

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

August 11, 2025

Zoom Webinar

5:15 pm

Commissioners Present: Maureen Crombie, Peter McKeever (joined 5:27), Heidi Murphy, David Pfeiffer, Cynthia Richson, Bill Tischler

Commissioners Absent: None

Staff Present: Jason Valerius, Joan Stuessy, Caitlin Shanahan

Others Present: Brett Hofmeister (Johnson Block)
Alicia Greer, Kristy James, Martin Rude (Berndt)

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 5:22 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of July 10, 2025, Executive Committee Meeting (actionable item) (5:24)**

Motion to approve minutes of the July 10, 2025 meeting was made by Commissioner Murphy. Commissioner Crombie seconded. The motion carried unanimously.

4. **June 2025 Financial Statements (actionable item) (5:26)**

Motion to approve June 2025 Financial Statements was made by Commissioner Murphy. Commissioner Richson seconded. The motion carried unanimously.

5. Draft 2024 CARPC Annual Audit – Presentation and Discussion with Johnson Block

Brett Hofmeister from Johnson Block led the presentation and discussion regarding the 2024 financial audit.

6. Draft 2024 CARPC Annual Report- Staff Presentation and Discussion

Staff member Caitlin Shanahan introduced this topic and discussed the status of the 2024 Annual report. The next steps include updating the financial information once the financial audit is finalized.

7. 2026 CARPC Budget-Staff Presentation and Discussion

Executive Director Jason Valerius discussed the update of the 2026 Budget. The BPP approved a levy amount 4% lower than the amount approved by the Commission. Changes were made to expenses to balance the budget with that revenue reduction, including reductions to IT assistance and staff training, and Senior Planner Sean Higgins was reduced to 30 hours per week at his request to allow time for his teaching role at UW-Madison. Included in the budget is a 2% COLA for all staff and \$2,000 increases to the salary schedules for more junior staff roles.

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

a. Draft Commission Resolution – Guidance on CARPC Operating Reserve Amount

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

Motion to go to Closed Session was made by Commissioner Crombie. Commissioner Richson seconded. It was announced that the committee would not return to open session or take any action from the closed session

discussion. A roll call vote was taken. The motion carried unanimously.

10. Adjournment

Motion to adjourn was made by Commissioner McKeever and seconded by Commissioner Murphy.
Meeting was adjourned at 6:30 pm.

Minutes prepared by Administrative Services Manager and reviewed by Executive Director

Respectfully Submitted

Cynthia Richson
Cynthia Richson, Secretary