

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

July 10, 2025

Zoom Webinar

5:15 pm

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

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

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

**Others Present:** Bill Tishler

**1. Establish Quorum**

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**

None

**3. Minutes of June 9, 2025, Executive Committee Meeting (*actionable item*) (5:16)**

Motion to approve minutes of the June 9, 2025 meeting was made by Commissioner Crombie. Commissioner Murphy seconded. The motion carried unanimously.

**4. April 2025 Financial Statements (*actionable item*) (5:18)**

Motion to approve April 2025 Financial Statements was made by Commissioner and Treasurer McKeever. Commissioner Murphy seconded. The motion carried unanimously.

**5. May 2025 Financial Statements and May 2025 Operating Account Reconciliation (*actionable item*) (5:21)**

Motion to approve May 2025 Financial Statements and Operating Account Reconciliation was made by Commissioner and Treasurer McKeever. Commissioner Crombie seconded. The motion carried unanimously.

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

Executive Director Valerius summarized the discussion about the CARPC budget and levy at the June 23 BPP meeting and their rejection of the proposed levy amount. He explained the budget illustrations in the packet showing how the budget could be balanced if levy revenue were equal to the 2025 certified amount or 4% lower than that amount.

Commissioner McKeever made a motion to recommend to the full commission that Resolution 2025-03 be reconsidered and the levy amount revised to match the 2025 amount of \$1,209,332. Commissioner Richson seconded. The motion carried unanimously.

**7. Agreement to Prepare Comprehensive Plan Update for the Town of Berry (*actionable item*) (5:54)**

Motion to authorize the Executive Director to execute the agreement with the Town of Berry for Comprehensive Planning Services was made by Commission Richson and seconded by Commissioner Murphy.

**8. Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources (*actionable item*) (5:55)**

Motion to authorize the Executive Director to execute the agreement with the DNR for Water Quality Management Planning Services was made by Commission McKeever and seconded by Commissioner Richson.

9. Future Agenda Items (next meeting is **Monday, August 11, 2025**, via Zoom Webinar at **5:15 pm**)

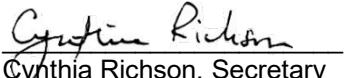
- a. Draft 2024 CARPC Annual Audit
- b. Draft 2024 CARPC Annual Report

10. Adjournment

Motion to adjourn was made by Commissioner McKeever and seconded by Commissioner Murphy.  
Meeting was adjourned at 5:57 pm.

Minutes prepared by Administrative Services Manager and reviewed by Executive Director

Respectfully Submitted

  
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Cynthia Richson, Secretary