



Dane County

Minutes - Final Unless Amended by Committee

EV Advisory Commission

Consider:

Who benefits? Who is burdened?

Who does not have a voice at the table?

How can policymakers mitigate unintended consequences?

Monday, November 17, 2025

1:00 PM

Hybrid Meeting: Attend in person at the City County
Building (210 Martin Luther King Jr. Blvd., Room 351) or
virtually via Zoom.

See below for additional instructions on how to attend the meeting and provide public
testimony.

A. Call To Order

Staff Present: Nicole Dewitt

The meeting was called to order by Kathy Kuntz at 1:01 p.m.

Present 13 - ROSE DAILY, LYNN MCDANIEL, JIM SCHWINGLE, GREGG MAY, KATHY
KUNTZ, KAREN MENEDEZ-COLLER, DAPHNE XU, DAVID LONSDORF,
EDWARD LEE, ERINN MONORE-NYE, ANDREW BREMER, CRISTINA
CARVAJAL, and SAMANTHA WORDEN

Excused 2 - STEPHANIE ROBINSON, and KARI GEHRKE

Absent 2 - PHIL GRUPE, and JOSH GALASSO

B. Consideration of Minutes

A motion was made by CARVAJAL, seconded by MAY, that the minutes from
September 15, 2025 be approved. The motion carried by a voice vote (with one
member, Andrew Bremer, abstaining as he was not present for the previous
meeting).

[2025](#)
[MIN-397](#)

DRAFT minutes from previous meeting (Sep 15, 2025)

Attachments: [DRAFT minutes from previous meeting \(Sep 15, 2025\).pdf](#)
[Registrations from previous meeting \(Sep 15, 2025\).pdf](#)

C. Action Items

None

D. Presentations

[2025](#)
[PRES-189](#)

Update on Program Activities

Attachments: [Program Update 11.17.pdf](#)

Kathy Kuntz shared a document and provided an update on program activities:

- Design firm is finishing cost estimates, site design, and environmental paperwork for 32 sites from the first round. The goal is to submit to FHWA Wisconsin by the end of November. After approved, would need to get amendment for the budget authorization to start construction. While we understand that other grantees are experiencing delays with their, it is nonetheless important to get our paperwork submitted so that it is clear we are ready to proceed and fulfilling the contract requirements.
- There were 20 applications as part of Round 2 and we are moving ahead with 19 (one was close to an existing station so we are holding off on that one for now). Special thanks to the City of Madison for helping to identify sites for this round.
- Rural response has been low; we may wish to make this an area of focus in future rounds.

Kathy Kuntz also shared that the State of Wisconsin WEVI program has completed its Round 1.5 RFP and announced new stations in Dane County (bringing the total to 5 stations in Dane County). See web site for more information:

<https://wisconsindot.gov/Pages/projects/multimodal/electrification.aspx>.

[2025](#)
[PRES-190](#)

Discussion of Phase 2 / Construction RFP

Attachments: [Summary of Federal Requirements.pdf](#)

[Phase 2 RFP Discussion.pdf](#)

[Poll - EV Adv 11 17 2025.pdf](#)

Kathy Kuntz shared a memo drafted by our design team subcontractor Kimley-Horn that outlines - in plain language -- applicable standards and minimum requirements (based on National Electric Vehicle Infrastructure (NEVI) Standards and Requirements). By laying this out more clearly in a memo, the memo becomes part of what we can use when we get to the RFP. Vendors will need to meet federal requirements in order to be considered. We do not expect any further requirement changes at the federal level.

Kathy Kuntz shared a presentation outlining Phase 2 RFP considerations. Key points were as follows:

- We will issue one RFP for a vendor (or team of vendors) that will handle construction, hardware, software, and operations and maintenance. Applicants will need to attest they meet all of the requirements laid out in the Kimley-Horn memo.
- We anticipate we will have 4-5 vendors/teams that meet base requirements; the winning vendor would be selected based on additional criteria specific to our Dane County RFP.
- Before the RFP is finalized, input is being solicited from the EV Advisory Commission (11/17), site hosts (via webinars in early-mid December); and from potential vendors (via 1:1 meetings in mid-December or early January).

• Based on prior input from the EV Advisory Commission (9/15 meeting), Kathy listed additional criteria for the Dane County RFP within each major area (Construction, Hardware, Software, and Operation and Maintenance). Additional ideas were solicited from the members for each category. Thereafter, Kathy asked members assign weights to criteria within each area as part of an interactive online poll (results attached as Poll - EV_Adv_11_17_2025.pdf). This feedback will allow us to get a sense of how important each criteria should be.

Members had additional questions and suggestions:

- One vendor (or team of vendors) will service all sites.
- Vandalism should be covered by O&M (some will be accidental).
- Site hosts will be responsible for monitoring inappropriate parking use (e.g. car there for a long time) just as they do with parking spots in their lots today.
- Preferring renewable electricity. Kathy noted that under State of Wisconsin law, utility providers charge by kWh connected to the grid; we are not able to ensure electricity powering these sites is as clean as possible.
- As we ask for references, we may want to think about which criteria are most important to get a reference on.
- Site hosts can document costs tied to the stations and build into the rate they charge. We want to keep sites affordable for site hosts.
- We may want to request a demo of software once we narrow down the list of vendors. Perhaps site hosts could attend as well to provide feedback.

E. Reports to Committee

None

F. Future Meeting Items and Dates

Meetings for 2026 have been scheduled and dates/times are posted on Legistar. Members should have received "HOLD THE DATE" invitations from OECC. Panelists links will be sent the week before the meeting. Meeting dates for 2026 are as follows:

- Monday, January 12 (1:00 - 2:30 p.m.)
- Monday, April 13 (1:00 - 2:30 p.m.)
- Monday, July 13 (1:00 - 2:30 p.m.)
- Monday, October 12 (1:00 - 2:30 p.m.)

G. Public Comment on Items not on the Agenda

None

Such Other Business as Allowed by Law

None

Adjourn

A motion was made by LONSDORF, seconded by MAY, that the meeting be adjourned. The motion carried by a voice vote. The meeting adjourned at 2:20 p.m.

Minutes respectfully submitted by Nicole Dewitt, pending committee approval.