive examination of Belleville's environmental history, agricultural chemical legacy, archaeological context, and planning challenges from the Union Co-op corridor through the Cosgrove development and now into the Badger Trails proposal.

It integrates archival memory, archaeological research, legal updates, and community testimony frameworks.

Timeline of Environmental and Archaeological Context

- **1960s–1980s:** Union Co-op fertilizer and pesticide storage and mixing in the depot corridor. Community protests emerge.
- **1980s:** Legal interventions (Whyte & Hoerschbach), UW-Extension advocacy, environmental testing.
- **1990s–2000s:** Lake Belle View restoration, Sugar River berm trail established.
- **2010s:** Continued monitoring of atrazine, 2,4-D, Roundup use in surrounding farmlands.
- **2020s:** Soil remediation at depot site, Badger Trails development proposed without new chemical mapping.
- **Archaeological continuum:** Indigenous mounds (Dupont, Dane Co.), Woodland period sites, geophysical surveys reveal lost landscapes.

Thematic Essays

Agricultural Chemicals & Health

Atrazine, 2-4-D, glyphosate (Roundup), and legacy DDT applications continue to affect soil and groundwater.

Pets in Belleville show increased urinary issues;

Veterans' exposure recalls PACT Act presumptions.

Archaeological Continuity

Geophysical surveys (magnetometry, resistivity, drone mapping) reveal leveled mound groups near Belleville.

The Wisconsin Archeological Society and UW fieldwork (Dupont Mound excavation) demonstrate both heritage and the destruction of sites through agricultural development.

The Wisconsin Idea & Conservation

Public service archaeology and UW-Extension environmental advocacy form part of Wisconsin's tradition.

This dossier grounds Belleville's story in that wider institutional legacy.

Cosgrove to Badger Trails Lessons

Cosgrove's failed sewer oversight left residents paying hidden costs. Today, Badger Trails risks repeating those mistakes unless CARPC and the Village insist on independent testing, financial bonding, and transparency.

Comparative Tables

Then vs. Now**

Union Co-op secrecy → Drift's Edge transparency

Handshake vs. Recorded Easements**

Oliver Trail verbal promises → Need for platted, permanent easements

Regulatory Gaps vs. Needed Reforms**

No Phase I/II testing → Mandated environmental assessments before approvals

Sample Testimony – Parks & Arborist

The health of the trees, the effects of herbicides, ecological planning for trails and buffers along Park Street, ingress and egress into new development from Old Belleville, the impact on current Old Belleville residents, the integration of long-term health and environmental impact, urban design factors, the integration of economic development, and strategic planning documents.

References

****References****

- Cosgrove → Badger Trails Risk & Responsibility Dossier (2025).
- Drift's Edge Citizen Handout (2025).
- Wisconsin Archeological Society. *Excavation of the Dupont Mound, Dane County*.
- Geophysical Survey and Remote Sensing at Gast Farm.
- High Resolution Mapping and Geophysical Studies of Midwestern Mounds.
- Prehistoric Woodland Peoples in the Upper Midwest.
- Burial Sites Legislative Update (2017).
- "The Wisconsin Idea and the Golden Age" archival paper.



October 9, 2025

Mr. Timothy R. Asplund
Monitoring Section Chief
WDNR – Bureau of Water Quality
101 S. Webster Street
Madison, WI 53707-7921

RE: Water Quality Management Letter for Sewer Service Area Amendment Request #2503
– Belleville USA (Village of Belleville – “Badger Trails”)

Dear Mr. Asplund:

The Village of Belleville has submitted a request for a sewer service area amendment to the *Dane County Water Quality Plan*. The proposed amendment area is currently in the Village of Belleville, and within the Ross Crossing Creek-Sugar River (HUC 12: 070900040502) watershed. It includes the addition of approximately 58 acres of land, including 13 acres of proposed environmental corridors and zero acres of existing development and right-of-way, for a net of approximately 43 developable acres to the Belleville Urban Service Area. A public hearing was held on the proposed amendment at the September 11, 2025, Regional Planning Commission meeting. The Village’s application and the Commission staff’s analysis report of the proposed amendment have been submitted to the Department’s Surface Water Integrated Monitoring System (SWIMS).

It is the Capital Area Regional Planning Commission staff’s opinion that the proposed amendment is consistent with water quality standards under Wis. Stat. § 281.15, and the adopted Policies and Criteria for the Review of Sewer Service Area Amendments to the *Dane County Water Quality Plan*, by meeting state and local requirements. In addition to the existing state and local requirements, the Village of Belleville and development team have agreed to pursue additional water resource management measures for the amendment area, identified below. Additional actions have also been recommended below to further improve water quality and environmental resource management.

State and Local Requirements

At the October 9, 2025, meeting, the Capital Area Regional Planning Commission voted to recommend approval of this amendment to the Wisconsin Department of Natural Resources in recognition of the following **requirements**:

1. Environmental Corridors are required to be delineated to meet the Environmental Corridor Policies and Criteria adopted in the *Dane County Water Quality Plan*. Additionally, a 100-foot vegetated buffer shall be provided for the wetlands associated with Ross Crossing Creek (located south and east of the amendment area) and shall be included within Environmental Corridor. Additionally, a 20' vegetated buffer shall be provided along the northern, eastern, and southern borders of the amendment area and shall be included within Environmental Corridor.
2. Sediment and erosion control practices are required to be installed prior to other land disturbing activities. Infiltration practices are required to be protected from compaction and sedimentation during land disturbing activities.
3. Easements and perpetual legal maintenance agreements with the Village of Belleville, to allow the Village to maintain stormwater management facilities if owners fail to do so, are required for any facilities located on private property.
4. Temporary erosion and sediment control best management practices shall be implemented to reduce the occurrence of sediment transport offsite during construction. If development occurs in phases, interim stormwater management practices shall be implemented to ensure compliance with all applicable regulations.
5. Review and approval of stormwater management plan(s) for the amendment area is required by Regional Planning Commission staff as part of the sewer extension review process. Stormwater management plan(s) shall meet or exceed all applicable standards required by Wisconsin DNR (NR 151), Dane County (Ch 14), and Village of Belleville (Chapter 450), including:
 - a. Post-development peak runoff rate control for the 1-, 2-, 10-, 100-, and 200-year, 24-hour design storms (using NRCS MSE4 storm distributions) to match predevelopment peak runoff rates.
 - b. Sediment control for the average annual rainfall period to reduce total suspended solids leaving the post-development site by at least 80%, as compared to no runoff management controls, with sediment control pretreatment occurring prior to infiltration for runoff from parking lots and new road construction within commercial, industrial, and institutional land uses.
 - c. Post-development infiltration (stay-on) volume control to maintain at least 90% of the predevelopment infiltration (stay-on) volume for the average annual rainfall

- period, without exception for sites determined to be within a closed basin watershed.
- d. Maintain predevelopment groundwater annual recharge rates of approximately 9 to 10 inches per year, as estimated in *Groundwater Recharge in Dane County, Wisconsin Estimated by a GIS-Based Water Balance Model* (Wisconsin Geological and Natural History Survey, 2012), or by site-specific analysis, as an elective alternative to meeting the 90% stay-on requirement if more than two percent (2%) of the site is required to be used as effective infiltration area, if allowed by ordinance.
 - e. Thermal control to reduce the temperature of stormwater runoff from development sites within thermally sensitive watersheds.
 - f. Oil and grease control to treat the first one-half inch of runoff using the best available technology for commercial, institutional, and any other land uses where the potential for pollution by oil or grease exists.

Additional Agreements for the Amendment Area

In addition to the above requirements, the Village of Belleville and development team have agreed to **pursue** the following measures for the amendment area:

1. Seek to control post-development infiltration (stay-on) volume to maintain 100% of the predevelopment infiltration (stay-on) volume for the average annual rainfall period, if determined to be practicable based on site-specific soil conditions, but requiring consideration of decentralized infiltration practices across the plat. In meeting this requirement, credit will be given for offsite runoff which runs onto the site and is infiltrated within onsite practices.
2. Thermal control to reduce the temperature of stormwater runoff from the amendment area discharging to the wetlands (south and east of the amendment area) which have a direct hydrologic connection to Ross Crossing Creek, an area of special natural resource interest (ASNRI) for being an Exceptional Resource Water (ERW), and which has a coldwater attainable use designation by DNR.
3. Post-development runoff volume control for the 1-, 2-, 10-, 100-, and 200-year, 24-hour design storms (using NRCS MSE4 storm distributions) to match predevelopment runoff volumes.

4. The Village shall upgrade the impellers within Green View lift station, as necessary based on phasing of development, to provide sufficient capacity to convey the additional flows from the proposed amendment area. In lieu of this work being completed, each phase of development shall demonstrate sufficient capacity within the lift station to handle the anticipated loading prior to issuance of a water quality conformance letter (208 letter).

Recommendations

It is **recommended** that the Village of Belleville pursue the following to further improve water quality and environmental resource management:

1. Foster the responsible use of chlorides by encouraging public and private winter maintenance professionals to attend the winter salt certification classes offered by Wisconsin Salt Wise.
2. Consider the use of fencing and/or signage along the exterior perimeter of the development site to aid in wayfinding, separation of private and public properties, and educational opportunities regarding the adjacent sensitive ecosystems.
3. Encourage the removal and control of invasives and the use of native flora in landscaping, where appropriate within the entire amendment, and for all areas designated as Environmental Corridor.
4. Request a formal Endangered Resources Review by the WDNR for potential impacts to endangered resources like rare plants, animals, and natural communities, and take necessary habitat protection measures if species are found, based on the results of screening conducted.
5. Require a Phase I archaeological survey prior to ground disturbances for the entire development area due to the high potential for archaeological resources, and take appropriate protection if resources are found.

This letter does not constitute approval or review associated with any other required local, state, or federal permit for sewer construction or associated land development activities, including CARPC review of conformance with the areawide water quality plan for sewer extension permits as required by NR 110.08(4) (public sewers) and SPS 382.30(11)(f) and 382.30(12)(b) (private sewers).

Mr. Timothy R. Asplund

October 9, 2025

Page 5

If you have any questions regarding this matter, please do not hesitate to contact Nick Bower, the Commission's Senior Environmental Engineer.

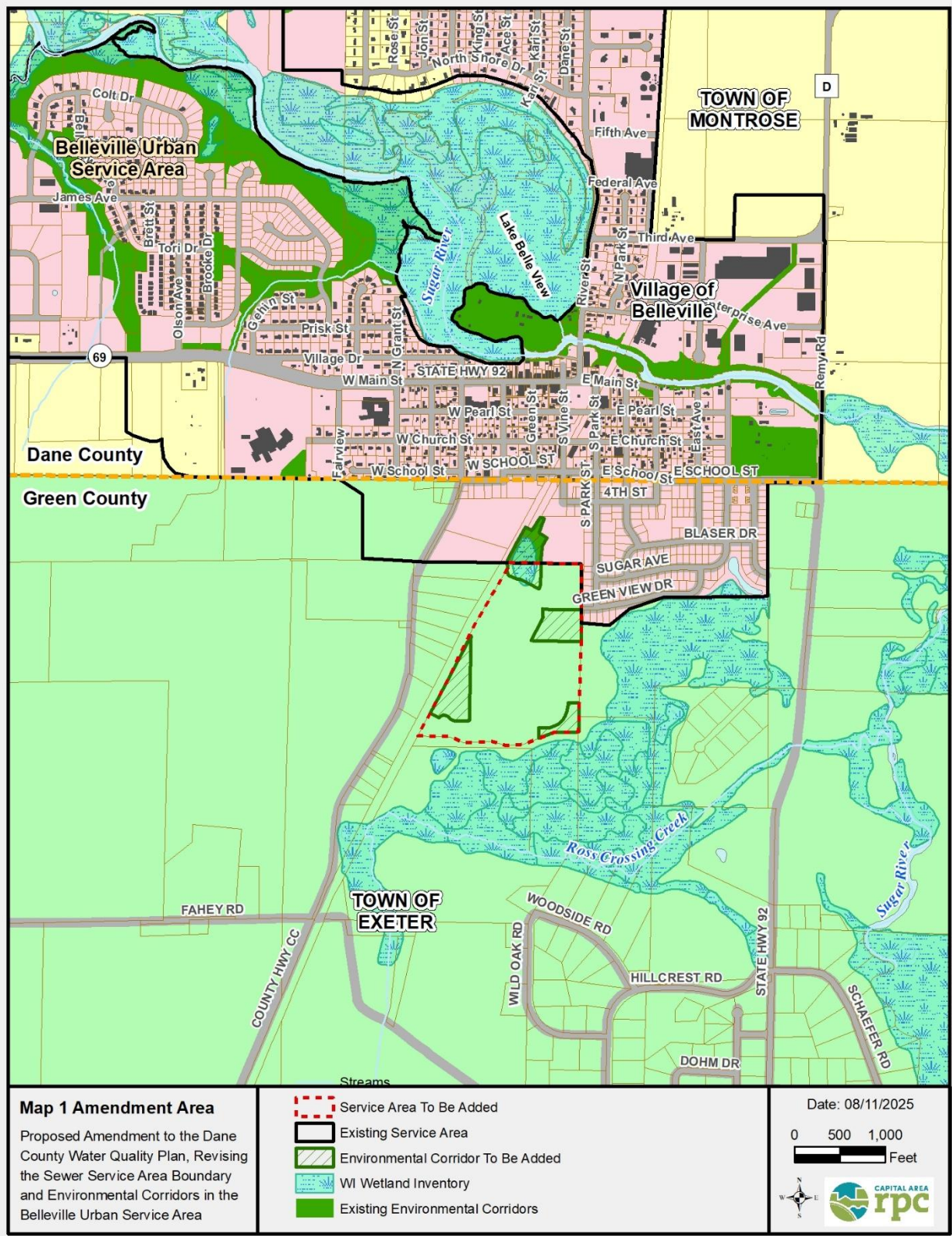
Sincerely,

David Pfeiffer
Chairperson

Cynthia Richson
Secretary

cc: Mr. Gabe Altenbernd, Village Administrator, Village of Belleville

DRAFT



State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711



June 7, 2017

DNR File No. DC-0185

Mr. Steve Steinhoff, Deputy Director
Capital Area Regional Planning Commission
City County Building, Room 362
210 Martin Luther King Jr. Blvd.
Madison, WI 53703

Subject: Policies and Criteria for Review of Updates and Amendments to the Dane County WQM plan

Dear Mr. Steinhoff:

We have completed our review of the revisions to the policies and criteria for the review of urban service area updates and amendments to the Dane County WQM Plan. These changes implement the 2015 Wis. Act 55 requirements which made several changes to the Dane County Water Quality Management Plan amendment process as established in Wis. Stat. § 283.83(1m). The Department hereby approves this update to the Dane County WQM Plan.

CARPC held a public hearing on April 13th 2017 and no comments were received at that time (CARPC resolution 2017-06 attached). This change is an update to the *Dane County Water Quality Management Plan* and will be forwarded to the US Environmental Protection Agency to meet the requirements of the Clean Water Act of 1987 (Public Law 92-500 as amended by Public Law 95-217), and outlined in the federal regulations 40 CFR, Part 35.

This review is an integrated analysis action under s. NR 150.20 (2) (a) 3, Wis. Adm. Code. By means of this review, the Department has complied with ch. NR 150, Wis. Adm. Code, and with s. 1.11, Stats. The approval of this update does not constitute approval of any other local, state, or federal permit that may be required for sewer construction or associated land development activities.

Appeal Rights:

Wisconsin statutes and administrative rules establish time periods within which requests to review Department decisions must be filed. For judicial review of a decision pursuant to sections 227.52 and 227.53, Wis. Stats., a party has 30 days after the decision is mailed, or otherwise served by the Department, to file a petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review must name the Department of Natural Resources as the respondent.

To request a contested case hearing pursuant to section 227.42, Wis. Stats., a party has 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing on the Secretary of the Department of Natural Resources. All requests for contested case hearings must be made in accordance with section NR 2.05(5), Wis. Adm. Code, and served on the Secretary in accordance with section NR 2.03, Wis. Adm. Code. The filing of a request for a contested case hearing does not extend the 30 day period for filing a petition for judicial review.

Sincerely,

Timothy R. Asplund
Monitoring Section Chief
Bureau of Water Quality

cc:

Mike Szabo – WDNR –LS/8

Greg Searle - WDNR - SCR - Fitchburg

Lisa Helmuth - WDNR - WQ/3



CARPC Resolution No. 2017-06

Recommending to the Wisconsin Department of Natural Resources Amendment of the *Dane County Water Quality Management Plan* by Revising the Policies and Criteria for the Review of Sewer Service Area Amendments

WHEREAS, In March 1975, Dane County was designated by the Governor of Wisconsin as an area having substantial and complex water quality control problems, and certified such designation to the federal Environmental Protection Agency; and

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

WHEREAS, the CARPC has an agreement with the Wisconsin Department of Natural Resources (WDNR) to provide water quality management planning assistance to the WDNR; and

WHEREAS, the *Dane County Water Quality Plan* is the approved areawide water quality management plan for the Dane County region; and

WHEREAS, the Capital Area Regional Planning Commission has adopted, reaffirmed, and recommended amendment of the *Dane County Water Quality Plan*; and

WHEREAS, the Capital Area Regional Planning Commission's *Urban and Limited Service Area Policies, Environmental Corridor Policies, and Criteria for the Review of Urban and Limited Service Area Amendments* were last updated and adopted in February 2008; and

WHEREAS, In 2015, Wis. Act 55 made several changes to the Water Quality Management Plan amendment process as established in Wis. Stat. § 283.83(1m); and

WHEREAS, the Capital Area Regional Planning Commission has revised the policies and criteria for the review of sewer service area amendments to reflect these changes; and

WHEREAS, a public hearing was held during the Regional Planning Commission meeting on April 13, 2017, to take testimony on the policies and criteria for the review of sewer service area amendments.

NOW, THEREFORE, BE IT RESOLVED that in accordance with Wis. Stats. § 66.0309, and Sec. 208 of Public Law 92-500, the Capital Area Regional Planning Commission recommends the amendment of the *Dane County Water Quality Plan* by revising the policies and criteria for the review of sewer service area amendments.

April 13, 2017
Date Adopted

Larry Palm, Chairperson

Kris Hampton, Secretary

Capital Area Regional Planning Commission

Policies and Criteria for the Review of Sewer Service Area Amendments to the *Dane County Water Quality Plan*

Approved by CARPC - April 13, 2017

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I. Sewer Service Area Policies

1. Planning Requirements

- A. Service area boundaries must be delineated for the provision of sewer services with a 20-year planning horizon.
- B. Delineation must be based on the official 20-year population projection for the region generated by the State DOA.
- C. The regional population projection must be allocated to individual service areas based on WDOA-approved population projection methodology, and density assumptions acceptable to the respective municipality.
- D. Service areas must be delineated in a manner to ensure adequate treatment capacity in wastewater treatment facilities that receive the expected volume of wastewater.
- E. Service areas must be delineated to ensure the cost-effective (as defined in NR 110) and environmentally sound expansion of public sewerage facilities.
- F. Creation of new service areas must meet the requirements and conditions of NR 110 regarding new treatment facilities to serve new and existing residential and non-residential development, and the state anti-degradation policy (NR 207, which prevents the unnecessary creation of new point-sources of wastewater discharge on water bodies).
- G. Service area expansion requests containing over 100 acres of developable land should include 10-year staging boundaries. Staging boundaries are also encouraged in smaller expansion requests.
- H. Amendments to service areas must be sponsored by the unit of government planning to provide the services or by the CARPC, to ensure that designated local management agencies in charge of pollution prevention (both point- and non-point source) are in support of the expansion.
- I. Plans should be prepared and adopted with meaningful public participation. A public hearing will be set for the next CARPC meeting unless the DNR determines it will hold the hearing at a time and place it deems appropriate in accordance with the contractual agreement between DNR and CARPC. The DNR may petition the circuit court for an order extending the time to act on the proposed amendment in accordance with Wis. Stat. § 283.83(1m)(c)(2). All affected local units and their respective county board supervisors will be notified by letter at least thirty (30) days prior to the public hearing. The 30-day notification period may be waived by the CARPC if the supporting unit can demonstrate that other affected units of government have been consulted and there are no unresolved issues.
- J. Requesting units of government must notify neighboring or affected units of government of their intent to expand the service area. The CARPC will notify all the units of government in the Central Urban Service Area and invite them to comment if a request within the CUSA contains more than 300 developable acres.

2. Criteria for the Review of Sewer Service Area Amendments

- A. Additions to the Central Urban Service Area should be contiguous with existing urban service areas.
- B. Contiguity to urban infrastructure.

It is the policy of the CARPC to seek the efficient use of existing capacity in urban infrastructure (roads and streets, sewerage systems, water systems, parks and open space, etc.), and to give priority to areas that can best utilize such existing capacity of urban service areas.

- C. Infill, redevelopment, density, and needs assessment.

It is the policy of the CARPC to seek efficient use of land through higher densities of development, mixed use infill development and redevelopment within the urban cores of the region, and the use of existing vacant developable lands within urban service areas prior to expansion into new areas.

Generally, if there is a 20-year supply of developable land in the current USA (or a portion of the USA available to the respective unit of government; this is based on official land demand calculations derived from official population projections without flexibility margins), priority should be given to developing the existing developable lands within the USA. Special consideration would be given to adding developable land for under-represented land uses (such as industrial development in a service area with inadequate industrial development or available land).

- D. The minimum requirement (related to water quality planning) for services which should be provided initially in urban service area expansions are the following:
 - 1. public sewage collection and treatment systems (layout, facilities, capacity);
 - 2. publicly managed urban storm drainage system layout and standards. Stormwater management measures should be aimed at mitigating to the maximum extent practicable the cumulative and incremental adverse impacts of development on surface water and groundwater quality and quantity and associated ecological functions. Such impacts include, but are not limited to, increases in off-site erosion and flooding, increases in pollution, reductions in stream baseflow, reductions in groundwater recharge, lowering of groundwater levels and groundwater quality, reductions in flows to and from springs, drying up of wetlands, and reductions in the ecological health of aquatic habitats. The extent of practicability and likelihood of success of proposed mitigation measures will be determined by CARPC staff based on site specific and land use specific characteristics, in the context of the best possible management practices and technology, and in consultation with municipal, county, and WDNR technical staff and the CARPC Natural Resources Technical Advisory Committee. Any appeal of such a determination would be to the CARPC. It is understood that appropriate mitigation of some adverse impacts may require reduced levels of development, a change in the type of development, or off-site mitigation and remediation.
 - 3. water supply and distribution system layout and facilities, for potable water.

3. Submittal Requirements

- A. Requests for urban service area additions must be accompanied by specific plans for development and provision of urban services to the proposed addition, which include the following elements:
 - 1. A plan and description of proposed development, land use and major facilities in the area, which is specific enough in terms of type and densities of land use to enable the determination of long-range urban service needs and impacts of development;
 - 2. identification of environmental corridors and other environmentally sensitive areas, consistent with CARPC and DNR criteria, which are to be protected from urban development, and a description of local policies, ordinances and other measures to protect such areas;
 - 3. a specific plan for providing sanitary sewer services to the area;
 - 4. an analysis of the infill and redevelopment potential in the existing urban service area and a description of the need for the urban service area expansion.

Re: Dane County Road-Stream Crossing Inventory – Staff Presentation and Discussion**Requested Action:**

None (presentation and discussion)

Background:

Last year, CARPC received federal funding to begin a [road-stream crossing inventory and assessment](#) of culverts and bridges at mainly local and county roads in several towns in eastern Dane County. This year, additional funding was received through a Wisconsin Emergency Management grant to extend the inventory model throughout the rest of the County. In partnership with Trout Unlimited, data was collected in 24 towns this year. The project will continue through the end of next year.

The results of this inventory and assessment will help local governments determine which bridges and culverts need to be replaced first and which actions should be shared with Dane County Emergency Management for inclusion in Dane County Hazard Mitigation Plan.

Staff Comments:

Staff will provide a project overview and progress update.

Attachments:

1. Road-Stream Crossing Inventory Fact Sheet

Staff Contact:

Melissa Michaud, Environmental Resources Planner
melissam@capitalarearpc.org
608 474 6020

Next Steps:

Early 2027 project update.

Regional Flood Resilience

STREAM CROSSING INVENTORY

Many of our road-stream crossings aren't ready for future increases in rain and flooding.

To help town governments prioritize bridge and culvert replacement, a team of stakeholders led by the Capital Area Regional Planning Commission is building an inventory of structures that cross local and county roads in rural Dane County.

About the Project

Purpose

Heavy rains and flooding events are happening more often in our region. Bridges and culverts that are undersized, designed based on past conditions, or built with outdated practices may not be able to handle increased water flow, making these crossings and the watersheds they serve more vulnerable to flood damage.

Process

Between spring 2025 and fall 2026, CARPC and its partners are collecting information on structure condition, flood vulnerability, and aquatic passability at road-stream crossings across Dane County.

Products

The inventory will give us valuable information on safety and stream connectivity to use in future watershed planning. Each town will receive a report highlighting which bridges and culverts should be replaced first.



Did You Know?

Warmer, Wetter Conditions

Annual precipitation in southern Wisconsin increased 20% between 1950 and 2020. This trend is expected to continue.

Flooding

Floods are Wisconsin's most costly natural disaster. Dane County experienced 89 floods between 1844 and 2020.

2018 Floods in Dane County

The 2018 flood caused an estimated \$154 million dollars in damage and one fatality. The Highway 14 bridge over Black Earth Creek washed out, cutting off a major route to western communities.



SCAN TO LEARN MORE
OR VISIT [BIT.LY/DC-RSCI](https://bit.ly/dc-rsci)

Project Partners



CAPITAL AREA
rpc



Re: CARPC Resolution 2025-10, Recognizing October 16, 2025 as the “Imagine a Day Without Water” National Day of Action (*actionable item*)

Requested Action:

Approval of CARPC Resolution 2025-10

Background:

For more than 10 years, [The Value of Water Campaign's](#) annual [Imagine a Day Without Water](#) (IADWW) activation has brought awareness to the critical message that water sustains us all. This collective effort to drive action and raise public awareness invites us to see how crucial water really is by visualizing a day without it. By highlighting how important reliable access to clean water is to our health, environment, economy, and everyday lives, the 2025 IADWW campaign aims to bring attention to a “hidden” yet vital part of community infrastructure.

Staff Comments:

The IADWW campaign aligns closely with CARPC's responsibility to protect, improve, and enhance water quality through implementation of the *Dane County Water Quality Plan* and with the role of sewer service area planning in keeping water safe for drinking, recreation, and aquatic life.

In previous years, CARPC has shared a series of social media posts for IADWW that connect our water quality planning work to annual campaign themes. This year, we are expanding on our social media outreach by introducing this resolution, distributing Imagine a Day Without Water worksheets at the October 7 Waunakee Sustainability Fair, and conducting media outreach.

Attachments:

1. CARPC Resolution 2025-10, Recognizing October 16, 2025 as the “Imagine a Day Without Water” National Day of Action

Staff Contact:

Melissa Michaud
Environmental Resources Planner
melissam@capitalarearpc.org
608-474-6020

Next Steps:

None.



CARPC Resolution No. 2025-10

Recognizing October 16, 2025, as the “Imagine a Day Without Water” National Day of Action

WHEREAS, water is essential for community health, local economies, public safety, and natural systems; and

WHEREAS, a day without water would bring life to a halt, disrupting public health services, emergency response, local businesses, and the foundational functions of society; and

WHEREAS, the nation’s water infrastructure is aging and in need of investment, and sustainable water and wastewater systems build stronger communities by supporting economic growth, protecting public health, and enhancing environmental resilience; and

WHEREAS, more than two million Americans currently live without access to clean, safe, and affordable water, with communities of color, Indigenous communities, and low-income neighborhoods continuing to face disproportionate challenges in accessing safe and reliable water services; and

WHEREAS, by establishing reliable and resilient water infrastructure we can make clean, safe water available for everyone in our communities today and for generations to come; and

WHEREAS, the Capital Area Regional Planning Commission (CARPC) works to protect, improve, and enhance water quality by administering the *Dane County Water Quality Plan*; and

WHEREAS, CARPC’s sewer service area planning activities play an important role in keeping Dane County’s water safe for drinking, recreation, and diverse aquatic life; and

WHEREAS, **Imagine a Day Without Water** is a National Day of Action on October 16, 2025, that invites people across the country to recognize the essential role of water in our lives and communities; and

NOW THEREFORE, BE IT RESOLVED, that the Capital Area Regional Planning Commission affirms that water is essential to our region’s quality of life, economic strength, and health, and supports

efforts to raise awareness about the value of water through participation in the “Imagine a Day Without Water” National Day of Action; and

BE IT FURTHER RESOLVED, that the Capital Area Regional Planning Commission is committed to supporting investment in sustainable, equitable, and reliable water infrastructure.

October 9, 2025_____

Date Adopted

David Pfeiffer, Executive Chairperson

Cynthia Richson, Secretary

**Re: Approval of CARPC Resolution Authorizing the Environmental Resources Planner to Execute WDNR Surface Water Education and Planning Grants and Related Documents for Starkweather Creek
(actionable item)****Requested Action:**

Approval of CARPC Resolution 2025-11

Background:

The DNR has a Surface Water Grant program that provides support to local organizations that are interested in helping to manage and protect rivers. The surface water grant program provides up to \$10,000 in funding for planning projects and up to \$5,000 in funding for education projects that help communities understand surface water conditions, determine management goals, and develop strategic management plans.

CARPC has been supporting water quality monitoring efforts in the Starkweather Creek Watershed since 2020. CARPC and others on the Starkweather Creek Technical Committee have created a diverse group of community partners to fund the ongoing monitoring program. The Surface Water Education and Planning Grants are being pursued to help fund the implementation of chloride management plan recommendations.

One of the requirements of the grant application is an authorizing resolution that is approved by the governing body of the organization and indicates which officers or employees of the organization are authorized to submit the required documents to the DNR.

Staff Comments:

This effort is being undertaken within the scope of the Agency's implementation assistance on the Starkweather Creek Chloride Management Plan. Assuming award of the grant, coordination and execution of the grant is being planned as part of the 2026 work program and budget. Staff recommends approval.

Pre-applications have been submitted for both the planning and education grant categories. CARPC staff intends to make final applications for each, pending preliminary feedback from DNR, by November 17th.

Attachments:

1. Resolution CARPC No. 2025-11

Staff Contact:

Melissa Michaud, Environmental Resources Planner
melissam@capitalarearpc.org
608 474 6020

Next Steps:

Staff to apply for DNR Surface Water Planning Grants by November 17th.



CARPC Resolution No. 2025-11

Authorizing the Environmental Resources Planner to Execute WDNR Surface Water Education and Planning Grants and Related Documents for Starkweather Creek

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

WHEREAS, CARPC is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of both a Surface Water Education and Surface Water Planning Grant to continue water quality monitoring efforts and to implement recommendations from the 2020-2024 Starkweather Creek Chloride Management Plan within the Starkweather Creek Watershed; 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 and hereby authorizes and empowers the Environmental Resources Planner (Melissa Michaud, melissam@capitalarearpc.org, 608 474 6020) to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

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

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.

October 9, 2025
Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

Re: Approval of CARPC Resolution Authorizing the Sr Environmental Engineer to Execute WDNR Surface Water Planning Grants and Related Documents for Black Earth Creek and Brewery Creek (*actionable item*)

Requested Action:

Motion for Approval of CARPC Resolution No. 2025-12

Background:

The DNR has a Surface Water Grant program that provides support to local organizations that are interested in helping to manage and protect rivers. The surface water planning grant program provides up to \$10,000 in funding for projects that help communities understand surface water conditions, determine management goals, and develop strategic management plans.

USGS performs monitoring of water quality and quantity along Black Earth Creek and Brewery Creek (within the Black Earth Creek Watershed). CARPC and others on the Black Earth Creek Green Infrastructure Plan Steering Committee have garnered funding from a diverse group of municipalities and groups to fund the ongoing monitoring program. The Surface Water Planning Grants are being pursued to help with funding.

One of the requirements of the grant application is an authorizing resolution that is approved by the governing body of the organization and indicates which officers or employees of the organization are authorized to submit the required documents to the DNR.

Staff Comments:

This effort is being undertaken within the scope of the Agency's implementation assistance on the Black Earth Creek Watershed Green Infrastructure Plan. Assuming award of the grant, coordination and execution of the grant is being planned as part of the 2026 work program and budget. Staff recommends approval.

Pre-applications have been submitted for (2) streams: Black Earth Creek and Brewery Creek. CARPC staff intends to make final applications for each, pending preliminary feedback from DNR, by November 17th.

Attachments:

1. Resolution CARPC No. 2025-12

Staff Contact:

Nick Bower, Senior Environmental Engineer
nickb@capitalarearpc.org
608 474 6019

Next Steps:

None.



CARPC Resolution No. 2025-12

Authorizing the Senior Environmental Engineer to Execute WDNR Surface Water Planning Grants and Related Documents for Black Earth Creek and Brewery Creek

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

WHEREAS, CARPC is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of a Surface Water Planning Grant to continue water quality and quantity monitoring on Black Earth Creek and Brewery Creek within the Black Earth Creek Watershed; 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 and hereby authorizes and empowers the Senior Environmental Engineer (Nicholas Bower, nickb@capitalarearpc.org, 608 474 6019) to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

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

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.

October 9, 2025
Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

Re: Acknowledgement of Receipt – August 2025 Financial Management Report (*actionable item*)**Requested Action:**

Motion to acknowledge receipt of August 2025 Financial Management Report

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures.

Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer, who each sign off on the packet when they are satisfied that it is an acceptable representation of the Commission's fiscal condition.

The Executive Committee and Commission then receive copies of the Management Report supplied by Berndt CPAs for review at the monthly meetings.

Staff Comments:

Requests for additional financial information or reports may be directed to the ASM.

Attachments:

1. August 2025 Financial Management Report

Staff Contact:

Matt Koz, Administrative Services Manager
MatthewKoz@CapitalAreaRPC.org
(608) 474-6017

Next Steps:

Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

Management Report

Capital Area Regional Planning Commission
For the period ended August 31, 2025



Prepared by
Berndt CPA

Prepared on
October 2, 2025

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Statement of Financial Position Comparison

As of August 31, 2025

		Total
	As of Aug 31, 2025	As of Jul 31, 2025 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	114,323.40	93,348.67
1001 MONEY MARKET ACCOUNT	70,161.58	250,146.56
1002 INVESTMENT ACCOUNT	976,179.84	368,919.85
1072 Bill.com Money Out Clearing	19,381.21	17,500.83
Total Bank Accounts	1,180,046.03	729,915.91
Accounts Receivable		
1105 PROJECT AND GRANTS REC	205,639.28	775,633.05
Total Accounts Receivable	205,639.28	775,633.05
Other Current Assets		
1110 UNBILLED ACCOUNTS REC	167,444.26	235,972.00
1150 PREPAID EXPENSES	2,332.27	3,237.35
1151 PREPAID INSURANCE	0.00	0.00
1152 PREPAID DENTAL INS	2,305.63	0.00
1153 PREPAID HEALTH INS	0.00	0.00
1154 PREPAID DISABILITY INS	39.11	39.11
1155 PREPAID RENT	0.00	0.00
1156 PREPAID LIFE INS	14.54	14.54
1157 PREPAID PARKING	347.46	205.26
1165 PREPAID LICENSES	0.00	0.00
1170 Undeposited Funds	0.00	0.00
Total Other Current Assets	172,483.27	239,468.26
Total Current Assets	1,558,168.58	1,745,017.22
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,171.66	7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP	-7,171.66	-7,171.66
1210 RIGHT OF USE ASSET	6,076.50	6,076.50
1211 ACCUMULATED AMORTIZATION	-3,156.56	-3,122.80
Total Fixed Assets	2,919.94	2,953.70
TOTAL ASSETS	\$1,561,088.52	\$1,747,970.92

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

3000 ACCOUNTS PAYABLE	28,391.79	71,560.51
Total Accounts Payable	28,391.79	71,560.51

		Total
	As of Aug 31, 2025	As of Jul 31, 2025 (PP)
Credit Cards		
3002 Park Bank CC	0.00	0.00
3003 Credit Card	5,993.01	1,341.87
Total 3002 Park Bank CC	5,993.01	1,341.87
Total Credit Cards	5,993.01	1,341.87
Other Current Liabilities		
3005 ACCRUED PAYROLL	42,340.46	35,791.49
3202 WRS PENSION PLAN	0.00	0.00
3206 WI DEF COMP PROGRAM	0.00	0.00
3300 UNUSED VACATION, WELLNESS	47,870.58	54,274.82
3500 SICK LEAVE ACCRUAL PAY	143,714.71	139,869.11
3600 DEFERRED/UNEARNED REVENUE	575,457.37	731,024.82
3650 INVEST IN CAPITAL ASSETS	0.00	0.00
3655 INVEST IN RIGHT OF USE	0.00	0.00
Total Other Current Liabilities	809,383.12	960,960.24
Total Current Liabilities	843,767.92	1,033,862.62
Total Liabilities	843,767.92	1,033,862.62
Equity		
3700 PRIOR YEAR BALANCE	-173,486.04	-173,486.04
3701 PRIOR YEAR FUND BALANCE	889,507.07	889,507.07
3702 CURRENT FUND BALANCE	1,000.00	1,000.00
Net Revenue	299.57	-2,912.73
Total Equity	717,320.60	714,108.30
TOTAL LIABILITIES AND EQUITY	\$1,561,088.52	\$1,747,970.92

Accountant Reports: Budget vs. Actuals Budget2025 FY25 P&L

August 2025

		Total
	Actual	Budget
REVENUE		
5000 PROPERTY TAX REVENUE		
5001 DANE COUNTY PROP TAX-OTH	100,777.67	100,777.67
Total 5000 PROPERTY TAX REVENUE	100,777.67	100,777.67
5100 STATE/FEDERAL GRANTS REV.		
5101 EPA/DNR Water Planning.	9,333.33	9,439.58
5102 EPA/DNR Grant Funds	3,050.00	3,250.00
5103 WEM/FEMA/HMGP Grant Funds	8,386.02	10,416.67
5403 WisDOT PLAN INTEGRATION		591.08
Total 5100 STATE/FEDERAL GRANTS REV.	20,769.35	23,697.33
5200 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM		454.75
5220 COOP WATER RESOURCE MON	22,276.25	14,976.25
Total 5200 PASS THROUGH REVENUE	22,276.25	15,431.00
5207 5207	0.00	
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	4,200.00	3,750.00
5302 FEES-USA/LSA APP REVIEW	3,500.00	5,416.67
Total 5300 FEES REVENUE	7,700.00	9,166.67
5400 SERVICES REVENUE		
5401 LOCAL & REG PLAN ASSIST		8,333.33
Total 5400 SERVICES REVENUE		8,333.33
5500 OTHER REVENUE		
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	2,609.01	3,000.00
5502 MISCELLANEOUS REVENUES	6.33	249.00
5505 WI SALT WISE	12,666.67	11,666.67
Total 5500 OTHER REVENUE	15,282.01	14,915.67
6570 Revenue Refunds		-2,960.33
Total Revenue	166,805.28	169,361.34
GROSS PROFIT	166,805.28	169,361.34
EXPENDITURES		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	70,217.75	69,220.58
6102 COMPENSATED LEAVE TIME	10,603.94	17,305.17
Total 6100 SALARIES AND LEAVE TIME	80,821.69	86,525.75
6104 FRINGE BENEFITS		

		Total
	Actual	Budget
6105 FICA BENEFITS	5,778.98	6,446.17
6116 LIFE INSURANCE	0.00	24.50
6117 DENTAL INSURANCE		1,225.58
6118 HEALTH INSURANCE	35,966.69	24,141.83
6119 DISABILITY INSURANCE	0.00	42.33
6120 COMMUTE CARDS	21.00	8.75
6121 WRS-ER CONTRIBUTION	5,036.22	5,970.25
6122 UNEMPLOYMENT	21.74	83.33
6124 WORKER'S COMPENSATION IN		297.50
Total 6104 FRINGE BENEFITS	46,824.63	38,240.24
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations		83.33
6250 SUPPLIES	438.27	321.67
6251 PRINTING	43.53	129.83
6252 POSTAGE	8.28	8.75
6265 EQUIPMENT	1,710.97	743.75
6330 TELEPHONE	94.99	125.00
6341 ADMINISTRATIVE FEES		35.50
Total 6200.1 OFFICE EXPENSES	2,296.04	1,447.83
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING		30.67
6270 SOFTWARE	1,537.99	1,435.00
6275 IT SERVICES	1,078.20	833.33
Total 6280 INFORMATION TECHNOLOGY	2,616.19	2,299.00
6300 OCCUPANCY		
6310 RENT	4,338.74	4,248.92
Total 6300 OCCUPANCY	4,338.74	4,248.92
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	15,708.24	2,380.83
6425 LEGAL SERVICES		366.67
6431 CONSULTING SERVICES		833.33
Total 6400 CONTRACTED SERVICES	15,708.24	3,580.83
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	3,266.04	16,201.25
6415 WisDOT PLANNING SERVICES		454.75
Total 6410 PASS THROUGH EXPENSES	3,266.04	16,656.00
6426 COMMISSION		
6422 COMMISSION PER DIEMS	550.00	666.67
6423 COMMISSION TRAVEL	58.80	70.00
Total 6426 COMMISSION	608.80	736.67

		Total
	Actual	Budget
6435 FINANCIAL SERVICES		
6420 AUDIT		1,225.00
6430 PAYROLL FEES	603.00	416.67
6432 FINANCIAL SERVICES	3,015.00	3,333.33
Total 6435 FINANCIAL SERVICES	3,618.00	4,975.00
6500 TRAVEL AND TRAINING		
6130 MEALS	59.59	75.58
6150 EMPLOYEE TRAVEL	810.42	1,059.42
6170 CONFERENCES & MEETINGS	1,650.53	843.75
6171 TRAINING		416.67
Total 6500 TRAVEL AND TRAINING	2,520.54	2,395.42
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	933.31	570.25
6411 EDUC/INFO/OUTREACH		218.75
6440 RECRUITMENT	7.00	87.50
6501 INSURANCE		371.42
6560 DEPRECIATION		0.00
6565 AMORITIZATION EXPENSE	33.76	50.67
Total 6600 OTHER	974.07	1,298.59
Uncategorized Expense		2,960.33
Total Expenditures	163,592.98	165,364.58
NET OPERATING REVENUE	3,212.30	3,996.76
NET REVENUE	\$3,212.30	\$3,996.76

Accountant Reports: Budget vs. Actuals 8 Months Ended

January - August, 2025

	Total	
	Actual	Budget
REVENUE		
5000 PROPERTY TAX REVENUE		
5001 DANE COUNTY PROP TAX-OTH	806,221.36	806,221.36
Total 5000 PROPERTY TAX REVENUE	806,221.36	806,221.36
5100 STATE/FEDERAL GRANTS REV.		
5101 EPA/DNR Water Planning.	74,666.65	75,516.64
5102 EPA/DNR Grant Funds	25,192.00	26,000.00
5103 WEM/FEMA/HMGP Grant Funds	67,630.75	83,333.36
5202 EPA/DNR WATER PLANNING	0.00	
5403 WisDOT PLAN INTEGRATION		4,728.64
Total 5100 STATE/FEDERAL GRANTS REV.	167,489.40	189,578.64
5200 PASS THROUGH REVENUE		
5201 WisDOT RURAL WORK PROGRAM	1,385.26	3,638.00
5220 COOP WATER RESOURCE MON	151,310.00	119,810.00
Total 5200 PASS THROUGH REVENUE	152,695.26	123,448.00
5207 5207	0.00	
5300 FEES REVENUE	0.00	
5301 FEES - SEWER EXTENSIONS	31,000.00	30,000.00
5302 FEES-USA/LSA APP REVIEW	12,441.52	43,333.36
Total 5300 FEES REVENUE	43,441.52	73,333.36
5400 SERVICES REVENUE		
5401 LOCAL & REG PLAN ASSIST	36,330.54	66,666.64
Total 5400 SERVICES REVENUE	36,330.54	66,666.64
5500 OTHER REVENUE		
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	20,462.57	24,000.00
5502 MISCELLANEOUS REVENUES	4,359.94	1,992.00
5505 WI SALT WISE	94,333.36	93,333.36
Total 5500 OTHER REVENUE	119,155.87	119,325.36
6570 Revenue Refunds	-17,762.00	-23,682.64
Total Revenue	1,307,571.95	1,354,890.72
GROSS PROFIT	1,307,571.95	1,354,890.72
EXPENDITURES		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	588,148.13	553,764.64
6102 COMPENSATED LEAVE TIME	129,996.06	138,441.36
Total 6100 SALARIES AND LEAVE TIME	718,144.19	692,206.00
6104 FRINGE BENEFITS		

		Total
	Actual	Budget
6105 FICA BENEFITS	50,124.55	51,569.36
6116 LIFE INSURANCE	0.00	196.00
6117 DENTAL INSURANCE	5,922.83	9,804.64
6118 HEALTH INSURANCE	195,428.19	193,134.64
6119 DISABILITY INSURANCE	0.00	338.64
6120 COMMUTE CARDS	128.80	70.00
6121 WRS-ER CONTRIBUTION	45,269.83	47,762.00
6122 UNEMPLOYMENT	523.54	666.64
6124 WORKER'S COMPENSATION IN		2,380.00
Total 6104 FRINGE BENEFITS	297,397.74	305,921.92
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations	650.00	666.64
6250 SUPPLIES	1,367.26	2,573.36
6251 PRINTING	548.22	1,038.64
6252 POSTAGE	38.50	70.00
6265 EQUIPMENT	3,496.39	5,950.00
6330 TELEPHONE	1,125.93	1,000.00
6341 ADMINISTRATIVE FEES		284.00
Total 6200.1 OFFICE EXPENSES	7,226.30	11,582.64
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING	392.30	245.36
6270 SOFTWARE	11,377.74	11,480.00
6275 IT SERVICES	5,361.29	6,666.64
Total 6280 INFORMATION TECHNOLOGY	17,131.33	18,392.00
6300 OCCUPANCY		
6310 RENT	34,315.92	33,991.36
Total 6300 OCCUPANCY	34,315.92	33,991.36
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	54,937.08	19,046.64
6425 LEGAL SERVICES	9,007.00	2,933.36
6431 CONSULTING SERVICES		6,666.64
Total 6400 CONTRACTED SERVICES	63,944.08	28,646.64
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	93,941.46	129,610.00
6415 WisDOT PLANNING SERVICES		3,638.00
Total 6410 PASS THROUGH EXPENSES	93,941.46	133,248.00
6426 COMMISSION		
6422 COMMISSION PER DIEMS	3,979.40	5,333.36
6423 COMMISSION TRAVEL	261.82	560.00
Total 6426 COMMISSION	4,241.22	5,893.36
6435 FINANCIAL SERVICES		

		Total
	Actual	Budget
6420 AUDIT	7,850.00	9,800.00
6430 PAYROLL FEES	6,025.00	3,333.36
6432 FINANCIAL SERVICES	27,214.00	26,666.64
Total 6435 FINANCIAL SERVICES	41,089.00	39,800.00
6500 TRAVEL AND TRAINING		
6130 MEALS	195.76	604.64
6150 EMPLOYEE TRAVEL	7,087.69	8,475.36
6170 CONFERENCES & MEETINGS	4,951.49	6,750.00
6171 TRAINING	2,008.40	3,333.36
Total 6500 TRAVEL AND TRAINING	14,243.34	19,163.36
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	2,587.38	4,562.00
6411 EDUC/INFO/OUTREACH	1,123.83	1,750.00
6440 RECRUITMENT	7.00	700.00
6501 INSURANCE	11,609.51	2,971.36
6560 DEPRECIATION		0.00
6565 AMORITIZATION EXPENSE	270.08	405.36
Total 6600 OTHER	15,597.80	10,388.72
Uncategorized Expense		23,682.64
Total Expenditures	1,307,272.38	1,322,916.64
NET OPERATING REVENUE	299.57	31,974.08
NET REVENUE	\$299.57	\$31,974.08

Statement of Activity - Last Month YTD Comparison

August 1-31, 2025

DISTRIBUTION ACCOUNT		TOTAL
	AUG 1 - AUG 31 2025	JAN 1 - AUG 31 2025 (YTD)
Income		
5000 PROPERTY TAX REVENUE		
5001 DANE COUNTY PROP TAX-OTH	100,777.67	806,221.36
Total for 5000 PROPERTY TAX REVENUE	\$100,777.67	\$806,221.36
5100 STATE/FEDERAL GRANTS REV.		
5101 EPA/DNR Water Planning.	9,333.33	74,666.65
5102 EPA/DNR Grant Funds	3,050.00	25,192.00
5103 WEM/FEMA/HMGP Grant Funds	8,386.02	67,630.75
5202 EPA/DNR WATER PLANNING		0.00
Total for 5100 STATE/FEDERAL GRANTS REV.	\$20,769.35	\$167,489.40
5200 PASS THROUGH REVENUE		
5220 COOP WATER RESOURCE MON	22,276.25	151,310.00
5201 WisDOT RURAL WORK PROGRAM		1,385.26
Total for 5200 PASS THROUGH REVENUE	\$22,276.25	\$152,695.26
5207 5207	0.00	0.00
5300 FEES REVENUE	\$0.00	\$0.00
5301 FEES - SEWER EXTENSIONS	4,200.00	31,000.00
5302 FEES-USA/LSA APP REVIEW	3,500.00	12,441.52
Total for 5300 FEES REVENUE	\$7,700.00	\$43,441.52
5500 OTHER REVENUE		
5501 INTEREST INCOME	2,609.01	20,462.57
5502 MISCELLANEOUS REVENUES	6.33	4,359.94
5505 WI SALT WISE	12,666.67	94,333.36
Total for 5500 OTHER REVENUE	\$15,282.01	\$119,155.87
5400 SERVICES REVENUE		
5401 LOCAL & REG PLAN ASSIST		36,330.54
Total for 5400 SERVICES REVENUE		\$36,330.54
6570 Revenue Refunds		-17,762.00
Total for Income	\$166,805.28	\$1,307,571.95
Cost of Goods Sold		
Gross Profit	\$166,805.28	\$1,307,571.95
Expenses		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	70,217.75	588,148.13
6102 COMPENSATED LEAVE TIME	10,603.94	129,996.06

DISTRIBUTION ACCOUNT		TOTAL
	AUG 1 - AUG 31 2025	JAN 1 - AUG 31 2025 (YTD)
Total for 6100 SALARIES AND LEAVE TIME	\$80,821.69	\$718,144.19
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	5,778.98	50,124.55
6116 LIFE INSURANCE	0.00	0.00
6118 HEALTH INSURANCE	35,966.69	195,428.19
6119 DISABILITY INSURANCE	0.00	0.00
6120 COMMUTE CARDS	21.00	128.80
6121 WRS-ER CONTRIBUTION	5,036.22	45,269.83
6122 UNEMPLOYMENT	21.74	523.54
6117 DENTAL INSURANCE		5,922.83
Total for 6104 FRINGE BENEFITS	\$46,824.63	\$297,397.74
6200.1 OFFICE EXPENSES		
6250 SUPPLIES	438.27	1,367.26
6251 PRINTING	43.53	548.22
6252 POSTAGE	8.28	38.50
6265 EQUIPMENT	1,710.97	3,496.39
6330 TELEPHONE	94.99	1,125.93
6200 Contributions & Donations		650.00
Total for 6200.1 OFFICE EXPENSES	\$2,296.04	\$7,226.30
6280 INFORMATION TECHNOLOGY		
6270 SOFTWARE	1,537.99	11,377.74
6275 IT SERVICES	1,078.20	5,361.29
6253 WEBHOSTING		392.30
Total for 6280 INFORMATION TECHNOLOGY	\$2,616.19	\$17,131.33
6300 OCCUPANCY		
6310 RENT	4,338.74	34,315.92
Total for 6300 OCCUPANCY	\$4,338.74	\$34,315.92
6400 CONTRACTED SERVICES		
6125 CONTRACTED SERVICE	15,708.24	54,937.08
6425 LEGAL SERVICES		9,007.00
Total for 6400 CONTRACTED SERVICES	\$15,708.24	\$63,944.08
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	3,266.04	93,941.46
Total for 6410 PASS THROUGH EXPENSES	\$3,266.04	\$93,941.46
6426 COMMISSION		
6422 COMMISSION PER DIEMS	550.00	3,979.40
6423 COMMISSION TRAVEL	58.80	261.82
Total for 6426 COMMISSION	\$608.80	\$4,241.22
6435 FINANCIAL SERVICES		

DISTRIBUTION ACCOUNT	TOTAL	
	AUG 1 - AUG 31 2025	JAN 1 - AUG 31 2025 (YTD)
6430 PAYROLL FEES	603.00	6,025.00
6432 FINANCIAL SERVICES	3,015.00	27,214.00
6420 AUDIT		7,850.00
Total for 6435 FINANCIAL SERVICES	\$3,618.00	\$41,089.00
6500 TRAVEL AND TRAINING		
6130 MEALS	59.59	195.76
6150 EMPLOYEE TRAVEL	810.42	7,087.69
6170 CONFERENCES & MEETINGS	1,650.53	4,951.49
6171 TRAINING		2,008.40
Total for 6500 TRAVEL AND TRAINING	\$2,520.54	\$14,243.34
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	933.31	2,587.38
6440 RECRUITMENT	7.00	7.00
6565 AMORITIZATION EXPENSE	33.76	270.08
6411 EDUC/INFO/OUTREACH		1,123.83
6501 INSURANCE		11,609.51
Total for 6600 OTHER	\$974.07	\$15,597.80
Total for Expenses	\$163,592.98	\$1,307,272.38
Net Operating Income	\$3,212.30	\$299.57
Other Income		
Other Expenses		
Net Other Income		
Net Income	\$3,212.30	\$299.57

A/R Aging Summary Report

CUSTOMER	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
City of Madison Engineering Division	400.00				1,200.00	1,600.00
Dane County Land Conservation				85,075.00		85,075.00
Department of Planning, Community and Economic Development					2,869.42	2,869.42
Dodge County Highway Department					1,500.00	1,500.00
D'Onofrio Kottke and Associates	200.00					200.00
Homburg Contractors, Inc.					400.00	400.00
Jewell Associates Engineers, Inc.					400.00	400.00
JSD PROFESSIONAL SER				400.00	400.00	800.00
Madison Metropolitan Sewerage	5,000.00					5,000.00
MSA Professional Services, Inc.				1,400.00		1,400.00
Outagamie County Highway					500.00	500.00
PINNACLE ENGINEERING					400.00	400.00
Professional Engineering, LLC				600.00	400.00	1,000.00
Quam Engineering, LLC	1,000.00					1,000.00
Snyder & Associates, Inc.					1,800.00	1,800.00
Town of Springfield					775.08	775.08
Town of Westport					400.00	400.00
Vaisala	1,000.00					1,000.00
VANDE HEY					800.00	800.00
Vierbicher	800.00	800.00			800.00	2,400.00
Village of Belleville	3,500.00					3,500.00
Village of Black Earth					8,000.00	8,000.00
Village of Deforest					3,069.55	3,069.55
WI Department of Military Affairs						
Division of Emergency Management	56,550.23					56,550.23
Total for WI Department of Military Affairs	56,550.23					\$56,550.23
WI Department of Natural Resources	11,900.00				11,900.00	23,800.00
Wyser Engineering, LLC	1,000.00				400.00	1,400.00
ZZZZZZ					0.00	0.00
TOTAL	81,350.23	800.00		87,475.00	36,014.05	\$205,639.28

Re: Acknowledgement of Receipt – 2024 Audit and Required Communications to the Commission
(actionable item)

Requested Action:

Motion to acknowledge receipt of 2024 Audit and Required Communications to the Commission

Background:

Following the close of every year, the Commission seeks an external audit of the Commission's financial statements for the prior year. To this end, Johnson Block CPAs was contracted to conduct the audit of 2024's activities.

Staff Comments:

The enclosed audit materials show an unmodified opinion of the Commission's financial statements for the prior year and identify no material misstatements of financial activities or significant deficiencies in the Commission's financial controls.

Attachments:

1. 2024 Final Audit Report
2. Required Audit Communications to the Commission

Staff Contact:

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

Next Steps:

None

**CAPITAL AREA REGIONAL PLANNING COMMISSION
MADISON, WISCONSIN**

**REQUIRED AUDIT COMMUNICATIONS
TO THE COMMISSION BOARD**

Year Ended December 31, 2024

**Johnson Block & Company, Inc.
Certified Public Accountants
9701 Brader Way, Suite 202
Middleton, WI 53562
(608) 274-2002**

**CAPITAL AREA REGIONAL PLANNING COMMISSION
MADISON, WISCONSIN**

Year Ended December 31, 2024

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Appendix:

Audit Adjusting Journal Entries

Passed Journal Entries

Management Representation Letter



AUDIT MATTERS REQUIRING COMMUNICATION TO THE GOVERNING BODY

To the Commissioners
Capital Area Regional Planning Commission
Madison, Wisconsin

We have audited the financial statements of the business-type activities of the Capital Area Regional Planning Commission for the year ended December 31, 2024, and have issued our report thereon dated September 30, 2025. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated November 8, 2024 our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of Capital Area Regional Planning Commission solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of Accounting Practices

Significant Audit Findings

Management has the responsibility to select use appropriate accounting policies. A summary of the significant accounting policies used by the Capital Area Regional Planning Commission is described in Note 1 to the financial statements. As described in Note 1 to the financial statements, Capital Area Regional Planning Commission changed accounting policies by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 100, *Accounting Changes and Error Corrections*, and GASB Statement No. 101, *Compensated Absences* during the year ended December 31, 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates and related disclosures are an integral part of the financial statements prepared by management and are based on management's current judgements. Those judgements are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive estimates affecting the financial statements are:

Management's estimates of the pension liability, deferred outflows and inflows of resources are based on various factors. These estimates were computed by the pension plan administrators.

Management's estimates of the other post-employment benefits liability, deferred outflows and inflows are based on various factors. These estimates were computed by the group life insurance plan administrator.

Management's estimates for the right-of-use lease asset and the lease liability are based on the applicable lease terms, projected future payments, and a discount rate.

Significant Difficulties Encountered during the Audit

The completion of the audit was significantly delayed due to delays in receiving financial information from the Capital Area Regional Planning Commission.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. The attached schedule summarizes uncorrected financial statements misstatements, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management: see appendix. In addition, none of the misstatements that were identified and corrected as a result of our audit procedures were considered to be material to the financial statements, both individually and in the aggregate.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of our audit.

Representations Requested from Management

We have requested certain representations from management, which are included in the attached management representation letter dated September 30, 2025.

Management Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Capital Area Regional Planning Commission, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Capital Area Regional Planning Commission's auditors.



This information is intended solely for the information and use of the Commissioners and management of the Capital Area Regional Planning Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.
September 30, 2025

APPENDIX

Capital Area Regional Planning Commission
Adjusting Journal Entries
For the Year Ended December 31, 2024

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 1001			
To clear transactions booked to equity and restore the receivable for unbilled service in account 1110			
1110	UNBILLED ACCOUNTS REC	23,126.98	
3700	PRIOR YEAR BALANCE	300.00	
3700	PRIOR YEAR BALANCE	4,847.00	
3702	CURRENT FUND BALANCE	800.00	
5502	Miscellaneous Income	3,595.14	
3655	INVEST IN RIGHT OF USE		3,595.14
3701	PRIOR YEAR FUND BALANCE		23,126.98
5302	Fees - USA/LSA App Review		1,100.00
5502	Miscellaneous Income		4,847.00
Total		32,669.12	32,669.12
Adjusting Journal Entries JE # 1002			
To agree amortization of right of use asset to client schedule			
3655	INVEST IN RIGHT OF USE	607.68	
6565	Amortization	202.56	
1211	ACCUMULATED AMORTIZATION		202.56
3701	PRIOR YEAR FUND BALANCE		607.68
Total		810.24	810.24
Adjusting Journal Entries JE # 1003			
To clear balances from account 1110 that were moved to billed receivables in account 1105			
5302	Fees - USA/LSA App Review	8,334.33	
1110	UNBILLED ACCOUNTS REC		8,334.33
Total		8,334.33	8,334.33
Adjusting Journal Entries JE # 1004			
To record December WRS payable			
6121	WRS Employer Contributions	10,602.34	
3202	WRS PENSION PLAN		10,602.34
Total		10,602.34	10,602.34
Adjusting Journal Entries JE # 1005			
To book the WIDOT Rural Transportation Work Program billings as receivable			
1105	PROJECT AND GRANTS REC	3,346.43	
5201	WisDOT Rural Work Program		3,346.43
Total		3,346.43	3,346.43

Capital Area Regional Planning Commission
Adjusting Journal Entries
For the Year Ended December 31, 2024

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 1006			
To record adjustment to comp abs with implementation of GASB 101 and prior period restatement			
3500	SICK LEAVE ACCRUAL PAY	53,185.00	
3300	UNUSED VACATION, WELLNESS		6,382.25
3700	PRIOR YEAR BALANCE		28,002.00
6102	Compensated Leave Time		18,800.75
Total		53,185.00	53,185.00
Adjusting Journal Entries JE # 1007			
To move invoice paid twice by Shorewood Hills to revenue			
3701	PRIOR YEAR FUND BALANCE	4,847.00	
5302	Fees - USA/LSA App Review		4,847.00
Total		4,847.00	4,847.00

Capital Area Regional Planning Commission
Passed Journal Entries
For the Year Ended December 31, 2024

Account	Description	Debit	Credit
Proposed Journal Entries			
Proposed Journal Entries JE # 4001			
To adjust accrued payroll to actual			
6101	Direct Salaries & Wages	3,679.17	
3005	ACCRUED PAYROLL		3,679.17
Total		3,679.17	3,679.17
	Total Proposed Journal Entries	3,679.17	3,679.17
	Total All Journal Entries	3,679.17	3,679.17

**CAPITAL AREA REGIONAL PLANNING COMMISSION
100 STATE STREET, SUITE 400
MADISON, WISCONSIN 53703**

September 30, 2025

Johnson Block & Company, Inc.
9701 Brader Way, Suite 202
Middleton, Wisconsin 53562

This representation letter is provided in connection with your audit of the financial statements of Capital Area Regional Planning Commission, which comprise the respective financial position of the business-type activities as of December 31, 2024, and the related changes in financial position and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of September 30, 2025:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated November 8, 2024, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.
2. The financial statements referred to above have been fairly presented in accordance with U.S. GAAP and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
6. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
7. We have a process to track the status of audit findings and recommendations.
8. We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
9. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP.

10. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
11. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
12. The effects of uncorrected misstatements summarized in the attached schedule and aggregated by you during the current engagement are immaterial, both individually and in the aggregate, to the financial statements as a whole.
13. We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.
14. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
15. All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
16. All funds and activities are properly classified.
17. All funds that meet the quantitative criteria in Government Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, and GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
18. All components of net position are properly classified and, if applicable, approved.
19. Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed and net position is properly recognized under the policy.
20. All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
21. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
22. All interfund and intra-entity transactions and balances have been properly classified and reported.
23. Special items and extraordinary items have been properly classified and reported.
24. Deposit and investment risks have been properly and fully disclosed.
25. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
26. All required supplementary information is measured and presented within the prescribed guidelines.
27. With regard to items reported at fair value:
 - a. The underlying assumptions are reasonable, and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - b. The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - c. The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
 - d. There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
28. With respect to financial statement preparation, we have performed the following:
 - a. Made all management decisions and performed all management functions;
 - b. Assigned a competent individual to oversee the services;
 - c. Evaluated the adequacy of the services performed;
 - d. Evaluated and accepted responsibility for the result of the service performed; and
 - e. Established and maintained controls, including a process to monitor the system of internal control.

Information Provided

29. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements referred to above, such as records, documentation, meeting minutes, summaries of actions of recent meetings for which minutes have not yet been prepared, and other matters;
 - b. Additional information that you have requested from us for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity and others from whom you determined it necessary to obtain audit evidence.
30. All transactions have been recorded in the accounting records and are reflected in the financial statements.
31. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
32. We have provided to you our evaluation of the entity's ability to continue as a going concern, including significant conditions and events present, and we believe that our use of the going concern basis of accounting is appropriate.
33. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - a. Management;
 - b. Employees who have significant roles in internal control; or
 - c. Others where the fraud could have a material effect on the financial statements.
34. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), regulators, or others.
35. We are not aware of any pending or threatened litigation, claims, or assessments, whose effects should be considered when preparing the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
36. We have disclosed to you the identity of all the entity's related parties and the nature of all the related party relationships and transactions of which we are aware.
37. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
38. The Capital Area Regional Planning Commission has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
39. We have disclosed to you all guarantees, whether written or oral, under which the Capital Area Regional Planning Commission is contingently liable.
40. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
41. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
42. There are no:
 - a. Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.

- b. Unasserted claims or assessments that are probable of assertion and must be disclosed in accordance with GASB-62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
- 43. The Capital Area Regional Planning Commission has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- 44. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 45. There have been no cybersecurity breaches or other cyber events whose effects should be considered for disclosure in the financial statements, as a basis for recording a loss contingency, or otherwise considered when preparing the financial statements.
- 46. With respect to the Wisconsin Retirement System schedules and Local Retiree Life Insurance Fund schedules accompanying the financial statements:
 - a. We acknowledge our responsibility for the presentation of the Wisconsin Retirement System schedules and Local Retiree Life Insurance Fund schedules in accordance with U.S. GAAP.
 - b. We believe the Wisconsin Retirement System schedules and Local Retiree Life Insurance Fund schedules, including its form and content, is measured and fairly presented in accordance with U.S. GAAP.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.
- 47. With regard to pensions and OPEB:
 - a. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
 - b. Increases in benefits, elimination of benefits and all similar amendments have been disclosed in accordance with U.S. GAAP and are included in the most recent actuarial valuation, or disclosed as a subsequent event.



Executive Director

Signature and Title



Administrative Services Manager

Matthew Kozlowski (Sep 30, 2025 11:30:53 CDT)

Signature and Title

CARPC Rep Letter

Final Audit Report

2025-10-02

Created:	2025-09-30
By:	Matthew Kozlowski (MatthewKoz@capitalarearpc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAANztw7bSQ5EFdKDI3coIOP4AQ-nMm0upj

"CARPC Rep Letter" History

-  Document created by Matthew Kozlowski (MatthewKoz@capitalarearpc.org)
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CAPITAL AREA REGIONAL PLANNING COMMISSION
Madison, Wisconsin

FINANCIAL STATEMENTS WITH
INDEPENDENT AUDITOR'S REPORT

December 31, 2024

CAPITAL AREA REGIONAL PLANNING COMMISSION

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December 31, 2024

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INDEPENDENT AUDITOR'S REPORT

To the Commissioners
Capital Area Regional Planning Commission
Madison, Wisconsin

Opinion

We have audited the business-type activities of the Capital Area Regional Planning Commission, as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Capital Area Regional Planning Commission's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Capital Area Regional Planning Commission, as of December 31, 2024, and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Capital Area Regional Planning Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter

As discussed in Note 1 to the financial statements, effective January 1, 2024, the Capital Area Regional Planning Commission adopted the provisions of GASB Statement No. 101, *Compensated Absences*. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Capital Area Regional Planning Commission's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Capital Area Regional Planning Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Capital Area Regional Planning Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Wisconsin Retirement System schedules and Local Retiree Life Insurance Fund schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.
September 30, 2025

MANAGEMENT'S DISCUSSION AND ANALYSIS

Capital Area Regional Planning Commission

Management's Discussion and Analysis

The discussion and analysis of the financial performance of the Capital Area Regional Planning Commission (Commission) provides an overview of financial activities for the calendar year ended December 31, 2024. The analysis focuses on the Commission's financial performance as a whole. Efforts have been made to provide comparison to prior year data when such data is available. It should be read in conjunction with the Commission's financial statements, which immediately follow this section.

FINANCIAL HIGHLIGHTS

The Commission's financial statements reflect the following:

- On December 31, 2024, the Commission reported combined net position of \$879,114, an increase of \$7,375 from 2023. Of this amount, \$876,127 is considered unrestricted net position and \$2,987 is the Commission's net investment in capital assets.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of two parts: Management's Discussion and Analysis (this section) and the basic financial statements. The Commission is a self-supporting entity and follows enterprise fund reporting; accordingly, the financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Enterprise fund statements offer short-and long-term financial information about the activities and operations of the Commission.

- The Statement of Net Position includes all Commission assets, deferred outflows, liabilities, and deferred inflows, and provides information about the nature and amount of investments in resources and obligations to creditors. This statement provides the basis for evaluating the capital structure and assessing the liquidity and financial flexibility of the Commission.
- The Statement of Revenues, Expenses, and Changes in Net Position provides an indication of the Commission's financial health.
- The Statement of Cash Flows report the cash provided and used by operating activities, as well as other cash sources such as investment.

These financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The notes are followed by a section of required supplementary information that further explains and supports the information in the financial statements. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Capital Area Regional Planning Commission
Management's Discussion and Analysis

COMMISSION FINANCIAL ANALYSIS

An analysis of the Commission's financial position begins with a review of the Statements of Net Position, and the Statement of Revenues, Expenses and Changes in Net Position report information. These two statements report the Commission's net position and changes therein. The Commission's net position-the difference between assets and liabilities and deferred outflows and inflows is key to measuring the financial health of the Commission. Over time, increases or decreases in the net position value are an indicator of whether the financial position is improving or deteriorating. However, it should be noted that the financial position can also be affected by other non-financial factors, including economic conditions, customer growth, climate conditions and new regulations.

A summary of the Commission's Statement of Net Position is presented below in Table 1.

Table 1
Condensed Statement of Net Position

	<u>2024</u>	<u>2023</u>
ASSETS		
Current and other assets	\$ 1,024,067	\$ 1,065,077
Capital assets	<u>232,904</u>	<u>281,082</u>
Total assets	1,256,971	1,346,159
DEFERRED OUTFLOWS OF RESOURCES	539,173	760,500
LIABILITIES		
Long-term liabilities	358,863	479,766
Other liabilities	<u>219,942</u>	<u>306,108</u>
Total liabilities	578,805	785,874
DEFERRED INFLOWS OF RESOURCES	338,225	449,046
NET POSITION		
Net investment in capital assets	2,987	3,595
Unrestricted	<u>876,127</u>	<u>868,144</u>
Total net position	<u><u>\$ 879,114</u></u>	<u><u>\$ 871,739</u></u>

Capital Area Regional Planning Commission
Management's Discussion and Analysis

COMMISSION FINANCIAL ANALYSIS (Continued)

Net investment in capital assets represents the value of assets like buildings, equipment, or infrastructure, less any related debt or liabilities incurred to acquire or build these assets. The Commission does not have any significant debts or capital assets due to the nature of the entity. Net investment in capital assets decreased by \$608 or 16.9%, due to annual depreciation expense.

Unrestricted net positions is the portion of net position that is available for general use. These are assets that are not restricted and can be used to meet the Commission's ongoing financial obligations. The unrestricted net position increased by \$7,983 or 9.2%. This is primarily due to an operating loss of \$61,562 less non-operating income of \$40,935 and a prior period adjustment of \$28,002 for the implementation of the new accounting standard GASB 101, Compensated Absences.

The Commission's revenues, expenses, and changes in net position are summarized below in Table 2.

Table 2
Condensed Statement of Revenues, Expenses and Changes in Net Position

	<u>2024</u>	<u>2023</u>
REVENUES		
Operating revenues	\$ 1,766,990	\$ 1,572,310
Non-operating revenues	<u>40,935</u>	<u>46,826</u>
Total revenues	1,807,925	1,619,136
EXPENSES		
Operating expenses	1,775,334	1,570,147
Lease amortization	47,934	47,569
Interest expense on lease	<u>5,284</u>	<u>6,160</u>
Total expenses	<u>1,828,552</u>	<u>1,623,876</u>
Change in net position	<u><u>\$ (20,627)</u></u>	<u><u>\$ (4,740)</u></u>

As previously noted, the Statement of Net Position shows the Commission's financial position as of December 31, 2024. The specific nature or source of these changes then becomes more evident in the of Statement of Revenues, Expenses and Changes in Net Position as shown above in Table 2.

Revenues in 2024 increased by \$188,789 (approximately 11.66%) compared to the prior year primarily due to an increase in water quality monitoring activities and additional appropriations from Dane County.

Expenses increased \$204,676 (approximately 12.60%) compared to the prior year primarily due to increased pass-through water quality monitoring activities, additional payroll costs as staffing was restored following the departure of a senior staff member midway through 2023, and a former employee receiving a large retirement payout in 2024.

Capital Area Regional Planning Commission
Management's Discussion and Analysis

COMMISSION FINANCIAL ANALYSIS (Continued)

Net position decreased by \$20,627 in 2024 compared to a decrease of \$4,740 in 2023.

At December 31, 2024, the Commission had \$232,904 in capital assets, a decrease of \$48,178 from 2023. This investment in capital assets includes furniture and equipment, leasehold improvements, and leased office space. Additional information on capital assets can be found in Note 4 of this report.

Table 3
Capital Assets

	<u>2024</u>	<u>2023</u>
Furniture and equipment	\$ 7,171	\$ 7,171
Leasehold improvements	6,077	6,077
Accumulated depreciation	(10,261)	(9,653)
Right-of-use lease asset	372,625	372,625
Accumulated amortization	<u>(142,708)</u>	<u>(95,138)</u>
Net capital assets	<u><u>\$ 232,904</u></u>	<u><u>\$ 281,082</u></u>

On December 31, 2024, the Commission had total long-term liabilities outstanding of \$358,863. During the fiscal year, the Commission's long-term obligations decreased by \$120,903.

Table 4
Outstanding Long-term

	<u>2024</u>	<u>2023</u>
Compensated absences	\$ 60,998	\$ -
Net pension liability	57,555	196,721
Deferred revenue	-	4,847
Lease	197,087	243,624
Other postemployment benefits	<u>43,223</u>	<u>34,574</u>
Total	<u><u>\$ 358,863</u></u>	<u><u>\$ 479,766</u></u>

Capital Area Regional Planning Commission

Management's Discussion and Analysis

FACTORS BEARING ON THE COMMISSION'S FUTURE

The Commission receives most of its revenue from a budget appropriation from Dane County and fees from area municipalities. This revenue base results in a stable revenue base since the Dane County appropriation is part of their general levy. However, levy reductions at the County level could lead to a reduced appropriation allocation to the Commission.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the Commission's finances. If you have questions about this report or need additional financial information, contact Matt Kozlowski, Administrative Services Manager at the Commission, 100 State St #400, Madison, WI 53703, or call (608) 474-6017.

BASIC FINANCIAL STATEMENTS

CAPITAL AREA REGIONAL PLANNING COMMISSION
STATEMENT OF NET POSITION
December 31, 2024

Assets

Current Assets	
Cash and cash equivalents	\$ 900,930
Receivables	
Unbilled accounts receivable	19,056
Due from other governments	72,523
Prepaid expenses	31,558
Total Current Assets	<u>1,024,067</u>
Non-Current Assets	
Lease - right-of-use	372,625
Less: accumulated amortization	(142,708)
Furniture and equipment	13,248
Less: accumulated depreciation	(10,261)
Total Non-Current Assets	<u>232,904</u>
Total Assets	<u>1,256,971</u>

Deferred Outflows of Resources

Related to pension	518,639
Related to other post-employment benefits	20,534
Total Deferred Outflows of Resources	<u>539,173</u>

Total Assets and Deferred Outflows of Resources	<u>\$ 1,796,144</u>
--	----------------------------

Liabilities

Current Liabilities	
Accounts payable	\$ 88,835
Accrued liabilities	35,936
Interest payable	406
Lease	46,537
Compensated absences	48,228
Total Current Liabilities	<u>219,942</u>
Non-Current Liabilities	
Compensated absences	60,998
Net Pension Liability	57,555
Lease	197,087
Net other post-employment benefit liability	43,223
Total Non-Current Liabilities	<u>358,863</u>
Total Liabilities	<u>578,805</u>

Deferred Inflows of Resources

Related to pension	308,267
Related to other post-employment benefits	29,958
Total Deferred Inflows of Resources	<u>338,225</u>

Net Position

Net investment in capital assets	2,987
Unrestricted	876,127
Total Net Position	<u>879,114</u>

Total Liabilities, Deferred Inflows of Resources, and Net Position	<u>\$ 1,796,144</u>
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See accompanying notes to the financial statements.

CAPITAL AREA REGIONAL PLANNING COMMISSION
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended December 31, 2024

Operating Revenues

County appropriation	\$ 1,135,523
Federal and state grants	129,369
Water resource monitoring	201,002
Wisconsin Salt Wise program	139,825
Other local governments	31,327
Sewer extension fees	43,600
Sewer service amendment fees	74,444
Miscellaneous	11,900
Total Operating Revenues	<u>1,766,990</u>

Operating Expenses

Salaries and wages	1,023,623
Employee benefits	333,310
Professional services	352,013
Travel and conferences	30,547
Office supplies and expenses	32,661
Insurance	3,180
Lease amortization	47,934
Interest expense on lease	5,284
Total Operating Expenses	<u>1,828,552</u>

Operating Income (Loss)	<u>(61,562)</u>
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Non-Operating Revenues

Interest income	<u>40,935</u>
Total Non-Operating Revenues	<u>40,935</u>

Change in Net Position	<u>(20,627)</u>
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Net Position - Beginning, as Previously Reported	871,739
Prior Period Adjustment - Implementation of GASB Statement No. 101	<u>28,002</u>
Net Position - Beginning of Year	<u>899,741</u>
Net Position - End of Year	<u><u>\$ 879,114</u></u>

See accompanying notes to the financial statements.

CAPITAL AREA REGIONAL PLANNING COMMISSION
STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2024

Cash Flows from Operating Activities

Received from grants and charges for services	\$ 1,756,401
Paid to employees and benefit providers	(1,417,263)
Paid to suppliers for goods and services	(435,318)
Net Cash Flows Provided (Used) by Operating Activities	<u>(96,180)</u>

Cash Flows from Investing Activities

Investment income	<u>40,935</u>
Net Cash Flows Provided (Used) by Investing Activities	<u>40,935</u>

Net Change in Cash and Cash Equivalents	(55,245)
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Cash and Cash Equivalents - Beginning of Year	<u>956,175</u>
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Cash and Cash Equivalents - End of Year	<u><u>\$ 900,930</u></u>
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**Reconciliation of Operating Income (Loss) to Net Cash
Used by Operating Activities**

Operating income (loss)	\$ (61,562)
Noncash items in operating income (loss)	
Depreciation	608

Changes in assets, liabilities, and deferrals

Accounts receivable	4,071
Due from other governments	(9,813)
Prepaid expenses	(8,493)
Accounts payable	41,318
Compensated absences	(50,976)
Accrued liabilities	10,657
Deferred revenue	(4,847)
Pension related	(21,400)
Other post-employment benefits related	1,389
Lease related	<u>2,868</u>

Net Cash Flows Provided (Used) by Operating Activities	<u><u>\$ (96,180)</u></u>
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See accompanying notes to the financial statements.

NOTES TO FINANCIAL STATEMENTS

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Capital Area Regional Planning Commission (Commission) is a public agency formed under Section 66.0309 of the Wisconsin Statutes. The Commission was created on May 2, 2007 by Executive Order #197 from the Office of the Governor. The function of the agency is to serve as the regional planning and area wide water quality management planning entity for the Dane County, Wisconsin region. The reporting entity for the Commission is based upon criteria set forth by statements issued by the Governmental Accounting Standards Board. All functions of the Commission for which it exercises oversight responsibility are included. The oversight responsibility includes, but is not limited to, financial interdependency between the Commission and component units; control by the Commission over selection of the entity's governing authority or designation of management; the ability to significantly influence operations; and accountability for fiscal matters.

The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing accounting and financial reporting principles. The following is a summary of the more significant policies.

Reporting Entity

The reporting entity of the Commission is based upon criteria set forth by GASB Statement No. 61, *The Financial Reporting Entity: Omnibus an Amendment to GASB Statements No. 14 and No. 34*. The reporting entity for the Commission consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. If a primary government appoints a voting majority of an organization's officials or if the organization is fiscally dependent on the primary government and there is a potential for those organizations either to provide specific financial benefits to, or to impose specific financial burdens on, the primary government, the primary government is financially accountable for those organizations. An organization has a financial benefit or burden relationship with the primary government if, for example, any one of these conditions exists. The primary government may be financially accountable if an organization is fiscally dependent on the primary government.

Measurement Focus and Basis of Accounting

For financial reporting purposes, the Commission is considered a special-purpose government engaged only in business-type activities. Accordingly, the financial statements of the Commission have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could differ from those estimates.

Cash and Cash Equivalents

The Commission's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the Local Government Investment Pool, and short-term investments with original maturities less than ninety days from date of acquisition.

The Commission may invest available cash balances in time deposits of authorized depositories, US Treasury obligations, US agency issues, high grade commercial paper, and the local government pooled investment fund administered by the state investment board.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

Capital Assets

Capital assets are reported at historical cost, or estimated historical cost. The Commission capitalizes equipment having a cost of \$5,000 or more. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized. Donated capital assets are valued at their estimated fair value market value at the time of receipt. Interest costs incurred during construction are not capitalized and are not considered material.

Capital assets are depreciated using the straight-line method over the estimated useful lives, which range from four to ten years for equipment.

Leases

Right-of-use lease assets are initially measured as an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives and plus ancillary changes necessary to place the lease into service. The right-of-use lease asset is amortized on the straight-line basis over the life of the related lease. Lease liabilities are recognized at the present value of the expected payments to be made during the lease term.

Receivables

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the financial statements.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Compensated Absences

The Commission has adopted various policies in regard to accumulation of sick leave and vacation time. Unused sick leave is accumulated from year to year to a maximum of 1,700 hours (212.5 days) until retirement. At employee retirement the accumulated sick leave will be converted to a monetary value which shall be available, at the retiring employee's option, to be placed in a medical/dental reimbursement trust, known as a PRIME Plan, or in a 401(a) Benefit Plan. Vacation time earned in one accounting period and carried over to the next period is recorded as a liability in the Commission's financial statements.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the statement of net position will report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

The Commission has deferred outflows of resources and deferred inflows of resources related to pension and other post-employment benefits activity at December 31, 2024.

County Appropriations

In accordance with state statutes, the amount charged to a local government unit shall not exceed .003% of such equalized value unless the governing body expressly approves the amount in excess of such percentage. In addition, the Dane County municipalities petitioning for creation of the Commission included a provision that the Commission budget may not exceed .0017% of equalized value. For the 2024 budget, the Commission assessed Dane County a charge of \$1,135,523.

Revenues and Expenses

The Commission distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with the Commission's principal ongoing operations. The principal operating revenues of the Commission are county charges and fees for service, which come primarily from grants and projects for local governments. Operating expense include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Net Position

Net Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation less the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets plus unspent proceeds.

Restricted Net Position – Consists of net position with constraints placed on use by 1) external groups such as creditors, grantors, or contributors, or 2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets”.

Pensions

The fiduciary net position of the Wisconsin Retirement System (WRS) has been determined using the flow of economic resources measurement focus and accrual basis of accounting. This includes for purposes of measuring the following:

- Net Pension Liability (Asset),
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions,
- Pension Expense (Revenue).

Information about the fiduciary net position of the WRS and additions to/deductions from WRS’ fiduciary net position have been determined on the same basis as they are reported by the WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Post-Employment Benefits (OPEB)

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the following:

- Net OPEB Liability (Asset),
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs, and
- OPEB Expense (Revenue).

Information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIF's fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of member contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Change in Accounting Principles

Effective January 1, 2024, the Commission adopted GASB Statement No. 100, *Accounting Changes and Error Corrections*. GASB 100 was issued to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The Commission had a restatement due to adopting GASB 101 that required disclosure in the financial statements, see Note 10.

Effective January 1, 2024, the Commission adopted GASB Statement No. 101, *Compensated Absences*. GASB 101 was issued to provide guidance on the accounting and financial reporting for compensated absences. As a result of adopting GASB 101, the Commission has made changes to the way it recognizes and measures its compensated absence liabilities, and adjustments to beginning net position were required for business-type activities.

2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary Information

The Commission's budget is adopted in accordance with Chapter 66.0309 of the Wisconsin Statutes. Changes to appropriations authorized in the adopted budget generally require a vote of two-thirds of the entire membership of the governing body. Budgetary expenditure control is exercised at the individual account level.

3. CASH AND CASH EQUIVALENTS

The Commission's cash and cash equivalents consist of the following at December 31, 2024:

	Statement Balances	Carrying Value	Risk
Deposit with financial institutions	\$ 321,414	\$ 334,380	Custodial credit
LGIP	566,550	566,550	Credit, interest rate
Total cash and cash equivalents	<u>\$ 887,964</u>	<u>\$ 900,930</u>	

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

3. CASH AND CASH EQUIVALENTS (CONTINUED)

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. To limit credit risk, the Commission is limited to investments authorized by Wisconsin State Statutes including the following:

- (1) Deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this State;
- (2) Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government;
- (3) Bonds or securities of any county, drainage district, technical college, village, city, town, or school district of this State;
- (4) Any security which matures or which may be tendered for purchase at the option of the holder within not more than seven years of the date on which it is acquired, if that security has a rating which is the highest or second highest rating category assigned by Standard & Poor's Corporation, Moody's investor service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating;
- (5) The local government pooled-investment fund as established under Section 25.50 of the Wisconsin Statutes;
- (6) Agreements in which a public depository agrees to repay funds advanced to it by the Commission, plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government;
- (7) Securities of an open-ended management investment company or investment trust, subject to various conditions and investment options;
- (8) Bonds issued by the University of Wisconsin Hospital Clinics Authority and the Wisconsin Aerospace Authority, a local exposition district, a local professional baseball park district, a local football stadium district, or a local arts district.

The Commission has adopted an investment policy which permits all investments authorized under state statutes as described above.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Commission would not be able to recover its deposits or would not be able to recover collateral securities that are in the possession of an outside party.

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000. Bank accounts and the local government investment pool are also insured by the State Deposit Guarantee Fund in the amount of \$1,000,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations. As of December 31, 2024, none of the Commission's deposits were exposed to custodial credit risk.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

3. CASH AND CASH EQUIVALENTS (CONTINUED)

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board (SWIB). The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. All investments are valued at amortized cost by the SIF for purposes of calculating earnings to each participant. Specifically, the SIF distributes income to pool participants monthly, based on their average daily share balance. Distributions include interest income based on stated rates (both paid and accrued), amortization of discounts and premiums on a straight-line basis, realized investment gains and losses calculated on an amortized cost basis, and investment expenses. This method does not distribute to participants any unrealized gains or losses generated by the pool's investments. Detailed information about the SIF is available in separately issued financial statements available at <https://doa.wi.gov/Pages/StateFinances/LGIP.aspx>. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2024, the fair value of the Commission's share of the LGIP's assets was substantially equal to the amount reported above. Information on derivatives was not available to the Commission.

SWIB may invest in obligations of the U.S. Treasury and its agencies, Commercial Paper, Bank Time Deposits/Certificates of Deposit, Bankers' Acceptances, Asset Backed Securities and Repurchase Agreements secured by the U.S. Government or its agencies and other instruments authorized under State Investment Fund investment guidelines.

Investment allocation in the LGIP as of December 31, 2024 was: 97% in U.S. Government Securities and 3% in Certificates of Deposit, Bankers' Acceptance and Time Deposits, Commercial Paper, and Corporate Notes. The Wisconsin State Treasurer updates the investment allocations on a monthly basis.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

4. CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2024, was as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
<i>Capital assets, being depreciated</i>				
Office furniture and equipment	\$ 7,171	\$ -	\$ -	\$ 7,171
Leasehold improvements	6,077	-	-	6,077
Subtotal	<u>13,248</u>	<u>-</u>	<u>-</u>	<u>13,248</u>
<i>Accumulated depreciation</i>				
Office furniture and equipment	7,171	-	-	7,171
Leasehold improvements	2,482	608	-	3,090
Subtotal	<u>9,653</u>	<u>608</u>	<u>-</u>	<u>10,261</u>
Total capital assets being depreciated, net	<u>3,595</u>	<u>(608)</u>	<u>-</u>	<u>2,987</u>
<i>Right-of-use leased assets, being amortized</i>				
Office Space	372,625	-	-	372,625
<i>Less accumulated amortization for</i>				
Office Space	<u>95,138</u>	<u>47,570</u>	<u>-</u>	<u>142,708</u>
Total right-of-use lease assets, net	<u>277,487</u>	<u>(47,570)</u>	<u>-</u>	<u>229,917</u>
Total capital assets, net	<u>\$ 281,082</u>	<u>\$ (48,178)</u>	<u>\$ -</u>	<u>\$ 232,904</u>

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
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5. LONG-TERM LIABILITIES

The Commission's long-term liabilities consist of one lease payable and compensated absences. The Commission entered into a 10-year office space sub-lease arrangement where the Commission is the lessee. Lease payments increase by 2% annually. A summary of the changes in the long-term liabilities follows:

	Balance 1/1/2024	Increases	Decreases	Balance 12/31/2024
Lease Liability	\$ 288,252	\$ -	\$ (44,628)	\$ 243,624
Compensated Absences	160,202	-	(50,976)	109,226
	<u>\$ 448,454</u>	<u>\$ -</u>	<u>\$ (95,604)</u>	<u>\$ 352,850</u>

Future principal and interest payments on the lease liability were as follows:

Year Ended December 31,	Principal	Interest	Total
2025	\$ 46,537	\$ 4,449	\$ 50,986
2026	48,506	3,500	52,006
2027	50,535	2,512	53,047
2028	52,625	1,482	54,107
2029	45,421	417	45,838
Total	<u>\$ 243,624</u>	<u>\$ 12,360</u>	<u>\$ 255,984</u>

6. WISCONSIN RETIREMENT SYSTEM

General Information about the Pension Plan

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Benefits Provided. Employees who retire at or after age 65 (54 for protective occupation employees and 62 for elected official and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive actuarially-reduced benefits. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment (%)	Variable Fund Adjustment (%)
2014	4.7	25.0
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0
2021	5.1	13.0
2022	7.4	15.0
2023	1.6	(21.0)

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
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6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$54,492 in contributions from the employer.

Contributions rates as of December 31, 2024 were:

<u>Employee Category</u>	<u>Employee</u>	<u>Employer</u>
General (including teachers, executives and elected officials)	6.90%	6.90%
Protective with Social Security	6.90%	14.30%
Protective without Social Security	6.90%	19.10%

Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. At December 31, 2024, the Commission reported a liability (asset) of \$57,555 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2023 and the Total Pension Liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2022, rolled forward to December 31, 2023. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the net pension liability (asset) was based on the Commission's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2023, the Commission's proportion was 0.00387106% which was an increase of 0.00015772% from its proportion measured as of December 31, 2022.

For the year ended December 31, 2024, the Commission recognized pension expense of \$39,359.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
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6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

At December 31, 2024, the Commission reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 232,061	\$ (307,367)
Net differences between projected and actual earnings on pension plan investments	200,571	-
Changes in assumptions	25,086	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	216	(900)
Employer contributions subsequent to the measurement date	60,705	-
Total	<u>\$ 518,639</u>	<u>\$ (308,267)</u>

\$60,705 reported as deferred outflows related to pension resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ending December 31, 2025. Other amounts reported as deferred outflows of resources related to pension will be recognized in pension expense as follows:

Year Ended December 31:	Net Deferred Outflows (Inflows) of Resources
2025	\$ 30,573
2026	32,059
2027	125,679
2028	(38,644)
Total	<u>\$ 149,667</u>

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
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6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Actuarial assumptions. The Total Pension Liability in the December 31, 2023 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2022
Measurement Date of Net Pension Liability (Asset):	December 31, 2023
	January 1, 2018 - December 31, 2020
Experience Study:	Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Wage Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table
Post-Retirement Adjustments*	1.7%

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The Total Pension Liability for December 31, 2023 is based upon a roll-forward of the liability calculated from the December 31, 2022 actuarial valuation.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
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6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Long-Term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns¹

As of December 31, 2023

Core Fund Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return % ²
Public Equity	40	7.3	4.5
Public Fixed Income	27	5.8	3.0
Inflation Sensitive	19	4.4	1.7
Real Estate	8	5.8	3.0
Private Equity/Debt	18	9.6	6.7
Leverage ³	(12)	3.7	1.0
Total Core Fund	100	7.4	4.6
Variable Fund Asset Class			
U.S. Equities	70	6.8	4.0
International Equities	30	7.6	4.8
Total Variable Fund	100	7.3	4.5

¹Asset Allocations are managed within established ranges; target percentages may differ from actual monthly allocations

²New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.7%

³The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. Currently, an asset allocation target of 12% policy leverage is used, subject to an allowable range of up to 20%.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
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6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Single Discount Rate. A single discount rate of 6.8% was used to measure the Total Pension Liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.80% and a municipal bond rate of 3.77% (Source: Fixed-income municipal bonds with 20 years to maturity that include only federally tax-exempt municipal bonds as reported in Fidelity Index’s “20-year Municipal GO AA Index” as of December 31, 2023. In describing this index, Fidelity notes that the Municipal Curves are constructed using option-adjusted analytics of a diverse population of over 10,000 tax-exempt securities.). Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

Sensitivity of the Commission’s Proportionate Share of the Net Pension Liability (Asset) to changes in the Discount Rate. The following presents the Commission’s proportionate share of the net pension liability (asset) calculated using the discount rate of 6.80%, as well as what the Commission’s proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.80%) or 1-percentage-point higher (7.80%) than the current rate:

	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
Commission's proportionate share of the net pension liability (asset)	\$ 556,298	\$ 57,555	\$ (291,436)

Pension Plan Fiduciary Net Position. Detailed information about the pension plan’s fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

7. OTHER POST-EMPLOYMENT BENEFITS

Plan Description. The LRLIF is a multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible members.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
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7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Plan Description. The LRLIF is a multiple-employer, defined-benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible members.

OPEB Plan Fiduciary Net Position. ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Retiree Life Insurance Financial Report, which can also be found using the link above.

Benefits Provided. The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

Contributions. The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post-retirement benefit.

Employers are required to pay the following contributions based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates as of December 31, 2024 are:

<u>Coverage Type</u>	<u>Employer Contribution</u>
25% Post Retirement Coverage	20% of Member Contribution

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
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7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Member contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating employees must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The employee contribution rates in effect for the year ended December 31, 2023 are as listed below:

Life Insurance		
Member Contribution Rates*		
For the year ended December 31, 2023		
Attained Age	Basic	Supplemental
Under 30	\$0.05	\$0.05
30-34	0.06	0.06
35-39	0.07	0.07
40-44	0.08	0.08
45-49	0.12	0.12
50-54	0.22	0.22
55-59	0.39	0.39
60-64	0.49	0.49
65-69	0.57	0.57

*Disabled members under age 70 receive a waiver-of-premium benefit.

During the reporting period, the LRLIF recognized \$191 in contributions from the Commission.

OPEB Liabilities, OPEB Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs. At December 31, 2024, the Commission reported a liability of \$43,223 for its proportionate share of the Net OPEB Liability (Asset). The Net OPEB Liability (Asset) was measured as of December 31, 2023, and the Total OPEB Liability used to calculate the Net OPEB Liability (Asset) was determined by an actuarial valuation as of January 1, 2023 rolled forward to December 31, 2023. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the Net OPEB Liability (Asset) was based on the Commission's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2023, the Commission's proportion was 0.00939500%, which was an increase of 0.0003200% from its proportion measured as of December 31, 2022.

For the year ended December 31, 2024, the Commission recognized OPEB expense of \$1,688.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
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7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

At December 31, 2024, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEBs from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ (3,826)
Net differences between projected and actual earnings on plan investments	584	-
Changes in actuarial assumptions	13,522	(17,021)
Changes in proportion and differences between employer contributions and proportionate share of contributions	6,119	(9,111)
Employer contributions subsequent to the measurement date	309	-
Totals	<u>\$ 20,534</u>	<u>\$ (29,958)</u>

\$309 reported as deferred outflows related to OPEB resulting from the LRLIF employer's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ending December 31, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended December 31:	Net Deferred Outflows (Inflows) of Resources
2025	\$ (1,719)
2026	(255)
2027	(2,263)
2028	(4,139)
2029	(2,055)
Thereafter	698
Total	<u>\$ (9,733)</u>

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Actuarial Assumptions. The total OPEB liability in the January 1, 2023, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	January 1, 2023
Measurement Date of Net OPEB Liability (Asset)	December 31, 2023
Experience Study:	January 1, 2018 - December 31, 2020, Published November 19, 2021
Actuarial Cost Method:	Entry Age Normal
20 Year Tax-Exempt Municipal Bond Yield*:	3.26%
Long-Term Expected Rate of Return:	4.25%
Discount Rate:	3.32%
Salary Increases	
Wage Inflation:	3.00%
Seniority/Merit:	0.1% - 5.6%
Mortality:	2020 WRS Experience Mortality Table
* Based on the Bond Buyer 20-Bond Municipal Index.	

Actuarial assumptions are based upon an experience study conducted in 2021 that covered a three-year period from January 1, 2018 to December 31, 2020. The Total OPEB Liability for December 31, 2023 is based upon a roll-forward of the liability calculated from the January 1, 2023 actuarial valuation.

Long-Term Expected Return on Plan Assets. The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A- Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

Local OPEB Life Insurance
Asset Allocation Targets and Expected Returns
As of December 31, 2023

Asset Class	Index	Target Allocation	Long-Term Expected Geometric Real Rate of Return
US Intermediate Credit Bonds	Bloomberg US Interm Credit	40%	2.32%
US Mortgages	Bloomberg US MBS	60%	2.52%
Inflation			2.30%
Long-Term Expected Rate of Return			4.25%

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)

Single Discount Rate. A single discount rate of 3.32% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 3.76% for the prior year. The significant change in the discount rate was primarily caused by the decrease in the municipal bond rate from 3.72% as of December 31, 2022 to 3.26% as of December 31, 2023. The Plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive members. Therefore, the discount rate for calculating the total OPEB liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient. The plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2036.

The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made according to the current employer contribution schedule and that contributions are made by plan members retiring prior to age 65.

Sensitivity of the Commission's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Discount Rate. The following presents the Commission's proportionate share of the net OPEB liability (asset) calculated using the discount rate of 3.32%, as well as what the Commission's proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1- percentage-point lower (2.32 percent) or 1-percentage-point higher (4.32 percent) than the current rate:

	1% Decrease to Discount Rate (2.32%)	Current Discount Rate (3.32%)	1% Increase to Discount Rate (4.32%)
Commission's proportionate share of the net OPEB liability (asset)	\$ 58,076	\$ 43,223	\$ 31,885

8. RISK MANAGEMENT

The Commission is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; error and omissions; worker compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded insurance coverage in any of the last three years. There were no significant reductions in coverage compared to last year.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2024**

9. COMMITMENTS AND CONTINGENCIES

The Commission has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to request for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

From time to time the Commission may be a party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Commission's financial position.

10. PRIOR PERIOD ADJUSTMENT

A prior period adjustment has been recorded effective January 1, 2024 as follows:

	Governmental Activities
Net position, as previously reported	\$ 871,739
Change in accounting principle (GASB 101)	28,002
Net position, as restated	<u>\$ 899,741</u>

Implementation of GASB Statement No. 101 required net position in the business-type activities to be increased. The increase in net position was to restate the Commission's compensated absence liability.

11. EFFECT OF NEW ACCOUNTING STANDARDSS ON CURRENT FINANCIAL STATEMENTS

The Government Accounting Standards Board (GASB) has adopted GASB Statement No. 102, *Certain Risk Disclosures*, effective for periods beginning after June 15, 2024, GASB Statement No. 103, *Financial Reporting Model Improvements*, effective for periods beginning after June 15, 2025, and GASB Statement No. 104, *Disclosure of Certain Capital Assets*, effective for periods beginning after June 15, 2025. When these become effective, application of these standards may restate portions of these financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

CAPITAL AREA REGIONAL PLANNING COMMISSION
WISCONSIN RETIREMENT SYSTEM
December 31, 2024

Schedule of Commission's Proportionate Share of the Net Pension Liability (Asset)
As of the Measurement Date
Last 10 Calendar Years

Year ended December 31,	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered- employee payroll	Collective net pension liability (asset) as a percentage of its covered- employee payroll	Plan fiduciary net position as a percentage of the total pension liability (asset)
2023	0.00387106%	\$ 57,555	\$ 801,356	7.18%	98.85%
2022	0.00371334%	196,721	690,672	28.48%	95.72%
2021	(0.00363929%)	(293,333)	629,530	(46.60%)	106.02%
2020	(0.00366418%)	(228,759)	614,279	(37.24%)	105.26%
2019	(0.00371246%)	(119,706)	574,182	(20.85%)	102.96%
2018	0.00377792%	134,406	573,008	23.46%	96.45%
2017	(0.00374036%)	(111,055)	568,541	(19.53%)	102.93%
2016	0.00362200%	29,856	546,315	5.46%	99.12%
2015	0.00411900%	66,937	512,861	13.05%	98.20%
2014	(0.00478000%)	(117,420)	487,287	(24.10%)	102.74%

Schedule of Commission's Contributions for Pension
Last 10 Calendar Years

Year ended December 31,	Contractually required contributions	Contributions in relation to the contractually required contributions	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered- employee payroll
2024	\$ 60,705	\$ (60,705)	\$ -	\$ 883,035	6.87%
2023	54,493	(54,493)	-	801,356	6.80%
2022	44,894	(44,894)	-	690,672	6.50%
2021	42,493	(42,493)	-	629,530	6.75%
2020	41,464	(41,464)	-	614,279	6.75%
2019	37,609	(37,609)	-	574,182	6.55%
2018	38,391	(38,391)	-	573,008	6.70%
2017	38,660	(38,660)	-	568,541	6.80%
2016	36,057	(36,057)	-	546,315	6.60%
2015	34,875	(34,875)	-	512,861	6.80%

See accompanying notes to the required supplementary information

**CAPITAL AREA REGIONAL PLANNING COMMISSION
LOCAL RETIREE LIFE INSURANCE FUND
December 31, 2024**

**Schedule of Commission's Proportionate Share of the Net OPEB Liability (Asset)
As of the Measurement Date
Last 10 Calendar Years**

Year ended December 31,	Proportion of the Net OPEB Liability (Asset)	Proportionate share of the Net OPEB Liability (Asset)	Covered- employee payroll	Collective Net OPEB Liability (Asset) as a percentage of its covered-employee payroll	Plan fiduciary net position as a percentage of the Total OPEB Liability (Asset)
2023	0.00939500%	\$ 43,223	\$ 426,000	10.15%	33.90%
2022	0.00907500%	34,574	390,000	8.87%	38.81%
2021	0.00848200%	50,132	382,000	13.12%	29.57%
2020	0.01208800%	66,493	383,000	17.36%	31.36%
2019	0.01072000%	45,648	370,000	12.34%	37.58%
2018	0.00972300%	25,089	362,000	6.93%	48.69%
2017	0.01148600%	34,557	483,019	7.15%	44.81%

**Schedule of Commission's Contributions for LRLIF
Last 10 Calendar Years**

Year ended December 31,	Contractually required contributions	Contributions in relation to the contractually required contributions	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered- employee payroll
2024	\$ 309	\$ (309)	\$ -	\$ 349,000	0.09%
2023	182	(182)	-	426,000	0.04%
2022	185	(185)	-	390,000	0.05%
2021	173	(173)	-	382,000	0.05%
2020	241	(241)	-	383,000	0.06%
2019	193	(193)	-	370,000	0.05%
2018	187	(187)	-	362,000	0.05%

See accompanying notes to the required supplementary information

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2024**

1. WISCONSIN RETIREMENT SYSTEM

Changes of Benefit Terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of Assumptions. Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2018, including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2024

1. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:

	2023	2022	2021	2020	2019
Valuation Date:	December 31, 2021	December 31, 2020	December 31, 2019	December 31, 2018	December 31, 2017
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed
Amortization Period:	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.4%	5.4%	5.4%	5.4%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	6.8%	7.0%	7.0%	7.0%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.0%	3.0%	3.0%	3.0%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	1.7%	1.9%	1.9%	1.9%	2.1%
Retirement Age:	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2021 valuation pursuant to an experience study of the period 2018-2020.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015 - 2017.	Experience -based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.
Mortality:	2020 WRS Experience Tables. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2021 fully generational improvement scale from a base year of 2010.	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2024

1. WISCONSIN RETIREMENT SYSTEM (CONTINUED)

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:

	2018	2017	2016	2015	2014
Valuation Date:	December 31, 2016	December 31, 2015	December 31, 2014	December 31, 2013	December 31, 2012
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed
Amortization Period:	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.5%	5.5%	5.5%	5.5%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	7.2%	7.2%	7.2%	7.2%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.2%	3.2%	3.2%	3.2%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	2.1%	2.1%	2.1%	2.1%	2.1%
Retirement Age:	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.
Mortality:	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

**CAPITAL AREA REGIONAL PLANNING COMMISSION
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
DECEMBER 31, 2024**

2. LOCAL RETIREE LIFE INSURANCE FUND

GASB Statement No. 75 requirements have been implemented prospectively, therefore, the illustrations do not present similar information for the 3 preceding years.

Changes of Benefit Terms. There were no recent changes in benefit terms.

Changes of Assumptions. In addition to the rate changes detailed in the tables above, the State of Wisconsin Employee Trust Fund Board adopted economic and demographic assumption changes based on a three year experience study performed for the Wisconsin Retirement System. These assumptions are used in the actuarial valuations of OPEB liabilities (assets) for the retiree life insurance programs and are summarized below.

The assumption changes that were used to measure the December 31, 2021 total OPEB liabilities, including the following:

- Lowering the price inflation rate from 2.5% to 2.4%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

The assumption changes that were used to measure the December 31, 2018 total OPEB liabilities, including the following:

- Lowering the long-term expected rate of return from 5.00% to 4.25%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

Re: Chair and Executive Director Reports**Requested Action:**

None

Background:

None

Staff Comments:

This is an opportunity for the Commission Chair to provide updates on items not otherwise addressed in the agenda of this meeting, including any noteworthy activities or discussions of the Executive Committee or other active committees.

The Executive Director provides a monthly report briefly describing the various activities of the agency and will present noteworthy highlights from that report.

Attachments:

1. Executive Director's Report

Staff Contacts:

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

Next Steps:

N/A

Executive Director Monthly Report to CARPC Commissioners

Thursday, October 9, 2025

(updates from the previous month in blue text)

Highlighted text indicates items Jason plans to talk about during the meeting.

PROGRAMS AND SERVICES

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

- Performance indicators – Work on performance indicators continues. Our current focus is a reliable database to track the timing and location of development.
- The project to assess local land use codes for consistency with RDF strategies ([link to Project Description](#)) had UW student assistance in 2023 and 2024. CARPC staff plan to wrap up this assessment in **2025 Q3**. Final products will focus on recommendations, examples of local projects, and comparisons of existing practices across Dane County communities.
- **Regional Population Projections** – CARPC collaborated with Dane County, City of Madison, the MPO, and UW faculty to prepare population projections that we are all willing to use in local planning. Rollout to communities began in September 2025. [During Q3 and Q4, staff are working with the MPO to allocate population, housing units, and jobs based on these projections to Transportation Analysis Zones \(TAZs\). MPO staff use these allocations for transportation modelling, updating the 2055 Regional Transportation Plan \(RTP\), and maintaining the Transportation Improvement Program \(TIP\), the document used to guide federal and state funding decisions on transportation infrastructure. The City of Madison and the Madison Metropolitan Sewerage District \(MMSD\) have also requested access to the TAZ allocations to adapt those smaller-geography estimates for sewer service planning.](#)
- **Urban Green Infrastructure Guide** – Staff are drafting a document for local municipalities that highlights green infrastructure practices for the urban context and the challenges to implementing those practices. It will combine staff and UW grad student expertise in ecological design practices, urban design, and stormwater management.
- **East Metro Corridor Planning** — On-going collaboration with the UW Department of Planning and Landscape Architecture continues. Seniors in the professional Bachelor of Landscape Architecture (BLA) and second year students in the Master of Urban and Regional Planning (MSURPL) programs will work to identify Framework implementation opportunities in the eastern portion of the metro area, east of I-90/94, from Sun Prairie to McFarland.
- **Farmland preservation** – CARPC staff have begun attending regular [Yahara Pride Farms](#) board meetings as well as special events like YPF's Twilight Meeting, [Dane Demo Farms](#) field day, and a [Farmland Protection Field Day](#) hosted by Groundswell Conservancy and American Farmland Trust.

Planning Assistance

- **In Progress:** Southwestern Wisconsin RPC strategic planning (Feb – Nov 2025). [Rock County Comprehensive and Farmland Preservation Plan updates](#) (Apr 2025 – June 2026). City of Evansville human-powered transportation planning (Mar – Dec 2025). [Town of Berry 2025/2026 comprehensive planning \(Sep 2025 – Dec 2026\)](#).
- **Ongoing:** Towns of Berry, Blue Mounds, Bristol, Springfield, and Sun Prairie mapping services (ongoing zoning amendments)
- **Upcoming:** [Village of Maple Bluff Strategic & Comprehensive Planning \(subcontract with MDROffers Consulting – scoping and contracting in progress\)](#)

Intergovernmental Agreement Efforts

- **Town and City of Sun Prairie** – The City-Town workgroup has recommended adopting the boundary agreement as a Cooperative Plan under 66.0307. This path first requires adoption of an authorizing resolution by each party – these adoptions should be completed in October. CARPC staff will meet again with the workgroup in mid-October to work on edits to the draft cooperative plan and set a schedule for public outreach and engagement.
- **Town of Bristol and City of Sun Prairie**—Monitoring progress, no CARPC support currently needed.
- **Village of Oregon and Town of Rutland**—Beginning discussions Q3 2025
- **Village of Oregon and City of Fitchburg** – Jason has been talking with Oregon and Fitchburg staff to craft a process through which the two municipalities could enable development in the southeast corner of Fitchburg with utility service from Oregon.

Education and Information

- **CARPC-MPO Fall Forum** – Friday, October 17 from 8:30am to 3:00pm at Olbrich Botanical Gardens. The focus is on challenges and solutions related to transportation and transportation infrastructure that cross jurisdictional boundaries. 45 attendees registered as of 9/29.
- **Other outreach events:** CARPC and the Greater Madison MPO tabled at Waunakee’s first-ever Sustainability Fair on Tuesday, Oct 7.
- **Media coverage:** [Channel 27](#) and [The Stoughton Courier Hub](#) covered the Regional Data Group’s population projections in September. The [Tribune Enterprise](#) mentioned CARPC in its coverage of the Waunakee Sustainability Fair. [The Fitchburg Star](#) covered Week Without Driving on 9/26.
- **We’re updating our website!** Please contact caitlins@capitalarearpc.org or lizl@capitalarearpc.org if you notice any errors.
- **2024 Annual Report:** now available on our [website](#).
- Staff continue to create content for [Facebook/LinkedIn](#), [newsletters](#), and our [website](#).

Regional Water Quality Planning

- **WI Salt Wise Partnership**
 - Fall Events
 - Smart Salting Workshop – Milwaukee (Sept. 10)
 - Smart Salting Workshop – Milwaukee (Sept. 11)
 - Agency Training – City of Janesville (Sept. 12)
 - SIMA Conference, presenting – Pewaukee (Sept. 17)
 - Smart Salting Workshop – Madison (Sept. 18)
 - Adirondack Salt Summit, Keynote Speaker - Lake George, NY (Sept. 24)
 - UW-Parkside Salt Wise Open House – Kenosha (Sept. 26)
 - Ashland County Salt Wise Open House – Highbridge (Sept. 30)
 - Communications (Newsletter, Social Media)
 - Winter Salt Week 2026 Planning

- October Webinar: [Less Salt, More Profit: The Smarter Future of Snow and Ice Management \(Oct. 22\)](#)
- [Planning a trial fundraising campaign in November, soliciting donations from the general public](#)

- **Water Quality Plan Updates & Amendments**

- **SSA Amendments**
 - Active: [V-DeForest \(“Pomps Tire”, Pending DNR Decision\)](#); [V-Belleville \(“Badger Trails”, October action\)](#)
- Pending/future: T-Westport (“Tuggle Rd/Hope Ct” and “Madison Day School”); V-McFarland; C-Madison (multiple); C-Sun Prairie (multiple); V-Cross Plains (“PI/Haen Development”); C-Middleton (“Balzer Road”); V-Belleville (north and east areas)
- **Amendment for MMSD Effluent Discharge (2308 “Nine Springs WWTP Effluent Revision”) –** Amendment to the Dane County Areawide Water Quality Management Plan, which allowed MMSD to cease its discharge to Badger Mill Creek
 - DNR conditionally approved the amendment (link to [DNR decision letter](#)).
 - MMSD submitted additional monitoring/analysis to address conditions of approval. DNR issued response letter, which is being brought into question by MMSD.
 - Verona challenged DNR’s decision to approve the amendment, in two separate proceedings (Judicial Review and Contested Case) on several bases, including: the decision did not comply with water quality standards, was improper due to its conditions, did not consider negative impacts to wetlands, and violated the public trust doctrine. The court ruled in DNR’s favor on all claims. Verona is appealing the decision regarding Judicial Review.
- **Environmental Corridors Report** – Updated Environmental Corridors Report has been approved and adopted as part of DCWQP (link to [Final Report](#)). If changes to the policies & criteria for Environmental Corridors (see next) are adopted, staff will revisit report to verify conformity (anticipated 2026 work).
- **Environmental Corridors Policies & Criteria** – Staff is currently discussing the existing policies and criteria and drafting proposed edits, including consultation with subject matter experts and other stakeholders as appropriate. This will constitute a formal amendment to the DCWQP, with public participation/Commission review near the end of 2025/early 2026.
- **DCWQP Summary Plan Update** – Updating the [Summary Plan](#) (last updated 2004) to update information and figures, refine focus and applicability per the current regulatory environment and needs/conditions in the region, and incorporate current themes (e.g., climate resilience, equity, and environmental justice) into the DCWQP. CARPC was awarded a Bipartisan Infrastructure Law (BIL) grant (\$48,000 over 2 years) to partially fund this work.
- **SSA Amendment Process Analysis (Ad-Hoc Water Quality Committee)** – Ongoing work to review policies to address existing pain points, increase efficiency, and improve outcomes. [Staff are conducting outreach and municipal review of proposed policy changes. The next Committee meeting is scheduled for Oct 23](#), where we anticipate finalizing a proposal for subsequent Commission review, which will likely include revisions to the existing (“standard”) SSAA process, a new alternative process (“proactive”), and revisions to the existing “Minor” process. This constitutes an amendment to the DCWQP, with public participation/Commission review near end of 2025.

- **Water Quality Plan Consistency**

- [5 sewer extension reviews in September \(2 new greenfield development, 1 infill development, 0 redevelopment, 1 reconstruction/other\)](#)

Regional Climate Resilience Planning

- **Black Earth Creek Green Infrastructure Plan (GI Plan)** – Continuing work with the Steering Committee on implementation of the GI Plan ([link to site](#)). Anticipate staying active through 5-year period referenced in Plan (2022-2027).
 - **Black Earth Creek Stream Restoration** - Assisted Dane Co LWR in successful application for WEM Pre-Disaster Flood Resilience Grant (\$250,000) to complete a stream realignment/restoration project along Black Earth Creek as recommended in the GI Plan. Staff may provide modeling support.
- **Tree Canopy Collaborative (TCC)** - Liz Levy is the Chair of this group. Increasing membership is one of the existing goals. The hub website for the Tree Canopy Collaborative has been transferred from the Office of Energy and Climate Change to CARPC ([link to website](#)). TCC conducted a field trip on 9/9/2025 to the Mendota Health Institute guided by CARPC staff and the Urban Tree Alliance.
- **Neighborhood Forest Project** – Partnership with Eco-Latinos, Operation Fresh Start, Sustain Dane, and 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 (IRA) (3-year project for \$360,000). CARPC's contribution includes time for coordination, database development, and mapping assistance. CARPC will receive \$2,500 a year for our assistance for a period of three years.
- **Midwest Climate Collaborative** – Joined as a founding member in 2022 ([link to website](#)). CARPC staff were heavily involved in the 2025 Midwest Climate Summit, which took place at the Memorial Union from April 30 to May 2 (more info [here](#)). Caitlin Shanahan will be joining the MCC Steering Committee for the next 3 years.
- **Stream Crossing Inventory** – Data collection for a road-stream crossing inventory at town, county, and some state roads in Dane County is underway in collaboration with Trout Unlimited in the Driftless area and the northeastern townships ([hub site](#)). Collected data can be viewed on the [Great Lakes Stream Crossing Inventory Stream Crossing Dashboard](#). We have \$31,570 in Bipartisan Infrastructure Law (BIL) grant to fund the pilot study (4 townships) and \$187,500 (75% of total project cost) in WEM Pre-Disaster Flood Resilience Grant (PDFRG) funding to extend the project to 29 townships across Dane County; anticipating completion in December 2026. The planned 25% match from DNR's FEMA Building Resilient Infrastructure and Communities (BRIC) funding has become available and contracting is underway.
- **Mapping Old Growth Forests and Oak Gap Woodlands to Enhance Land Stewardship and Conservation Priorities in Wisconsin** – In May 2025, the Wisconsin State Cartographer's Office and CARPC jointly applied to the Bock Foundation for funding to create a unique statewide old growth forest and prairie remnant map. [CARPC was invited to present to the John C Bock Foundation Board of Trustees. The Bock Foundation has helped fund the Heritage Oak Project, the Remarkable Tree Project and the Mendota/Yahara Watershed forest landscape study.](#)
- **Dane County Rural Free Tree Program** – A collaborative pilot project between the Dane County Planning Department, Dane County Land and Water Resources, CARPC and the Dane County Tree Board to provide the owners of all parcels newly rezoned to rural single-family residential with two free heritage oak progeny trees. The heritage trees are available at 5720 River Road Waunakee, WI 53597 between August and November. The available trees are currently under drip irrigation minimizing ongoing support required for the program. Tree planting location information will be collected from the members of the public that participate in the program. Planting instructional materials are provided with

the trees. The Dane County Tree Board will support ongoing costs to maintain this effort if it turns out to be a successful program

- **School Tree Nursery Program** – CARPC is partnering with UW-Stevens Point LEAF (Learning, Experiences, & Adventures in Forestry) educators to develop and refine educational curriculum that incorporates establishing tree nurseries and environmental training for K-12 students. The lessons learned and curriculum developed from establishing tree nurseries at 7 schools in Dane County will be made available for schools throughout Wisconsin. CARPC recently applied to the CD Besadny Conservation Grant for \$5,000 to support this effort, [grant award status will be released in early in October](#). CARPC is planning to seek additional funding to support K-12 curriculum development building off past experiences.

Cooperative Water Resources Monitoring

- **Dane County Water Resources Monitoring Program** - Ongoing with USGS and partners. Existing agreements expire at the end of 2025. [Staff are coordinating with USGS and local partners to renew their agreements. New partner agreements have been drafted for distribution when the budget is finalized by USGS.](#)
- **Black Earth Creek Watershed Monitoring Program** – Ongoing with USGS and local partners to implement and fund the program, with CARPC acting as mediator for coordination and funding (contract runs 2024-2028). Awarded \$18,270 DNR Surface Water Grant for FY25 (\$21,900 awarded in FY24) to support monitoring. [Submitted pre-application for Surface Water Grant for FY26. Anticipating a shortfall in funding for monitoring activities in 2026, possibly resulting in changes to scope and reduction in data collection.](#)
- **Regional Strategic Monitoring Framework** – Development of a strategic framework to guide stream monitoring activities across Dane County; project in close collaboration with Dane County LWR staff. Kickoff meeting with stakeholders was on 4/3/25; anticipate recurring meetings through July.
- **Starkweather Creek Community-Based Water Chloride Monitoring Initiative** – Collaborative project to continuously monitor chloride point sources throughout the Starkweather watershed at 8 different locations. A 13-member Starkweather Technical Committee meets on a bi-monthly schedule (most recent meeting: 8/21). The Madison Rotary Club will be adopting a conductivity meter, covering the subscription and meter maintenance costs. The UW-Madison Chemistry Department has also agreed to “Adopt a Meter,” and outreach is underway to identify additional partners. [Submitted pre-application for two Surface Water Grants for FY26. Plans to submit a grant to the Morgridge Center Community-Based Research Grant involving Shabazz High School for \\$5,000 on October 3rd, 2025. Matt Noone was invited to present to the Friends of Starkweather Creek’s annual meeting in November.](#)

PARTNERSHIP UPDATES

- **MPO** – The MPO is working on its Active Transportation Plan.
- **Dane County Office of Energy and Climate Change** – [Liz Levy completed a first draft of a countywide rooftop solar installation map \(link to map\)](#). Corrections and refinements are ongoing. Please send any available permit data you have for your community to lizl@capitalarearpc.org to help make the map as accurate as possible.
- **Dane County Planning & Development** – quarterly meetings of CARPC and DCPD Staff: Aug 7 meeting highlights included a collaborative conservation easement mapping update, the Town of Vienna data center proposal, and opportunities to collaborate on farmland preservation initiatives and a model tree

ordinance. [CARPC will be assisting Planning and Emergency Management staff with updating the Dane County Hazard Mitigation Plan.](#)

- **Madison Region Economic Partnership (MadREP)** – Everett Butzine is the Interim President and CEO. Jason participated in MadREP’s April 23 Building Community Capacity & Development Best Practices event and introduced himself and CARPC at the May 21 MadREP Board meeting.
- **Greater Madison Chamber of Commerce (GMCC)** – Jason participated in a workgroup of local leaders convened by MGCC to guide their annual “Next Normal” employer survey to understand local business trends. CARPC and GMCC staff are working together on an effort to share data sources for the benefit of each organization.
- **MMSD** – Eric Dundee was hired as the new Executive Director in January 2025. Jason and Eric meet regularly to discuss shared interests and initiatives.
- **Clean Lakes Alliance** – Continuing to pursue collaboration opportunities in support of the *Renew the Blue* plan ([link to site](#)), with a focus on data and green infrastructure. [Jason is co-chairing a new Renew the Blue Council in 2025 and 2026 to prioritize and drive the implementation of actions related to phosphorous reduction, and CARPC is collaborating with Dane County Land and Water Resources and other participants to help develop land use data and indicators related to water quality.](#)
- **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. Jason attended their Government Affairs Committee meeting on September 3 to share the RDG population projections and talk about recent and ongoing updates to aspects of the Dane County Water Quality Plan.
- **Groundswell Conservancy** – Groundswell has a new Executive Director, Heidi Habeger. We anticipate further discussion related to the property they are acquiring along the Black Earth Creek, water quality planning with the Clean Lakes Alliance, and as part of our farmland preservation initiative. CARPC donated 30 heritage oak trees to a Groundswell restoration project in the Town of Westport.
- **The Nature Conservancy** – CARPC met with TNC Conservation Science Director Peter Levi. TNC will assist CARPC with outreach of the old growth mapping project and has capacity to assist CARPC with a model forest preservation ordinance development that could be shared with Dane County communities.

OPEN RECORDS REQUESTS

- No new requests.