

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

June 9, 2025

Zoom Webinar

5:15 pm

Commissioners Present: Maureen Crombie, Peter McKeever, Heidi Murphy, David Pfeiffer, Cynthia Richson

Commissioners Absent: None (Zavos resigned, not yet replaced)

Staff Present: Jason Valerius, Caitlin Shanahan, Joan Stuessy

Others Present: Forbes McIntosh

1. Establish Quorum (5:15)

The meeting was called to order by Chair Pfeiffer at 5:15 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No public comment.

3. **Minutes of May 5, 2025, Executive Committee Meeting (actionable item)** (5:17)

Motion to approve minutes of the May 5, 2025 meeting was made by Commissioner Murphy. Commissioner Richson seconded. The motion carried unanimously.

4. **April 2025 Financial Statements and May 2025 Operating Account Reconciliation (actionable item)**

(5:18) Commissioner David Pfeiffer discussed this item. Since the Treasurer has resigned, this item is tabled until next meeting. Motion to table this item made by Commissioner Crombie and seconded by Commissioner Murphy. The motion carried unanimously.

5. **Resolution 2025-03 Approving the CARPC Preliminary 2026 Budget and Dane County Levy Charge: Recommendation to Commission (actionable item)** (5:22)

Executive Director Jason Valerius provided an overview of the preliminary 2026 Budget. He discussed overall changes from last discussion including County levy adjustment – down from 3% to 2%. He discussed revised salary increases including COLA adjustment (reduced from 5% to 2%), increases targeted to specific junior staff roles, and addition of the Deputy Director role for Caitlin Shanahan in 2026. He also discussed including a budget for a part-time intern role.

Motion to recommend to the Commission Resolution 2025-03 Approving the CARPC Preliminary 2026 Budget and Dane County Levy Charge made by Commissioner Murphy and seconded by Commissioner Crombie. The motion carried unanimously.

6. **Closed Session (actionable item by roll call vote)**

- a. *The Executive Committee may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. This closed session will address staffing changes for the agency's administrative functions.*
- b. *No action will be taken regarding the closed session discussion upon return to open session.*

The purpose of the closed session was clarified to address circumstances of employment for a particular staff person. Motion to move to closed session made by Commissioner Richson and seconded by Murphy. Roll call vote was held, resulting in unanimous approval to move into closed session. There was brief discussion about future agenda items and it was announced that no action would be taken and the Committee would not return to open session.

7. Future Agenda Items (next meeting is **Monday, July 7, 2025**, via Zoom Webinar at **5:15 pm**)

- a. Draft 2024 CARPC Annual Audit
- b. Draft 2024 CARPC Annual Report

8. Adjournment

The meeting was adjourned in closed session.

Minutes prepared by Administrative Services Manager and reviewed by Executive Director

Respectfully Submitted

Cynthia Richson
Cynthia Richson, Secretary