

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

April 7, 2025

Microsoft Teams Webinar

5:15 pm

Participant Information

Commissioners Present: Maureen Crombie (5:22 pm), Peter McKeever, Heidi Murphy (5:36 pm), Cynthia Richson (5:28 pm)

Commissioners Absent: Nick Zavos, David Pfeiffer

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum

The meeting was called to order by Vice Chair Murphy at 5:39 pm. Quorum was established

2. Public Comment on Matters not on the agenda

No public comment.

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

Commissioner McKeever moved to approve the minutes. Commissioner Richson seconded. The motion carried unanimously.

4. February 2025 Financial Statements and March 2025 Operating Account Reconciliation (*actionable item*)

Due to the absence of the Treasurer and lack of his sign-off, the financial statements review was postponed. Commissioner McKeever moved to table the item. Commissioner Richson seconded. The motion carried unanimously.

5. Agreement with Rock County for Comprehensive Planning Assistance (*actionable item*)

Jason Valerius reported that the contract has not yet been finalized. Legal counsel from Rock County was still reviewing CARPC's edits. Commissioner McKeever moved to table the item. Commissioner Richson seconded. Executive Committee members agreed that the full Commission could act on the item independently if the contract was ready by Thursday's meeting. Commissioner Richson advised against including mandatory arbitration clauses in CARPC contracts. CARPC is a public, governmental agency, and transparency should be a priority. Commissioner Richson indicated she might ask to pull the agreement from the consent agenda at the Commission meeting to comment on it. Motion to table carried unanimously.

6. Agreement with the City of Evansville for Human-Powered Transportation Planning Assistance (*actionable item*)

Commissioner McKeever moved to approve the agreement. Commissioner Crombie seconded. Commissioner Richson raised concerns about mandatory arbitration clauses, arguing that our agreements should not exclude court options. Commissioner McKeever agreed that consultation with legal counsel was warranted before finalizing. Concerns were also expressed about whether a local municipal project outside Dane County aligned with CARPC's mission. Executive Director Jason Valerius clarified that the project would be fully funded externally, would help diversify CARPC's activities, and foster regional relationships. The motion carried, with Commissioner Richson voting no due to objecting to the mandatory arbitration clause.

. Staff will follow up with legal counsel regarding arbitration provisions before the Commission meeting.

7. 2026 Budget Process – discussion

Jason Valerius reviewed the timeline and process for developing the 2026 budget: Initial consultation with the Budget and Personnel Panel (BPP) scheduled for April 24, 2025. Preliminary 2026 budget discussion by the Executive Committee is expected in May, then a recommendation in June and action by the Commission in June. No action was taken; discussion only.

8. Future Agenda Items (next meeting is **Monday, May 5, 2025**, via Zoom Webinar at **5:15 pm**)

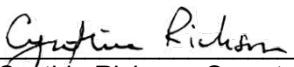
- a. Preliminary 2026 Budget
- b. Draft 2024 Annual Report

9. Adjournment

Commissioner McKeever moved to adjourn. Commissioner Crombie seconded. The motion carried unanimously. The meeting adjourned at 5:58 p.m.

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

Respectfully Submitted



Cynthia Richson, Secretary