

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

**April 7, 2025**

**Microsoft Teams Webinar**

**5:15 pm**

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**Participant Information**

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

[https://teams.microsoft.com/l/meetup-join/19:meeting\\_NjJkYTtzYzItNGMyMy00MzhkLWFiNDctNTczOWZjMTk3ODVka2157967d260%22%7D](https://teams.microsoft.com/l/meetup-join/19:meeting_NjJkYTtzYzItNGMyMy00MzhkLWFiNDctNTczOWZjMTk3ODVka2157967d260%22%7D)

Dial in by phone: 1 608-888-6882 Conference ID: 941 104 918#

If you need other accommodation to attend the meeting, please call Tanya Sime at 608-474-6017.

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

**Written Communications:** Written communications intended to be provided to the Committee as part of the packet should be sent to [info@capitalarearpc.org](mailto:info@capitalarearpc.org) and will be provided to Commissioners at or before the meeting.

**Quorum may be Present:** CARPC 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 an 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 March 10, 2025, Executive Committee Meeting (*actionable item*)**
4. **February 2025 Financial Statements and March 2025 Operating Account Reconciliation (*actionable item*)**
5. **Agreement with Rock County for Comprehensive Planning Assistance (*actionable item*)**
6. **Agreement with the City of Evansville for Human-Powered Transportation Planning Assistance (*actionable item*)**
7. 2026 Budget Process - discussion
8. Future Agenda Items (next meeting is **Monday, May 5, 2025**, via Microsoft Teams Webinar at **5:15 pm**)
  - a. Preliminary 2026 Budget
  - b. Draft 2024 Annual Report
9. 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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

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

March 10, 2025

Microsoft Teams Webinar

5:15 pm

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**Participant Information**

**Commissioners Present:** Maureen Crombie, Peter McKeever, Heidi Murphy, David Pfeiffer, Cynthia Richson, Nick Zavos (5:19)

**Commissioners Absent:** None

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

**Others Present:** None

1. Establish Quorum

Chair David Pfeiffer called the meeting to order at 5:15 PM. A quorum was present.

2. Public Comment on Matters not on the agenda

None.

3. **Minutes of February 10, 2025, Executive Committee Meeting (*actionable item*)**

Commissioner Murphy moved to approve the minutes of February 10th, 2025. Commissioner Crombie seconded the motion. The motion was approved unanimously.

4. **December 2024 Financial Statements and the January 2025 Operating Account Reconciliation (*actionable item*)**

Executive Director Valerius noted that the packet was revised to reflect corrections in the 2024 accounting. Commissioner Murphy moved to approve the December 2024 Financial Statements and the January 2025 Operating Account Reconciliation. Commissioner Crombie seconded. The motion passed unanimously.

5. **January 2025 Financial Statements and the February 2025 Operating Account Reconciliation (*actionable item*)**

Commissioner Murphy moved to approve the January 2025 Financial Statements and the February 2025 Operating Account Reconciliation. Commissioner Crombie seconded. The motion passed unanimously.

6. 2025 CARPC Budget Amendment – discussion about further updates to the budget to be approved by the Commission on March 13

Executive Director Jason Valerius wanted the Committee to be aware of additional changes to the proposed budget amendment to update pass-through water monitoring revenue and costs, and also to revised how the return of funds to Dane County is represented.

7. **CARPC Personnel Manual Update – Presentation and discussion, consider a recommendation to amend (*actionable item*)**

The Administrative Services Manager and Executive Director worked with MRA, an HR services consultant, to restructure and update the employee handbook. All CARPC staff reviewed the changes. Commissioner McKeever raised a question about the possibility of changes to discrimination and affirmative action language related to future federal policy changes. Commissioner Murphy moved to approve the Personnel Manual. Commissioner Crombie seconded. The motion passed unanimously. The Personnel Manual will be on the consent agenda for the Commission meeting.

**8. Agreement for Strategic Planning Assistance for Southwest Wisconsin Regional Planning Commission (actionable item)**

Commissioner Zavos moved to approve the Agreement for Strategic Planning Assistance for Southwest Wisconsin Regional Planning Commission. Commissioner Crombie seconded. The motion passed unanimously.

**9. Request from Dodge County for service on Dodge County Community Development Fund Advisory Committee – discussion**

Executive Director Valerius was invited to serve on Dodge County's new Community Development Fund Advisory Committee. There is no reimbursement offered but it is an opportunity to build relationships between counties and agencies. Meetings will be remote and the time commitment is limited. Jason intends to participate.

**10. Future Agenda Items (next meeting is **Monday, April 7, 2025**, via Microsoft Teams Webinar at **5:15 pm**)**

Informal discussion on the 2026 budget.

**11. Adjournment**

Commissioner Richson moved to adjourn the meeting. Commissioner Murphy seconded. The motion was approved unanimously. The Meeting adjourned at 5:56 p.m.

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

Respectfully Submitted

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Cynthia Richson, Secretary

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

Approval of the February 2025 Financial Statements and the March 2025 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 can 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 CARPC 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. February 2025 Agency Balance Sheet
2. February 2025 Agency Budget vs. Actuals
3. March 2025 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

## Statement of Financial Position

As of February 28, 2025

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	91,998.73
1001 MONEY MARKET ACCOUNT	40,136.47
1002 INVESTMENT ACCOUNT	1,175,321.08
1072 Bill.com Money Out Clearing	14,090.13
<b>Total Bank Accounts</b>	<b>\$1,321,546.41</b>
Accounts Receivable	
1105 PROJECT AND GRANTS REC	26,014.05
<b>Total Accounts Receivable</b>	<b>\$26,014.05</b>
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	498,715.00
1150 PREPAID EXPENSES	7,762.75
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	1,098.78
1153 PREPAID HEALTH INS	23,641.87
1154 PREPAID DISABILITY INS	-160.91
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	-74.58
1157 PREPAID PARKING	113.76
1165 PREPAID LICENSES	0.00
1170 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$531,096.67</b>
<b>Total Current Assets</b>	<b>\$1,878,657.13</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	-2,954.00
<b>Total Fixed Assets</b>	<b>\$3,122.50</b>
<b>TOTAL ASSETS</b>	<b>\$1,881,779.63</b>

# Capital Area Regional Planning Commission

## Statement of Financial Position

As of February 28, 2025

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	45,209.65
<b>Total Accounts Payable</b>	<b>\$45,209.65</b>
Credit Cards	
3002 Park Bank CC	2,041.95
<b>Total Credit Cards</b>	<b>\$2,041.95</b>
Other Current Liabilities	
3005 ACCRUED PAYROLL	3,410.39
3202 WRS PENSION PLAN	115.60
3206 WI DEF COMP PROGRAM	0.00
3300 UNUSED VACATION, WELLNESS	50,371.45
3500 SICK LEAVE ACCRUAL PAY	118,813.61
3600 DEFERRED/UNEARNED REVENUE	885,373.16
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	0.00
<b>Total Other Current Liabilities</b>	<b>\$1,058,084.21</b>
<b>Total Current Liabilities</b>	<b>\$1,105,335.81</b>
<b>Total Liabilities</b>	<b>\$1,105,335.81</b>
Equity	
3700 PRIOR YEAR BALANCE	-152,029.61
3701 PRIOR YEAR FUND BALANCE	889,507.07
3702 CURRENT FUND BALANCE	1,000.00
Net Revenue	37,966.36
<b>Total Equity</b>	<b>\$776,443.82</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,881,779.63</b>

# Capital Area Regional Planning Commission

## Budget vs. Actuals: February

February 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Revenue</b>			
5000 PROPERTY TAX REVENUE			
5001 DANE COUNTY PROP TAX-OTH	100,777.67	97,817.33	103.03 %
<b>Total 5000 PROPERTY TAX REVENUE</b>	<b>100,777.67</b>	<b>97,817.33</b>	<b>103.03 %</b>
5100 STATE/FEDERAL GRANTS REV.			
5101 EPA/DNR Water Planning.	7,916.67	7,916.67	100.00 %
5102 EPA/DNR Grant Funds	3,250.00	3,250.00	100.00 %
5103 WEM/FEMA/HMGP Grant Funds	10,416.66	10,416.67	100.00 %
5403 WisDOT PLAN INTEGRATION		591.08	
<b>Total 5100 STATE/FEDERAL GRANTS REV.</b>	<b>21,583.33</b>	<b>22,174.42</b>	<b>97.33 %</b>
5200 PASS THROUGH REVENUE			
5201 WisDOT RURAL WORK PROGRAM	1,385.26	454.75	304.62 %
5220 COOP WATER RESOURCE MON	14,976.25	14,976.25	100.00 %
<b>Total 5200 PASS THROUGH REVENUE</b>	<b>16,361.51</b>	<b>15,431.00</b>	<b>106.03 %</b>
5300 FEES REVENUE			
5301 FEES - SEWER EXTENSIONS	2,000.00	3,750.00	53.33 %
5302 FEES-USA/LSA APP REVIEW		5,416.67	
<b>Total 5300 FEES REVENUE</b>	<b>2,000.00</b>	<b>9,166.67</b>	<b>21.82 %</b>
5400 SERVICES REVENUE			
5401 LOCAL & REG PLAN ASSIST		8,333.33	
<b>Total 5400 SERVICES REVENUE</b>		<b>8,333.33</b>	
5500 OTHER REVENUE			
5208 LAND USE CODE ASSESSMENT		0.00	
5501 INTEREST INCOME	2,013.13	3,000.00	67.10 %
5502 MISCELLANEOUS REVENUES	6.00	249.00	2.41 %
5505 WI SALT WISE	11,666.67	11,666.67	100.00 %
<b>Total 5500 OTHER REVENUE</b>	<b>13,685.80</b>	<b>14,915.67</b>	<b>91.75 %</b>
<b>Total Revenue</b>	<b>\$154,408.31</b>	<b>\$167,838.42</b>	<b>92.00 %</b>
<b>GROSS PROFIT</b>	<b>\$154,408.31</b>	<b>\$167,838.42</b>	<b>92.00 %</b>
<b>Expenditures</b>			
6100 SALARIES AND LEAVE TIME			
6101 DIRECT SALARIES & WAGES	70,729.98	69,036.50	102.45 %
6102 COMPENSATED LEAVE TIME	15,398.41	17,259.17	89.22 %
<b>Total 6100 SALARIES AND LEAVE TIME</b>	<b>86,128.39</b>	<b>86,295.67</b>	<b>99.81 %</b>
6104 FRINGE BENEFITS			
6105 FICA BENEFITS	8,612.53	6,429.00	133.96 %
6116 LIFE INSURANCE		24.50	
6117 DENTAL INSURANCE	347.22	1,225.58	28.33 %
6118 HEALTH INSURANCE	28,288.54	24,141.83	117.18 %
6119 DISABILITY INSURANCE	0.00	42.33	0.00 %
6120 COMMUTE CARDS	71.40	8.75	816.00 %
6121 WRS-ER CONTRIBUTION		5,954.42	

# Capital Area Regional Planning Commission

## Budget vs. Actuals: February

February 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6122 UNEMPLOYMENT	48.68	83.33	58.42 %
6124 WORKER'S COMPENSATION IN		297.50	
<b>Total 6104 FRINGE BENEFITS</b>	<b>37,368.37</b>	<b>38,207.24</b>	<b>97.80 %</b>
6200.1 OFFICE EXPENSES			
6200 Contributions & Donations		83.33	
6250 SUPPLIES	156.57	321.67	48.67 %
6251 PRINTING	108.12	129.83	83.28 %
6252 POSTAGE		8.75	
6265 EQUIPMENT		743.75	
6330 TELEPHONE	74.68	175.00	42.67 %
6341 ADMINISTRATIVE FEES		35.50	
<b>Total 6200.1 OFFICE EXPENSES</b>	<b>339.37</b>	<b>1,497.83</b>	<b>22.66 %</b>
6280 INFORMATION TECHNOLOGY			
6253 WEBHOSTING	134.30	30.67	437.89 %
6270 SOFTWARE	1,510.14	1,435.00	105.24 %
6275 IT SERVICES	322.00	1,750.00	18.40 %
<b>Total 6280 INFORMATION TECHNOLOGY</b>	<b>1,966.44</b>	<b>3,215.67</b>	<b>61.15 %</b>
6300 OCCUPANCY			
6310 RENT	4,276.74	4,248.92	100.65 %
<b>Total 6300 OCCUPANCY</b>	<b>4,276.74</b>	<b>4,248.92</b>	<b>100.65 %</b>
6400 CONTRACTED SERVICES			
6125 CONTRACTED SERVICE		2,380.83	
6425 LEGAL SERVICES	127.50	366.67	34.77 %
6431 CONSULTING SERVICES		0.00	
<b>Total 6400 CONTRACTED SERVICES</b>	<b>127.50</b>	<b>2,747.50</b>	<b>4.64 %</b>
6410 PASS THROUGH EXPENSES			
6414 COOP WATER RESOURCE MON	16,066.83	10,517.92	152.76 %
6415 WisDOT PLANNING SERVICES		454.75	
<b>Total 6410 PASS THROUGH EXPENSES</b>	<b>16,066.83</b>	<b>10,972.67</b>	<b>146.43 %</b>
6426 COMMISSION			
6422 COMMISSION PER DIEMS	600.00	792.00	75.76 %
6423 COMMISSION TRAVEL	55.30	70.00	79.00 %
<b>Total 6426 COMMISSION</b>	<b>655.30</b>	<b>862.00</b>	<b>76.02 %</b>
6435 FINANCIAL SERVICES			
6420 AUDIT		1,225.00	
6430 PAYROLL FEES	404.00	0.00	
6432 FINANCIAL SERVICES	3,955.00	3,342.50	118.32 %
<b>Total 6435 FINANCIAL SERVICES</b>	<b>4,359.00</b>	<b>4,567.50</b>	<b>95.44 %</b>
6500 TRAVEL AND TRAINING			
6130 MEALS		75.58	
6150 EMPLOYEE TRAVEL	335.76	1,059.42	31.69 %
6170 CONFERENCES & MEETINGS	532.69	843.75	63.13 %



# Capital Area Regional Planning Commission

## Budget vs. Actuals: February

February 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6171 TRAINING		416.67	
<b>Total 6500 TRAVEL AND TRAINING</b>	<b>868.45</b>	<b>2,395.42</b>	<b>36.25 %</b>
6600 OTHER			
6172 DUES/MEMBERSHIP/SUBSCRIPTION	53.17	570.25	9.32 %
6411 EDUC/INFO/OUTREACH		218.75	
6440 RECRUITMENT		87.50	
6501 INSURANCE	2,956.00	371.42	795.86 %
6560 DEPRECIATION		0.00	
6565 AMORITIZATION EXPENSE	33.76	50.67	66.63 %
<b>Total 6600 OTHER</b>	<b>3,042.93</b>	<b>1,298.59</b>	<b>234.33 %</b>
<b>Total Expenditures</b>	<b>\$155,199.32</b>	<b>\$156,309.01</b>	<b>99.29 %</b>
NET OPERATING REVENUE	\$ -791.01	\$11,529.41	-6.86 %
NET REVENUE	\$ -791.01	\$11,529.41	-6.86 %

# Capital Area Regional Planning Commission

## Budget vs. Actuals: 2 months ended

January - February, 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
<b>Revenue</b>			
5000 PROPERTY TAX REVENUE			
5001 DANE COUNTY PROP TAX-OTH	201,555.34	195,634.66	103.03 %
<b>Total 5000 PROPERTY TAX REVENUE</b>	<b>201,555.34</b>	<b>195,634.66</b>	<b>103.03 %</b>
5100 STATE/FEDERAL GRANTS REV.			
5101 EPA/DNR Water Planning.	15,833.34	15,833.34	100.00 %
5102 EPA/DNR Grant Funds	6,500.00	6,500.00	100.00 %
5103 WEM/FEMA/HMGP Grant Funds	20,833.32	20,833.34	100.00 %
5403 WisDOT PLAN INTEGRATION		1,182.16	
<b>Total 5100 STATE/FEDERAL GRANTS REV.</b>	<b>43,166.66</b>	<b>44,348.84</b>	<b>97.33 %</b>
5200 PASS THROUGH REVENUE			
5201 WisDOT RURAL WORK PROGRAM	1,385.26	909.50	152.31 %
5220 COOP WATER RESOURCE MON	30,952.50	29,952.50	103.34 %
<b>Total 5200 PASS THROUGH REVENUE</b>	<b>32,337.76</b>	<b>30,862.00</b>	<b>104.78 %</b>
5300 FEES REVENUE			
5301 FEES - SEWER EXTENSIONS	3,800.00	7,500.00	50.67 %
5302 FEES-USA/LSA APP REVIEW		10,833.34	
<b>Total 5300 FEES REVENUE</b>	<b>3,800.00</b>	<b>18,333.34</b>	<b>20.73 %</b>
5400 SERVICES REVENUE			
5401 LOCAL & REG PLAN ASSIST	35,580.54	16,666.66	213.48 %
<b>Total 5400 SERVICES REVENUE</b>	<b>35,580.54</b>	<b>16,666.66</b>	<b>213.48 %</b>
5500 OTHER REVENUE			
5208 LAND USE CODE ASSESSMENT		0.00	
5501 INTEREST INCOME	4,144.70	6,000.00	69.08 %
5502 MISCELLANEOUS REVENUES	12.00	498.00	2.41 %
5505 WI SALT WISE	23,333.34	23,333.34	100.00 %
<b>Total 5500 OTHER REVENUE</b>	<b>27,490.04</b>	<b>29,831.34</b>	<b>92.15 %</b>
<b>Total Revenue</b>	<b>\$343,930.34</b>	<b>\$335,676.84</b>	<b>102.46 %</b>
<b>GROSS PROFIT</b>	<b>\$343,930.34</b>	<b>\$335,676.84</b>	<b>102.46 %</b>
<b>Expenditures</b>			
6100 SALARIES AND LEAVE TIME			
6101 DIRECT SALARIES & WAGES	150,879.01	138,073.00	109.27 %
6102 COMPENSATED LEAVE TIME	28,562.01	34,518.34	82.74 %
<b>Total 6100 SALARIES AND LEAVE TIME</b>	<b>179,441.02</b>	<b>172,591.34</b>	<b>103.97 %</b>
6104 FRINGE BENEFITS			
6105 FICA BENEFITS	14,458.05	12,858.00	112.44 %
6116 LIFE INSURANCE		49.00	
6117 DENTAL INSURANCE	347.22	2,451.16	14.17 %
6118 HEALTH INSURANCE	47,393.80	48,283.66	98.16 %
6119 DISABILITY INSURANCE	0.00	84.66	0.00 %
6120 COMMUTE CARDS	77.00	17.50	440.00 %
6121 WRS-ER CONTRIBUTION		11,908.84	

# Capital Area Regional Planning Commission

## Budget vs. Actuals: 2 months ended

January - February, 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6122 UNEMPLOYMENT	462.00	166.66	277.21 %
6124 WORKER'S COMPENSATION IN		595.00	
<b>Total 6104 FRINGE BENEFITS</b>	<b>62,738.07</b>	<b>76,414.48</b>	<b>82.10 %</b>
6200.1 OFFICE EXPENSES			
6200 Contributions & Donations		166.66	
6250 SUPPLIES	224.14	643.34	34.84 %
6251 PRINTING	223.87	259.66	86.22 %
6252 POSTAGE		17.50	
6265 EQUIPMENT	27.05	1,487.50	1.82 %
6330 TELEPHONE	212.66	350.00	60.76 %
6341 ADMINISTRATIVE FEES		71.00	
<b>Total 6200.1 OFFICE EXPENSES</b>	<b>687.72</b>	<b>2,995.66</b>	<b>22.96 %</b>
6280 INFORMATION TECHNOLOGY			
6253 WEBHOSTING	134.30	61.34	218.94 %
6270 SOFTWARE	3,676.13	2,870.00	128.09 %
6275 IT SERVICES	980.18	3,500.00	28.01 %
<b>Total 6280 INFORMATION TECHNOLOGY</b>	<b>4,790.61</b>	<b>6,431.34</b>	<b>74.49 %</b>
6300 OCCUPANCY			
6310 RENT	8,553.48	8,497.84	100.65 %
<b>Total 6300 OCCUPANCY</b>	<b>8,553.48</b>	<b>8,497.84</b>	<b>100.65 %</b>
6400 CONTRACTED SERVICES			
6125 CONTRACTED SERVICE		4,761.66	
6425 LEGAL SERVICES	127.50	733.34	17.39 %
6431 CONSULTING SERVICES		0.00	
<b>Total 6400 CONTRACTED SERVICES</b>	<b>127.50</b>	<b>5,495.00</b>	<b>2.32 %</b>
6410 PASS THROUGH EXPENSES			
6414 COOP WATER RESOURCE MON	32,133.66	21,035.84	152.76 %
6415 WisDOT PLANNING SERVICES		909.50	
<b>Total 6410 PASS THROUGH EXPENSES</b>	<b>32,133.66</b>	<b>21,945.34</b>	<b>146.43 %</b>
6426 COMMISSION			
6422 COMMISSION PER DIEMS	950.00	1,584.00	59.97 %
6423 COMMISSION TRAVEL	55.30	140.00	39.50 %
<b>Total 6426 COMMISSION</b>	<b>1,005.30</b>	<b>1,724.00</b>	<b>58.31 %</b>
6435 FINANCIAL SERVICES			
6420 AUDIT		2,450.00	
6430 PAYROLL FEES	404.00	0.00	
6432 FINANCIAL SERVICES	6,749.00	6,685.00	100.96 %
<b>Total 6435 FINANCIAL SERVICES</b>	<b>7,153.00</b>	<b>9,135.00</b>	<b>78.30 %</b>
6500 TRAVEL AND TRAINING			
6130 MEALS		151.16	
6150 EMPLOYEE TRAVEL	496.76	2,118.84	23.44 %
6170 CONFERENCES & MEETINGS	1,434.19	1,687.50	84.99 %

# Capital Area Regional Planning Commission

## Budget vs. Actuals: 2 months ended

January - February, 2025

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
6171 TRAINING		833.34	
<b>Total 6500 TRAVEL AND TRAINING</b>	<b>1,930.95</b>	<b>4,790.84</b>	<b>40.31 %</b>
6600 OTHER			
6172 DUES/MEMBERSHIP/SUBSCRIPTION	606.34	1,140.50	53.16 %
6411 EDUC/INFO/OUTREACH	79.90	437.50	18.26 %
6440 RECRUITMENT		175.00	
6501 INSURANCE	6,648.91	742.84	895.07 %
6560 DEPRECIATION		0.00	
6565 AMORITIZATION EXPENSE	67.52	101.34	66.63 %
<b>Total 6600 OTHER</b>	<b>7,402.67</b>	<b>2,597.18</b>	<b>285.03 %</b>
<b>Total Expenditures</b>	<b>\$305,963.98</b>	<b>\$312,618.02</b>	<b>97.87 %</b>
NET OPERATING REVENUE	<b>\$37,966.36</b>	<b>\$23,058.82</b>	<b>164.65 %</b>
NET REVENUE	<b>\$37,966.36</b>	<b>\$23,058.82</b>	<b>164.65 %</b>



**Re: Agreement with Rock County for Comprehensive Plan & Farmland Preservation Plan Update Assistance Services**

**Requested Action:**

Authorize the Executive Director to sign the agreement.

**Background:**

The Rock County Planning, Economic & Community Development Agency has requested CARPC's assistance with updating the Rock County Comprehensive Plan and Farmland Preservation Plan. A designated Rock County staff member will oversee the planning processes, while CARPC staff would primarily help with outreach and engagement and advising on key plan elements.

**Staff Comments:**

CARPC previously assisted Rock County in developing the 2023 Rock County Hazard Mitigation Plan. Rock County will cover the full cost of CARPC staff time and mileage, with a not-to-exceed cap of \$49,975.

**Attachments:**

1. Agreement between Rock County and The Capital Area Regional Planning Commission for Comprehensive Plan & Farmland Preservation Plan Update Assistance Services  
**NOTE: As of 4/3, the contract was still in legal review by both parties. We will add it to the packet as soon as it is available.**
2. Exhibit A: Scope and Cost Proposal

**Staff Contact:**

Jason Valerius, Executive Director  
[jasonv@capitalarearpc.org](mailto:jasonv@capitalarearpc.org)

**Next Steps:**

Commission approval in the consent agenda.

# 2025 Rock County Comprehensive Plan & Farmland Preservation Plan Update

## SCOPE & COST PROPOSAL

### Scope of CARPC Assistance

#### Outreach & Engagement Activities

- Virtual **check-in meetings** with County staff at regular intervals throughout the process, including periodic updates on project cost and budget progression
- Draft **public participation plan**
- Present project and public participation plan to County Board (April-May 2025)
- **Help with messaging, materials, and stakeholder identification** for:
  - Notifying other County departments of intent to update/inviting participation
  - Notifying towns, cities, and villages of intent to update/inviting participation
  - Connecting with other key stakeholders and community organizations
  - Assembling an advisory workgroup
- **Project kickoff** (May)
  - Lead P&D Committee workshop (May)
  - Support advisory workgroup meeting #1 (June)
  - Press release announcing update + participation opportunities to public
- **Public survey** (July-August)
  - Build + administer online survey
  - Help with messaging/materials for survey promotion
    - County website, social media, press release, existing email/communication lists, mailing, flyers; share promotional materials with communities to distribute to their residents; make paper copies available at key public locations (county staff to input any completed paper copies)
    - Analyze and summarize results to share with stakeholders and public: email, press release, website/social media, stakeholder meetings
- **Stakeholder engagement** (July-November)
  - Work with County Planning staff to schedule meetings and determine structure and agenda for each (County staff to make meeting arrangements)
  - Work with County Planning staff to develop meeting structure, activities, topics, and materials and facilitate the following meetings:
    - 3 advisory workgroup meetings
    - 2 rounds of meetings with 3 different clusters of towns, cities, and villages (2 CARPC planners)
    - 3 meetings (1 each) with Janesville, Beloit, and Evansville+Milton+Edgerton
  - Help County Planning staff identify topics for discussion at meetings with other County departments and community organizations

- **Public open houses** (January-February 2026)
  - Collaborate with County staff on meeting materials, including feedback tools
  - Present preliminary draft plan at 2-3 open houses, held in same areas as community cluster groups
  - Summarize public feedback received at open houses
- Review final draft plan and support incorporation of public feedback
- Review and discuss adoption process and materials with staff

**Plan Content Support**

- Staff discussions and selective draft content reviews in support of challenging land use issues
- Periodic review and feedback on draft plan documents

**Key Deliverables**

- Public participation plan
- Press releases (3)
- Survey and survey results summary
- Summary of input from advisory workgroup
- Summary of input from community cluster meetings
- Open house feedback summary
- All collected public feedback including full survey responses, written and electronic comments, photos, drawings, and any data resulting from outreach activities

**Cost Estimate**

		Hours	Cost
<b>Administration</b>	Internal meetings & coordination Billing and contract management	32	\$4,525
<b>Outreach</b>	Meetings and coordination with County staff Public participation plan Survey preparation and analysis Advisory workgroup meetings (3) Community cluster meetings (6) City/Village meetings (3) Public open houses (3)	322	\$40,200
<b>Planning Support</b>	Assistance for County staff with policy and process refinement	30	\$4,350
<i>Subtotal</i>		<b>384</b>	<b>\$49,075</b>
Direct Costs (mileage @ \$0.70/mile)		-	\$900
<b>TOTAL</b>		<b>384</b>	<b>\$49,975</b>



## About CARPC

The Capital Area Regional Planning Commission (CARPC) is one of nine regional planning commissions (RPCs) in Wisconsin established to address issues that go beyond municipal boundaries. As an independent unit of government, CARPC develops and promotes regional plans, provides objective information, and supports local planning efforts. Our primary planning region is Dane County, which provides direct tax levy funding. We also serve the planning needs of the wider region on a fee-for-service basis.

## Our Mission

To strengthen the region by engaging communities through planning, collaboration, and assistance.

## Our Vision

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

## Who We Are

Our team of 11 full-time staff bring a wide range of education, training, and professional expertise to the challenges facing the region. CARPC's 13 Commissioners are appointed by the Mayor of Madison, the Dane County Executive, the Dane County Cities' and Villages' Association, and the Dane County Towns Association.

## What We Do

- Bring communities together to collaborate on land use and water quality plans
- Advocate for the Regional Development Framework, a long-range land use guide for Dane County that describes residents' preferred outcomes over the next 20-30 years
- Administer the Dane County Water Quality Plan for the DNR
- Conduct watershed and future urban development planning
- Provide planning, mapping, and data assistance to local communities, in Dane County and occasionally in the adjoining counties not affiliated with a regional planning commission.

## Key Project Staff

- **Caitlin Shanahan, Senior Planner** (certified planner, experienced with local and regional land use planning, lead author of the [Rock County Hazard Mitigation Plan](#))
- **Matthew Krempely, Community Planner** (skilled data analyst and public engagement specialist, background in GIS and geography)
- **Jason Valerius, Executive Director** (certified planner, experienced with local and regional land use planning, deliberative public processes, and intergovernmental cooperative agreements)

**Re: Agreement with City of Evansville for Human-Powered Transportation Planning Assistance**

**Requested Action:**

Authorize the Executive Director to sign the agreement.

**Background:**

The City of Evansville has requested CARPC’s assistance with planning bike and pedestrian routes and facility improvements. MPO staff will be assisting with this project also.

**Staff Comments:**

Evansville will cover the full cost of CARPC staff time and mileage, with a not-to-exceed cap of \$24,755.

**Attachments:**

1. Agreement between the City of Evansville and The Capital Area Regional Planning Commission for Human-Powered Transportation Planning Assistance
2. Exhibit A: Scope and Cost Proposal

**Staff Contact:**

Jason Valerius, Executive Director  
[jasonv@capitalarearpc.org](mailto:jasonv@capitalarearpc.org)

**Next Steps:**

Commission approval in the consent agenda.



## AGREEMENT BETWEEN THE CITY OF EVANSVILLE AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR PLANNING SERVICES

**Parties:** This agreement (“Agreement”) is by and between the City of Evansville, 31 S Madison St., Evansville, WI 53536, hereafter “City” and Capital Area Regional Planning Commission, 100 State St, Ste 400, Madison, WI 53703-2573, hereafter “CARPC” (each, a “Party” and collectively, the “Parties”).

**Term:** The term of this Agreement is March 17, 2025, through December 31, 2025. This Agreement shall only be renewed or revised by written agreement between the Parties.

**Scope of Services:** Upon signature of this contract, CARPC staff will prepare a Human-Powered Transportation Plan (or other name as preferred by the City) to complement the effort by City staff to update the City’s Park and Outdoor Recreation Plan. CARPC prepared a scope and cost proposal dated February 20, 2025, which is attached and incorporated into this agreement as **Exhibit A**. CARPC will attend all meetings, provide all deliverables, and provide assistance and support as described and as feasible within the limits of the estimated hours and cost.

**Payment:** The Total cost for the required elements to be provided by CARPC will not exceed **\$24,755**. CARPC will invoice the City quarterly for work completed during each preceding quarter of the calendar year. Payment from the City to CARPC will be due within 30 days of the date of the invoice.

**Non-Discrimination:** During the term of this Agreement, the Parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the Parties agree that this agreement does not subject either party to the other’s jurisdiction for the determination of such matters.

**Limitation of Liability:** Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, in no event is CARPC liable in contract, tort (including negligence) or otherwise for any special, incidental, or consequential damages arising out of or relating to the services provided pursuant to this Agreement. To the fullest extent allowed by law, CARPC’s liability to the City or any other persons or entities is limited to the amounts received by CARPC in payment for the services rendered under the terms of this Agreement. Furthermore, nothing contained within this Agreement is intended to be a waiver or estoppel of CARPC or its insurer to rely upon the limitations, defenses, and immunities contained within the Wisconsin Statutes, including, without limitation, Wis. Stat. § 893.80.

**Severability:** The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

**Indemnification:** To the fullest extent permitted by law, the City agrees to save, indemnify, hold harmless CARPC, its officers, directors, employees, representatives, and agents from and against any claims, actions, proceedings, losses, judgments, penalties, fines, damages, liabilities, or costs and expenses (including reasonable attorneys' fees) based upon or arising out of The City's usage of the Services provided by CARPC under this Agreement.

**Independent Contractor:** It is the intention of the parties that CARPC shall be an independent contractor in the performance of the work and that nothing contained herein shall be construed to be inconsistent with CARPC's status as an independent contractor. It is understood that the fees or any other amounts the City pays CARPC under this Agreement shall not be considered salary for pension purposes, and CARPC will not be entitled to any of the other fringe and supplemental benefits of the City, nor will the City withhold any social security (FICA) or similar contributions from CARPC's fee. CARPC is responsible for the payment of all payroll taxes or contributions to its personnel performing services hereunder and shall be liable for failure to do so.

**Governing Law; Jurisdiction.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws rules.

**Arbitration:** In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association ("AAA") in accordance with the provisions of its Commercial Arbitration Rules. As an alternative to AAA, the Parties may elect to have the matter resolved by a single arbitrator that they mutually select. The place of arbitration shall be Madison, Wisconsin. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction thereof.

**Entire Agreement:** This Agreement supersedes any previous agreement or undertakings. It may not be modified except in writing executed by both Parties.

**Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute the same agreement.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by individuals and officers duly authorized on the dates noted below

**CAPITAL AREA REGIONAL PLANNING COMMISSION**

**CITY OF EVANSVILLE**

By: \_\_\_\_\_

By: \_\_\_\_\_

Jason Valerius

Jason Sergeant

Executive Director

Administrator

Capital Area Regional Planning Commission

City of Bristol

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Evansville Human-Powered Transportation Planning

Scope and Cost Proposal  
February 20, 2025



## Project Purpose & Goals

The City of Evansville has diverse transportation needs and interests, and there are gaps and conflicts in the infrastructure that serves pedestrians and bicyclists. The City needs a planning process, maps, and recommendations for actions and policies that will guide the further development of safe walking and biking routes in and around the City, both for transportation and recreation. The content resulting from this process will be incorporated into the [Park and Outdoor Recreation Plan](#), targeted for Q4 2025 adoption.

## Key Objectives

The planning process will address the following:

- Identify key destinations around the City, including parks, schools, downtown area, etc.
- Document existing walking and biking infrastructure and gaps
- Complete an online community survey to identify local preferences
- Describe the needs of diverse recreation and transportation users
- Describe infrastructure improvements needed to complete high-priority safe trail routes through the city
- Describe policy changes and program initiatives that could improve safety and encourage more human-powered transportation

## Project Scope

We propose the following efforts and deliverables:

### 1) Project Administration

- Internal and external project communications
- Internal coordination meetings

### 2) Stakeholder Coordination

- Staff Coordination Meetings
  - 1 – Kickoff (March)
  - 2 – Data and focus group coordination check-in, survey review (April)
  - 3 – Gap analysis and stakeholder input review (June)
  - 4 – Draft document review and discussion (July)
  - 5 – Final draft review (August)
- Community Survey
  - Online, using Survey123, built and tested by CARPC (April)
  - Questions on walking/ biking preferences, safety concerns, support for investment
  - Include parks system questions provided by City

- Promotion/distribution by City staff, with flyer provided by CARPC (May)
- Report out on findings (June)
- Key Stakeholder Meetings
  - Park and Rec Plan Ad Hoc Committee (March)
  - Focus group meetings about critical routes and gaps
    - Biking and recreational trail advocates
    - Municipal staff (Services Director, City Engineer, Chief of Police)
  - Park and Rec Plan Ad Hoc Committee (July)
- **Deliverable:** Stakeholder Input Summary

### 3) Data, Mapping & Research

- Crash data report
- Destinations map
- Human-Powered Transportation Map(s)
  - On-street bike lanes (existing and planned)
  - Sidewalks and street crossings (existing and planned, sidewalk data from city)
  - Off-street trails in ROW (existing and planned)
  - Other trails (existing and planned)

### 4) Plan Development

- Summary of Stakeholder Input
- Summary of Issues and Opportunities
- Human-Powered Transportation Goals and Objectives
- Human Powered Transportation Map(s)
- Action Plan, including capital improvement projects, policy change recommendations, programming opportunities
- Funding Opportunity Review

## Project Timeline

We're flexible regarding the timing of the work, but suggest the following schedule:

	March	April	May	June	July	August
Kickoff meetings						
Data collection						
Focus Groups and Survey						
Plan development						
Final deliverables						

## Effort and Cost

We anticipate a cost of \$24,755, based on the following assumptions about the effort necessary to complete the scope described above.

Component	Hours	Cost
Project Administration	25	\$3,035
Stakeholder Coordination	67	\$7,935

Data, Mapping & Research	85	\$8,075
Plan Development	53	\$5,545
Subtotal	228	\$24,590
Mileage (5 visits)		\$165
Total		\$24,755

### About CARPC

The Capital Area Regional Planning Commission (CARPC) is one of nine regional planning commissions (RPCs) in Wisconsin established to address issues that go beyond municipal boundaries. As an independent unit of government, CARPC develops and promotes regional plans, provides objective information, and supports local planning efforts. Our primary planning region is Dane County, though we also support the planning needs of communities and counties not served by another regional planning commission, on a fee-for-service basis. We have a staff of 11 full-time planning, environmental and administrative professionals, with oversight by a 13-member commission. We work closely with the Greater Madison Metropolitan Planning Organization, a partner regional entity with a focus on transportation systems.

### Our Mission

To strengthen the region by engaging communities through planning, collaboration, and assistance.

### Our Vision

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

### Key Project Staff

- **Caitlin Shanahan, Senior Planner** (certified planner, experienced with plan development and community engagement processes)
- **Matthew Krempely, Community Planner** (skilled data analyst and mapping specialist, background in GIS and geography)
- **Ben Lyman, Transportation Planner (MPO)** (bike and pedestrian transportation specialist)

### Contact

Caitlin Shanahan, Senior Community Planner & Outreach Coordinator  
[caitlins@capitalarearpc.org](mailto:caitlins@capitalarearpc.org)  
 (608) 474-6021

Jason Valerius, Executive Director  
[jasonv@capitalarearpc.org](mailto:jasonv@capitalarearpc.org)  
 (608) 474-6010

100 State St, Ste 400  
 Madison, WI 53703-2573



**Re: 2026 Budget Process****Requested Action:**

None

**Background:**

Our budget process is defined by statutory deadlines – we certify our charge to the County by July 31, and we adopt the final budget by October 1.

**Staff Comments:**

The BPP will be more actively involved again this year and earlier in the process, beginning this month. See the schedule below.

**Attachments:**

None

**Staff Contact:**

Jason Valerius, Executive Director  
[jasonv@capitalarearpc.org](mailto:jasonv@capitalarearpc.org)

**Next Steps:**

BPP meeting, initial discussion about budget and levy - April 24  
Executive Committee first review of preliminary budget and levy charge - May 6  
Executive Committee second review of preliminary budget and levy charge - June 9  
Commission approval of preliminary budget and levy charge - June 12  
BPP approval of preliminary budget and levy charge - late June  
Certification of levy charge to Dane County Clerk - July (7/31 statutory deadline)  
Executive Committee review of final 2026 Budget – August 11  
Publish public hearing notice – August 12  
Public hearing and approval of final 2026 Budget – September 11 (10/1 statutory deadline)