



**AGENDA**  
of the  
Capital Area Regional Planning Commission

February 12, 2026

**Fitchburg Community Center-Fitchburg Room**  
**5510 Lacy Rd, Fitchburg and Zoom Webinar**

**6:00 pm**

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**5:00 TRAINING SESSION – NOTICE OF POSSIBLE QUORUM**

**CARPC Commission members will gather at 5:00 in the same space as the 6:00 Commission meeting for a training session on Ethics and Conflicts of Interest. A quorum of the Commission may be present but no actions will be taken or considered.**

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### **Participant Information**

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

<https://us02web.zoom.us/j/85681285412?pwd=9SeBL9buMbVJa1AaGCpdng2JCXbzzp.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](mailto: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 for all attendees at the discretion of the Chair. The Commission 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@capitalarearpcc.org](mailto:info@capitalarearpcc.org), received after this deadline and up to 24 hours before the meeting 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 are actionable)**
  - a. Minutes of the January 8, 2026 CARPC Meeting

**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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

4. **Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Waunakee Urban Service Area (#2504 Village of Waunakee – “Heyday Development”)**
  - a. Overview of Consistency with State and Local Standards (Staff Presentation)
  - b. **Approval of CARPC Management Letter #2504 – Waunakee USA, Recommending to the Wisconsin DNR an Amendment of the *Dane County Water Quality Plan* in the Waunakee Urban Service Area (*actionable item*)**
5. **Acknowledgement of Receipt – December 2025 Financial Management Report (*actionable item*)**
6. Capital Region Revolving Loan Fund – Staff Presentation and Discussion Regarding a Resolution to Accept Responsibility for the Fund from the Madison Region Economic Partnership
7. **PUBLIC HEARING**
  - a. Public Hearing on a Proposed Amendment of the Bylaws of the Capital Area Regional Planning Commission to Create a Capital Region Revolving Loan Fund Committee
    - (1) Staff Presentation – Amendment Overview
    - (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing
    - (3) Commissioner Questions and Discussion
8. **Authorize the Executive Director and CARPC Chair to Move CARPC Deposits to Summit Credit Union (*actionable item*)**
9. Farmland Stewardship Data and Planning Process Update – Staff Presentation and Discussion
10. Reports
  - a. Commission Chair
  - b. Executive Director
    - (1) Program and Services Updates
    - (2) Partnership Updates
11. Future Agenda Items (next meeting March 12, 2026, via Zoom Webinar, 6:00 pm meeting start)
  - a. Consideration for Adoption - *Dane County Water Quality Plan* Amendment Resolution - Sewer Service Area Amendment Policies and Criteria (March)
  - b. Consideration for Adoption – Fee Resolution for Review of Sewer Service Area Amendments (March)
  - c. Consideration for Adoption – CARPC Bylaws Amendment to Create the Capital Region Revolving Loan Fund Committee (March)
  - d. Consideration for Adoption – CARPC Resolution Accepting Responsibility for the Revolving Loan Fund (March)
  - e. Staff Presentation – Proposed 2027 Update Schedule for the Regional Development Framework and Review of Initial Set of Key Performance Indicators (March)
  - f. Proposed Amendment of the *Dane County Water Quality Plan* by Adopting Revised *Environmental Corridor Policies and Criteria* – Staff Presentation (April)
  - g. Visits/presentations by allied organizations - TBD
12. Adjournment

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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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

**DRAFT MINUTES**  
of the  
**Capital Area Regional Planning Commission**

**January 08, 2026**

**Zoom Webinar**

**6:00 pm**

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**Commissioners Present:** David Pfeiffer, Audra Dalsoren, Maureen Crombie, Cynthia Richson, Alison Volk, Steve Greb, Regina Vidaver, Heidi Murphy, Noah Lieberman, Bill Tishler, Peter McKeever, Caryl Terrell

**Commissioners Absent:** Jim Schuler

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

**Others Present:** Tim Semmann, Forbes McIntosh, Jessica Esposito, Julie McKiernan, Lauren Freeman, Brian Arcand, Josh Wilhelm, Cody Esposito

**1. Establish Quorum**

The meeting was called to order by Chair Pfeiffer at 6:00 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 Waunakee Urban Service Area (#2504 Village of Waunakee – “Heyday Development”)**

- (1) Applicant Presentation – Amendment Overview
- (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing
- (3) Commissioner Questions and Discussion

Lauren Freeman, Josh Wilhelm, and Brian Arcand provided an overview of the proposed amendment.

Chair Pfeiffer opened the public hearing at 6:16 pm.

No public comments made.

Chair Pfeiffer closed the public hearing at 6:17 pm.

Commissioner Greb asked for clarification about the current status of the development. Lauren Freeman clarified that the area for development would be annexed into the Village of Waunakee.

Commissioner Greb asked additional questions about the stormwater management plans as it relates to the development. Brian Arcand provided additional details from the presentation.

Commissioner Crombie asked for clarification about EV charging options in the proposed development and noted that the sister development in Sun Prairie has been successful. Josh Wilhelm clarified that each proposed housing unit includes an EV charging station.

Commissioner Lieberman asked about potential impacts on insect/wildlife in the surrounding areas.

Commissioner Dalsoren asked about accessibility features of the proposed developments. Josh

Wilhelm clarified that nearly every unit is stepless and ADA-compliant.

Commissioner McKeever asked if the proposed housing units are targeted as starter homes. Josh Wilhelm clarified that the lot sizes and housing sizes are intended to be attainable, but the definition of a starter home is more restrictive.

Commissioner Greb asked about the capacity in the stormwater management. Brian Arcand clarified that the retention ponds were designed to greatly exceed the 100-year storm requirements.

b. Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Adopting *Policies and Criteria for the Review of Sewer Service Area Amendments*

- (1) Staff Presentation – Overview of Updated Policies and Criteria document
- (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing
- (3) Commissioner Questions and Discussion

Prachi Mehendale provided an overview of the proposed policies and criteria amendments.

Chair Pfeiffer opened the public hearing at 6:42 pm.

No public comments made.

Chair Pfeiffer closed the public hearing at 6:43 pm.

Commissioner Dalsoren asked for clarification about how CARPC solicited feedback in the process of creating the revised policies and criteria. Prachi Mehendale noted that Fitchburg, Sun Prairie, Middleton, Stoughton, and the Village of Windsor were all asked to provide input along with the DNR. Jason Valerius added that every jurisdiction in Dane County received details about the proposal in December. Nick Bower noted that we used the master contact list, which typically includes staff for the municipalities involved in the process.

Jason Valerius also noted there haven't been major concerns expressed at this point in the process, but there have been requests to delay the process to allow more time for review. Given that there isn't an urgent rush for these changes to be adopted, staff would welcome the Commission's choice to delay adoption on the proposed changes to allow more time for public input.

Commissioner McKeever asked for details about how an expedited review occurs. Prachi Mehendale clarified that the expedited process features more collaborative discussion between the applicant, CARPC staff, and neighboring municipalities to address potential future concerns that would otherwise arise later in the process. Nick Bower added that more of the staff work is completed earlier in the process with the expedited process. The applicant and CARPC staff jointly determine whether the expedited or major process is appropriate given the details of the proposed amendment.

Chair Pfeiffer noted that in the expedited process there is the option for the Commission to extend their review by shifting the proposed amendment to the major amendment process if needed to address potential concerns.

**4. Consent Agenda (*all items below are actionable items*) (6:55 pm)**

- a. Minutes of December 11, 2025 CARPC Meeting
- b. Executive Committee Recommendations
  - (1) Authorize Executive Director to Execute Agreement with the City of Madison (the Greater Madison MPO) for 2026 Transportation Planning Services

Commissioner Murphy moved to approve the items on the consent agenda. Commissioner Crombie seconded. The motion carried unanimously.

**5. Acknowledgement of Receipt – November 2025 Financial Management Report (*actionable item*) (6:57 pm)**

Commissioner Dalsoren moved to acknowledge receipt of November 2025 Financial Management Report, seconded by Commissioner Richson. The motion carried unanimously.

**6. Relaxing Robert's Rules of Order to Discuss Informally (*actionable item*) (6:57 pm)**

Commissioner Crombie moved to suspend Robert's Rules of Order to discuss informally. Commissioner Dalsoren seconded. The motion carried unanimously.

**7. Election of Officers: Chairperson, Vice-Chairperson, Secretary, and Treasurer (*actionable item*) (6:58 pm)**

Commissioner Crombie nominated Chair Pfeiffer for the office of Chairperson. Commissioner Pfeiffer accepted the nomination. The motion carried unanimously.

Chair Pfeiffer nominated Vice Chair Murphy for the office of Vice-Chairperson. Vice Chair Murphy accepted the nomination. The motion carried unanimously.

Chair Pfeiffer nominated Commissioner Richson for the office of Secretary and Commissioner McKeever for the office of Treasurer. Commissioner Richson and Commissioner McKeever accepted the respective nominations. The motion carried unanimously.

**8. Appointment of Executive Committee Members (*actionable item*) (7:01 pm)**

Chair Pfeiffer nominated Commissioner Tishler and Commissioner Crombie for the Executive Committee. Commissioner Tishler and Commissioner Crombie accepted the nominations. The motion carried unanimously.

**9. Motion to Return to Standard Robert's Rules of Order (*actionable item*) (7:02 pm)**

Commissioner Crombie moved to restore Robert's Rules of Order. Commissioner Dalsoren seconded. The motion carried unanimously.

**10. CARPC Resolution 2026-01, Expression of Appreciation for Executive Committee Service in 2025 (*actionable item*) (7:02 pm)**

Commissioner Lieberman moved approval of CARPC Resolution 2026-01. Commissioner Dalsoren seconded. The motion carried unanimously.

**11. CARPC Resolution 2026-02, CARPC Internal Controls Update – Staff Presentation, Discussion, and Consideration for Adoption (*actionable item*) (7:03 pm)**

Jason Valerius detailed the feedback received from Berndt CPAs and Johnson Block.

Commissioner McKeever moved approval of CARPC Resolution 2026-02. Commissioner Dalsoren seconded. The motion carried unanimously.

**12. CARPC Resolution 2026-03, Recognizing January 26-30, 2026, as Winter Salt Week in the Greater Madison Region (*actionable item*) (7:06 pm)**

Commissioner Crombie moved approval of CARPC Resolution 2026-03. Commissioner Dalsoren seconded. The motion carried unanimously.

**13. Acceptance of Responsibility for the MadREP Revolving Loan Fund – Staff Presentation and Discussion (7:07 pm)**

Jason Valerius provided an overview of the MadREP Revolving Loan Fund and conditions required for operating the fund.

Commissioner Greb asked about how this might impact our Regional Development Framework ("RDF") and whether staff has the capacity to take on the revolving loan fund. Jason Valerius noted that the only potential area of conflict with the RDF might arise in the event a business seeking a loan from the fund is also seeking land use which conflicts with our goals under the RDF. Jason Valerius noted that there are some larger questions about how the wider region of the loan fund might impact and enhance CARPC's involvement in the wider region.

Commissioner Dalsoren asked about the potential for expanding the size of the fund in the future and about the proposed process for creating a committee and policies. Jason Valerius noted that there may be opportunities to grow the fund in the future along with some additional administrative funds related to promoting its use. The current plan is to adopt the existing manual and policies drafted by MadREP while seeking review of the existing policies by the new committee and the Commission.

Commissioner McKeever expressed approval of the potential for taking on this work for both strategic and programmatic reasons by expanding our reach beyond Dane County.

Commissioner Richson expressed concern that the statutes would prohibit CARPC from taking on these efforts due to the language surrounding recommendations and advisory roles proscribed regional planning organizations. Commissioner Richson also asked about potential errors and omissions coverage. Jason Valerius noted that the Commission does have insurance for the Commissioners.

Chair Pfeiffer noted that many other regional planning commissions throughout the state operate similar loan funds and conduct economic development activities.

Vice Chair Murphy asked about our outreach to other regional planning organizations that conduct loan funds. Jason Valerius noted that he's done some outreach and plans to do more.

Chair Pfeiffer asked about Iowa County and Green County with their membership in other regional organizations. Jason Valerius noted that Iowa and Green may seek economic development support from other regional organizations, but that there has been overlap with both counties for many years now.

Commissioner Dalsoren asked about how CARPC would seek committee members for the new committee. Jason Valerius noted that previous board members of MadREP and members of the Inter-County Coordinating Committee would both be sources of recruitment for potential committee members.

Commissioner Vidaver expressed concerns about the potential of returning funds rather than keeping them within the region.

**14. Authorize the Executive Director and CARPC Chair to move CAPRC deposits to One Community Bank (*actionable item*) (7:39 pm)**

Commissioner Dalsoren noted she would be recusing herself from the discussion and vote due to her employment at One Community Bank.

Jason Valerius provided an overview of the RFP, the responses received, and the rationale for the staff's recommendation of One Community Bank. Jason Valerius also provided details about the feedback received from CARPC's legal counsel.

Commissioner Richson stated concerns about the potential for conflict of interest by going with One Community Bank and the issues that may arise from operating the revolving loan fund with One Community Bank as our financial institution.

Commissioner McKeever moved to table #14 to the February 2026 Commission meeting. Commissioner Vidaver seconded. The motion carried 11-1; Commissioner Richson voted no for concerns about potential conflicts of interest.

Commissioner Lieberman asked if there were any potential risks posed by delaying the decision. Jason Valerius noted that there

15. Reports (7:53 pm)

a. Commission Chair

None

b. Executive Director

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

Jason Valerius provided highlights from the Executive Director's report.

16. Future Agenda Items (next meeting February 12, 2026, via Zoom Webinar, 6:00 pm meeting start time)

- a. Actions regarding the MadREP Revolving Loan Fund, including resolutions to create a RLF Committee, to establish bylaws for that committee, and to accept responsibility for the fund (Feb)
- b. Consideration for Adoption – *Dane County Water Quality Plan* Amendment Resolution – Sewer Service Area Amendment Policies and Criteria (Feb)
- c. Consideration for Adoption – Fee Resolution for Review of Sewer Service Area Amendments (Feb)
- d. Conflict of Interest Training Session by UW-Extension (Feb)
- e. Proposed Amendment of the *Dane County Water Quality Plan* by Adopting Revised *Environmental Corridor Policies and Criteria* – Staff Presentation (Feb)
- f. Visits/presentations by allied organizations - TBD

17. Adjournment

Commissioner Richson moved to adjourn, seconded by Commissioner Murphy. The motion carried unanimously. The meeting was adjourned at 8:05 pm.

**Re: Amending the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Waunakee Urban Service Area (#2504 Village of Waunakee – “Heyday Development”) (actionable item)****Requested Action:**

Approval of CARPC Management Letter #2504

**Background:**

The Village of Waunakee 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 Waunakee (conditionally annexed from Town of Vienna in January 2026), and within the Waunakee Marsh-Sixmile Creek (HUC 12: 070900020601) watershed. It includes the addition of approximately 77 acres of land, including 41 acres of proposed environmental corridors and one acre of existing development and right-of-way, for a net of approximately 35 developable acres to the Waunakee Urban Service Area.

A public hearing was held on the proposed amendment at the January 8, 2026, 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 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 recommendations as enumerated in the attached management letter.

**Attachments:**

1. Staff Analysis Report
2. Management Letter #2504 – Waunakee USA (Village of Waunakee – “Heyday Development”)
3. Policies and Criteria for the Review of Sewer Service Area Amendments

**Staff Contact:**

Nick Bower  
Sr Environmental Engineer  
[NickB@CapitalAreaRPC.org](mailto: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 Waunakee Urban Service Area**  
**“Heyday Development”**

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### **History of the Waunakee Urban Service Area**

The Waunakee Urban Service Area (USA) was established in 1971 with the adoption of the first sewer service plan. Environmental Corridors were delineated in 1985. The first amendment occurred in 1988. There have been 20 amendments to this service area since its creation totaling 1,586 acres of developable land and 697 acres of Environmental Corridor. The most recent amendments of the service area by the Village were recommended by the Commission and approved by the Wisconsin DNR (WDNR) in the spring of 2023, adding roughly 40 acres in the northeast corner of Waunakee in May 2023 (WDNR Project Number DC-0223).

### **Planning in Waunakee**

The Village of Waunakee adopted their joint comprehensive plan with the Town of Westport in 2017. 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 Waunakee is requesting an amendment to the Waunakee USA in the northeastern corner of the Village. The amendment area is east of the intersection of Madison Street and Easy Street. The requested amendment area totals approximately 77 acres. It is a planned mixed residential, called “community residential” in the Comprehensive Plan. Most land surrounding the amendment area is agricultural and rural residential. Refer to **Table 1** for existing and planned land uses.

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**Table 1**  
**Existing and Planned Land Use<sup>1</sup>**

<b>Land Use Category</b>	<b>Amendment Area</b>	
	<b>Existing Land Use</b> <b>Acres</b> (see <b>Map 3</b> )	<b>Proposed Land Use</b> <b>Acres</b> (see <b>Map 4</b> )
Agriculture	57.8	
Natural Area		21.5
Open Land	17.6	
Parks/Outdoor Recreation		14.0
Residential, Multifamily		15.3
Residential, Rural	0.6	0.6
Residential, Single Family		14.5
Right-of-Way	0.3	4.8
Stormwater Management		6.5
Water	0.8	
	<b>77.1</b>	<b>77.1</b>

### ***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.

### ***Natural Resources***

The amendment area is within the Waunakee Marsh-Sixmile Creek (HUC 12: 070900020601) subwatershed (see **Map 5**). There are two delineated wetlands within the amendment area and an intermittent unnamed tributary to Sixmile Creek. Surface runoff from the amendment area eventually drains to Sixmile Creek, which is designated as an Exceptional Resource Water (ERW) from mile 0 to 12.08, 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. As such, this waterway is considered by WDNR to be an Area of

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

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 Nine Springs Wastewater Treatment Facility, operated by Madison Metropolitan Sewerage District (MMSD). The treated effluent is discharged to Badfish Creek and Badger Mill Creek, bypassing the Yahara chain of lakes.

## Wetlands

WDNR's Wisconsin Wetland Inventory (WWI) shows two emergent / wet meadow wetlands within the amendment area. A wetland delineation ([link to report](#)) was conducted by Wetland & Waterway Consulting, LLC in November 2024 within the amendment area. The site investigation and field delineation determined there were two wetlands within the amendment area (see **Figure 1**). The northern wetland (Wetland B) and southern wetland (Wetland A) are both described as shallow water marshes occupying a shallow depressional basin dominated by reed canary grass (*Phalaris arundinacea*) and river bulrush (*Bolboschoenus fluviatilis*). Wetland B is also dominated by narrowleaf cattail (*Typha angustifolia* L.).



Figure 1. Wetland Delineation (Wetland & Waterway Consulting, 2024)

The delineated wetlands, 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*.

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 west is classified as palustrine persistent emergent / wet meadow. This wetland complex is associated with an intermittent unnamed tributary to Sixmile Creek.

### **Sixmile Creek**

The runoff from the amendment area drains to the southwest via an intermittent unnamed tributary to Sixmile Creek that flows through the northwestern portion of the amendment area and is within the Waunakee Marsh-Sixmile Creek subwatershed. Sixmile Creek (WBIC 805500 / WATERSID 11692) is 12.08 miles long and flows through the Village of Waunakee, ultimately draining into Lake Mendota. The 43 square mile watershed encompasses predominately agricultural lands and the growing community of Waunakee. The creek is listed as an Exceptional Resource Water by the DNR. The creek provides spawning areas for Lake Mendota's fish and offers a warm water sport fishery. Sixmile Creek has cool-cold and cool-warm main stem natural communities.

The lower reach of the creek (from mile 0 to 8.5) is impaired for Total Phosphorus. There is a DNR monitoring station on Sixmile Creek at Waunakee Park (Station ID 10012036). Data from 2025 monitoring indicated field measurements of dissolved oxygen of 5 to 11 mg/L, an average transparency of 114 cm, and macroinvertebrate scores of 2.67 to 3. There is another downstream DNR monitoring station on Sixmile Creek at Mill Rd (Station ID 10010966). Data from summer/fall 2025 monitoring indicated lab measurements of phosphorus of 0.14 to 0.22 mg/L. There is one active USGS baseflow monitoring station ([USGS-05427910](#)) downstream of the amendment area at County Trunk Highway M. While daily water quality data is no longer recorded at this station, 2024 data indicated daily measurements of phosphorus of 0.0711 to 0.586 mg/L. Chloride data is not collected at these monitoring stations.

### **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 endangered insect 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 is within the High Potential Zone (species likely present) for the federally endangered Rusty Patched Bumble Bee ([link to web map](#)). Section 7 of the Endangered Species Act requires consultation with the U.S. Fish and Wildlife Service (USFWS) or the National Marine Fisheries Service when any action that is carried out, funded, or permitted by a federal agency may affect a federally listed endangered or threatened species. However, much of the proposed amendment area currently consists of disturbed ground and row crops and is not considered to be suitable habitat for the Rusty Patched Bumble Bee. The WDNR typically recommends that projects within the High Potential Zone include native trees, shrubs, and flowering plants; plants that bloom spring through fall; and the removal and control of invasive species in any habitat used for foraging, nesting, and overwintering. The USFWS developed a list of plants favored by Rusty Patched Bumble Bee ([link to list](#)). Implementing these conservation measures should be coordinated with the WDNR Endangered Resources Review Program, as needed.

### **Soils and Geology**

The amendment area is located within the Waunakee Moraines Land Type Association of Wisconsin. The Association classifies the surficial geology of this area as rolling till plain and irregular drumlins with scattered bedrock knolls, lake plains, and outwash plains.

Surface elevations within the amendment area range from around 924 feet to 950 feet. There are areas of steep (> 12%) and very steep (>20%) slopes within the amendment area that coincide with the unnamed intermittent stream and mapped wetland area (see **Map 6**).

According to the General Soil Map of Dane County, the soils in the amendment area are in Plano-Ringwood-Griswold association. These soils are moderately well drained and well drained, deep silt loams and loams. **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 is one hydric soil within the amendment area (see **Map 7**), which are good indicators of existing and former (drained) wetlands. The Wacousta soil (the Wa map unit) makes up 9.7% of the area. According to the Soil Survey Geographic data for Dane County developed by the NRCS ([link to web soil survey](#)), the Elburn soils (the EfB 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 EfB soils are somewhat poorly drained and can pose a limitation for buildings with basements, and coincide with the mapped wetland area.

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**Table 2**  
**Soils Classification**

<b>Soil</b>	<b>% of Area</b>	<b>General Characteristics</b>
Plano Silt Loam; PnB	40.6	Deep, well drained and moderately well drained, nearly level to sloping soils on glaciated uplands. Soils have high fertility, moderate permeability, and a moderate hazard of erosion. Poses slight limitations for development due to shrink/swell potential and low bearing capacity.
Elburn Silt Loam; EfB	29.5	Deep, somewhat poorly drained, nearly level and gently sloping soils in glaciated stream valleys. Soils have high fertility, moderately slow permeability, and a moderate hazard of erosion. Poses severe limitations for development due to depth to saturated zone.
Ringwood Silt Loam; RnB	10.8	Deep, well drained, gently sloping and sloping soils on glaciated uplands. Soils have high fertility, moderate permeability, and a moderate hazard of erosion. Poses moderate limitations for development due to low bearing capacity and erodibility.
Wacousta Silty Clay Loam; Wa	9.7	Deep, poorly drained, nearly level soils on low benches in old lake basins. Soils have low fertility, moderately slow permeability, and no hazard of erosion. Poses severe limitations for development due to ponding and depth to saturated zone.
Troxel Silt Loam; TrB	5.5	Deep, well drained and moderately well drained, gently sloping soils in draws, on fans, and in drainageways. Soils have high fertility, moderate permeability, and a moderate hazard of erosion. Poses severe limitations for development due to low bearing capacity.
Ringwood Silt Loam; RnC2	3.1	Deep, well drained, gently sloping and sloping soils on glaciated uplands. Soils have high fertility, moderate permeability, and a severe hazard of erosion. Poses moderate limitations for development due to slope, low bearing capacity, and erodibility.

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

**Table 3**  
**Soils Characteristics**

<b>Characteristic</b>	<b>Soil Map Symbols (see Map 7)</b>	<b>% of Area</b>
Prime Agricultural Soils	PnB, RnB, TrB	56.9
Hydric Soils (Indicates Potential / Restorable Wetlands)	Wa	9.7
Poorly Drained Soils with Seasonal High Water Table (< 5')	EfB	29.5
Soils Associated with Steep Slopes (> 12%)	None	0
Soils Associated with Shallow Bedrock (< 5')	None	0
Best Potential for Infiltration in Subsoils	PnB, RnB, RnC2	54.5

*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 Tunnel City Group. Bedrock in the Tunnel City Group is medium to very fine-grained quartz sandstone, locally very glauconitic, and consists of two formations including the Lone Rock and Mazomanie Formations. Thickness is up to 150 feet. According to WGNHS data, the depth to bedrock in the amendment area ranges from 50 to 137 feet, with the shallowest depths generally being in the eastern portion of the amendment area, and the deepest depths being in the western portion of the amendment area (see **Map 8a**). There are no karst features identified in the amendment area based on available data.

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**

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 three outlots dedicated to park, stormwater management, or open space (containing wetlands). 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.

### ***Wastewater***

#### Overview

Sanitary sewer service will be provided to the proposed development within the amendment area by connection to the Village of Waunakee sanitary sewer collection, which then flows to the MMSD wastewater collection and treatment system. The amendment area will be served by 8-inch and 12-inch gravity sewer flowing to the proposed lift station located near Madison St (see **Figure 2**). The lift station will pump flows south along Madison St through 6-inch forcemain to an existing manhole near the intersection of Madison Street and Skyview Drive. Wastewater will then gravity drain through 8-inch sewer and through a series of Village-owned interceptors before discharging to the MMSD-owned Northeast Interceptor – Waunakee Extension near the intersection of South Division Street and the Wisconsin Southern Railroad. From there, wastewater flows via the Northeast Interceptor – Waunakee Extension to Pump Station 14 within the MMSD System, and eventually to the Nine Springs Wastewater Treatment Facility.

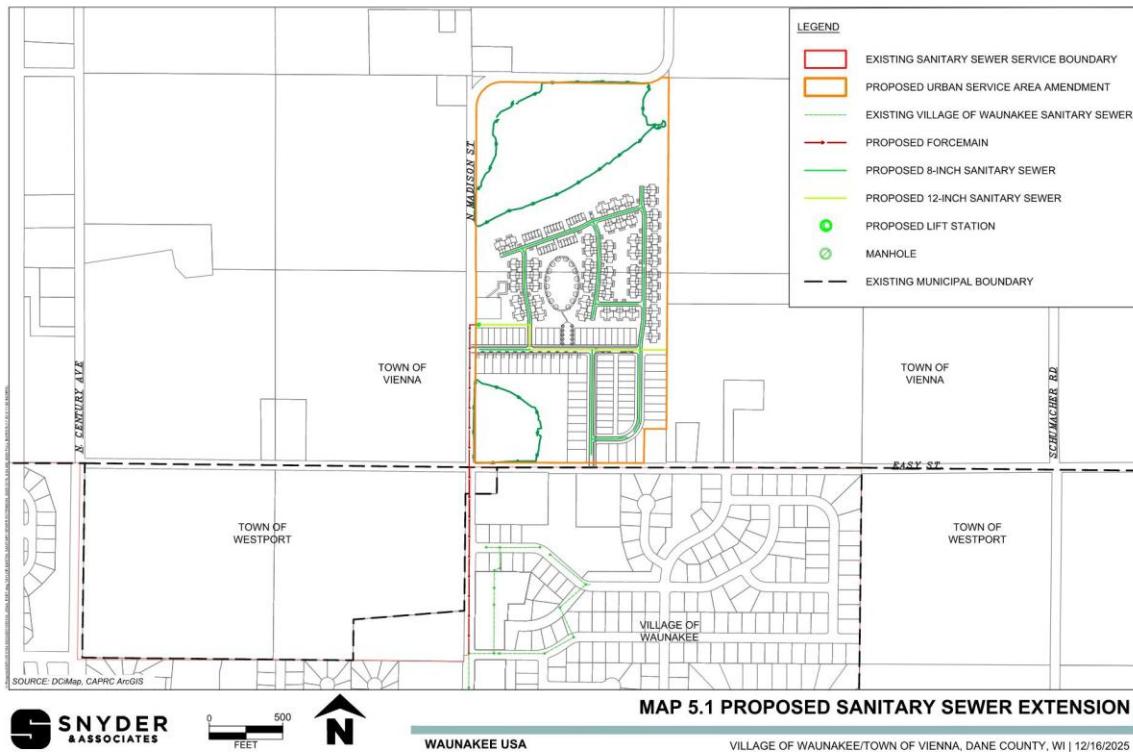


Figure 2. Proposed Sanitary Collection System (Snyder & Associates, Inc., December 16, 2025)

### Collection System

The proposed development within the amendment area consists of approximately 83 single-family residential units and 132 multi-family residential units contributing to wastewater flows. The Village estimates that the amendment area will generate an annual average of approximately 47,300 gallons per day (gpd) of wastewater, or 33 gallons per minute (gpm). This assumes 2.75 persons per dwelling unit and an average wastewater generation rate of 80 gallons per capita per day (gpcd) for residential land uses, per flow metering data contained in the *2018 Sanitary Sewer Comprehensive Plan for the Village of Waunakee*, prepared by Strand Associates, Inc. on behalf of the Village of Waunakee (hereinafter, *2018 Sewer Comp Plan*). Accounting for infiltration and inflow, the Village estimates that the amendment area will generate a peak daily flow rate of approximately 208,200 gpd (0.208 MGD), or 145 gpm (0.32 cfs), utilizing a peaking factor of 4.0 for residential land uses.

The proposed 8-inch and 12-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 proposed lift station near Madison Street will be sized to accommodate peak daily flows from the ultimate development area as described in the Village's application. The subsequent calculations assume that the lift station will pump flows no greater than the calculated peak daily flow rate from the amendment area. The lift station will pump flows south through a 6-inch forcemain along the southwestern edge of the

amendment area to a manhole on Madison Street. The downstream 8-inch sewer in Madison Street and Greenbrier Drive currently receives an average daily flow of 13 gpm (0.029 cfs) and a peak daily flow of 37 gpm (0.082 cfs), based on results from flow monitoring conducted in 2024. Including flows from the proposed development, this sewer will receive a total peak daily flow of 182 gpm (0.41 cfs) and will remain below its capacity of 345 gpm. Flows from the 8-inch Greenbrier Drive sewer and the remaining portion of the Northeast basin will discharge to the 12-inch Northeast Interceptor along North Fairbrook Drive. The Village estimates the Northeast Interceptor receives peak daily flows of approximately 77 gpm (0.17 cfs). Including the proposed flows, the Northeast Interceptor will convey approximately 222 gpm (0.49 cfs) and will remain below its theoretical capacity of 718 gpm. The Northeast Interceptor will discharge flows to the 12-inch Northeast/Northwest Interceptor sewer near the intersection of West Verleen Avenue and North Fairbrook Drive. Including flows from the Northwest basin, the Northeast/Northwest interceptor receives average daily flows of 103 gpm (0.23 cfs) and peak daily flows of 283 gpm (0.63 cfs). As described in the Village's application, this interceptor will receive a peak daily flow of 428 gpm (0.95 cfs) including the additional flows from the amendment area and will remain below its capacity of 750 gpm. The downstream sewers include the Sixmile Interceptor, the Sixmile/Division Street Interceptor, and ultimately the Waunakee Extension of the Northeast Interceptor. Detailed information about recent average daily and peak daily flows is not available, however the proposed increase in flow rate based on data from the *2018 Sewer Comp Plan* is minor in comparison to the total theoretical capacity of the interceptors.

The Village has shown that there is sufficient existing wastewater collection system capacity to serve the proposed amendment area. Future development within the ultimate development area of the proposed lift station will require further assessment of flows.

#### Wastewater Treatment Facility

Madison Metropolitan Sewerage District (MMSD) will provide wastewater treatment for the amendment area. The amendment area will need to be annexed into the MMSD service boundary. The Nine Springs Wastewater Treatment Facility (WWTF) is located on Moorland Road, Madison. Treated effluent had been discharged to Badfish Creek within the Badfish Creek Watershed (Lower Rock River 8 Basin) and Badger Mill Creek within the Upper Sugar River Watershed (Sugar-Pecatonica Basin) since 1998; however, the discharge to Badger Mill Creek was conditionally approved to be discontinued in September of 2024 ([see DNR Letter DC-0238](#)) and has since ceased.

The rated monthly design flow capacity of the facility is 56.0 million gallons per day (MGD) and the maximum daily design flow capacity is 68.6 MGD. In the year 2024, the facility received an average monthly influent hydraulic loading of 40.0 MGD (72% of the 56.0 MGD design capacity), including infiltration and inflow, according to the 2024 Compliance

Maintenance Annual Report (CMAR) (link to 2024 CMAR). It is expected to reach 90% of current hydraulic design capacity around 2026 based on current projected growth rate assumptions. This already occurs on occasion, although average flows did not exceed 89% design capacity for any month in 2024. MMSD completed a facility plan in 2017, titled Liquid Processing Facilities Plan, that recommended improvements to the liquid treatment processes at the plant, including the addition of hydraulic capacity. These improvements are being implemented in multiple phases between 2018 and 2030. For the 20-year planning period, treatment for this area is expected to remain at the existing wastewater treatment facility location with expanded capacity of the system as the need is foreseen. MMSD staff were contacted regarding the proposed development. Staff responded with questions necessitating clarification in the reporting provided by the applicant but otherwise did not express concerns about serving this additional area.

The facility's WPDES permit for wastewater discharge expired on March 31, 2025, and the new permit has not yet gone into effect. Limits within the existing permit will remain in effect until a new permit is issued. MMSD did not have issues meeting its WPDES permit limits for the quality of effluent discharged to Badfish Creek and Badger Mill Creek, according to their 2024 CMAR. Permit limits are specific to each outfall; however, effluent sampling is performed upstream of the flow split to each outfall. Effluent quality reporting below refers to Badfish Creek, where approximately 95% of discharge is released (prior to change in effluent discharges, as described above). Below is a summary of the major effluents reported in the 2024 CMAR for the Badfish Creek outfall:

- The biochemical oxygen demand (BOD) effluent quality for 2024 was well below the monthly average limit, with a monthly average of 2.6 mg/L (14% of the limit) and a maximum concentration of 4 mg/L (21% of the limit) for the months of January and February.
- The total suspended solids (TSS) effluent quality for 2024 was below the monthly average limit, with a monthly average of 4.9 mg/L (25% of the limit) and a maximum concentration of 8 mg/L (40% of the limit) for the month of September.
- The ammonia (NH<sub>3</sub>) effluent quality for 2024 was well below the monthly average limits (limits vary by month), with a monthly average of 0.340 mg/L (5-19% of the limit) and a maximum concentration of 0.778 mg/L (19% of the limit) for the month of March.
- The phosphorus (P) effluent quality for 2024 was below the monthly average limit, with a monthly average of 0.31 mg/L (20-57% of the limit) and a maximum concentration of 0.57 mg/L (57% of the limit) for the month of September.

Badfish Creek is a tributary to the Rock River, and thus the currently applicable WPDES permit for MMSD includes phosphorus and TSS limits for effluent to Badfish Creek to comply with the

Total Maximum Daily Load (TMDL) developed for the Rock River Basin to protect and improve water quality. In addition to the TMDL limits, future water quality-based effluent limits (WQBEL) have been considered in the WPDES permit. The interim limit for phosphorus discharged to Badfish Creek is a 1.0 mg/L monthly average required beginning May 2020 (previous limit was 1.5 mg/L), with a final WQBEL of 0.225 mg/L. Additionally, an interim limit of 0.6 mg/L, expressed as a six-month average (May through October and November through April) is required beginning May 2020, with a final WQBEL of 0.075 mg/L. To meet the WQBEL for phosphorous, MMSD has implemented a Watershed Adaptive Management (WAM) approach, leading a diverse group of partners called Yahara Watershed Improvement Network (Yahara WINS) in implementing phosphorus reducing practices in the Yahara Watershed ([link to Yahara WINS website](#)).

The Nine Springs WWTF does not remove chloride from influent. A 2015 study completed by AECOM determined that while possible, treatment would be cost-prohibitive, energy intensive, and involve other environmental impacts ([link to report](#)). MMSD has been granted a variance from the chronic water quality standard for chloride of 395 mg/L required by NR 105. With this variance, the WPDES permit sets interim (variance) monthly limits above the chronic water quality standard and requires MMSD to implement chloride source reduction measures. One such source reduction initiative which MMSD participates in is the Wisconsin Salt Wise Partnership ([link to Salt Wise website](#)).

## **Water System**

### Overview

Water will be provided to the amendment area by connection to the Village's municipal water system. The Waunakee Water and Light Commission provides municipal water through a public water distribution system which includes approximately 415,276 lineal feet of water, three booster pump stations, and five high-capacity groundwater wells. Four wells pump directly into the distribution system, and one pumps into a reservoir. The wells are at depths ranging from approximately 420 to 752 feet with a capacity of 650 to 1,200 gallons per minute (gpm). In total, the gross capacity of the municipal wells is approximately 5,050 gpm, or 7.27 million gallons per day (MGD). The firm capacity (with the largest well assumed to be out of service) is approximately 3,850 gpm, or 5.54 MGD. The Village has four elevated storage tanks and one ground-level reservoir with a combined capacity of 1.35 million gallons. The Village's application states that Well No. 2 is temporarily out of service; Based on the *2018 Water System Study Update* for Waunakee Utilities, the four active wells have a gross capacity of 4,420 gpm, or 6.37 MGD.

Water supply within the amendment area will be provided by 8-inch mains connecting to extensions of existing 10-inch main on Madison Street and 8-inch main on Stone Edge Court within the adjacent development to the south (see **Figure 3**). Water main will be internally

looped within the amendment area and a water main stub will be constructed near the eastern boundary of the amendment area to facilitate future development.

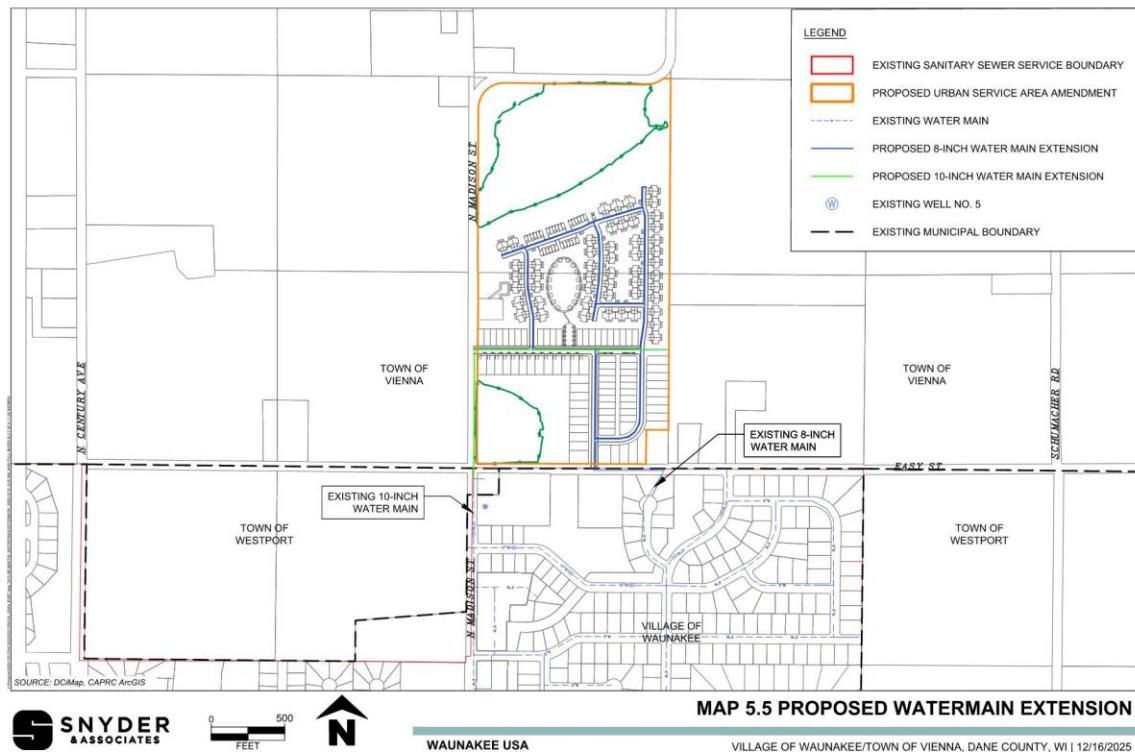


Figure 3. Proposed Water Distribution System (Snyder & Associates, Inc., December 16, 2025)

### 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 1,079 gpm, or 1.55 MGD, in 2024, which is approximately 28% of its firm pumping capacity. In 2024, the maximum amount pumped in any one day was 2,157 gpm, or 3.11 MGD, which was reported to be due to extreme weather conditions. Current average daily demand on the water system is 1,437,151 gpd (1.44 MGD) or 998 gpm, based on water sales (excluding water losses and other non-revenue water). The Village application references a “sales to pumping” ratio of 88% based on analysis conducted during the *2018 Water System Study Update* to account for this discrepancy.

Water losses in the Village’s distribution system were an average of 113,932 gpd, or 0.114 MGD, in 2024, which accounted for 7% of the net water supplied. Almost all water losses were due to unreported and background leakage. In 2024, there were 3 main breaks and 2 service breaks which were repaired. Water losses in the Village’s distribution system were 8% in 2023 and 10% 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 215 single-family and multi-family dwelling units contributing to water demand. The annual average daily water demand for the amendment area is estimated to be approximately 49,053 gallons per day, or 34.1 gpm. This assumes 591 persons in the residential units using an average daily demand of approximately 83 gallons per day (gpd), as described in the Village's application. The estimated peak daily demand is 122,633 gpd, or 85 gpm, based on a peak daily demand factor (average daily to peak daily) of 2.5 for residential land uses. The estimated peak hourly demand is approximately 10,219 gallons/hour, or 170 gpm, based on a peak hourly demand factor (peak daily to peak hourly) of 2 for residential land uses, based on the Village's application. Using the Village's sales to pumping ratio and including the projected demand from the amendment area, the total peak daily demand on the water system (2,157 gpm existing, based on 2024 records) is anticipated to be 2,548 gpm. The peak hourly demand is anticipated to be 5,095 gpm.

The estimated average daily water demand from the amendment area represents an increase of approximately 3% of the current demands on the system. During peak hourly times, water demand may exceed pumping capacity and may need to be taken from storage; however, there is adequate storage capacity to handle this (note: this is already the case without adding additional demand from the amendment area). In addition, the Village's application states there are plans to construct another elevated storage tank to expand system capacity and improve service reliability. Therefore, it is anticipated that the existing water supply system and proposed capacity improvements will support the additional demand from the proposed amendment area.

## ***Stormwater Management System***

### Overview

The amendment area (site) is within the Waunakee Marsh-Sixmile Creek (HUC 12: 070900020601) subwatershed (see **Map 5**). This area currently consists almost entirely of agricultural row crops, aside from the wetlands in the southwest corner and northern portion (see **Map 2 and 3**). The site contains two high points but generally slopes toward one of the two wetlands (see **Map 6**). There is an internally drained close basin in the east-central portion of the site. There is an offsite watershed to the east (approximately 44 acres) which drains to the closed basin and ultimately through the site to toward the southwest wetland; there is also a very large (approximately 960 acres) offsite watershed to the north which drains through the channel and wetlands within the northern portion of the site, which is part of a larger wetland complex extending further west. All runoff leaving the site eventually flows southwest to an unnamed tributary of Sixmile Creek and then to Sixmile Creek approximately 5,000 feet to the southwest (see **Figure 1**).

### Proposed Stormwater Management Plan

According to the Village's application, new development within the amendment areas will meet current stormwater regulations for peak rate control and attenuation, water quality (total suspended sediment, or TSS, reduction), volume control (infiltration), and oil and grease control, though oil and grease control will likely not be required given the 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. Avoiding direct and secondary impacts to wetlands is also required, requiring that changes to wetland functional values be avoided in accordance with NR 103—this includes, among other things, maintaining wetland hydrology and temperature.

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.

As discussed previously under the Natural Resources section, Sixmile Creek and the associated wetlands are all designated Areas of Special Natural Resource Interest (ASNRI). Though the site does not drain directly to this water body, 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. A proactive approach to effectively managing stormwater across the entire watershed (sometimes beyond minimum standards) is important help to mitigate the impacts of development on downstream properties and water resources.

A conceptual stormwater management plan was provided as a supplement to this amendment proposal. The plan proposes two primary areas of stormwater management, including a wet detention basin and infiltration basin upslope of each of the wetland areas to capture runoff from the development site (see **Figure 4**). The closed basin depressional area is intended to be filled (modeling of existing/predevelopment conditions must include this depressional storage volume), and the offsite drainage area which flows to this point now will be routed to the northern stormwater management area via a drainage swale. The northern basins (Basins 1P and 2P) will be privately owned and maintained, requiring to be subject to a stormwater maintenance agreement to be recorded with the Register of Deeds. The southern basins (Basins 3P and 4P) will receive runoff from the public right-of-way and are intended to be dedicated to the public and will be owned and managed by the Village.



Figure 4. Proposed Stormwater Management Watersheds (Snyder & Associates, Inc., 2025)

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 four 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 Waunakee, Dane County, and WDNR current at the time of development, as well as any performance standards made a condition of DNR approval of this amendment request.

#### Performance Standards

The Village of Waunakee stormwater management and performance standards are contained within Chapter 109 of the Village of Waunakee Code of Ordinances. Dane County stormwater standards are detailed within Dane County Code of Ordinances, Chapter 14.

WDNR stormwater standards and related wetlands standards are within Administrative Code Chapters NR 103, 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 applicable stormwater standards currently required by the State of Wisconsin, Dane County, and Village of Waunakee, and include:

- 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* (WGNHS, 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.
- g. Minimize impacts to the hydrology of onsite and offsite wetlands and avoid significant changes to wetland functional values.

## **Impacts and Effects of Proposal**

### ***Environmental Corridors***

The proposed amendment area includes a total of approximately 41 acres of Environmental Corridor (see **Map 10**). This will include the delineated wetlands 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*. 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. Estimated Environmental Corridors 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 6.3 acres mapped as Voluntary Environmental Corridor, including potentially restorable wetlands and hydric soils, of which 3.8 acres are proposed to be designated as Environmental Corridor with this amendment (see **Map 10**). 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***

Department of Administration (DOA) population estimates for January 2025 place Waunakee at a total population of 16,860. Waunakee's population has grown by 13% since the 2020 Decennial Census.

The proposed amendment area would add 214 residential units. Assuming 2.3 persons per housing unit, the amendment would account for approximately 492 additional residents. The DOA projects a total population of 24,833 by 2050. That is an increase of 7,973 people from the 2025 estimate, approximately 3,467 housing units. The proposed amendment would add 82 single-family units and 132 multi-family units to the Waunakee housing market.

### ***Phasing***

The amendment requested is under 100 acres and does not require a phasing plan.

## **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 and groundwater aquifer replenishment. 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 Waunakee 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 Waunakee personnel are encouraged to attend winter salt certification classes and training for winter road maintenance to stay current on the latest trainings.

West Nile virus has been regularly found within Dane County since 2003 and is considered endemic. Given the proximity of the development to the wetlands and proposed stormwater management facilities, including wet detention basins, there is the potential for elevated prevalence of nuisance insects, including mosquitoes which carry West Nile virus. Public Health Madison & Dane County conducts routine sampling and monitoring of mosquito larvae at select sites across the county to better understand and reduce the risk of West Nile virus in Dane County. Where monitoring indicates elevated levels, treatment is performed. Additional information can be found in the 2025 monitoring report ([link to report here](#)).

### ***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 Sixmile Creek at Mill Road 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.

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

Stream	No Pumping	2010	2040
Sixmile Creek (Mill Road)	9.1 cfs	7.6 cfs	7.1 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 zero (0) written comments.

A public hearing was held on the proposed amendment at the January 8, 2026, meeting of the Capital Area Regional Planning Commission. Representatives from the Village of Waunakee, including the Village Deputy Administrator and members of the development team gave a presentation on the proposed amendment and spoke in favor of it. No registrants spoke on 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 questions and discussion points raised, all of which were responded to by the applicant:

- Inquiries on design details and performance standards of the stormwater management system.
- Inquiry on whether mosquito larva testing has been conducted or if planned for, given the proximity to the wetlands.
- Clarifying questions on the annexation status as well as the home product being built.

## **Conclusions and Staff Water Quality Recommendations**

There is sufficient existing treatment plant system capacity at the Nine Springs Wastewater Treatment Facility and sufficient existing capacity in the collection system to serve the proposed amendment area.

The Village of Waunakee 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 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. 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 state and local requirements including 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*.
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 Waunakee, 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.

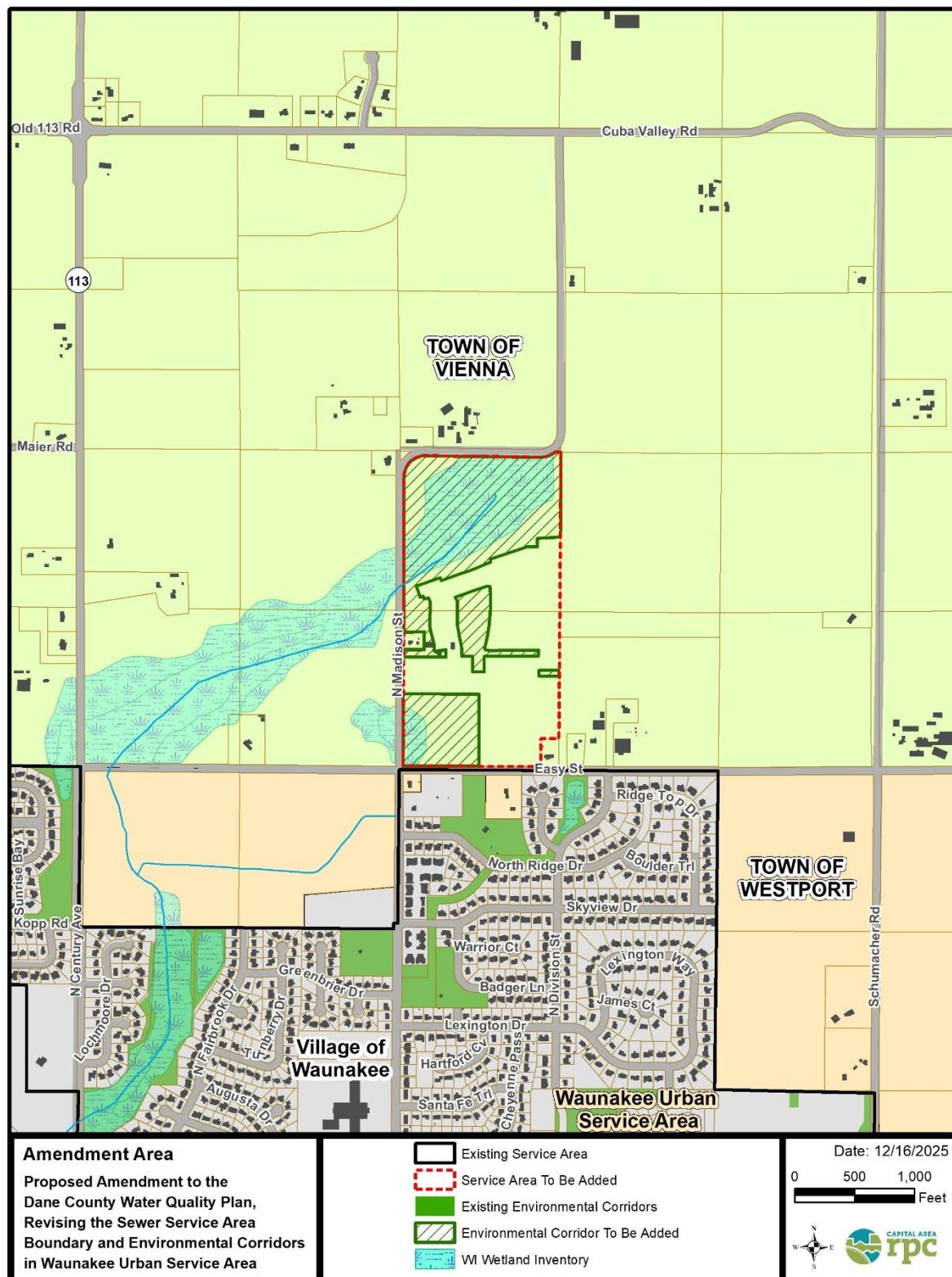
2. Review and approval of stormwater management plan(s) for the amendment area by Regional Planning Commission staff is required as part of the sewer extension review process. Stormwater management plan(s) shall meet or exceed all applicable standards required by Wisconsin DNR (NR 151, NR 103, etc.), Dane County (Ch 14), and Village of Waunakee (Chapter 109), 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* (WGNHS, 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.
  - g. Minimize impacts to the hydrology of onsite and offsite wetlands and avoid significant changes to wetland functional values.

### ***Recommendations***

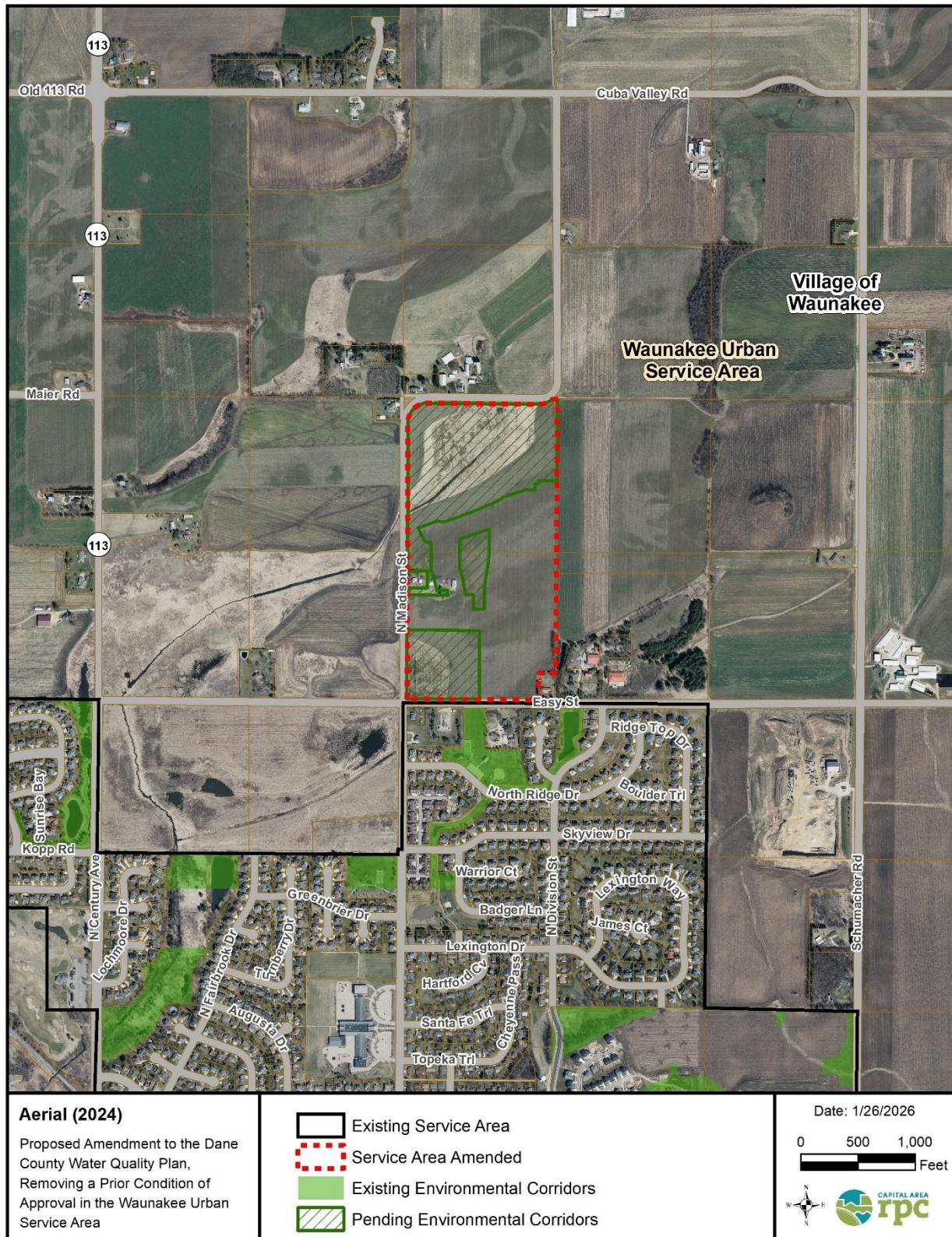
It is recommended that the Village of Waunakee pursue the following to further improve water quality and environmental resource management:

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.

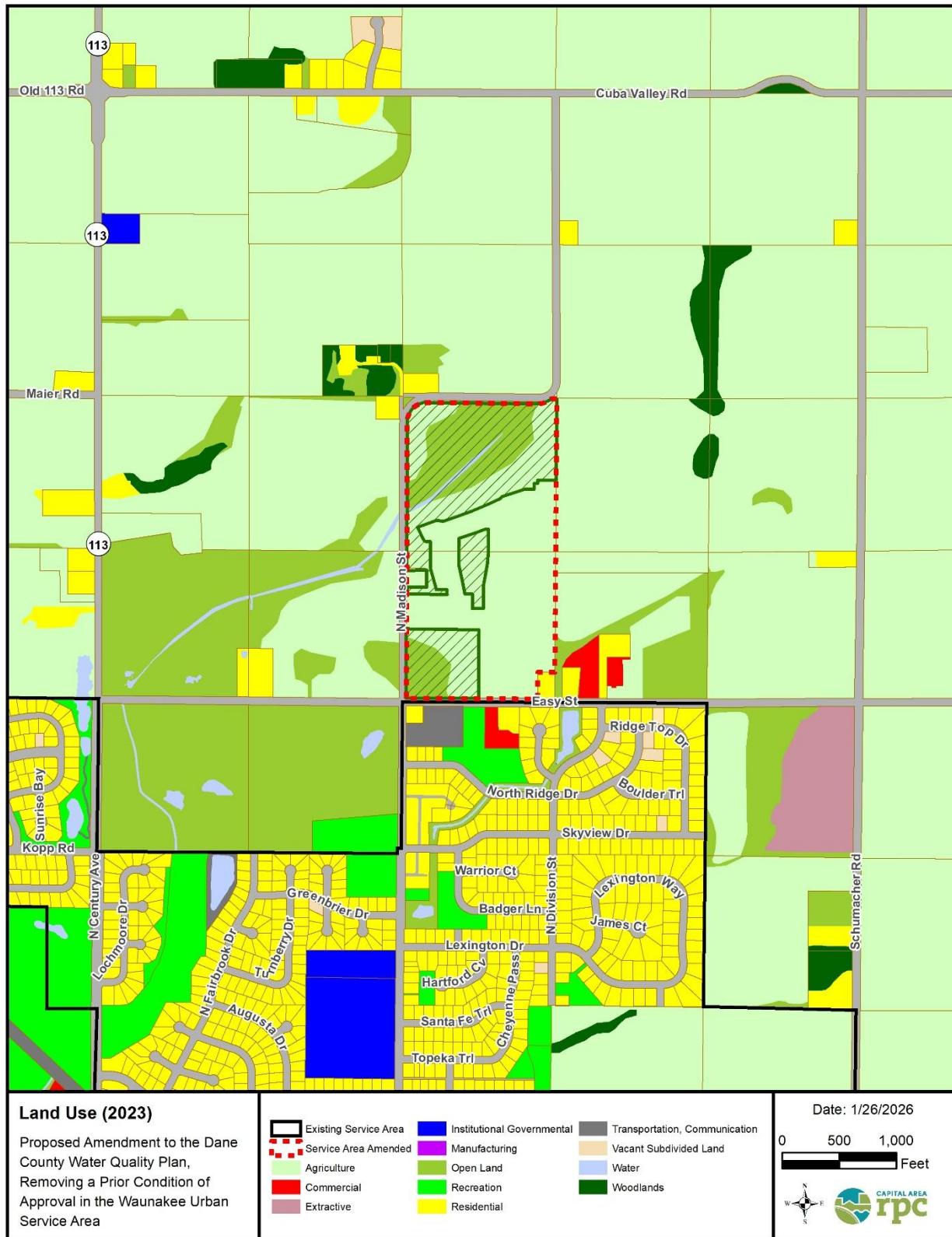
## Map 1 - Amendment Area



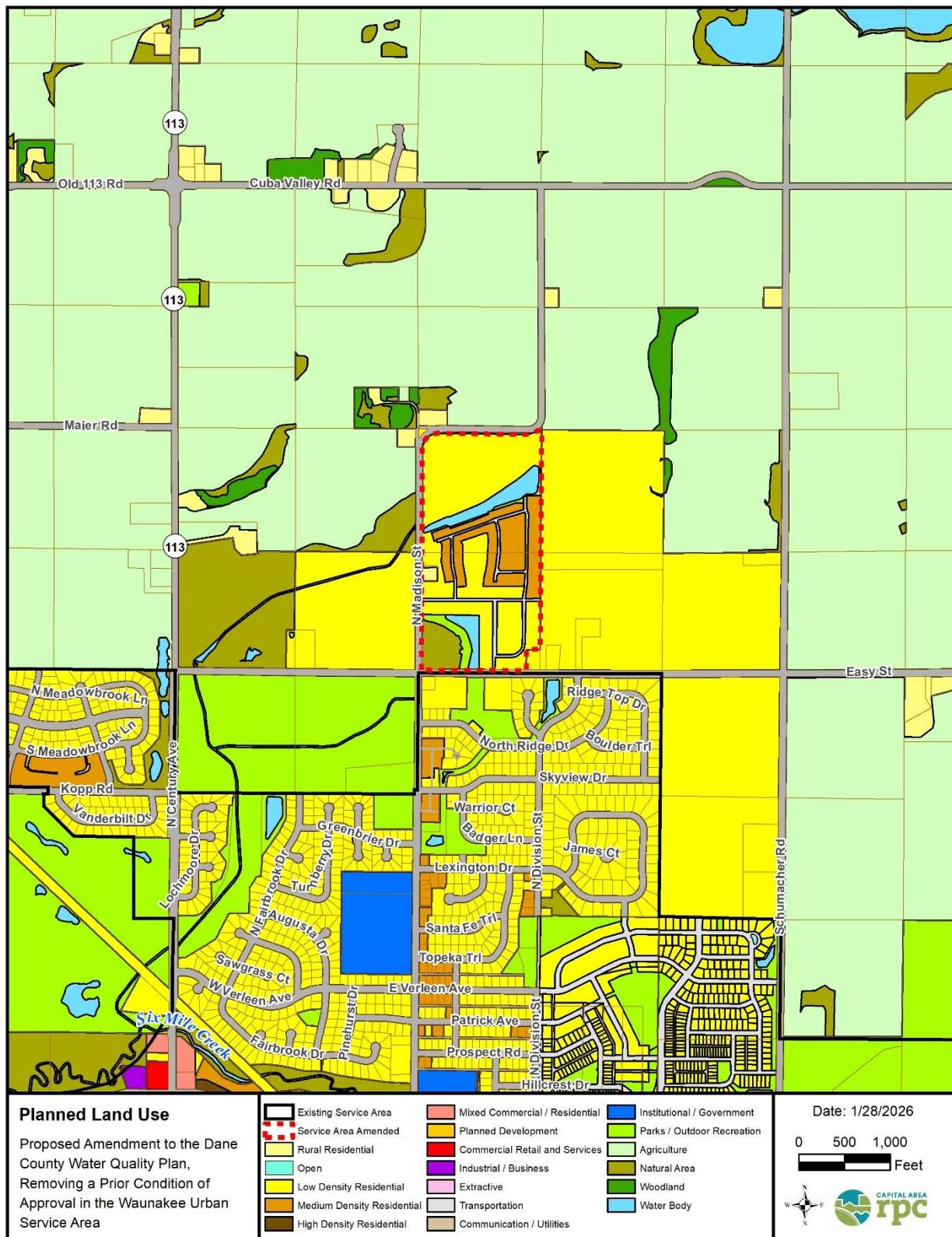
## Map 2 – Aerial



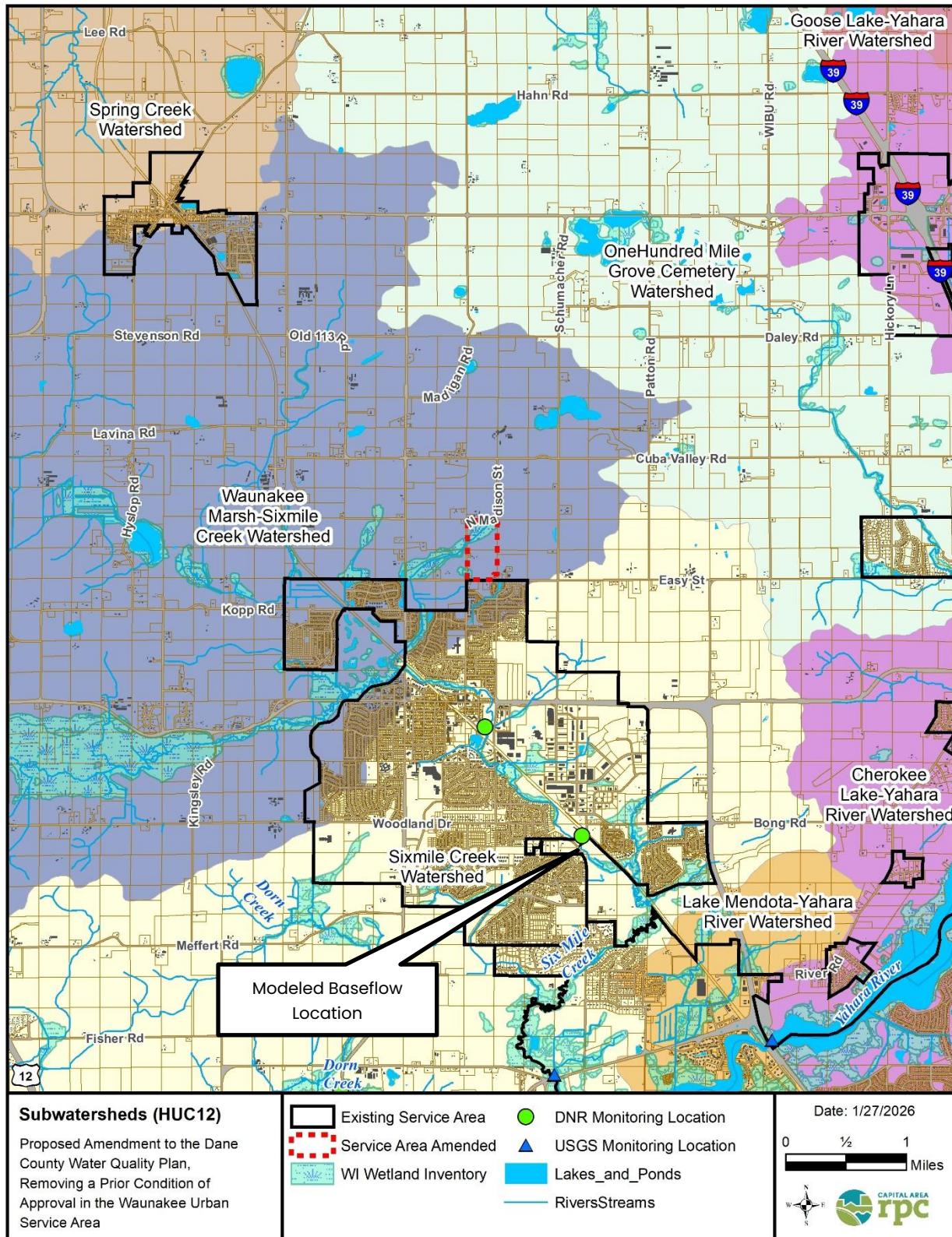
### Map 3 – Existing Land Use



## Map 4 – Planned Land Use



## Map 5 – Subwatersheds



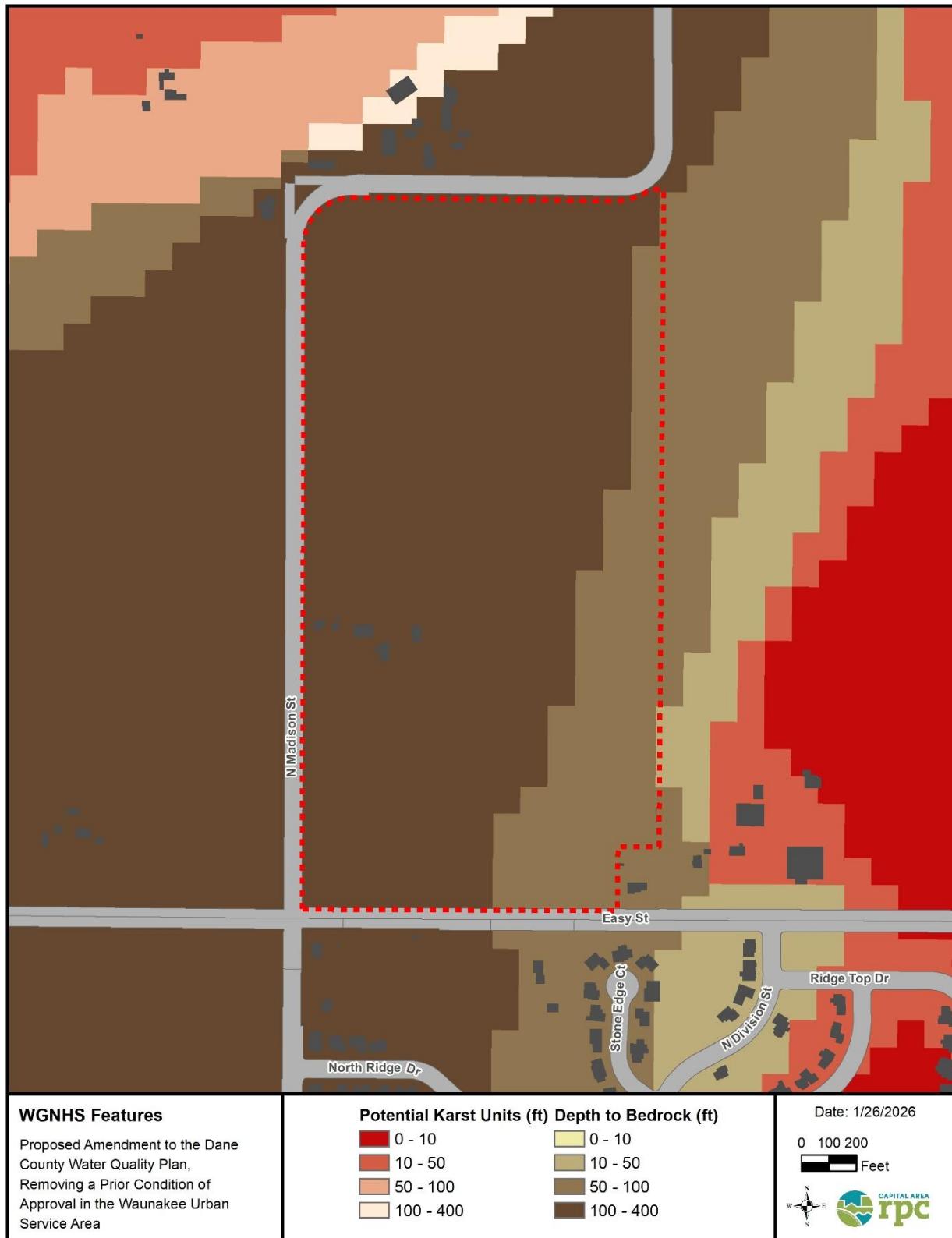
## Map 6 – Elevations



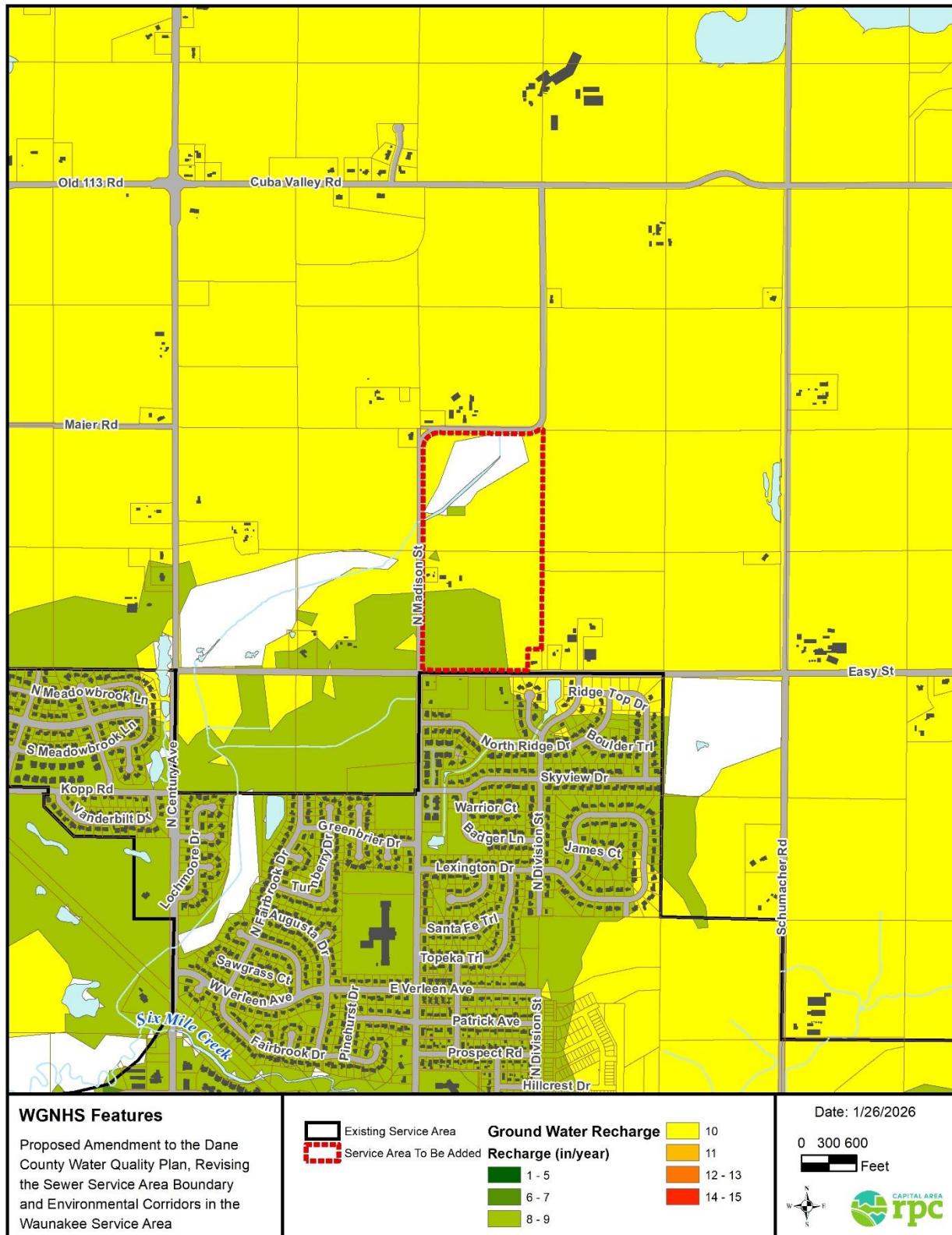
## Map 7 – Soil Type



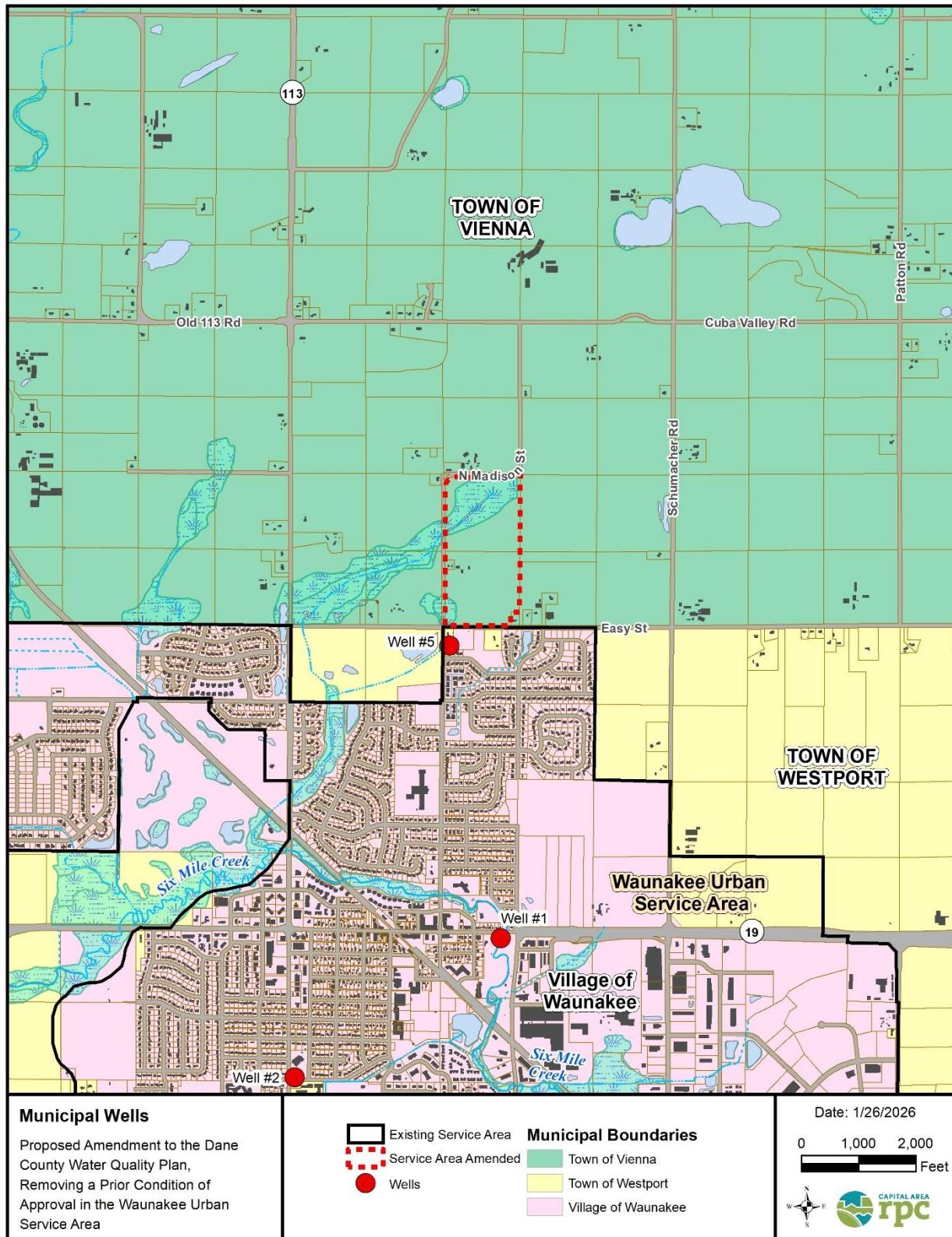
## Map 8a – WGNHS Bedrock Depth



## Map 8b – WGNHS Groundwater Recharge Rates



## Map 9 – Municipal Wells



## Map 10 – Proposed Environmental Corridor





February 12, 2026

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  
#2504 – Waunakee USA (Village of Waunakee – “Heyday Development”)

Dear Mr. Asplund:

The Village of Waunakee 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 Waunakee (conditionally annexed from Town of Vienna in January 2026), and within the Waunakee Marsh-Sixmile Creek (HUC 12: 070900020601) watershed. It includes the addition of approximately 77 acres of land, including 41 acres of proposed environmental corridors and one acre of existing development and right-of-way, for a net of approximately 35 developable acres to the Waunakee Urban Service Area. A public hearing was held on the proposed amendment at the January 8, 2026, 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. Additional actions have also been recommended below to further improve water quality and environmental resource management.

### State and Local Requirements

At the February 12, 2026, 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*.
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 Waunakee, 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 by Regional Planning Commission staff is required 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, NR 103, etc.), Dane County (Ch 14), and Village of Waunakee (Chapter 109), 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* (WGNHS, 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.
- g. Minimize impacts to the hydrology of onsite and offsite wetlands and avoid significant changes to wetland functional values.

## Recommendations

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

- 1. Continue to participate in regional water quality initiatives including Wisconsin Salt Wise, the Madison Area Municipal Storm Water Partnership (MAMSWaP), and Yahara WINS.
- 2. 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.
- 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. Encourage the removal and control of invasives and the use of native flora favored by the Rusty Patched Bumble Bee in landscaping to provide suitable habitat for this pollinator, where appropriate, due to the amendment area being within the High Potential Zone for the federally endangered Rusty Patched Bumble Bee.

*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*

Mr. Timothy R. Asplund

February 12, 2026

Page 4

*extension permits as required by NR 110.08(4) (public sewers) and SPS 382.30(11)(f) and 382.30(12)(b) (private sewers).*

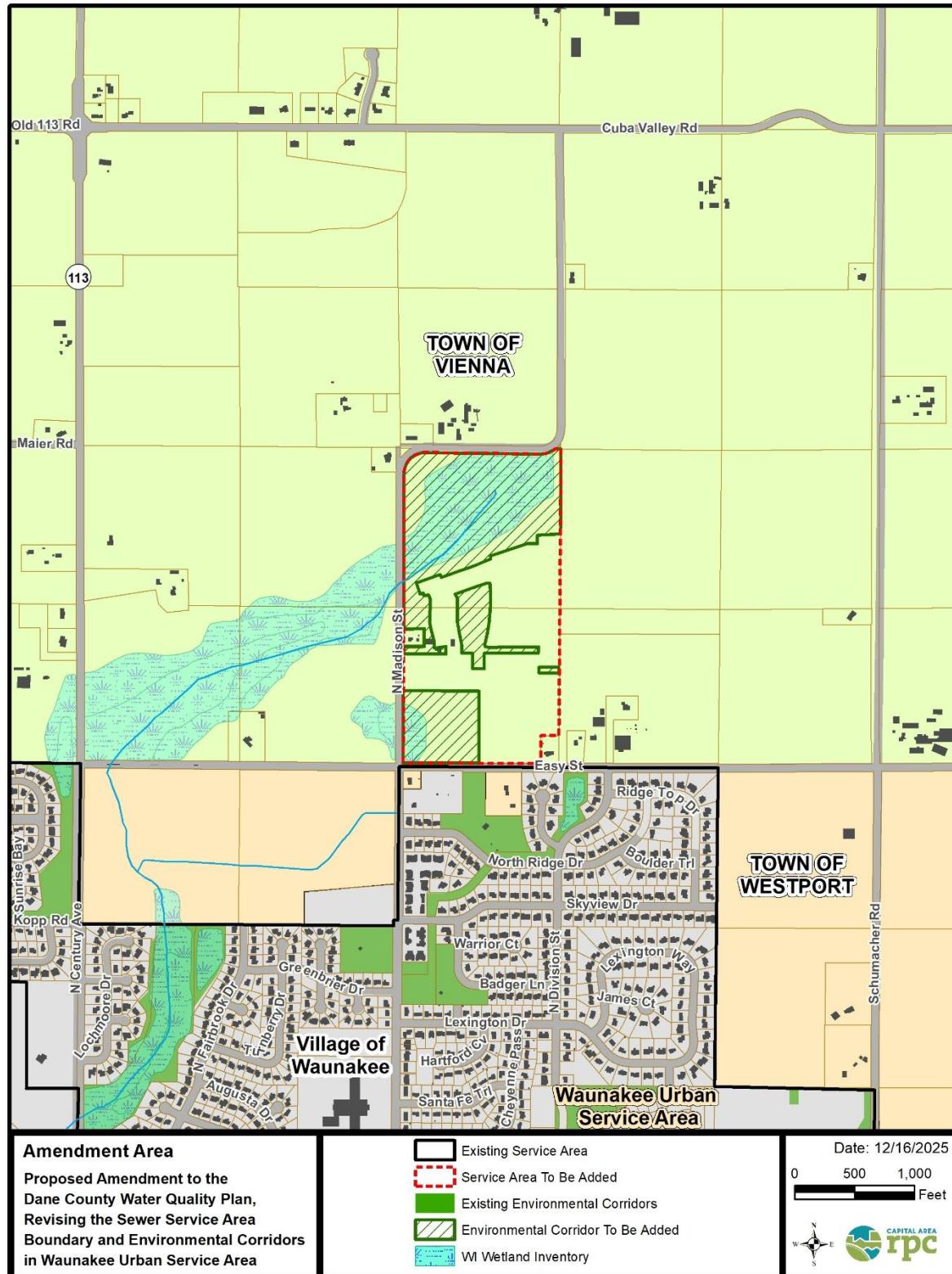
If you have any questions regarding this matter, please do not hesitate to contact Nick Bower, the Commission's Senior Environmental Engineer.

Sincerely,

David Pfeiffer  
Chairperson

Cynthia Richson  
Secretary

cc: Lauren Freeman, Deputy Administrator, Village of Waunakee



**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 13<sup>th</sup> 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



210 Martin Luther King Jr. Blvd. Room 362 Madison, WI 53703 Phone: 608-266-4137 Fax: 608-266-9117 [www.CapitalAreaRPC.org](http://www.CapitalAreaRPC.org) [info@CapitalAreaRPC.org](mailto:info@CapitalAreaRPC.org)

## 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

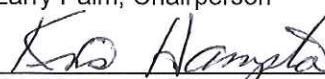
WHEREAS, the Capital Area Regional Planning Commission has revised the policies and criteria for the review of sewer service area amendments to reflect these changes; and

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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2. CRITERIA FOR THE REVIEW OF SEWER SERVICE AREA AMENDMENTS.....	2
3. SUBMITTAL REQUIREMENTS.....	3

## **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: Acknowledgement of Receipt – December 2025 Financial Management Report (*actionable item*)**

<b>Requested Action:</b> <p>Motion to acknowledge receipt of December 2025 Financial Management Report</p>
<b>Background:</b> <p>Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures.</p> <p>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.</p> <p>The Executive Committee and Commission then receive copies of the Management Report supplied by Berndt CPAs for review at the monthly meetings.</p>
<b>Staff Comments:</b> <p>Requests for additional financial information or reports may be directed to the Administrative Services Manager.</p>
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. December 2025 Financial Management Report</li></ol>
<b>Staff Contact:</b> <p>Matt Koz Administrative Services Manager <a href="mailto:MatthewKoz@CapitalAreaRPC.org">MatthewKoz@CapitalAreaRPC.org</a> 608-474-6017</p>
<b>Next Steps:</b> <p>Continual improvements to the CARPC financial systems, policies, and procedures.</p>

# Management Report

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



CAPITAL AREA  
**rpc**

DRAFT

Prepared by  
Berndt CPA

Prepared on  
February 4, 2026

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## **Notes to the Monthly Financial Statements**

To Capital Area Regional Planning Commission,

Provided is some additional context regarding the deferred revenue and related activity for the month of December 2025.

Deferred revenue represents funds that have been invoiced or received in advance for services that have not yet been performed. It also includes contracts or related grants established at the beginning of the year, or early in the year, that relate to work performed throughout the year and are invoiced periodically. These amounts are recognized as revenue over time to more accurately align associated expenses with the related revenue.

For December, \$145,738 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$28,904 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of December month-end, the balance in account 3600 – Deferred Revenue is at \$183,475 per knowledge of remaining balances of current contracts.

December's financials currently do not reflect any audit adjustments that may occur. After the audit, finalized financials for this period will be released to include those adjustments.

Sincerely,  
Berndt CPA, LLC

**Capital Area Regional Planning Commission**  
**Statement of Financial Position**  
**As of December 31, 2025**

	<b>Total</b>	
	<b>As of Dec 31, 2025</b>	<b>As of Nov 30, 2025 (PP)</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1000 OPERATING ACCOUNT	32,190	76,385
1001 MONEY MARKET ACCOUNT	68,106	48,125
1002 INVESTMENT ACCOUNT	586,456	684,338
<b>Total Bank Accounts</b>	<b>686,752</b>	<b>808,848</b>
Accounts Receivable		
1105 PROJECT AND GRANTS REC	239,123	227,502
<b>Total Accounts Receivable</b>	<b>239,123</b>	<b>227,502</b>
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	262,368	107,130
1150 PREPAID EXPENSES	0	583
1152 PREPAID DENTAL INSURANCE	0	1,277
1153 PREPAID HEALTH INSURANCE	0	22,193
1154 PREPAID DISABILITY INSURANCE	0	122
1156 PREPAID LIFE INSURANCE	(267)	(325)
1157 PREPAID PARKING	0	689
1165 PREPAID LICENSES	6,615	0
<b>Total 1150 PREPAID EXPENSES</b>	<b>6,348</b>	<b>24,539</b>
<b>Total Other Current Assets</b>	<b>268,716</b>	<b>131,669</b>
<b>Total Current Assets</b>	<b>1,194,590</b>	<b>1,168,019</b>
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,172)	(7,172)
<b>Total 1200 FURNITURE AND EQUIPMENT</b>	<b>0</b>	<b>0</b>
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(3,494)	(3,460)
<b>Total Fixed Assets</b>	<b>2,582</b>	<b>2,616</b>
<b>TOTAL ASSETS</b>	<b>1,197,173</b>	<b>1,170,635</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	91,588	57,593
<b>Total Accounts Payable</b>	<b>91,588</b>	<b>57,593</b>
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	7,923	2,003
<b>Total 3002 PARK BANK CREDIT CARD</b>	<b>7,923</b>	<b>2,003</b>
<b>Total Credit Cards</b>	<b>7,923</b>	<b>2,003</b>
Other Current Liabilities		
3005 ACCRUED PAYROLL	31,044	18,891
3010 ACCRUED COOP WATER RESOURCE MONITORING	0	20,676

3015 ACCRUED PREPAID LIABILITIES	2,516	2,486
3202 WRS PENSION PLAN	5,417	5,325
3300 UNUSED VACATION, WELLNESS	49,178	55,391
3500 SICK LEAVE ACCRUAL PAY	79,368	102,080
3600 DEFERRED/UNEARNED REVENUE	183,475	145,738
3655 INVEST IN RIGHT OF USE	2,987	2,987
<b>Total Other Current Liabilities</b>	<b>353,984</b>	<b>353,573</b>
<b>Total Current Liabilities</b>	<b>453,495</b>	<b>413,169</b>
<b>Total Liabilities</b>	<b>453,495</b>	<b>413,169</b>
Equity		
3700 PRIOR YEAR BALANCE	(118,524)	(118,524)
3701 PRIOR YEAR FUND BALANCE	908,395	908,395
3702 CURRENT FUND BALANCE	200	200
Net Revenue	(46,393)	(32,604)
<b>Total Equity</b>	<b>743,678</b>	<b>757,466</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,197,173</b>	<b>1,170,635</b>

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**Capital Area Regional Planning Commission**  
**Budget vs. Actuals: Statement of Activity**  
**For the month of December 2025 - Budget Vs Actuals 12 Months Ended**

	<b>Total</b>			
	<b>Monthly Actual</b>	<b>Actual Year to Date</b>	<b>Annual Budget</b>	<b>% of Annual Budget</b>
<b>Revenue</b>				
5000 PROPERTY TAX REVENUE	-	-	-	-
5001 DANE COUNTY PROP TAX-OTH	100,778	1,209,332	1,209,332	100.00%
<b>Total 5000 PROPERTY TAX REVENUE</b>	<b>100,778</b>	<b>1,209,332</b>	<b>1,209,332</b>	<b>100.00%</b>
5100 STATE/FEDERAL GRANTS	-	-	-	-
5101 EPA/DNR WATER PLANNING	37,337	124,897	113,275	110.26%
5102 EPA/DNR GRANT FUNDS	(13,950)	19,600	39,000	50.26%
5103 WEM/FEMA/HMGP GRANT FUNDS	7,173	90,767	125,000	72.61%
5104 WisDOT PLAN INTEGRATION	-	6,384	7,093	90.01%
<b>Total 5100 STATE/FEDERAL GRANTS</b>	<b>30,560</b>	<b>241,649</b>	<b>284,368</b>	<b>84.98%</b>
<b>5200 PASS THROUGH REVENUE</b>				
5201 WisDOT RURAL WORK PROGRAM	-	913	5,457	16.73%
5220 COOP WATER RESOURCE MONITORING	26,876	164,715	179,715	91.65%
<b>Total 5200 PASS THROUGH REVENUE</b>	<b>26,876</b>	<b>165,628</b>	<b>185,172</b>	<b>89.45%</b>
5300 FEES REVENUE	-	-	-	-
5301 FEES - SEWER EXTENSIONS	4,200	43,200	45,000	96.00%
5302 FEES - USA/LSA APP REVIEW	10,920	25,608	65,000	39.40%
<b>Total 5300 FEES REVENUE</b>	<b>15,120</b>	<b>68,808</b>	<b>110,000</b>	<b>62.55%</b>
5400 SERVICES REVENUE	-	-	-	-
5401 LOCAL & REGIONAL PLAN ASSISTANCE	39,208	105,595	100,000	105.60%
<b>Total 5400 SERVICES REVENUE</b>	<b>39,208</b>	<b>105,595</b>	<b>100,000</b>	<b>105.60%</b>
5500 OTHER REVENUE	-	-	-	-
5208 LAND USE CODE ASSESSMENT	-	-	-	-
5501 INTEREST INCOME	2,124	30,783	36,000	85.51%
5502 MISCELLANEOUS REVENUES	6	4,387	2,988	146.82%
5505 WI SALT WISE	(50,517)	146,377	140,000	104.55%
<b>Total 5500 OTHER REVENUE</b>	<b>(48,386)</b>	<b>181,547</b>	<b>178,988</b>	<b>101.43%</b>
7000 REVENUE REFUNDS	(17,762)	(35,524)	(35,524)	100.00%
<b>Total Revenue</b>	<b>146,393</b>	<b>1,937,034</b>	<b>2,032,336</b>	<b>95.31%</b>
<b>Gross Profit</b>	<b>146,393</b>	<b>1,937,034</b>	<b>2,032,336</b>	<b>95.31%</b>
<b>Expenditures</b>				
6000 SALARIES AND LEAVE TIME	-	-	-	-
6001 DIRECT SALARIES & WAGES	71,911	882,467	830,647	106.24%
6002 COMPENSATED LEAVE TIME	(8,881)	165,681	207,662	79.78%
<b>Total 6000 SALARIES AND LEAVE TIME</b>	<b>63,031</b>	<b>1,048,148</b>	<b>1,038,309</b>	<b>100.95%</b>
6050 FRINGE BENEFITS	-	-	-	-
6051 FICA BENEFITS	6,006	77,082	77,354	99.65%
6052 LIFE INSURANCE	(37)	495	294	168.28%
6053 HEALTH INSURANCE	20,965	257,094	289,702	88.74%
6054 DENTAL INSURANCE	1,277	13,286	14,707	90.34%
6055 WRS-ER CONTRIBUTION	5,371	63,478	71,643	88.60%
6056 DISABILITY INSURANCE	-	444	508	87.33%
6057 COMMUTE CARDS	80	277	105	264.00%
6058 UNEMPLOYMENT	-	579	1,000	57.92%
6059 WORKER'S COMPENSATION IN	-	-	3,570	0.00%

<b>Total 6050 FRINGE BENEFITS</b>	<b>33,662</b>	<b>412,734</b>	<b>458,883</b>	<b>89.94%</b>
6100 OCCUPANCY	-	-	-	-
6101 RENT	4,371	51,580	50,987	101.16%
<b>Total 6100 OCCUPANCY</b>	<b>4,371</b>	<b>51,580</b>	<b>50,987</b>	<b>101.16%</b>
6200 CONTRACTED SERVICES	-	-	-	-
6201 EXTERNAL PROGRAMS	-	36,392	28,570	127.38%
6202 LEGAL SERVICES	1,791	12,308	4,400	279.72%
6203 COMMISSION OPERATIONS	2,578	53,898	10,000	538.98%
6204 MARKETING AND COMMUNICATIONS	-	16,505	-	-
<b>Total 6200 CONTRACTED SERVICES</b>	<b>4,369</b>	<b>119,103</b>	<b>42,970</b>	<b>277.18%</b>
6300 FINANCIAL SERVICES	-	-	-	-
6301 AUDIT	-	11,350	14,700	77.21%
6302 PAYROLL FEES	603	8,305	5,000	166.10%
6303 FINANCIAL SERVICES	3,990	38,269	40,000	95.67%
<b>Total 6300 FINANCIAL SERVICES</b>	<b>4,593</b>	<b>57,924</b>	<b>59,700</b>	<b>97.03%</b>
6400 TRAVEL AND TRAINING	-	-	-	-
6401 EMPLOYEE TRAVEL	948	13,610	12,713	107.05%
6402 MEALS	-	969	907	106.83%
6403 CONFERENCES & MEETINGS	290	6,554	10,125	64.73%
6404 TRAINING	-	2,008	5,000	40.17%
<b>Total 6400 TRAVEL AND TRAINING</b>	<b>1,238</b>	<b>23,141</b>	<b>28,745</b>	<b>80.51%</b>
6500 OFFICE EXPENSES	-	-	-	-
6501 SUPPLIES	343	2,050	3,860	53.11%
6502 PRINTING	96	1,301	1,558	83.49%
6503 POSTAGE	-	39	105	36.67%
6504 EQUIPMENT	666	5,963	8,925	66.82%
6505 TELEPHONE	-	1,771	1,500	118.09%
6506 ADMINISTRATIVE FEES	113	113	426	26.44%
6902 CONTRIBUTIONS & DONATIONS	-	651	1,000	65.12%
<b>Total 6500 OFFICE EXPENSES</b>	<b>1,217</b>	<b>11,888</b>	<b>17,374</b>	<b>68.42%</b>
6600 INFORMATION TECHNOLOGY	-	-	-	-
6601 WEBHOSTING	38	374	368	101.51%
6602 SOFTWARE	1,103	16,102	17,220	93.51%
6603 IT SERVICES	496	12,370	10,000	123.70%
<b>Total 6600 INFORMATION TECHNOLOGY</b>	<b>1,638</b>	<b>28,845</b>	<b>27,588</b>	<b>104.56%</b>
6700 COMMISSION	-	-	-	-
6701 COMMISSION PER DIEMS	550	5,779	8,000	72.24%
6702 COMMISSION TRAVEL	59	363	840	43.25%
<b>Total 6700 COMMISSION</b>	<b>609</b>	<b>6,143</b>	<b>8,840</b>	<b>69.49%</b>
6800 PASS THROUGH EXPENSES	-	-	-	-
6801 COOP WATER RESOURCE MONITORING	44,978	194,415	194,415	100.00%
6802 WisDOT PLANNING SERVICES	-	2,590	5,457	47.47%
<b>Total 6800 PASS THROUGH EXPENSES</b>	<b>44,978</b>	<b>197,005</b>	<b>199,872</b>	<b>98.57%</b>
6900 OTHER	-	-	-	-
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	443	2,859	6,843	41.78%
6903 EDUCATION/INFO/OUTREACH	-	1,969	2,625	74.99%
6904 RECRUITMENT	-	7	1,050	0.67%
6905 INSURANCE	-	11,449	4,457	256.87%
6906 DEPRECIATION	-	-	-	-
6907 AMORITIZATION EXPENSE	34	405	608	66.63%
<b>Total 6900 OTHER</b>	<b>477</b>	<b>26,914</b>	<b>15,583</b>	<b>172.72%</b>
Uncategorized Expense	-	-	35,524	0.00%

<b>Total Expenditures</b>	<b>160,182</b>	<b>1,983,427</b>	<b>1,984,375</b>	<b>99.95%</b>
<b>Net Operating Revenue</b>	<b>(13,789)</b>	<b>(46,393)</b>	<b>47,961</b>	<b>-96.73%</b>
<b>Net Revenue</b>	<b>(13,789)</b>	<b>(46,393)</b>	<b>47,961</b>	<b>-96.73%</b>

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**Capital Area Regional Planning Commission**  
**A/R Aging Summary**  
**As of December 31, 2025**

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ayers Associates, Inc.				1,000		1,000
City of Evansville						0
245402 - Evansville Bike-Ped Plan	5,326					5,326
<b>Total City of Evansville</b>	<b>\$ 5,326</b>	\$ -	\$ -	\$ -	\$ -	<b>\$ 5,326</b>
City of Madison Engineering Division	800					800
City of New Berlin			1,000			1,000
Dane County Land Conservation					85,075	85,075
Department of Planning, Community and Economic Development					2,869	2,869
Dodge County Highway Department					1,500	1,500
Homburg Contractors, Inc.					400	400
Jewell Associates Engineers, Inc.					400	400
JSD PROFESSIONAL SER					800	800
Maine Water Environmental Association's Stormwater Committee	500					500
MSA Professional Services, Inc.	400				1,400	2,800
Outagamie County Highway			1,000			500
PINNACLE ENGINEERING					400	400
Quam Engineering, LLC	600					600
Rock County Planning, Economic & Community Development Agency						0
245401 - Rock County Comp Plan	18,246					18,246
<b>Total Rock County Planning, Economic &amp; Community Development Agency</b>	<b>\$ 18,246</b>	\$ -	\$ -	\$ -	\$ -	<b>\$ 18,246</b>
Root Pike Watershed Initiative Network			4,500			4,500
Snyder & Associates, Inc.					600	1,800
Town of Berry	460					2,400
255101 - T-Berry Comp Plan Update	2,650					460
<b>Total Town of Berry</b>	<b>\$ 3,110</b>	\$ -	\$ -	\$ -	\$ -	<b>\$ 3,110</b>
Town of Blue Mounds	460					460
Town of Bristol	26					26
Town of Springfield	460					460
Town of Sun Prairie	460					460
VANDE HEY					800	800
Vierbicher					800	800
Village of Black Earth					8,000	8,000
Village of Deforest					3,070	3,070
WI Department of Military Affairs						0
Division of Emergency Management			72		56,550	56,622
<b>Total WI Department of Military Affairs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 72</b>	<b>\$ -</b>	<b>\$ 56,550</b>	<b>\$ 56,622</b>
WI Department of Natural Resources					33,800	33,800
Wyser Engineering, LLC	2,000				400	2,400
<b>TOTAL</b>	<b>\$ 32,387</b>	<b>\$ 5,500</b>	<b>\$ 1,072</b>	<b>\$ 1,600</b>	<b>\$ 198,564</b>	<b>\$ 239,123</b>

**Re: Capital Region Revolving Loan Fund – Staff Presentation and Discussion Regarding the Resolution to Accept Responsibility for the Fund from the Madison Region Economic Partnership**

<b>Requested Action:</b> None
<b>Background:</b> <p>This resolution is required by USDA to enable CARPC to accept from the Madison Region Economic Partnership custody and administration of a revolving loan fund that encourages investment in small, private businesses in rural areas of the eight-county MadREP region.</p>
<b>Staff Comments:</b> <p>See the resolution for more details about the fund. CARPC will use MadREP's Revolving Loan Fund Program Policies and Procedures Manual initially, and we will later draft our own version of this manual in consultation with USDA staff, to be approved by the commission.</p>
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. CARPC Resolution No. 2026-XX, Rural Business Revolving Loan Fund Transfer from the Madison Region Economic Partnership to the Capital Area Regional Planning Commission</li><li>2. MadREP Revolving Loan Fund Program Policies and Procedures Manual</li></ol>
<b>Staff Contact:</b> Jason Valerius Executive Director <a href="mailto:JasonV@CapitalAreaRPC.org">JasonV@CapitalAreaRPC.org</a> 608-474-6010
<b>Next Steps:</b> Resolution adoption on March 12



## CARPC Resolution No. 2026-XX

### **Rural Business Revolving Loan Fund Transfer from the Madison Region Economic Partnership to the Capital Area Regional Planning Commission**

WHEREAS, the Madison Region Economic Partnership (MadREP) holds and administers a revolving loan fund that supports the development of small businesses in rural areas of the counties of Dane, Iowa, Sauk, Columbia, Dodge, Jefferson, Rock and Green; and

WHEREAS, that revolving loan fund was originally established by the Columbia County Economic Development Corporation with funding from the United States Department of Agriculture (USDA) Rural Business Development Grant Program, and transferred to MadREP in 2021 with \$324,210 in cash, with approval from USDA; and

WHEREAS, the fund includes \$299,393 in cash and \$77,977 in outstanding loan portfolio as of March 1, 2026, and there is no other property acquired with or associated with these funds; and

WHEREAS, MadREP is dissolving and has asked CARPC to take on administration of the revolving loan fund; and

WHEREAS, CARPC is coordinating this transfer with the advice and assistance of legal counsel experienced in the administration of revolving loan funds; and

WHEREAS, CARPC agrees to assume all rights and obligations of the Madison Region Economic Partnership award including (a) the approved Scope of Work as described in the Policies and Procedures Manual for the Revolving Loan Fund dated November 18, 2021, and (b) the Nondiscrimination covenant referenced in RD Instruction 1951-E, Section 1951.204.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission approves receiving the revolving loan fund from the Madison Region Economic Partnership.

March 12, 2026

Date Adopted

\_\_\_\_\_  
David Pfeiffer, Chairperson

\_\_\_\_\_  
Cynthia Richson, Secretary



# **Revolving Loan Fund Program**

## **Policies and Procedures Manual**

**November 18, 2021**

**MADISON REGION ECONOMIC PARTNERSHIP**  
**455 Science Drive, Suite 160**  
**Madison, WI 53711**

**JASON FIELDS, PRESIDENT  
CRAIG KETTLESON, ENTERPRISE  
DEVELOPMENT DIRECTOR  
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## Section 1 – General Provisions

### 1.1 Title

These regulations shall hereafter be known, cited and referred to as the Economic Development Revolving Loan Program Policies and Procedures for the Madison Region Economic Partnership (MadREP). MadREP is an equal opportunity provider, employer and lender.

### 1.2 Purpose

These regulations have been established to set forth the criteria which will govern economic development activities to be assisted with funds made available through the MadREP Revolving Loan Program (hereinafter referred to as the Program).

### 1.3 Objectives

Economic Development activities assisted with funds made available through this Program are intended to meet the following objectives:

- (1) To encourage development of private businesses which will employ 50 or fewer employees and have less than \$1,000,000 in gross revenue.
- (2) To maintain and promote a diverse mix of employment opportunities to minimize seasonal or cyclical employment fluctuations.
- (3) To encourage the creation and retention of permanent jobs which represent a range of wage scales appropriate to the skills and experience of the area labor force.
- (4) To encourage the leveraging of new private investment in the [rural areas](#) of the eight-county region defined as Columbia, Dane, Dodge, Green, Iowa, Jefferson, Rock and Sauk counties (hereinafter referred to as the Region). Rural areas are further defined in [7 CFR 4280.403](#).
- (5) To maintain a positive business climate which encourages the retention and expansion of existing business and industry and helps to attract desirable new business and industry.
- (6) To encourage the development of modern technology and safe, healthful work environments.

### 1.4 Amendments

The MadREP Board of Directors (hereinafter referred to as the Board of Directors) may from time to time amend the provisions imposed by these regulations, upon approval by the United States of America acting through the United States Department of Agriculture (USDA) and through other regulatory agencies.

## Section 2 – Administration

### 2.1 Program Roles

- (1) The MadREP Revolving Loan Fund Committee (hereinafter referred to as the RLF Committee) shall establish overall policies and procedures for implementing the Program.
- (2) The RLF Committee will review and rank all loan applications; approve or disapprove requests for funds; and resolve complaints or disputes within the Program.
- (3) The MadREP President is responsible for financial management of the Program following procedures established by the USDA.
- (4) The MadREP staff is responsible for providing information on the Program to interested applicants and distributing application materials.
- (5) The MadREP staff, potentially assisted by staff from a third-party contractor (hereinafter referred to as the Contractor) will be responsible for assisting applicants, if necessary, in completing applications; and processing of requests for funds including necessary credit analysis for the RLF Committee.
- (6) MadREP or Contractor's Attorney shall advise the RLF Committee on legal matters when necessary.

### 2.2 Meetings

Meetings shall be held on an as-needed basis in the MadREP Office or otherwise designated place. All applicable committee members shall be given prior notice of each meeting. All regular meeting rules including those relative to a quorum will be in effect.

### 2.3 Records

Written records of all Program activities including minutes of Program meetings, loan applications and related documents, shall be maintained at the MadREP offices. All individual project files shall be public information, with the exception of financial statements, product pricing strategies, and market information, which shall be maintained as confidential records.

### 2.4 Administrative Costs

On a not to exceed basis, fifteen percent (15%) of the revolving loan interest income may be used for direct loan administration costs. Loan closing costs as defined by the RLF Committee can also be used for direct loan administration costs. Loan closing costs can be financed by the Borrower. Direct loan administration costs include the following:

- (1) Legal filing fees for loan agreements.
- (2) Consulting fees to review business plans and/or provide technical assistance with applications.
- (3) Other direct, out of pocket expenses from MadREP or Contractor staff costs.
- (4) Funds will be expended only if revolving loan fund balances are sufficient to entertain meaningful credit applications.

### **Section 3 – Eligibility**

#### **3.1 Eligible Applicants**

- (1) Applications may be submitted by any business or industry wishing to expand an existing operation or establish a new operation in the Region.
- (2) No member of the Board of Directors or any other official, employee or agent of the MadREP who exercises policy, decision-making functions or responsibilities in connection with the implementation of this Program is eligible for financial assistance under this Program.
- (3) No Program loans will be made which are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited).
- (4) At least fifty one percent (51%) of the outstanding interest in the project has membership or is owned by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence, be a citizen of the United State or reside in the United States after being legally admitted for permanent residence.

#### **3.2 Eligible Activities**

These include the following uses:

- (1) The acquisition of land, buildings, equipment and other fixed assets.
- (2) Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
- (3) Clearance, demolition, or the removal of structures or the rehabilitation of buildings and other such improvements.
- (4) Payment of assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs.



(5) Working capital for general business purposes.

(6) Loan closing costs.

**3.3 Ineligible Activities**

Loans will not be made for:

(1) Refinancing or consolidating of existing debt.

(2) Reimbursement for expenditures prior to loan approval.

(3) Specialized equipment that is not essential to the business operation.

(4) Residential building construction or reconstruction.

(5) Routine maintenance.

(6) Other ineligible uses of funds as defined in [7 CFR 4280.423](#)

(7) Other activities that the RLF Committee may identify.

**3.4 Minimum Requirements**

To be eligible for funding, a proposed project must meet all of the following requirements:

(1) **Job Creation** – At least one permanent full-time or equivalent position must be created or retained for every \$20,000 of RLF funds requested.

(2) **Feasibility** - The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the loan.

(3) **Compliance** - Applicants shall comply with all applicable local, state, and federal laws and codes.

(4) **Project Completion** - Projects are expected to be completed within 12 months from the date of the loan approval. Applicants shall provide a project implementation schedule not exceeding 12 months for project completion and job creation.

(5) **Eligibility Criteria** - Any private business, which will employ 50 or fewer new employees and has less than \$1 million in gross revenue, is eligible.

## Section 4 – Revolving Loan Program

### 4.1 Definition

Loans are available to eligible applicants meeting the program requirements.

### 4.2 Conditions

(1) Loan Amount - Loan amounts are subject to the availability of program funds.

(2) Interest Rate - The interest rate is established by the RLF Committee.

(3) Terms - In any case, the loan shall not have a term longer than the terms of the other financing in the project.

Maximum terms are:	Working Capital	5 years
	Equipment	7 years
	Real Estate	20 years

(4) Period of Payment - Terms and amortization schedules will be dependent on the type and structure of the business, but will not exceed the useful life of the asset.

(5) Repayment - Payment of principal may be deferred for up to six months if justified in the loan application as shall be determined by the RLF Committee.

(6) Prepayment - There shall be no prepayment penalties.

(7) Collateral - The RLF Committee will seek to have the best possible collateral position possible to ensure that RLF loans are adequately secured.

## Section 5 – Application Procedures

### 5.1 Discussion of Requirements

Before submitting an application, the applicant shall discuss the Program with the MadREP or Contractor staff to determine eligibility. The applicant shall be provided with the appropriate application forms. Financial information submitted that is marked as confidential shall be kept in a secured place with limited access by authorized personnel only.

### 5.2 Time of Application

Applications may be submitted at any time during the calendar year.

### 5.3 Priority

Applications will be evaluated in the order received.



#### 5.4 Application

Applications should include the following items:

- (1) Application Form - Information on the project, sources and uses of funds and other information requested.
- (2) Business Plan - Includes company information, history, industry trends, marketing/sales plans, identification of customers, suppliers, and competitors.
- (3) Information on Principals - Resumes and personal financial statements of the principals.
- (4) Financial History - Three (3) years historical and interim financial statements (profit and loss and cash flow statement and balance sheets) for existing businesses and/or personal tax returns.
- (5) Financial Projections - Proformas (a balance sheet, profit and loss and cash flow statement) must cover at least three (3) years.
- (6) Commitments from Private Lenders - All private and/or public lenders making loans to the project shall be documented. Documentation shall include loan conditions and terms.

#### 5.5 Review Process

The loan application review will generally include the following steps:

- (1) Screening – MadREP or Contractor staff will evaluate inquiries by potential applicants to determine eligibility for the Program.
- (2) Preliminary Review - The MadREP or Contractor staff will review the application for completeness and eligibility.
- (3) Formal Review - The RLF Committee will meet to formally review all recommended applications.
- (4) Negotiation of Terms - The MadREP or Contractor staff will contact the applicant to negotiate final terms. General terms will be discussed with applicant during screening and preliminary review.
- (5) Rejection of Award - If the application is not approved, MadREP or Contractor staff will inform the applicant stating the reasons for rejection.

## Section 6 – Distribution of Funds

### 6.1 Loan Procedures

Prior to release of funds, the following terms and conditions must be met:

- (1) Notice of Award. After the RLF Committee has completed its review as outlined above. A Letter of Commitment will provide to the Borrower and a closing date will be scheduled to execute the necessary loan documents.
- (2) Promissory Note and Security Documents. A standard promissory note and appropriate security agreements shall be executed at the time of the closing. Specific terms and conditions will be outlined and all agreements will be signed by the properly authorized agent of the business.
- (3) Repayment Schedule. A repayment schedule shall be provided at the closing.
- (4) Disbursement of Program Funds. Funds will be disbursed at closing.

## Section 7 – Performance Monitoring

### 7.1 Private Leverage Commitments

The MadREP or Contractor staff or designated consulting firm will monitor the expenditure of funds and private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale and canceled checks.

### 7.2 Employment Commitments

The MadREP or Contractor staff or designated consulting firm shall document the hiring of new employees.

### 7.2 Default

Events of default will be included in the Promissory Note. In the event such Event occurs, the Borrower will be promptly notified with reasonable specificity as to the nature of the default and provided 30 days to cure the default.

If Contractor is unable to collect monies due from a borrower, the Loan Committee shall decide whether it is necessary to institute a lawsuit or take other actions in order to obtain payment from a borrower or guarantor. The cost of hiring an attorney, filing a lawsuit, making payments to protect a lien position with respect to collateral and other expenses associated with such collection efforts shall be paid from interest income if available, and net proceeds of any recovered assets.



## Section 8 – Reuse of Funds

### 8.1 Active Program

Repaid funds shall be deposited into a revolving loan account and used in a manner consistent with the then existing Revolving Loan Program Policies and Procedures Manual. A separate accounting record shall be kept so that a clear, auditable account can be maintained to show how funds are been used. The revolving loan fund account shall be subject to an audit.

**Re: Proposed Amendment of the Bylaws of the Capital Area Regional Planning Commission to Create a Capital Region Revolving Loan Fund Committee****Requested Action:**

None

**Background:**

This amendment is proposed to enable CARPC to accept from the Madison Region Economic Partnership custody and administration of a revolving loan fund that encourages investment in small, private businesses in rural areas of the eight-county MadREP region. See the attached resolution for more details.

The process for amending the CARPC bylaws is described in this excerpt from the bylaws:

**ARTICLE IX — BYLAWS AMENDMENT OR REPEAL****Section 1: Procedure**

*Any proposal for amendment or repeal of these Bylaws is a supermajority vote under Article II Section 9. The following procedure will be used:*

- a. amendment will be presented to the Executive Committee for review and recommendation to the Commission,*
- b. amendments must be first considered at a meeting of the Commission and designated as a Public Hearing item in the agenda,*
- c. if there are no changes to the proposed amendments to these Bylaws, action may be taken at the next Commission meeting,*
- d. if there are changes to the proposed language, they shall be placed on the next Commission meeting agenda but cannot be acted upon until the meeting after the amendment is presented and no additional changes are made. No additional Public Hearing is necessary.*

**Staff Comments:**

None

**Attachments:**

1. CARPC bylaws with proposed amendment (page 7)
2. CARPC Resolution No. 2026-XX, CARPC Bylaws Amendment to Create the Capital Region Revolving Loan Fund Committee

**Staff Contact:**

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608-474-6010

**Next Steps:**

Adoption consideration on March 12

# Bylaws of the Capital Area Regional Planning Commission

**DRAFT revision proposed for consideration  
on March 12, 2026**



Capital Area Regional Planning Commission

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# Bylaws of the Capital Area Regional Planning Commission

For the purposes of these Bylaws, the collective membership appointed to serve on the Capital Area Regional Planning Commission will be referred as the “Commission” and the organization will be referred to as the “Agency.”

## ARTICLE I — MEMBERSHIP

### Section 1: Commission Appointments

- a. The Commission shall be appointed in a manner consistent with the Governor’s Executive Order #197, dated May 2, 2007.
- b. The Commission is composed of thirteen (13) members:
  1. four (4) appointed by the City of Madison,
  2. three (3) by Dane County,
  3. three (3) by the Dane County Cities and Villages Association, and
  4. three (3) by the Dane County Towns Association.
- c. All appointments will serve until a new appointment to the Commission has been made by the respective appointing authority.
- d. An Agency employee shall not be appointed as a Commissioner. A Commissioner is able to be an Agency employee provided they are appointed as a Commissioner first.

### Section 2: Removal of Members

Any member of the Commission may be removed for cause by their appointing authority. Cause shall be defined as neglect of duty, official misconduct, or malfeasance in office. The determination of cause by an appointing authority is final and binding.

### Section 3: Member Decorum

Members and Agency staff shall maintain decorum as representatives of the Commission.

### Section 4: Attendance

Members of the Commission are expected to attend Commission meetings or to notify the Secretary or their appointee in advance when they are unable to attend. If a Commissioner does not attend two Commission meetings in a row without such notice, the Secretary or their appointee shall communicate such absences to their appointing authority.

## ARTICLE II — MEETINGS

### Section 1: Meetings

- a. Regular meetings of the Commission shall be held as determined by the body, but at least once per quarter.
- b. The first meeting of the Commission in January shall constitute the Annual Meeting, whereupon officers

- will be elected in accordance with Article III Section 2.
- c. A special meeting of the Commission may be called at any time by its Chairperson.
  - d. A special meeting must be called by the Chairperson if requested in writing by two (2) or more Commissioners. The meeting must occur between ten (10) and twenty (20) working days from the date request is received.

## Section 2: Notice of Meetings

Public notice of all meetings of the Commission shall be given in compliance with Wis. Stats. § 19.84. The Chairperson or designee shall prepare and distribute notice of each meeting to each Commissioner. Notice shall state the date, time, and place of the meeting; the subject matters of the meeting, and if convening in closed session.

## Section 3: Public Hearing Notices

In accordance with Wis. Stats. § 66.1001(4)(d) and § 65.90, the Commission shall provide at least thirty (30) day public hearing notice for the following items:

- a. adoption or amendments of regional plans;
- b. amendments to regional plans;
- c. adoption of the annual budget and budget amendments; and
- d. amendments to these Bylaws.

## Section 4: Public Meetings

Wis. Stats. § 19.83 shall apply to all meetings of the Commission and its committees and subcommittees. Members of the public may register and speak on any item on the agenda in accordance with the policies of the Commission and noticed on the agenda.

## Section 5: Closed Session

Wis. Stats. § 19.85 permits the Commission to meet in closed session by a majority motion of the body. The agenda will indicate the nature of the business to be considered and the specific exemption under Wis. Stats. § 19.85 that apply.

## Section 6: Virtual Meeting Participation

Commissioners may participate via designated electronic methods as long as all persons participating can hear each other. Participation in such manner shall constitute present for quorum.

## Section 7: Agendas

Items shall be placed on the agenda:

- a. by the Chairperson;
- b. if requested by a Commissioner during the previous Commission meeting; or
- c. if requested by two (2) Commissioners in writing to the Chairperson at least seventy-two (72) hours before the meeting.

The order of business for all regular meetings of the Commission shall include, but not be limited to: roll call; approval of minutes; and opportunity for public comments.

No action will be taken on any matter that is not included on the agenda.

## Section 8: Quorum

A quorum shall be required for the conduct of any business, determined as a majority of all Commissioners. In the event that a Commissioner recuses themselves from voting, that Commissioner shall count for the purpose of quorum, as long as the Commissioner remains present at the meeting.

## Section 9: Voting

Each Commissioner shall be entitled to one vote. Commissioners present shall vote in favor, in opposition, or abstain when a question is put. The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stats. § 19.21.

Unless otherwise provided by Article II Section 10, the vote of a majority of the Commissioners present shall be controlling on any matter voted upon. The use of secret ballot shall not be utilized except for the election of officers (Wis. Stats. § 19.88(1)).

In the event a Commissioner recuses themselves from voting, that Commissioner shall not engage in discussions or actions on that item.

## Section 10: Supermajority Vote

- a. A supermajority vote of at least eight (8) Commissioners shall be required for the following actions:
  1. the amendment or adoption of any regional plan; for the purposes of this Section, "regional plan" shall include the Dane County Water Quality Management Plan and be further defined as set out in the state regional planning commission law, Wis. Stats. § 66.0309, and in state smart growth laws Wis. Stats. § 66.1001(2),
  2. removal of Officers (see Article III Section 3),
  3. the appointment and removal of the Executive Director (see Article VI Section 1), and
  4. all amendments and repeals to these Bylaws (see Article X Section 1).
- b. All supermajority votes shall be stated as motions to approve or accept a matter, rather than as a motion to disapprove, deny or reject a matter. Negative motions shall be out of order.

## Section 11: Reconsideration

- a. Commissioners on the prevailing side of a decision can move for reconsideration of an action:
  1. during the meeting, with a motion for reconsideration made after the vote is taken but before adjournment, or
  2. after the meeting, with a written request to the Chairperson by two (2) Commissioners no less than seventy-two (72) hours prior to the next Commission meeting.
- b. Upon receipt of the request, the Chairperson shall place the item on the next agenda.
- c. To determine if an item is in order to be considered, a majority vote of the Commission will first be required to consider the item.
- d. If the item falls under Article II Section 9, a supermajority vote will be required.
- e. Regardless of the outcome, no further reconsideration of that action will be allowed.

## Section 12: Meeting Procedural Rules

Robert's Rules of Order shall govern the conduct of all meetings of the Commission, committees and subcommittees except when these Bylaws or adopted Commission Policy states otherwise.

## ARTICLE III — OFFICERS

### Section 1: Designation of Officers

The officers of the Commission shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Only Commissioners shall be eligible to serve as officers of the Commission. Section 2: Selection and Term

The Commission shall elect officers at the beginning of the Annual Meeting. Officers shall take office immediately and conduct the Annual Meeting at which they are elected.

Officers shall hold their offices until the next Annual Meeting of the Commission or if the Commissioner is no longer a member of the Commission.

### Section 3: Removal of Officers

The Commission may deliberate on the removal of an officer by a request in writing to the Chairperson from two (2) Commissioners no less than seventy-two (72) hours prior to a Commission meeting to be added to the agenda.

Removal of an officer requires a supermajority vote of Commissioners.

### Section 4: Vacancies

If any office of the Commission becomes vacant, the Commission shall elect by majority vote a successor, unless a vote is made by the Commission to hold a vacancy until a subsequent meeting.

### Section 5: Chairperson

The Chairperson of the Commission shall preside, with full voting rights, at all Commission meetings.

The Chairperson shall be responsible for overseeing that Commission meeting agendas are prepared, legally noticed, and distributed to members in a timely fashion.

The Chairperson is authorized to sign or execute documents on behalf of the Commission, including proclamations, resolutions and citations. The Chairperson shall perform such other duties as are required of them by law or these Bylaws and as are assigned from time to time by the Commission.

The Commission may vote to designate the Chairperson as an Executive Chairperson, who is an Agency employee and who performs additional duties outlined in the Executive Chairperson job description.

### Section 6: Vice Chairperson

In the absence of the Chairperson or at the request of the Chairperson, the Vice Chairperson may temporarily perform the duties of the Chairperson.

In the absence of other officers, the Vice Chairperson may sign on behalf of the Secretary or Treasurer on matters for the Commission.

The Vice Chairperson shall also perform such other duties as are required of them by these Bylaws and as are assigned to them by the Commission.

## Section 7: Secretary

The Secretary of the Commission shall cause all records of the Commission, including its resolutions, transactions, findings, Commissioner attendance, determinations and any other records to be maintained as required by law, these Bylaws or Commission policy. The Secretary shall sign all adopted minutes of Commission meetings, adopted resolutions, and execute all documents and papers required to be countersigned.

The Secretary shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

## Section 8: Treasurer

The Treasurer of the Commission shall cause the keeping of an accurate record of all receipts and disbursements of the Commission, including signing the monthly Treasurer's Report.

The Treasurer shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

# ARTICLE IV — BUDGET AND PERSONNEL PANEL

## Section 1: Panel Membership

The Budget and Personnel Panel ("Panel") shall be composed of:

- a. the Mayor of the City of Madison;
- b. the Dane County Executive;
- c. the President of the Dane County Towns Association;
- d. the President of the Dane County Cities and Villages Association; and
- e. the Chairperson of the Commission, who shall serve as a non-voting member.

## Section 2: Panel Responsibilities

The Panel shall have, on behalf of and with advice of the Commission, the following powers:

- a. to establish the levy and user fees and adopt the annual operating budget for the Commission. The Panel may adopt a levy less than the statutory maximum;
- b. to hire the Executive Director from a list of three candidates selected by the Commission; and
- c. to remove the Executive Director, at pleasure.

The Panel may act on the business referred to in Article IV, Section 2 only at a meeting at which all four voting members of the Panel are present.

## Section 2: Panel Disbanding

The Panel may, by a vote of three of its four voting members, disband and transfer to the Commission its responsibilities.

# ARTICLE V — COMMITTEES

## Section 1: Designation of Committees

Standing committees must be designated in these Bylaws.

The Commission may create ad hoc and other committees of the Commission through a resolution which must indicate:

- a. name of proposed committee,
- b. purpose and function of proposed committee,
- c. number of members, including number of non-commission members,
- d. determination of committee chairperson, who shall preside, with full voting rights, at all of the committee's meetings, and
- e. anticipated date of committee dissolution.

At no time shall a committee have more than six (6) Commissioners as members. If a committee does not meet for at least six (6) months, it is no longer considered active and shall be placed on the next Commission agenda for determining the status of the committee.

Appointment of members to ad hoc committees shall be made by the Chairperson of the Commission.

## Section 2: Executive Committee

The Executive Committee is designated as a standing committee designed to provide advice and counsel to the Executive Director and the Commission on the operations of the Agency, including management, budget, personnel, and finances.

The Executive Committee shall be appointed by the Commission at the Annual Meeting and shall consist of officers of the Commission and up to two (2) additional Commissioners. The Executive Committee shall be comprised of not less than one (1) representative from each appointing authority. The Chairperson of the Commission serves as the Chairperson of the Executive Committee.

The Executive Committee shall have the following duties and responsibilities:

- a. Budget:
  1. Present a proposed annual budget to the Commission on or about June 1 of each year;
  2. Periodically review the adopted annual budget and to recommend to the Commission changes as appropriate.
- b. Personnel:
  1. Conduct the performance evaluations of the Executive Director or, in the event of a vacancy the next director in the adopted organization chart;
  2. Review staff appeals of disciplinary actions, including proposed terminations;
  3. Review staff appeals of decisions regarding employee grievances;
  4. Recommend to the Commission the hiring and firing of the Executive Director;
  5. Recommend to the Commission the hiring of the Agency Director and the Division Directors;
  6. Review and recommend to the Commission changes in employee job descriptions;
  7. Review and recommend to the Commission changes to the organizational chart;
  8. May administer exit interviews of employees who are leaving Commission employment.
  9. Decisions made by the Executive Committee acting as the Personnel Committee may be appealed by employees to the full Commission.
- c. Administrative:
  1. Review and recommend the Annual Work Plan;
  2. Periodically review and recommend changes to these Bylaws;
  3. Periodically review and recommend changes to Commission Policy, if adopted;
  4. Periodically review and recommend changes to the Employee Handbook
- d. Financials:
  1. Approve agency expenditures and disbursements as determined in Article VII Section 3;
  2. Approve contracts as stipulated in Commission Policy.

The Executive Committee may have additional powers and responsibilities as specified by the Commission through the adoption of a resolution.

The Executive Committee shall not adopt any item requiring a supermajority vote under Article II Section 9.

The Executive Committee shall report its actions to the Commission at the next scheduled meeting.

### Section 3: Personnel Committee

The Executive Committee shall be considered the Personnel Committee.

### Section 4: Capital Region Revolving Loan Fund Committee

The Capital Region Revolving Loan Fund Committee (hereafter "RLF Committee") is designated as a standing committee established to guide the administration of a revolving loan fund that encourages investment in small, private businesses in rural areas of the eight-county region defined as Columbia, Dane, Dodge, Green, Iowa, Jefferson, Rock and Sauk counties. Loan fund eligibility is restricted to businesses with 50 or fewer employees and less than \$1,000,000 in gross revenue located in rural areas as defined in 7 CFR 4280.403 (generally any area that is not a city with more than 50,000 residents or an urbanized area adjacent and contiguous to a city of that size).

The RLF Committee shall have nine (9) members, including one (1) appointed by each of the eight (8) member Counties in accordance with established appointment processes in each county or by recommendation of the county board chairperson if such processes are not established, and one (1) member who must be a CARPC Commissioner appointed by majority vote of the Commission. A minimum of five (5) members shall constitute a quorum. Actions of the Committee shall be approved by a majority of the members in attendance.

The RLF Committee shall have the following duties and responsibilities:

- a. Establish and maintain a Policies and Procedures Manual consistent with these bylaws and any requirements established by the USDA;
- b. Review and advise on promotional efforts to build awareness of the fund and application materials provided to potential borrowers;
- c. Review loan applications and approve or disapprove requests for funds, with consideration for recommendations from Commission staff and any third-party contractors retained to assist with loan underwriting;
- d. Administer and enforce outstanding loans in accordance with their terms and conditions;
- e. Report its actions to the Commission at the next scheduled meeting.

The RLF Committee may have additional powers and responsibilities as specified by the Commission through the adoption of a resolution.

The RLF Committee shall meet at least one time per calendar year to review the status of the fund and any outstanding loans. The Committee shall meet additional times per year on an as-needed basis to fulfill its duties and responsibilities.

### Section 4: Appointment to Other Boards, Commissions, and Committees

The Chairperson, on behalf of the Commission, may make appointments for Commission positions on boards, commissions, and committees of other entities as it deems necessary for the effective fulfillment of the Commission's purposes.

## ARTICLE VI — PERSONNEL

### Section 1: Executive Director

The Executive Director shall be the chief administrative officer of the Commission and shall serve under a renewable employment contract.

Appointment of an Executive Director shall be made by the Budget and Personnel Panel under the provisions of Article IV Section 2(b) of these Bylaws.

If the hiring authority of the Budget and Personnel Panel has been transferred to the Commission, appointment shall be made by the Commission, and require a supermajority vote.

### Section 2: Duties of the Executive Director

The Executive Director, in consultation with the Executive Committee and Chairperson, shall be responsible for the performance of such duties as described in the Executive Director job description, including but not limited to:

- a. implementation of adopted Agency mission and vision;
- b. development of an annual budget and management of financial resources;
- c. development and implementation of an Annual Work Program;  
supervision, direction, and oversight of the conduct and performance of staff; hiring and firing of staff.

If the Executive Director position is vacant, these duties may be designated by the Commission to another agency employee; and/or the Chairperson.

### Section 3: Other Personnel

The Commission shall establish such employee positions as necessary for the fulfillment of the Commission's mission and vision and set the rate of pay and other compensation and benefits for such employee positions.

## ARTICLE VII — BUDGET AND FINANCES

### Section 1: Annual Budget

The Executive Director and Chairperson shall present to the Executive Committee a proposed annual budget, which will include a recommended levy amount, prior to May 1 of each year.

The Executive Committee shall present to the Commission the recommended budget for review prior to June 1 of each year, and subsequently forwarded to the Budget and Personnel Panel prior to July 1.

The Commission shall direct the Chairperson to certify to the County Clerk an Agency levy charge prior to August 1 of each year.

Once the County levy has been determined, the Commission's annual budget shall be adopted by the Commission prior to October 1 of each year, per Wis. Stats. § 66.0309.14(a).

### Section 2: Deposits and Investments

All funds of the Agency shall be deposited as designated for this purpose by the Commission.

Funds of the Agency not immediately needed for expenditure may be invested by the Executive Director, with the approval of the Treasurer, to the extent and in investments permitted by the Commission under the law.

### Section 3: Authorization of Disbursements

The disbursement of Agency funds for ordinary and necessary operating expenses shall be submitted by the Executive Director for approval by the Executive Committee. When the Executive Committee does not meet, approval of disbursement of funds may be made by the Chairperson with consultation of the Treasurer.

No disbursements for items outside the ordinary and necessary operating expenses, of the Agency, such as consultant contracts and expenditures above an amount may be made unless approved by the Commission Policy.

### Section 4: Execution of Checks

All checks, drafts, or other orders for the payment of Agency funds shall be signed by the Executive Director and the Chairperson or Treasurer of the Commission.

### Section 5: Compensation and Expenses of Commissioners

Commissioners may receive a per diem compensation for a maximum of one (1) meeting per day, regardless of the number of meetings attended in the service of the Commission.

Per Diem and mileage reimbursement rates will be determined annually by the Commission.

Commissioners may also be reimbursed for actual, reasonable, and necessary expenses incurred as members of the Commission in carrying out the work of the Commission. Reimbursements by Commissioners shall be authorized and paid as specified in Section C-3 (Employee Expenses) in the CARPC personnel manual.

If the Commission designates the Chairperson as the Executive Chairperson as determined in Article IV Section 5, the Commission may compensate the Chairperson for the performance of those duties. If the Chairperson is so compensated, they shall not also receive a per diem.

### Section 6: Execution of Contracts

The Chairperson or a member of staff shall execute any contract or other instrument authorized by the Commission. The Secretary is authorized to countersign when required.

### Section 7: Accounting Year

The accounting year of the Agency for all purposes shall be the calendar year.

## ARTICLE VIII — MISCELLANEOUS

### Section 1: Legal Compliance

In the event that any part of these Bylaws should in any manner be contrary to or inconsistent with any provision of law, such provision of law or resolutions shall prevail, and these Bylaws shall be ineffective to the extent of such contradiction or inconsistency.

## ARTICLE IX — BYLAWS AMENDMENT OR REPEAL

### Section 1: Procedure

Any proposal for amendment or repeal of these Bylaws is a supermajority vote under Article II Section 9. The following procedure will be used:

- a. amendment will be presented to the Executive Committee for review and recommendation to the

- Commission,
- b. amendments must be first considered at a meeting of the Commission and designated as a Public Hearing item in the agenda,
  - c. if there are no changes to the proposed amendments to these Bylaws, action may be taken at the next Commission meeting,
  - d. if there are changes to the proposed language, they shall be placed on the next Commission meeting agenda but cannot be acted upon until the meeting after the amendment is presented and no additional changes are made. No additional Public Hearing is necessary.

These Bylaws were originally adopted by the Commission on November 8, 2007, and last amended on April 8, 2021.



## CARPC Resolution No. 2026-XX

### **CARPC Bylaws Amendment to Create the Capital Region Revolving Loan Fund Committee**

WHEREAS, the Madison Region Economic Partnership (MadREP) holds and administers a revolving loan fund that supports the development of small businesses in rural areas of the counties of Dane, Iowa, Sauk, Columbia, Dodge, Jefferson, Rock and Green; and

WHEREAS, MadREP is dissolving and has asked CARPC to accept custody and administration of the revolving loan fund rather than return the funds to the United States Department of Agriculture (USDA); and

WHEREAS, Governor Doyle's Executive Order #197 creating CARPC notes that "local governments need to work together to meet challenges that transcend municipal boundaries and effectively protect the natural resources and beauty of the capital area, as well as *promote economic growth* and sound land development practices" [italics added], and also notes that CARPC was created under Wis. Stat. 66.0309 and "nothing in this Executive Order shall be construed to contravene any applicable state or federal law"; and

WHEREAS, Wis. Stat. 66.0309(8)(a)1.d, authorizes all regional planning commissions to "provide advisory services on regional planning problems to the local government units within the region *and to other public and private agencies in matters relative to its functions and objectives, and may act as a coordinating agency for programs and activities of local units and agencies as they relate to its objectives* [italics added] and many of the other regional planning commissions coordinate and administer revolving loan funds capitalized by federal agencies for the benefit of local units of government; and

WHEREAS, per USDA staff, CARPC can establish eligibility to hold and administer this revolving loan fund by creating a standing committee with representation from the eight counties and by establishing bylaws describing the scope and function of the committee; and

WHEREAS, the Commission will review the function and activities of the Capital Region Revolving Loan Fund Committee in 2028 and may take action to transfer the fund to another entity or surrender it to the USDA if it determines at that time that there is not a compelling benefit to the region for CARPC to continue administering the fund.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission amends its bylaws to create the Capital Region Revolving Loan Fund Committee.

March 12, 2026

Date Adopted

---

David Pfeiffer, Chairperson

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Cynthia Richson, Secretary

**Re: Authorize the Executive Director and CARPC Chair to Move CARPC Deposits to Summit Credit Union (*actionable item*)**

<b>Requested Action:</b> <p>Motion to authorize Executive Director and CARPC Chair to move deposits to Summit Credit Union</p>
<b>Background:</b> <p>In September, CARPC staff started evaluating our banking services to see if there were other alternatives or financing products available that might better serve the Commission's finances. Following Executive Committee discussion, CARPC published a request for proposals to solicit options for review.</p> <p>CARPC received 4 submissions: Associated Bank, One Community Bank, Park Bank, and Summit Credit Union.</p>
<b>Staff Comments:</b> <p>Staff set aside the One Community Bank proposal due to conflict of interest concerns and has identified Summit Credit Union as the next best proposal based on the suite of products offered, the prospective interest yields, and the customer service options.</p>
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. RFP CARPC 20251001</li><li>2. Summit Credit Union RFP Responses</li><li>3. Summary of RFP Responses</li></ol>
<b>Staff Contact:</b> <p>Jason Valerius Executive Director <a href="mailto:JasonV@CapitalAreaRPC.org">JasonV@CapitalAreaRPC.org</a> 608-474-6010</p>
<b>Next Steps:</b> <p>Open Summit Credit Union accounts and transfer funds from Park Bank</p>



## **CAPITAL AREA REGIONAL PLANNING COMMISSION**

### **REQUEST FOR PROPOSAL – CARPC 20251001**

#### **FINANCIAL INSTITUTION AND BANKING SERVICES**

**Date Issued: October 8, 2025**

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# Introduction and Purpose

## Background

Capital Area Regional Planning Commission (“CARPC”) is an independent unit of government, one of nine commissions in Wisconsin established to coordinate planning and development among area municipalities. CARPC was created on May 2<sup>nd</sup>, 2007 by Executive Order pursuant to Wisconsin’s regional planning statute (Wis. Stat. § 66.0309). CARPC develops and promotes regional plans, provides objective information, and supports local planning efforts.

## Purpose of Request

Capital Area Regional Planning Commission is seeking proposals to serve as the primary vendor for banking services to the Commission.

## Scope of Services and Duration

Capital Area Regional Planning Commission hasn’t established a definite period for services resulting from this process. The provider selected from this process will act as the Commission’s primary depository for funds, credit products, and financing tools.

## Reasonable Accommodations

Capital Area Regional Planning Commission will provide reasonable accommodations, including the provision of informational material in an alternative format for individuals requesting an accommodation for a disability. To request an accommodation, please contact Matt Koz, Administrative Services Manager, at [Accounting@CapitalAreaRPC.org](mailto:Accounting@CapitalAreaRPC.org), (608) 474-6017, or by mail to:

Capital Area Regional Planning Commission  
ATTN: Matt Koz, Administrative Services Manager  
100 State St, Ste 400  
Madison, WI 53703

## Termination of Services

Capital Area Regional Planning Commission reserves the right to cancel the resulting procurement of services from this process for any reason by giving sufficient written notice to the provider.

Capital Area Regional Planning Commission may discontinue this contract, in part or in whole, without penalty at any time due to loss of available funds.

## Proposal Procedures and Instructions

### Submission Methods

Capital Area Regional Planning Commission is accepting bids electronically via [Accounting@CapitalAreaRPC.org](mailto:Accounting@CapitalAreaRPC.org). Proposals may also be submitted in writing via mail to

Capital Area Regional Planning Commission  
ATTN: RFP CARPC 20251001  
100 State St, Ste 400  
Madison, WI 53703

## Calendar of Events

Date	Event
October 22nd, 2025	RFP Published
November 3rd, 2025	Deadline to Request Reasonable Accommodations
November 7th, 2025	Deadline to Request Additional Information
November 11th, 2025	Additional Information Supplied to Prospective Vendors
November 17th, 2025	Deadline to Submit Proposals

## Format of Proposals

Proposals may be submitted electronically as a PDF or similar file format.

## Incurring Costs in Proposals

Capital Area Regional Planning Commission is not liable for any costs incurred by a vendor in the process of responding to this RFP.

## Proposal Evaluations

Proposals submitted in this process will be evaluated by Capital Area Regional Planning Commission staff based on the services and financial products included in the proposal.

## Proposal Details

### Summary

Capital Area Regional Planning Commission is seeking banking services and financial products to safeguard the Commission's financial assets, facilitate the Commission's stewardship of public funds, and balance the availability of funds with the Commission's need for long-term financial health.

### Key Proposal Components

A successful proposal will address the following services and needs:

- ❖ Adequate insurance coverage for the Commission's deposits (average deposits totaling ~\$1m)
- ❖ Products to maximize interest income in balance with month-to-month liquidity needs and convenience of account transfers
- ❖ Deposit convenience (branch locations, remote deposit capture, etc.)
- ❖ Transparent and accessible listing of all account and transaction fees
- ❖ Robust online banking services, including Quickbooks Online solutions
- ❖ Effective customer support

## Selection Notifications

Following the evaluation of proposals submitted in this process, Capital Area Regional Planning Commission will notify any finalists in writing via email. Limited feedback on proposals may be provided at the discretion of Capital Area Regional Planning Commission following the final selection from this process.



November 3, 2025

## Treasury Services Proposal

Prepared for:



Presented by: Melinda Toy, CTP - VP, Treasury Management

Insured by NCUA



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## WELCOME LETTER

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11/3/2025

Capital Area Regional Planning Commission  
Attn: Matt Koz, Administrative Services Manager  
100 State Street, Ste 400  
Madison, WI 53703

Dear Matt,

Thank you for the opportunity to submit our proposal for banking services, to explore how Summit Credit Union can help you simplify the day-to-day of doing business and take action to reach all your goals.

**We are committed to our local communities and a local decision-making approach.**

Our relationship management team is eager to exceed your expectations with our competitive products and services, state-of-the-art technology, and award-winning member service.

**We offer you extensive experience working with local businesses and nonprofits.**

This positions us well to forge and build a strategic partnership with you, and to expertly manage your banking relationship. You will be fully supported in all your day-to-day banking operations and ongoing goals with our:

- Veteran team of treasury management and advisory professionals
- Highly-responsive service and creative solutions
- Dedicated, local operations team

If you would like additional information, or if you have questions or business goals you would like to talk through, please feel free to contact us at the contact provided below.

Sincerely,

Melinda Toy, VP Treasury Management  
[mel.toy@summitcreditunion.com](mailto:mel.toy@summitcreditunion.com)  
262-247-2833 (direct)



Insured by NCUA

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## ABOUT SUMMIT CREDIT UNION – COMMERCIAL

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### COMMITTED TO BUSINESSES

The credit union difference is clear when it comes to business. At Summit, our experts know it takes hard work to succeed. That is why we are committed to understanding your business and working closely with you as your financial partner for the long term. As a local cooperative, we understand the value of partnership, appreciate the unique needs of each company we work with and pride ourselves on working on finding a solution, versus letting obstacles stop progress.

### COMMERCIAL AND INDUSTRIAL

Whether you are buying equipment, expanding your building, acquiring a company or in need of working capital to support daily business needs, our commercial team provides superior solutions and service through custom terms, flexible lending options, and prompt local decisions. The businesses we work with have direct access to management and build relationships with an entire team who care about their success. Whether you need a term loan, line of credit or another facility, we work with you on win-win solutions that best suit your business and guide you through the process.

### COMMERCIAL REAL ESTATE

Our experienced commercial banking team understands local real estate markets and has the relationships needed to get things done. Whether you have a small to mid-size or larger project, we offer flexible financing and customized structures that allow you to buy, build, improve and succeed. Summit offers a variety of financing solutions for non-owner-occupied buildings, including apartments, mixed-use offices, and multi-family homes.

### SMALL BUSINESS ADMINISTRATION (SBA) LENDING

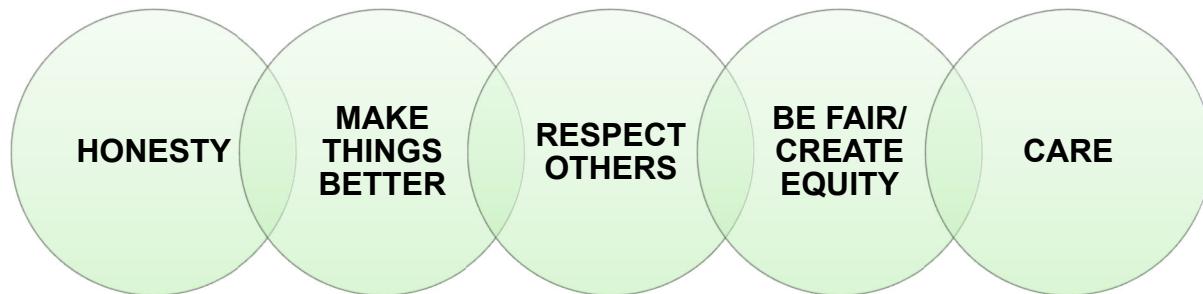
Summit business development officers help business owners find the right type of SBA loan for each business. Backed by the SBA, these loans are specifically designed to help small business owners and entrepreneurs with affordable financing. Summit has been in the top 10 financial institutions to provide SBA loans for over a decade. A lot of financial institutions can provide an SBA loan, but Summit's service and expertise are what make Summit a choice SBA lender.

### TREASURY MANAGEMENT

Summit offers a suite of treasury management products and services that make the most of your working capital. Our Treasury Management team understands the opportunities and challenges businesses face. We take time to get to know you and your business to provide solutions that streamline processes and allow you to manage your cash and liquidity with ease. At Summit, we invest heavily in our treasury technology to present you with the latest tools to manage your funds and maximize liquidity. We are competitive with regional and national banks and provide superior service that differentiates us.

## OUR MISSION AND VALUES

We strive to build a better, more equitable world while fulfilling our mission of dreams enabled, financial wellness achieved, and life richer. Through our Essential Behaviors of working as a team, putting our membership first and promoting change we can better live our values which are:



## LEADERSHIP AND GOVERNANCE

We're a credit union, and that means the people on our Board of Directors, also members of Summit Credit Union, are nominated and elected by our members. We put our membership first and that benefits our members, our employees, and the community.

## COMMITMENT TO OUR MEMBERS AND COMMUNITIES

Helping our members improve their financial lives is our passion, but it is also important that we do our part to improve the community around us. It is the core of the credit union difference – people helping people.

Because we want to create a better, more equitable world, we give back.

- We give thousands of dollars to scholarships. Learn more at [SummitCreditUnion.com/Scholarships](http://SummitCreditUnion.com/Scholarships).
- We provide our members with measurable savings, including a patronage dividend, Cash Boomerang. Learn more at [SummitCreditUnion.com/CashBoomerang](http://SummitCreditUnion.com/CashBoomerang).
- We partner with other organizations and put our award-winning financial education programs to work for members and the wider community, so everyone benefits. Learn more at [SummitCreditUnion.com/FinancialOutreach](http://SummitCreditUnion.com/FinancialOutreach).
- We do this while taking actions to live and work green, and to inspire others, too. Learn more at [SummitCreditUnion.com/Sustainability](http://SummitCreditUnion.com/Sustainability).

At Summit, we take a comprehensive approach to giving. We believe a strong community makes all our lives richer, so we develop strong relationships with community partners, imagining what we can do together to make a difference. We focus on organizations that support financial well-being, advancing equity and women's empowerment.

Find out more about how we give back at [SummitCreditUnion.com/AboutUs](http://SummitCreditUnion.com/AboutUs).

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## OUR STORY AND FINANCIAL OVERVIEW

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### Our Story

CUNA, Inc. founded CUNA Credit Union, known today as Summit Credit Union, on September 17, 1935, in Madison, Wisconsin, to serve the credit union movement and anyone else in need of credit union services. This unique charter was granted by the Wisconsin bank commissioner in 1935.

Our first location was in our sponsor company, the Filene House. Credit union movement pioneers and organizers Thomas Doig and Roy Bergengren were early advocates for the formation of CUNA Credit Union to ensure all people, everywhere, had access to credit union membership. Back then, employees of a credit union could not borrow from their credit union. Our credit union was there to ensure that credit union employees and state leagues across the country had access to a credit union for all their financial needs.

Shortly after our credit union was established, CUNA Mutual was formed to provide insurances and other services to credit unions and became one of our sponsor groups in addition to CUNA, Inc. We expanded to other credit union entities as they were created, including World Council of Credit Unions (WOCCU), Credit Union Executive Society (CUES) and Filene, to serve anyone, anywhere.

In 2005, CUNA Credit Union changed its name to Great Wisconsin Credit Union (GWCU) and then, in 2008, changed its name to Summit Credit Union, merging with the former Summit Credit Union (originally State Capitol Employees Credit Union) and maintaining CUNA/Great Wisconsin's original charter and field of membership.

At Summit, we are passionate about serving you and your business.

### Financial Overview

When big banks shut down or require government intervention, people across the country naturally begin to think about the safety and security of their money and their financial institutions. You have heard us reference "the credit union difference," and this is a great opportunity to show you exactly what that difference means when compared to banks.

Summit's top priority has always been the well-being of our members. That priority factors in every decision we make, from product development to investment options, and it is the reason Summit is such a good option for you, your family, and your business.

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## TREASURY MANAGEMENT SUMMARY

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Summit Credit Union offers a suite of treasury management products and services that make the most of your working capital. Our Treasury Management team understands the opportunities and challenges businesses face. We take time to get to know you and your business to provide solutions that streamline processes and allow you to manage your cash and liquidity with ease. At Summit, we invest heavily in our treasury technology to present you with the latest tools to manage your funds and maximize liquidity. We are competitive with regional and national banks and provide superior service that differentiates us.

### **Single Solution for All Your Treasury Needs**

Treasury services should be powerful, customized, convenient, and easy to use. We provide what you need to securely send, receive, and collect payments in one resource: our online Treasury Management Services. Let us help you meet your goals.

- Online Banking
- ACH Origination
- Online Wire Origination
- Remote Deposit Capture
- Fraud Protection including ACH and Payee Positive Pay
- Merchant Credit Card Processing
- Business Rewards Credit Card
- Sweep Services

## PROPOSED FUNDS STRATEGY

### Liquidity Optimization Services

To support efficient use of excess cash, we offer a range of interest-bearing options designed to align with your liquidity needs and financial objectives:

#### Recommended Investment Account Type: Municipal & Public Savings Account

- Interest Base Rate tied to LGIP +10bps over LGIP annualized interest rate.  
Current Rate as of 10/21/2025 4.36/4.45% APY.
- Collateralized by FHLB Letter of Credit, with no charge to CARPC. Summit Credit Union will pay the FHLB fees and provide the FHLB Letter of Credit to CARPC.

*\*Interest rate tied to the Local Government Investment Pool (LGIP). Rate is LGIP plus negotiated spread. If collateral is required. Interest rate is based on the LGIP at the end of the month and is effective on the first business day of the following month. Interest posts monthly. If the balance falls below \$50, there is a \$5 service charge. Account type for municipalities or public entities only. Rates subject to change without notice.*

#### Money Market – Recommend Account Type: Money Market Maximizer

Our highest and most competitive money market is the Money Market Maximizer. Benefits of this account include:

- Unlimited access plus check writing
- Competitive rate and returns that grow as you save
- No minimum balance requirement or withdrawal fees
- Minimum balance to open is \$75,000
- NCUA insurance on funds up to \$250,000

If you choose, you may elect to have a sweep to ensure balances are earning at their maximum.

- A sweep automatically moves excess cash from checking to a money market account to earn interest, while maintaining a set minimum balance for liquidity.
- Historically, this account has offered rates that are 50 to 100 basis points higher than most competitors.

*Current rates as of 10/24/25 are below:*

Amount	Dividend	APY
\$1,000,000+	3.69%	3.75%
\$500,000 - \$999,999	3.35%	3.40%
\$250,000 - \$499,999	2.96%	3.00%

### **Other Options: Laddered CD Term Options**

Term	Dividend	APY
3 Month	3.45%	3.50%
6 Month	3.69%	3.75%
9 Month	3.93%	4.10%
12 Month	4.02%	4.10%
24-month	3.45%	3.50%
36-month	3.59%	3.65%
48-month	3.59%	3.65%
60-month	3.59%	3.65%

### **Operating & Savings Account Type Options:**

Business Checking	<ul style="list-style-type: none"><li>• Minimum to open: \$100</li><li>• \$10 monthly service fee, waived when you maintain a \$1,000 average daily balance</li><li>• First 150 items* free each month, \$0.25 each thereafter</li></ul>
Business Dividend Checking	<ul style="list-style-type: none"><li>• Minimum to open: \$100</li><li>• \$15 monthly service fee, waived when you maintain a \$2,500 average daily balance</li><li>• First 500 items* free each month, \$0.25 each thereafter</li><li>• Earn dividends on average daily balances exceeding \$2,500</li></ul>
Business Analyzed	<ul style="list-style-type: none"><li>• Minimum to open: \$100</li><li>• Relationship Pricing</li></ul>
Business Savings	<ul style="list-style-type: none"><li>• \$1 to open account.</li><li>• No monthly fees or minimum balance charges.</li><li>• Earn dividends on balances of \$25 or more.</li></ul>

### **Recommended Operating Account Type: Commercial Analyzed Checking**

The analysis below is a recommendation based on the request for ACH and RDC Services, and also includes fraud protection services, which you may or may not choose to utilize.

- At average balance (estimated at \$100,000), no fees would be charged with requested ACH, RDC and recommended fraud prevention services.
- Earnings credit rate of 1.50% guaranteed for 2 years.
- All fees waived during transition time, which we will work with you on.

<b>BALANCE SUMMARY</b>		<b>Summit</b>
AVERAGE BALANCE		\$100,000.00
LESS AVERAGE UNCOLLECTED FUNDS		
AVERAGE COLLECTED BALANCE		\$100,000.00
<b>FEE SUMMARY</b>		
TOTAL CHARGE FOR SERVICES		\$107.00
1.50% EARNINGS CREDIT ALLOWANCE		\$169.40

**At this balance and ECR, ACH, RDC, Online Wire Fees and Maintenance Fees would be \$0. See pg. 11**

## ACCOUNT ACCESS & REPORTING

Access your money market and CD accounts through our **robust online banking** with powerful, built-in reporting tools. Our system supports unlimited users, each with their own customized user ID and password, giving your team secure, personalized access.

- QuickBooks™ connection functionality
- Access to check images within transaction history.
- Robust reporting:
  - Ability to create custom, filtered reports based on criteria you choose
  - BAI: Cash Management Balance Reporting
- Integrated e-statements
- Access to all services, including RDC, ACH Origination, Payee Positive Pay and Wire Origination
- Multi-level approvals for ACH, wires, RDC
- Multi-factor identification
- Upgraded safety and security features, including use of one-time passwords, soft tokens
- Additional features on an ongoing basis to stay on the cutting edge of technology and business demands

## QUICKBOOKS CONNECT SOLUTIONS

Direct Connection that allows connectivity between Summit Credit Union and QuickBooks!

- Easily link your Summit Credit Union Online Banking with QuickBooks by inputting your Online Banking Login Credentials!
- Allows your company to download transactions, update account balances, and manage your account easily!
- All company users that are set up with view only access within our online banking will be able to use their online banking login credentials to connect to QuickBooks!
- Our Online Banking system also allows for QBO file download from your transaction history to easily upload a transaction file if not using the direct connect feature.



## TREASURY MANAGEMENT SERVICES

We have a robust offering of TM services including the following. Services are ala carte; add you can add as you go. Depending on balances in Analyzed checking, fees may be offset by earnings credit. Based on your current average balances at \$100,000, earnings credit would offset all of the following charges:

- **ACH Origination**
  - **Standard Pricing:** \$27.50/month
- **Online Wire Origination**
  - No Charge
- **Remote Deposit Capture**
  - **Standard Pricing:** \$45.00/month
  - **Scanner Options:**
    - One-Time Single-Feed: \$400 (**Discount:** \$150)
    - One-Time Multiple Feed: \$800 (**Discount:** \$300)
- **Fraud Protection including ACH and Payee Positive Pay**
  - **Standard Pricing:** \$36.00 for bundle
- **Merchant Credit Card Processing**
  - Based on statement activity/separate quote

## ACH AND WIRE TRANSFERS

### ACH Services:

#### ACH Origination – Standard and Same-Day

Streamline your payment process, improve security and cut transaction costs. Collect or make payments automatically and simplify recurring transactions.

- **Direct Deposit.** Fast, accurate payroll payments are a win for employers and employees.
- **Recurring Payments.** Get speedy, on-time payments from customers you bill regularly.
- **Recurring Invoices.** Pre-set vendor payments and save paper and processing hassles.

The online banking administrator or authorized signer may request services through Treasury Management. The member agrees to the service by signing the TM Master Agreement. ACH, RDC and Wire limits are approved internally. If approved, we will complete the workflow, which contains the daily limit and ACH Type (PPD and or CCD) for origination. We will also provide training and support and get you going with your easy payment processing.

#### Processing times:

*Central Standard Time (CST) on business days only*

*Standard: File uploads can be processed until 7 pm; Templates can be processed until 5 pm.*



*Same-Day: in process of adding cut-off times.*

### **Wire Transfer Services:**

Send domestic wire transfers through online banking, saving you a phone call or branch trip.

- Easily make recurring or one-time transactions — even large purchases.
- Pay as you need it — there's no extra service charge.

The administrator or authorized signer may request an online banking Wire Transfer through Treasury Management.

To initiate wire services, a member signs a Wire Agreement. From there, an online banking Wire Transfer limit is reviewed and approved. The request is then sent to the Operations department to set up the service.

Summit Credit Union has both domestic and international wire capabilities.

### **Initiation and Security**

Both Standard and Same-Day ACH can be initiated through our secure online banking platform, and setting up dual control is advised to provide additional security.

Wires can also be processed securely through our secure online banking portal, and requires dual control of authorized initiators and approvers.

## **FRAUD PROTECTION SERVICES**

### **Is Your Business Protected?**

- **80%** of businesses were targets of payments fraud last year.
- **63%** of these experienced business email compromise targeting checks, ACH, and wires.
- Checks continue to be the payment method most vulnerable to fraud.
- Electronic payments fraud is on the rise.
- All a thief needs are a company's routing and checking number to commit fraud.
- The best tools to help mitigate risk of fraud loss are Positive Pay and strong internal controls.

### **Payee Positive Pay: Check Fraud Loss Mitigation**

Protect your company from altered, fraudulent and counterfeit check fraud with Summit Credit Union's Positive Pay – a secure, automated check-matching service available through Business Online Banking.

How Positive Pay works:

- When your company issues checks, you simply upload a list of issued items to Summit's Business Online Banking.
- Positive Pay will compare the checks presented for payment (payee, account numbers, check numbers and dollar amounts) to the list of checks you provide.
- For any checks that do not match, you are able to choose to pay or reject them through Business Online Banking.



- Any rejected checks will be returned unpaid, mitigating fraud loss.

### **ACH Blocks and Filters: Electronic Fraud Loss Mitigation**

ACH blocks and filters allow your company to control electronic transactions on your accounts. Without blocks or filters in place, all ACH requests received by Summit Credit Union will be processed against your accounts. National Automated Clearing House Association (Nach) rules specify that if an unauthorized ACH transaction occurs, you must notify the bank to stop the transaction within one business day.

- ACH blocks prevent all ACH debits and/or credits from processing.
- ACH filters allow your company to set criteria that authorize certain ACH debits while rejecting others. Once your company selects criteria, any transaction presented that is not authorized will be returned to the originator.

Decisioning:

- 10:00am-12:00pm Central Standard Time (CST) on business days only – Client to view and make decisions (pay/return/hold) on items. 12 pm is the cutoff time.

**Online check clearing details** – Information on paid items is available for 6 months, and there is also a report you can run in your Business Online Banking.

**Online stop payment services** – Stop payments can be initiated through Business Online Banking or by calling a branch.

## **REMOTE DEPOSIT CAPTURE**

Remote deposit capture uses a scanner that connects to your computer, letting your employees deposit checks into your bank account without leaving the office. You can scan all checks you receive into your bank account at any time of day. Deposits made before 4:45 pm should be available in your account on the same day. Deposits made after 4:45 pm are available the following morning.

### **BUSINESS MOBILE DEPOSIT CAPTURE**

Use your mobile phone to connect with our secure Business Mobile App and deposit your checks. It is as simple as snapping a front and back photo of the check with proper endorsement, and you eliminate a trip to the bank.

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## BUSINESS REWARDS CREDIT CARD

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Start up, expand, operate...it's especially rewarding when you use a Summit Business Rewards Credit Card to do it. Plus, we're always right here for your questions, with **local card servicing**.

### Business Rewards Credit Card

- **No annual fees and a low variable rate.** Which means more money you can put toward your business.
- **Rewards on every purchase.** Airline tickets, cash back, merchandise and more.
- **Mobile wallet convenience.** For speedy, secure, anywhere purchasing.
- **Peace-of-mind security.** Including transaction alerts and chip card protection.
- **Protection against the unexpected.** Automatic travel accident coverage when you use Visa to pay.

**Credit Card Limits per discussion. If these limits need to be adjusted,**

### ONLINE ACCESS

MyCardInfo

<https://summitcreditunion.mycardinfo.com/>

First time users will need to enroll in their credit card.

1. Click on Enroll
2. Enter the account number, expiration date, CVV, zip code and MCI Verification (1000400) - Continue
3. Select a username, password, security code and email address. Choose whether or not to authorize the computer. Check the box to agree to the financial institution's email privacy policy.

PO Box 37035  
Boone IA 50037-0035A

Automatic payments may be set up in MyCardInfo

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## SECURITY & INSURANCE

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### Summit Credit Union – Financial Strength & Stability

- **Federal Protection** – Your deposits are federally insured by NCUA to at least \$250,000 per individual, with another \$250,000 allowed for IRAs. You may be able to secure coverage above \$250,000, depending on your account ownership structure. Learn how to maximize your insurance coverage at [mycreditunion.gov/share-insurance-estimator-faq](http://mycreditunion.gov/share-insurance-estimator-faq).
- **Stable Investments and a Strong Financial Foundation** – Unlike many big banks, Summit has low exposure to uninsured deposits or bond investments and keeps a conservative approach to investment management. View our Income and Financial Condition statements anytime in our annual report at [SummitCreditUnion.com/Annual Report](http://SummitCreditUnion.com/Annual Report).
- **Access to Funds When Needed** – Summit holds a significant amount of funds invested in low-risk assets, which are available for us to withdraw immediately if needed. We also have lines of credit available from several sources if we should ever need additional funds.
- **5-Star Rating** – Summit consistently earns the superior 5-star rating from industry analyst Bauer Financial.
- **Strong Capital** – The NCUA considers a credit union to be well capitalized with a net worth of at least 7% of assets, a threshold that Summit has historically been above.
- **Positive Earnings** – We are healthy because we consistently generate net income to build our capital. Summit Credit Union has been healthy even in times of economic stress, such as 2008-2009 and 2020.
- **We are Local** – We serve local people and businesses right here in Wisconsin.
- **For municipal and public entities**, funds may be collateralized over \$250,000 by an FHLB Letter of Credit (see page 8).

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## LOCATIONS

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Our locations offer many convenient options to serve you, including 24-hour ATMs, night drop, video tellers, safe deposit boxes, notary, and medallion signature guarantees and more.

View a list of our convenient locations at [SummitCreditUnion.com/Locations](http://SummitCreditUnion.com/Locations).

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## RELATIONSHIP TEAM CONTACTS

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We recognize that great service is critical in any banking relationship. Our personnel are a differentiator among our peers. We take a team approach in serving your relationship and provide direct contact information to resolve issues, and we provide service in a highly responsive manner.

### **Mel Toy, CTP**

#### **VP, Treasury Management**

Summit Credit Union's VP Treasury Management Melinda (Mel) Toy, CTP brings over 15 years of experience in a variety of treasury and finance leadership roles. Mel is an expert in treasury services and specializes in helping businesses mitigate payment fraud risk. Mel earned her bachelor's degree in business with a focus on finance, accounting, and marketing from Marquette University. She has a Master of Business Administration (MBA) from the University of Wisconsin-Whitewater in Finance and Accounting with emphasis on Treasury and Risk Management. Mel also holds her Certified Treasury Professional (CTP) credential from the Association for Financial Professionals, recognized for setting the global standard of excellence for leaders in treasury.

### **Andrea Spencer**

#### **VP, Treasury Relationship Manager**

With over 20 years of treasury management experience, Andrea Spencer is a trusted leader in financial services. As Vice President, Treasury Relationship Manager, she excels in cultivating new business opportunities, strengthening client relationships, and expanding treasury services for prospective members. Her deep expertise allows her to craft customized solutions that align with each member's unique business needs. Andrea's passion for strategic financial growth and relationship-driven service makes her an invaluable partner to businesses seeking treasury management excellence.

**Treasury Management Support:** Our team is dedicated to assisting with your day-to-day servicing needs, including training and troubleshooting.

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## REFERENCES

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Megan Babbitt, MSA, CPA, CAE, CUDE  
Vice President, Finance  
America's Credit Unions  
Direct: 202-508-6723  
mbabbitt@americascreditunions.org

Lori K Prescott  
Executive Director  
Family Promise of Washington County Inc  
Office: 262-353-9304  
Mobile: 414-322-1332

Sandi Rivera  
Director of Finance  
Habitat for Humanity of Washington and Dodge Counties Inc  
Office: 262-565-6379  
Mobile: 262-808-8087

*On behalf of Summit Credit Union, thank you for the opportunity to present this proposal. We are committed to understanding your business, delivering personalized attention and high-quality technology and services to meet your needs, and partnering with you for years to come.*



Category	Associated Bank	One Community Bank	Park Bank	Summit Credit Union
Solution for Yielding Interest on Deposits	Continue using LGIP	Insured Cash Sweep System LGIP +0.26%	Continue Using LGIP	Municipal Savings LGIP +0.14%
Solution for Intermediary Account Between Interest and Operating	Money Market - \$10,000 Minimum Balance – 3.5%	None Needed	Money Market – 3%	Money Market – 3%
Proposal Includes Insured Cash Sweep?	Yes – Checking, Money Market, or Certificates	Yes	No	No
Credit Card Rewards	Yes 1 Point per Dollar \$99 Annual Fee	None	None	Yes 2 Points per Dollar No Annual Fee
Remote Deposit Capture	Yes CARPC Buys Scanner	Yes Fees Waived	Yes Fees Not Disclosed	Yes \$45/Month
Distance to Nearest Branch	1.2 Miles	10.6 Miles	0.3 Miles	0.9 Miles

**Re: Farmland Stewardship Data and Planning Process Update – Staff Presentation and Discussion**

<b>Requested Action:</b> None
<b>Background:</b> <p>In 2025, the Commission directed staff to identify ways for CARPC to more actively support regional farmland preservation. Over the course of the year, staff connected with people from Dane County Planning &amp; Development, the Dane County Towns Association, Yahara Pride Farms, Groundswell Conservancy, the American Farmland Trust, and other groups active in ag preservation and sustainability. We began attending Yahara Pride Farms board meetings and participated in events like the YPF Twilight Meeting and Annual Watershed-Wide Conference, a Dane Demo Farms field day, and a Farmland Protection Field Day. We also reviewed past CARPC efforts in this space, including a series of issue papers on farmland loss mitigation published between 2010 and 2016.</p>
<b>Staff Comments:</b> <p>In 2026, we've begun updating key data and maps to understand how the trends identified in the original farmland loss mitigation papers have played out over the last decade. In the coming months, we plan to continue our ongoing research and conversations, culminating an updated report that summarizes trends to date, current efforts, and realistic actions CARPC can take to support farmland stewardship moving forward. Staff presentation will describe this preliminary and upcoming work.</p>
<b>Attachments:</b> 1. None
<b>Staff Contact:</b> <p>Caitlin Shanahan Deputy Director <a href="mailto:CaitlinS@CapitalAreaRPC.org">CaitlinS@CapitalAreaRPC.org</a> 608-474-6021</p>
<b>Next Steps:</b> <p>Staff will continue work on an updated report, aiming to have a draft ready for Commission review by the end of the year.</p>

**Re: Chair and Executive Director Reports**

<b>Requested Action:</b> None
<b>Background:</b> None
<b>Staff Comments:</b> <p>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.</p> <p>The Executive Director provides a monthly report briefly describing the various activities of the agency and will present noteworthy highlights from that report.</p>
<b>Attachments:</b> 1. Executive Director's Report
<b>Staff Contact:</b> Jason Valerius Executive Director <a href="mailto:jasonv@capitalarearpc.org">jasonv@capitalarearpc.org</a> 608-474-6010
<b>Next Steps:</b> N/A

# Executive Director Monthly Report to CARPC Commissioners

## Thursday, February 12, 2026

(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** – We are planning a presentation on an initial set of Key Performance Indicators (KPIs) at the March meeting. Work on the KPIs will continue throughout 2026, leading up to and informing the RDF update in 2027.
- **Regional Population Projections** – CARPC collaborated with Dane County, City of Madison, the MPO, and UW faculty to prepare [population projections](#) that reflect Dane County's unique growth factors. Staff are now working with the MPO to allocate population, housing units, and jobs based on these projections to Transportation Analysis Zones (TAZs). These allocations support transportation modelling, updating the 2055 Regional Transportation Plan (RTP), maintaining the Transportation Improvement Program (TIP), and estimates for sewer service planning.
- **Urban Green Infrastructure Guide** – Staff will be drafting a document in 2026 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/Door Creek 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 Stewardship** – Staff are working to update data on farmland loss for presentation to the Commission at the February 2026 meeting. This year, we aim to create a report with updated data and maps, an inventory of current Dane County ag preservation and sustainability efforts, and recommended actions CARPC can take to further farmland stewardship moving forward.

## Planning Assistance

- **In Progress:**
  - [Rock County Comprehensive and Farmland Preservation Plan updates](#) (Apr 2025 – June 2026)
  - City of Evansville human-powered transportation planning (Mar 2025 – Feb 2026)
  - Town of Berry 2025/2026 comprehensive planning (Sep 2025 – Dec 2026)
  - Village of Maple Bluff Trends & Conditions - **COMPLETE**
- **Ongoing:** Towns of Berry, Blue Mounds, Bristol, Springfield, and Sun Prairie zoning mapping services
- **Potential:** City of Sun Prairie Housing Data Dashboard – scoping and regional coordination in progress.

## Intergovernmental Agreement Efforts

- **Town and City of Sun Prairie** – The parties are pursuing this as a Cooperative Plan under 66.0307. [The City/Town workgroup meets again on February 18 to continue negotiating terms related to town island attachments and revenue sharing before scheduling public review meetings.](#)
- **Village of Oregon and City of Fitchburg** – [Interviews and focus group discussions are in progress. Jason will be presenting a summary of the findings to a joint meeting of the Village Board and City Council at the Oregon Public Library on Wednesday, February 25 at 5:30.](#)

## Education and Information

- **Media coverage:** [The Oregon Observer](#) mentioned CARPC in an article about the Oregon-Fitchburg stakeholder engagement process on 12/3. [The Cap Times](#) published a feature on regional population projections on 12/18.
- View regular updates on CARPC's [Facebook](#)/[LinkedIn](#), [newsletters](#), and our [website](#).

## Regional Water Quality Planning

- **WI Salt Wise Partnership**
  - December Presentations
    - Middleton Chamber of Commerce
    - Lake Country Clean Water
    - Wisconsin Rural Water Association training
    - Verona Sustainability Task Force
    - The Bruce Company training
  - Media Coverage
    - [UWO students raise awareness about the impact of road salt](#)
    - [Lake Country Clean Water meeting examines how chloride levels are impacting Wisconsin](#)
    - [Madison unveils snowplow trading cards featuring community-named fleet](#)
  - Communications
    - “Shovel More, Salt Less” posters around Madison, Oshkosh, and Oregon with help of volunteers from UW-Madison and UW-Oshkosh, Friends of Lake Wingra, Friends of Starkweather Creek, and Village of Oregon Sustainability
    - Winter Salt Week ([www.wintersaltweek.org](#)) - January 26-30, 2026
      - Governor’s proclamation
    - December webinar: [Technology and Best Practices to Achieve Chloride Sustainability](#)
      - 76 views

## Water Quality Plan Updates & Amendments

- **SSA Amendments**
  - Active: V-Waunakee (“Heyday Development”) (Feb action) / March DNR Decision)
  - Pre-Application: C-Sun Prairie (Business Park); V-Cross Plains (“PI/Haen Development”)
  - Pending/future: [V-DeForest \(“QTS Data Center”\); T-Westport \(“Tuggle Rd/Hope Ct” and “Madison Day School”\); V-McFarland; C-Madison \(multiple\); C-Sun Prairie \(multiple\); C-Middleton \(“Balzer Road”\); V-Belleville \(north and east areas\); V-Windsor \(“North Towne Rd/Gray](#)

Rd"); V-Oregon (Oak Hill Correctional Institute); T-Vienna (Madison Street); T-Pleasant Springs (Lake Kegonsa LSA – “Yahara Dr” and “Skyline Dr”)

- **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 has satisfied conditions of approval
  - Verona continuing to litigate the decision; filed brief in Court of Appeals in December '25; DNR intends to provide response brief by March '26
  - CARPC and MMSD staff are drafting the outline of an agreement for each commission to discuss in Q2 2026 whereby CARPC will manage projects that promote the resilience of Badger Mill Creek using funds provided by MMSD
- **Environmental Corridors Report** – Updated Environmental Corridors Report has been approved and adopted as part of DCWQP (link to [Final Report](#)). Staff will revisit to verify conformity with newer updates to Policies & Criteria for Environmental Corridors (pending adoption; anticipated 2026 work).
- **Environmental Corridors Policies & Criteria** – Staff is preparing proposed updates to the Policies and Criteria for Env Corridors (adopted in 2008, part of the Dane County Water Quality Plan), including consultation with subject matter experts and focus groups (local municipalities and gov’t and non-gov’t stakeholders) in late February. Public release of the draft is anticipated in March and a presentation to the Commission in April.
- **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 DNR grant using IIJA funds (Infrastructure Investment and Jobs Act) (\$48,000 over 2 years) to partially fund this work.
- **SSA Amendment Process Analysis (Ad-Hoc Water Quality Committee)** – Proposed changes to the policies and criteria for how we administer and review proposed SSA Amendments. Staff presentation in Dec '25, public hearing in Jan '25; [anticipated Commission action delayed until Mar '26 to allow greater participation/feedback by stakeholders](#), final DNR review and action following (anticipated in Apr '26).
- **Water Quality Plan Consistency**
  - [8 sewer extension reviews completed in January](#) (4 greenfield development, 1 infill development, 0 redevelopment, 3 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).
  - Provided letter of support to BECWA for the pursuit of grant funding for educational materials; if awarded, CARPC would host information and data tools on the existing GI Plan webpage.
- **Tree Canopy Collaborative (TCC)** - Liz Levy is the Chair of this group ([link to website](#)), which meets every other month.
- **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** – Caitlin Shanahan will be on the MCC Steering Committee 2026-2028. Nick Bower will be presenting on Regional Water Quality Planning (in collaboration with WDNR) at the 2026 Midwest Climate Summit in Cleveland, OH.
- **Stream Crossing Inventory** – Using the Great Lakes Stream Crossing Inventory protocol ([link to dashboard](#)), CARPC and Trout Unlimited staff are conducting a road-stream crossing inventory at town, county, and some state roads in Dane County ([link to project website](#)). This project is funded by the Infrastructure Investment and Jobs Act, WEM Pre-Disaster Flood Resilience Grant, and FEMA Building Resilient Infrastructure and Communities program. Staff are working on summary reports for towns where data collection is complete. Field work will resume in the spring.
- **Old Growth Forests and Oak Savannah Mapping** – CARPC is collaborating with the Wisconsin State Cartographer's Office, with funding support from the John C. Bock Foundation, to create a statewide old growth forest and prairie remnant mapping tool that serves land stewardship and conservation efforts.
- **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 offer free heritage oak progeny trees to the owners of all parcels newly rezoned to Rural Single-Family Residential. Participant feedback has been very positive.
- **School Tree Nursery Program** – CARPC is partnering with UW-Stevens Point LEAF (Learning, Experiences, & Adventures in Forestry) educators, with funding support from a CD Besadny Conservation Grant, to build a Dane County School Tree Nursery Program and develop K-12 curriculum that incorporates tree nurseries and environmental education. On 12/2/2025 CARPC applied for \$5,000 dollars from the Wisconsin Arborists Association to for additional materials and operational funding.
- **GIS Workshops for K-12** – CARPC, the State Cartographer's Office, Sustain Dane and Maydm will be applying for grant funding to host three, three-day workshops supporting youth that are either underserved, female, or of color. CARPC has organized GIS workshops for youth during the summers of 2024 and 2025; this is the first time CARPC will be partnering with Maydm. Together these organizations submitted an application to United Way of Dane County's By Youth For Youth on 12/19/2025 for \$3,000. An application to the Alliant Energy Community Grant program was submitted on 1/15/2026 for \$10,000.

## Cooperative Water Resources Monitoring

- **Dane County Water Resources Monitoring Program** - Ongoing with USGS and partners. Existing agreements expired at the end of 2025. [Staff are continuing to coordinate with USGS and local partners to renew their agreements as there is uncertainty with long-term funding avenues due to partner limitations. New partner agreements will be executed when the budget is finalized by USGS.](#)
- **Black Earth Creek Watershed Monitoring Program** – Ongoing with USGS and partners, with CARPC acting as facilitator and funding coordinator (contract runs 2024-2028). Awarded \$18,270 DNR Surface Water Grant for FY25 (\$21,900 awarded in FY24) to support monitoring. Submitted Application for Grant for FY26—awardees announced in Feb '26. [Anticipating a small shortfall in funding for monitoring activities in 2026, and larger shortfall in 2027 and 2028, possibly resulting in changes to scope and reduction in data collection \(USGS leading subgroup to review\).](#)

- **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, and currently on pause awaiting further direction from County staff.
- **Starkweather Creek Community-Based Water Chloride Monitoring Initiative** – Collaborative project to continuously monitor chloride point sources throughout the Starkweather watershed at 8 different locations ([link to website](#)). A 15-member Starkweather Technical Committee meets on a bi-monthly schedule (most recent meeting: 12/18). The Madison Rotary Club and the UW-Madison Chemistry Department have adopted two conductivity meters each, covering the subscription and meter maintenance costs. Friends of Starkweather Creek and the State Cartographer's Office have also adopted a single conductivity meter. Outreach is underway to identify additional partners for the coalition. [An application for afora Alliant Energy Community Grant was submitted in January. We completed final submission in November for two DNR Surface Water Grants for FY26, totaling \\$15,000, and were awarded one of those grants, for \\$10,000.](#) We anticipate \$25,000 in 2026 from the DNR (IIJA funds) to support equipment purchases and continued monitoring efforts. [The Technical Committee will also be proposing the Starkweather Creek watershed as a Nelson Institute's Water Resources Management \(WRM\) Practicum topic for 2026-2028.](#)

## PARTNERSHIP UPDATES

- **MPO** – [The MPO has begun an update to their Regional Transportation Plan, to be completed by April 2026. CARPC will be assisting with aspects of that process, including demographic projections and public meetings.](#)  
[The MPO provided a letter in January to the Wisconsin DOT regarding the West Beltline Draft PEL \(Planning and Environmental Linkages\) Study, advocating for inclusion in the completed study of a scenario without additional lane mileage, arguing that our communities are pursuing demand management strategies, including transit, and also that Level of Service D is an acceptable level of congestion that will help encourage the use of other modes and routes.](#)
- **Dane County Office of Energy and Climate Change** – Liz Levy completed a draft of a countywide rooftop solar installation map ([link to map](#)). Additional community data to expand the database is welcome, please send to [lizl@capitalarearpc.org](mailto:lizl@capitalarearpc.org).
- **Dane County Planning & Development** – [quarterly meeting of CARPC and DCPD staff on Feb 5.](#) DPD and CARPC staff are assisting Emergency Management with updating the Dane County Natural Hazards Mitigation Plan (fall 2025 – EOY 2026).
- **Dane County Human Services, Housing Access & Affordability Division** – Jason is assisting the County's Farmworker Housing Study by helping to facilitate discussions about zoning and development regulation strategies – these discussions are scheduled in February and March 2026.
- **Dane County Advisory Committee on Data Centers** – [Caitlin and Commissioner Richson will be participating in an ad hoc committee created by the Dane County Board for the purpose of impartial fact-finding, researching, analyzing, and providing recommendations on the impacts of data center development in Dane County. The first meeting is scheduled for February 10. Link to 1/28 Leader Independent article.](#)
- **Madison Region Economic Partnership (MadREP)** – MadREP transferred most of its economic development functions to the Greater Madison Chamber of Commerce, as described in [this December](#)

12, 2025 joint announcement. MadREP remains operational through February 2026 for administrative wind down, including efforts to transfer a USDA-funded Revolving Loan Fund to CARPC.

- **Greater Madison Chamber of Commerce (GMCC)** – We anticipate participation in discussions with GMCC in the coming months about coordination of regional economic development activities. The BPP supports participation in these discussions.
- **MMSD** – Jason meets with Executive Director Eric Dundee regularly to discuss shared CARPC/MMSD interests and initiatives. We are planning a joint event in April 2026 co-sponsored by CARPC, MMSD and Dane County Land and Water Resources Dept. focused on regional topics related to wastewater collection and treatment.
- **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. The Council was formally kicked off at an event on February 4.
- **Madison Area Builders Association** – We met in January with a focus group of developers, attorneys and engineers assembled by MABA to explain the proposed updates to the sewer service area amendment process and hear comments about that process and other aspects of the Dane County Water Quality Plan regulations for development.
- **Groundswell Conservancy** – CARPC donated 75 tree protection tubes to Groundswell (from a supply donated to us by Regius Rubber of Waterloo) to help protect plantings on several Groundswell restoration projects.
- **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.
- **Maydm** – Maydm provides girls and youth of color in grades 6 -12 with the skills, experiences, and connections to pursue careers in and change the face of STEM (Science, Technology, Engineering, Math). In November 2025 Maydm invited CARPC to host a summer intern through their [High School Internship Program](#). CARPC is currently working with Maydm to host a summer 2026 intern, with intern pay provided by Maydm.

## OPEN RECORDS REQUESTS

- No new requests.