

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

**June 12, 2025**

**Verona Public Library, 500 Silent St., Verona  
and Zoom Webinar**

**6:00 pm**

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**Commissioners Present:** Maureen Crombie (virtual), Audra Dalsoren, Peter McKeever (virtual, exited at 6:42 p.m.), Heidi Murphy, David Pfeiffer, Cynthia Richson (virtual), Caryl Terrell (arrived 6:22 p.m), Bill Tishler (virtual), Regina Vidaver, Alison Volk (virtual)

**Commissioners Absent:** Steve Greb, Jim Schuler

Staff Present: Nick Bower (virtual), Jason Valerius, Joan Stuessy (virtual)

Others Present: Tom Mathies, David Haight

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.

David Haight - City of Fitchburg discussed concerns with stormwater management across the region and a desire to have CARPC staff provide expert consulting assistance to local governments on stormwater management design.

3. **Consent Agenda (*all items below are actionable items*)**

**a. Minutes of May 8, 2025 CARPC Meeting**

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

4. **Relaxing Robert's Rules of Order to Discuss Informally (*actionable item*)**

Commissioner Vidaver moved to approve the motion to relax Robert's Rules of Order. Commissioner Murphy seconded. The motion carried unanimously.

5. **Election of Officer: Treasurer (*actionable item*)**

Discussion pertaining to Nick Zavos' resignation and potential interest in members becoming the new Treasurer. Commissioner Murphy moved to appoint Peter McKeever as Treasurer. Commissioner Crombie seconded. The motion carried unanimously.

6. **Motion to Return to Standard Robert's Rules of Order (*actionable item*)**

Commissioner Murphy moved to approve the motion to return to Robert's Rules of Order. Commissioner Dalsoren seconded. The motion carried unanimously.

**7. Resolution 2025-03 Approving the CARPC Preliminary 2026 Budget and Property Tax Levy (*actionable item*)**

Executive Director Jason Valerius discussed highlights pertaining to the 2026 budget and property tax levy, including anticipated wage and benefit costs and changes made in response to feedback from the Budget and Personnel Panel in April. Following some discussion Commissioner McKeever moved to approve Resolution 2025-03 CARPC Preliminary 2026 Budget and Property Tax Levy. Commissioner Vidaver seconded. The motion carried unanimously.

**8. Consideration of Updates to the CARPC Personnel Manual (Actionable Item)**

Executive Director Jason Valerius discussed highlights of additional revisions to the Personnel Manual based on the review of CARPC's legal counsel. Commissioner Terrell moved to approve the motion for the CARPC Personnel Manual updates. Commissioner Murphy seconded. The motion carried unanimously.

**9. CARPC guidelines on work outside Dane County – Staff presentation and discussion**

The Executive Director Jason Valerius presented the draft guidelines for how CARPC will select and guide work for entities outside Dane County. The commission discussed the guidelines, in particular billing rates and contract review thresholds. These will be presented to the BPP next. Discussion confirmed that this can come back to the Commission in the future for formal adoption by resolution.

**10. Reports**

**a. Commission Chair**

Chair Pfeiffer noted that he and staff attended the State RPC convention recently. He noted staff did an excellent job presenting in the breakout sessions.

**b. Executive Director**

**(1) Program and Services Updates**

**(2) Partnership Updates**

Executive Director Valerius discussed highlighted items in his report.

**11. Future Agenda Items (next meeting July 10, 2025, via Zoom Webinar and in-person location TBD, 6:00 pm)**

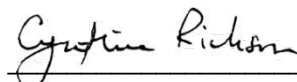
- a. Update on Regional Population Projections
- b. 2024 CARPC Annual Report
- c. 2024 CARPC Audit
- d. Update on the MMSD effort to discontinue effluent return to Badger Mill Creek
- e. Others?

**12. Adjournment**

Commissioner Murphy moved to adjourn. Commissioner Dalsoren seconded. The motion carried unanimously. Meeting adjourned at 7:30 p.m.

Minutes prepared by Administrative Services Manager and reviewed by Executive Director

Respectfully Submitted

  
Cynthia Richson, Secretary