

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

**July 10, 2025**

**Zoom Webinar**

**6:00 pm**

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

**Commissioners Absent:** None

**Staff Present:** Caitlin Shanahan, Jason Valerius, Joan Stuessy

**Other:** Forbes McIntosh

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 6:03 pm. A quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Consent Agenda (*all items below are actionable items*) (6:04)**

a. **Minutes of June 9, 2025 CARPC Meeting**

b. **Executive Committee Recommendations**

(1) **Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources**

(2) **Agreement to Prepare Comprehensive Plan Update for the Town of Berry**

(3) **Approve April 2025 Financial Statements**

(4) **Approve May 2025 Financial Statements and May 2025 Operating Account Reconciliation**

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

4. **Relaxing Robert's Rules of Order to Discuss Informally (*actionable item*) (6:05)**

Commissioner Terrell made a motion to relax Standard Robert's Rules of Order. Commissioner Crombie seconded the motion. The motion carried unanimously.

5. **Election for At-Large Member of the Executive Committee (*actionable item*) (6:05)**

Informal discussion regarding nominating Bill Tischler to become an Executive Committee member. Commissioner Murphy made a motion to appoint Bill Tischler to become a Commissioner. Commissioner Crombie seconded the motion. The motion carried unanimously.

6. **Motion to Return to Standard Robert's Rules of Order (*actionable item*) (6:07)**

Commissioner Terrell made a motion to return to Standard Robert's Rules of Order. Commissioner Crombie seconded the motion. The motion carried unanimously.

7. **Resolution 2025-03 Approving the CARPC Preliminary 2026 Budget and Property Tax Levy (*actionable item*) (6:08)**

Chairman Pfeiffer explained that this was a duplicate agenda item, and then proceeded to agenda item 8.

**8. Reconsideration of Resolution 2025-03 Approving the CARPC Preliminary 2026 Budget and Property Tax Levy (*actionable item*) (6:08)**

Executive Director Valerius summarized the discussion by the Budget and Personnel Committee at the June 23 meeting and their rejection of the proposed levy amount, then he noted the Executive Committee recommendation to adopt a new levy amount equaling the 2025 levy amount.

Commissioner Terrell made a motion for reconsideration of Resolution 2025-03. Commissioner Richson seconded the motion to reconsider. The motion carried unanimously.

Commissioner Terrell made a motion to revise the proposed levy amount to equal last year's amount of \$1,203,332. Commissioner Tischler seconded the motion. The motion carried unanimously.

**9. Resolution 2025-4 Recognizing Kris Hampton for Service to CARPC (*actionable item*) (6:34)**

Commissioner Richson made a motion to approve Resolution 2025-4 Recognizing Kris Hampton for Service to CARPC. Commissioner Crombie seconded the motion. The motion carried unanimously.

**10. Reports**

- a. Commission Chair
- 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 August 14, 2025, via Zoom Webinar and in-person location TBD, 6:00 pm)**

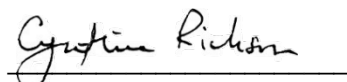
- a. Update on Regional Population Projections
- b. 2024 CARPC Annual Report
- c. 2024 CARPC Audit
- d. Update on the MMSD effort to discontinue effluent return to Badger Mill Creek
- e. Others?

**12. Adjournment**

Commissioner Schuler moved to adjourn. Commissioner Dalsoren seconded. The motion carried unanimously. Meeting adjourned at 6:49 p.m.

Minutes prepared by Administrative Services Manager and reviewed by Executive Director

Respectfully Submitted

  
Cynthia Richson, Secretary