

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

**July 8, 2024**

**Zoom Meeting**

**6:00 pm**

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**Meeting Accommodation:** This meeting will take place via Zoom. You may participate in the meeting from your computer, tablet, smartphone, at this URL:

<https://us02web.zoom.us/j/83017658267?pwd=WjJqZXZlWxuVDJGMVFYcmphWHhSdz09>

or by telephone at: 312-626-6799 (Webinar ID: 830 1765 8267, Passcode: 156398). If you need other accommodation to attend the meeting, please call Tanya Sime at 608-474-6017.

**Speaking at RPC Meetings:** Oral comments from registered members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each registrant will be three (3) minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

**Written Communications:** Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, seven (7) days prior to the meeting. Written communications, including emails sent to [info@capitalarearpc.org](mailto:info@capitalarearpc.org), received after this deadline will be provided to Commissioners at the meeting.

**RPC Quorum may be Present:** RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.

**MISSION:** Strengthen the region by engaging communities through planning, collaboration, and assistance.

**VISION:** A region where communities create exceptional quality of life for all by working together to solve regional challenges.

1. Establish Quorum
2. Public Comment on Matters not on the agenda
3. **Minutes of the May 6, 2024, Executive Committee Meeting (*actionable item*)**
4. 2025 Budget and Levy Process Update
5. **May 2024, Financial Statements and the June 2024, Operating Account Reconciliation (*actionable item*)**
6. Future Agenda Items (next meeting is Monday, August 5, 2024, via Zoom webinar at 6:00 pm)
7. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

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

**May 6, 2024**

**Zoom Meeting**

**6:00 pm**

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**Commissioners Present:** Maureen Crombie David Pfeiffer, Heidi Murphy, Kris Hampton

**Commissioners Absent:** Nick Zavos, Peter McKeever

**Staff Present:** Tanya Sime, Jason Valerius

**Others Present:** None

1. Establish Quorum

David Pfeiffer called the meeting to order at 6:00 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No Public Comment.

3. **Minutes of the April 8, 2024, Executive Committee Meeting (*actionable item*)**

Ms. Crombie moved for approval of the minutes of the April 8th, 2024, Executive Committee Meeting; Mr. Hampton seconded. The motion passed on a voice vote.

4. **Authorize the Executive Director to Execute Agreement with the Madison Region Economic Partnership (MadREP) for Mapping Services (*actionable item*)**

The intent of this agreement is to provide on-call mapping assistance to MadREP. This would be staffed by Matt Krempely at a rate of \$75, assuming we are able to hire him to a full-time role. Mr. Hampton moved for approval to Authorize the Executive Director to Execute an Agreement with the Madison Region Economic Partnership for Mapping Services. Ms. Crombie Seconded. The motion passed on a voice vote.

5. **CARPC Budgeting**

a. Overview

b. **Proposed Amendment – 2024 Budget (*actionable item*)**

The purpose of the 2024 budget amendment is to bring on our intern Matt Krempely and our LTE Liz Levy as full-time staff, at a net cost of about \$45,000. We are anticipating about \$30,00 in additional revenue from Salt Wise and DNR, with a net deficit of \$15,000 in the proposed amended budget. Mr. Hampton moved for recommendation to approve the proposed amendment to the 2024 Budget. Ms. Crombie Seconded. The motion passed on a voice vote.

c. Preliminary 2025 Draft Budget

6. Recommendation to Discontinue Executive Chair Role

Executive Committee is all in favor of Discontinuing the Executive Chair Role.

7. Draft CARPC 2023 Annual Report

Followed format from recent years. Will wait until the audit is completed to finalize the annual report and post it to the CARPC website.

**8. March 2024, Financial Statements and the April 2024, Operating Account Reconciliation  
(actionable item)**

Mr. Hampton moved for approval of March 2024 Financial Statements and April 2024 Operating Account Reconciliation. Ms. Murphy Seconded. The motion passed on a voice vote.

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

No future items discussed.

10. Adjournment

Mr. Hampton moved for adjournment. Ms. Crombie seconded. The meeting was adjourned at 6:25 P.M.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted

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Kris Hampton, Secretary



**Re: Monthly Financial Reports (*actionable item*)****Requested Action:**

Approval of the May 2024 Financial Statements and the June 2024 Operating Account

**Background:**

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures. This area continues to evolve as new technologies and standard practices are implemented, and new opportunities present themselves.

Currently most of the accounting, finance and payroll processes are handled electronically except for some bank deposits since not all customers are able to make electronic payments. Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer. Upon review and approval of the financial packet, the Executive Director and Commission Treasurer sign off on the packet cover sheet. In the absence of a treasurer, the Executive Director would sign off on them per the terms of the CAPC Bylaws.

The Executive Committee then receives copies of the balance sheet, statement of operations and operating account reconciliation report(s) for review at their monthly meeting.

**Staff Comments:**

The Administrative Services Manager reviews the financials produced by the third-party accountants, creates the Operating Account Reconciliation report(s) and prepares a summary narrative and the monthly financial packet for review by the Executive Director and the Commission Treasurer each month. Requests for additional financial information or reports may be directed to the ASM.

**Attachments:**

1. May 2024 Agency Balance Sheet
2. May 2024 Agency Budget vs. Actuals
3. June 2024 Operating Account Reconciliation

**Staff Contact:**

Tanya Sime, Administrative Services Manager  
[tanyas@capitalarerc.org](mailto:tanyas@capitalarerc.org)  
608 474 6017

**Next Steps:**

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

# Capital Area Regional Planning Commission

## Balance Sheet As of May 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	118,795.40
1001 MONEY MARKET ACCOUNT	140,137.00
1002 INVESTMENT ACCOUNT	717,566.31
1072 Bill.com Money Out Clearing	2,452.53
<b>Total Bank Accounts</b>	<b>\$978,951.24</b>
Accounts Receivable	
1105 PROJECT AND GRANTS REC	145,244.00
<b>Total Accounts Receivable</b>	<b>\$145,244.00</b>
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	2,962.76
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	2,176.52
1153 PREPAID HEALTH INS	16,070.70
1154 PREPAID DISABILITY INS	40.33
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	133.16
1157 PREPAID PARKING	71.10
1165 PREPAID LICENSES	855.05
1170 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$22,309.62</b>
<b>Total Current Assets</b>	<b>\$1,146,504.86</b>
Fixed Assets	
1200 FURNITURE AND EQUIPMENT	7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP	-7,171.66
1210 RIGHT OF USE ASSET	6,076.50
1211 ACCUMULATED AMORTIZATION	-2,650.16
<b>Total Fixed Assets</b>	<b>\$3,426.34</b>
<b>TOTAL ASSETS</b>	<b>\$1,149,931.20</b>

# Capital Area Regional Planning Commission

## Balance Sheet As of May 31, 2024

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	35,879.02
<b>Total Accounts Payable</b>	<b>\$35,879.02</b>
Credit Cards	
3002 Park Bank CC	2,397.07
<b>Total Credit Cards</b>	<b>\$2,397.07</b>
Other Current Liabilities	
3005 ACCRUED PAYROLL	19,168.39
3202 WRS PENSION PLAN	0.00
3206 WI DEF COMP PROGEAM	0.00
3300 UNUSED VACATION, WELLNESS	28,236.59
3500 SICK LEAVE ACCRUAL PAY	91,463.70
3600 DEFERRED/UNEARNED REVENUE	234,354.58
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	3,595.14
<b>Total Other Current Liabilities</b>	<b>\$376,818.40</b>
<b>Total Current Liabilities</b>	<b>\$415,094.49</b>
<b>Total Liabilities</b>	<b>\$415,094.49</b>
Equity	
3700 PRIOR YEAR BALANCE	48,304.11
3701 PRIOR YEAR FUND BALANCE	840,363.19
3702 CURRENT FUND BALANCE	-86,710.19
Net Income	-67,120.40
<b>Total Equity</b>	<b>\$734,836.71</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,149,931.20</b>

# Capital Area Regional Planning Commission

Budget vs. Actuals: YTD

January - May, 2024

	TOTAL	
	ACTUAL	BUDGET
<b>Income</b>		
5100 PROPERTY TAX REVENUE		
5101 DANE COUNTY PROP TAX-OTH	454,854.62	473,134.60
<b>Total 5100 PROPERTY TAX REVENUE</b>	<b>454,854.62</b>	<b>473,134.60</b>
5200 STATE/FEDERAL GRANTS REV.		
5202 EPA/DNR WATER PLANNING	115,737.67	39,583.35
5403 WisDOT PLAN INTEGRATION		2,955.40
<b>Total 5200 STATE/FEDERAL GRANTS REV.</b>	<b>115,737.67</b>	<b>42,538.75</b>
5300 FEES REVENUE	14,532.54	
5301 FEES - SEWER EXTENSIONS	23,000.00	17,916.65
5302 FEES-USA/LSA APP REVIEW	35,147.11	31,250.00
<b>Total 5300 FEES REVENUE</b>	<b>72,679.65</b>	<b>49,166.65</b>
5303 SERVICES REVENUE		
5304 LOCAL & REG PLAN ASSIST	6,646.28	16,666.65
<b>Total 5303 SERVICES REVENUE</b>	<b>6,646.28</b>	<b>16,666.65</b>
5500 OTHER REVENUE	800.00	
5207 WI SALT WISE	50,636.65	48,333.35
5208 LAND USE CODE ASSESSMENT		0.00
5501 INTEREST INCOME	19,503.21	16,666.65
5502 MISCELLANEOUS REVENUES	2,826.48	32.50
<b>Total 5500 OTHER REVENUE</b>	<b>73,766.34</b>	<b>65,032.50</b>
<b>Total Income</b>	<b>\$723,684.56</b>	<b>\$646,539.15</b>
<b>GROSS PROFIT</b>	<b>\$723,684.56</b>	<b>\$646,539.15</b>
<b>Expenses</b>		
6100 SALARIES AND LEAVE TIME		
6101 DIRECT SALARIES & WAGES	383,864.10	310,535.40
6102 COMPENSATED LEAVE TIME	46,659.52	77,633.75
<b>Total 6100 SALARIES AND LEAVE TIME</b>	<b>430,523.62</b>	<b>388,169.15</b>
6104 FRINGE BENEFITS		
6105 FICA BENEFITS	36,425.12	28,918.75
6116 LIFE INSURANCE	62.96	116.65
6117 DENTAL INSURANCE	3,314.54	5,892.10
6118 HEALTH INSURANCE	76,952.51	83,250.85
6119 DISABILITY INSURANCE	48.47	215.00
6120 COMMUTE CARDS	26.60	41.65
6121 WRS-ER CONTRIBUTION	9,648.19	26,783.75
6122 UNEMPLOYMENT	527.71	833.35
6124 WORKER'S COMPENSATION IN	1,152.00	1,416.65
<b>Total 6104 FRINGE BENEFITS</b>	<b>128,158.10</b>	<b>147,468.75</b>
6200.1 OFFICE EXPENSES		
6200 Contributions & Donations		416.65
6250 SUPPLIES	3,425.95	1,333.35



# Capital Area Regional Planning Commission

Budget vs. Actuals: YTD

January - May, 2024

	TOTAL	
	ACTUAL	BUDGET
6251 PRINTING	1,266.60	333.35
6252 POSTAGE	3.21	41.65
6265 EQUIPMENT	5,040.52	3,541.65
6330 TELEPHONE	678.36	833.35
6341 ADMINISTRATIVE FEES	1,450.00	170.85
<b>Total 6200.1 OFFICE EXPENSES</b>	<b>11,864.64</b>	<b>6,670.85</b>
6280 INFORMATION TECHNOLOGY		
6253 WEBHOSTING		145.85
6270 SOFTWARE	1,221.07	6,833.35
6275 IT SERVICES	4,360.65	8,333.35
<b>Total 6280 INFORMATION TECHNOLOGY</b>	<b>5,581.72</b>	<b>15,312.55</b>
6300 OCCUPANCY		
6310 RENT	16,698.93	20,827.90
<b>Total 6300 OCCUPANCY</b>	<b>16,698.93</b>	<b>20,827.90</b>
6400 CONTRACTED SERVICES	3,600.00	
6125 CONTRACTED SERVICE	41,689.90	16,250.00
6425 LEGAL SERVICES	730.00	1,666.65
6431 CONSULTING SERVICES	16,387.50	6,250.00
<b>Total 6400 CONTRACTED SERVICES</b>	<b>62,407.40</b>	<b>24,166.65</b>
6410 PASS THROUGH EXPENSES		
6414 COOP WATER RESOURCE MON	78,947.75	51,917.50
6415 WisDOT PLANNING SERVICES		2,273.75
<b>Total 6410 PASS THROUGH EXPENSES</b>	<b>78,947.75</b>	<b>54,191.25</b>
6426 COMMISSION		
6422 COMMISSION PER DIEMS	2,148.00	6,666.65
6423 COMMISSION TRAVEL	397.79	333.35
<b>Total 6426 COMMISSION</b>	<b>2,545.79</b>	<b>7,000.00</b>
6435 FINANCIAL SERVICES	25.00	
6420 AUDIT	6,850.00	4,375.00
6430 PAYROLL FEES	2,218.97	833.35
6432 FINANCIAL SERVICES	11,009.29	15,916.65
<b>Total 6435 FINANCIAL SERVICES</b>	<b>20,103.26</b>	<b>21,125.00</b>
6500 TRAVEL AND TRAINING		
6130 MEALS	3,217.68	350.00
6150 EMPLOYEE TRAVEL	5,647.52	4,458.35
6170 CONFERENCES & MEETINGS	5,268.81	2,958.35
6171 TRAINING	202.50	833.35
<b>Total 6500 TRAVEL AND TRAINING</b>	<b>14,336.51</b>	<b>8,600.05</b>
6600 OTHER		
6172 DUES/MEMBERSHIP/SUBSCRIPTION	12,002.45	2,715.40
6411 EDUC/INFO/OUTREACH	240.00	1,041.65
6440 RECRUITMENT		416.65

# Capital Area Regional Planning Commission

## Budget vs. Actuals: YTD

January - May, 2024

	TOTAL	
	ACTUAL	BUDGET
6501 INSURANCE	7,225.99	1,768.75
6560 DEPRECIATION		850.85
6565 AMORITIZATION EXPENSE	168.80	253.35
<b>Total 6600 OTHER</b>	<b>19,637.24</b>	<b>7,046.65</b>
<b>Total Expenses</b>	<b>\$790,804.96</b>	<b>\$700,578.80</b>
NET OPERATING INCOME	<b>\$ -67,120.40</b>	<b>\$ -54,039.65</b>
NET INCOME	<b>\$ -67,120.40</b>	<b>\$ -54,039.65</b>

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

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
05/31/24		<b>Beginning Balance (Reconciled)</b>				\$ 118,795.40	
06/03/24	DP	Affiliated Health of WI/ Battery Backup (Mr.T)			1,300.00	\$ 120,095.40	
06/03/24	DP	Village of Cottage Grove/Inv.2045 USA Amendment 1603			1,710.00	\$ 121,805.40	
06/03/24	DP	Raveen Shah/ Inv 2052 Sew Ext #06.24.29			400.00	\$ 122,205.40	
06/03/24	DP	Vierbicher Engineering/ Inv. 2025, 2039 Sew Ext #06.24.17, 175.24.03			1,200.00	\$ 123,405.40	
06/03/24	DP	Vierbicher Engineering/ Inv. 2042 Sew Ext #24.24.04			400.00	\$ 123,805.40	
6/3/2024	DP	Town of Middleton/ Inv 2040 USA Amendment #2405			3,500.00	\$ 127,305.40	
06/03/24	DP	Town of Brooklyn / Inv 2055 USA Amendment #2203			3,500.00	\$ 130,805.40	
06/03/24	DP	Waunona Garden Club/ Donation to SaltWise			75.00	\$ 130,880.40	
06/03/24	EFT	Board of Regents of the University of WI System		(2,576.98)		\$ 128,303.42	
06/04/24	EFT	US Geological Society/Black Earth Water Shed		(17,050.00)		\$ 111,253.42	
06/04/24	EFT	Kleenmark/toilet paper, papertowel rolls-Office Supplies		(177.30)		\$ 111,076.12	
06/04/24	EFT	Workforce Development Board/Fiscal Services May		(8.46)		\$ 111,067.66	
06/04/24	EFT	Ricoh/Copier & Scans monthly count		(53.91)		\$ 111,013.75	
06/07/24	EFT	Staff Reimbursement/Allison Madison - May		(2,062.44)		\$ 108,951.31	
06/07/24	50007	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 108,905.31	
06/07/24	EFT	<b>Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment</b>		(115.38)		\$ 108,789.93	
06/12/24	EFT	Staff Reimbursement/ Melissa Michaud - May		(156.72)		\$ 108,633.21	
06/12/24	EFT	Commissioner per diems/Heidi Murphy		(150.00)		\$ 108,483.21	
06/12/24	EFT	Washington University/Caitlin		(500.00)		\$ 107,983.21	
06/12/24	EFT	MRA - Employee Handbook - Draft		(1,260.00)		\$ 106,723.21	
06/12/24	EFT	<b>Payroll B/ETF-WRS remittance</b>		(35,789.80)		\$ 70,933.41	
06/13/24	DP	Vierbicher/Inv. 2041/Sew Ext #22.24.03			400.00	\$ 71,333.41	
06/13/24	DP	Wyser Engineering LLC./ Inv.2049 & 2050/ Sew Ext. 06.24.26 & 06.24.27			1,200.00	\$ 72,533.41	
06/13/24	DP	D'Onofrio & Associates/ Inv. 2054/ Sew Ext. 18.24.02			400.00	\$ 72,933.41	
06/14/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 112,933.41	
06/14/24	EFT	<b>Payroll B/ETF-WRS remittance</b>		(30.00)		\$ 112,903.41	
06/17/24	ACH	City of Madison/Inv. 2051			600.00	\$ 113,503.41	
06/17/24	EFT	Standard Insurance/ Employee Premiums June		(269.13)		\$ 113,234.28	
06/18/24	EFT	Commissioner per diems/Heidi Murphy - April		(177.10)		\$ 113,057.18	
6/18/2024	EFT	Delta Dental Insurance Premium/ Employee monthly premium- June		(1,088.26)		\$ 111,968.92	
06/18/24	EFT	Dean Health Plan / Employee Monthly premium - June		(16,070.70)		\$ 95,898.22	
06/20/24	EFT	Board of Regents of the University of WI System		(2,576.98)		\$ 93,321.24	
06/20/24	50008	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 93,275.24	
06/21/24	EFT	Ricoh/ Repair		(63.04)		\$ 93,212.20	
06/21/24	EFT	Zoom/ Monthly Invoice for Webinar		(94.99)		\$ 93,117.21	
06/24/24	DP	City of Madison/Inv. 2058/ Sew Ext Luds			400.00	\$ 93,517.21	
06/25/24	EFT	<b>Payroll B/ETF-WRS remittance</b>		(13,638.56)		\$ 79,878.65	
06/26/24	EFT	<b>Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment</b>		(115.38)		\$ 79,763.27	
06/26/24	EFT	<b>Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment</b>		(36,242.54)		\$ 43,520.73	
06/26/24	EFT	Void Payment from Board of Regents UW			2,576.98	\$ 46,097.71	
06/26/24	EFT	Void Payment from Board of Regents UW			2,576.98	\$ 48,674.69	
06/27/24	EFT	Staff Reimbursement - Caitlin Shanahan - May		\$ (229.15)		\$ 48,445.54	
06/27/24	EFT	City of Madison/ Rent for April		(4,151.71)		\$ 44,293.83	
06/27/24	EFT	Dempsey Law Firm/ Monthly invoice		(592.50)		\$ 43,701.33	
06/28/24	XTF	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 83,701.33	
06/28/24	EFT	Park Bank Visa Pay/ May payment on Credit Card		(2,709.68)		\$ 80,991.65	
06/28/24	EFT	<b>Payroll B/ETF-WRS remittance</b>		(30.00)		\$ 80,961.65	
						\$ 80,961.65	

Reconciliation			
Total (Debits) and Credits	\$ (138,072.71)	\$ 100,238.96	\$ 80,961.65
Difference		\$ (37,833.75)	Bank
Accounts Payable Expenditures	\$ (138,072.71)		
Accounts Receivable Deposits		\$ 100,238.96	
Non-AR Items			
Payroll-related Expenses	\$ (86,053.66)		\$ 80,961.65
Transfers between Accounts		\$ 80,000.00	Adjusted