

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

**November 10, 2025**

**Zoom Webinar**

**5:15 pm**

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

**Commissioners Absent:** None

**Staff Present:** Jason Valerius, Matt Kozlowski

**Others Present:** None

**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 October 6, 2025, Executive Committee Meeting (*actionable item*) (5:15 pm)**

Motion to approve minutes of the October 6, 2025 meeting was made by Commissioner Crombie. Commissioner Murphy seconded. The motion carried unanimously.

**4. Acknowledgement of Receipt – September 2025 Financial Management Report (*actionable item*) (5:16 pm)**

Motion to acknowledge receipt of September 2025 Financial Statements was made by Commissioner Richson. Commissioner Murphy seconded. The motion carried unanimously.

**5. Recommendation to Approve – 2026 Cost Allocation Plan (*actionable item*) (5:18 pm)**

Jason Valerius provided an overview of the methods used for putting together the Cost Allocation Plan for 2026.

Motion to recommend approval of the 2026 Cost Allocation Plan was made by Commissioner Murphy. Commissioner Crombie seconded. The motion carried unanimously.

**6. Recommendation to Authorize Executive Director to Execute Agreements with the Towns of Berry, Blue Mounds, Bristol, Springfield, Sun Prairie – 2026-2027 Mapping and Data Services (*actionable item*) (5:21 pm)**

Jason Valerius provided an overview of the changes to the base agreement compared to previous years, including changing the duration to two years rather than one year.

Commissioner Richson noted that the template agreement includes the outdated language for arbitration and that the 'other data services' clause is overly broad. Jason Valerius noted that staff can make changes to the base agreement as appropriate to adjust for the arbitration clause.

Motion to recommend authorization of Executive Director to execute agreements for 2026-2027 mapping and data services was made by Commissioner Crombie. Commissioner Murphy seconded. The motion carried unanimously.

**7. Recommendation to Authorize Executive Director to sign – Joint Planning Assistance Services Agreement to provide assistance to the City of Fitchburg and Village of Oregon (actionable item) (5:26 pm)**

Jason Valerius provided an overview of the services requested by the City of Fitchburg and Village of Oregon.

Commissioner Richson noted a concern about potential conflicts of interest that may arise from staff working on land use plans in this manner where the Commission would later need to evaluate an Urban Service Area Amendment. Jason Valerius clarified that the process was designed based on discussions with the Village and City. Mr. Valerius also noted that the City of Fitchburg would likely be the applicant for such an amendment.

Commissioner Richson asked for clarification about what would happen if the City of Fitchburg and Village of Oregon are unable to reach an agreement, thus placing the Commission in a difficult position in considering the Urban Service Area. Chair Pfeiffer clarified that development and a sewer service amendment depends upon cooperation between the two entities because the area can only be served with utilities from the Village.

Commissioner Crombie asked for clarity about who is currently meeting between the City of Fitchburg and Village of Oregon. Mr. Valerius clarified the services from the contract are targeted at advancing the process, but not to facilitate a final agreement. The output would be a report delivered in a public meeting.

Motion to recommend authorization of Executive Director to sign joint planning assistance services agreement was made by Commissioner McKeever. Commissioner Murphy seconded. The motion carried with 5 ayes and 1 nay.

**8. Recommendation to Authorize Executive Director to sign – 2026 Audit Services Agreement with Johnson Block to conduct the 2025 audit (actionable item) (5:42 pm)**

Jason Valerius provided an overview of last year's audit services and the prospects of selecting a new auditor. With the adjustments in the past few years, it is the recommendation of staff that we retain Johnson Block for at least one more year due to their experience with the various changes we've made over the past few years.

Commissioner McKeever asked for clarity on the auditing requirements for units of government. Commissioner Richson noted the importance of public trust in the Commission that is provided by an annual audit. Mr. Valerius also noted that some of our funders request our audit materials periodically and that other regional planning commissions conduct annual audits.

Motion to recommend authorization of Executive Director to sign 2026 audit services agreement was made by Commissioner Crombie. Commissioner Richson seconded. The motion carried unanimously.

**9. Future Agenda Items (next meeting is **Monday, December 8, 2025**, via Zoom Webinar and in person at the CARPC office 100 State St at 5:15 pm)**

Commissioner McKeever requested that the Commission hold public hearings in person for potential controversial Urban Service Area Amendments that may occur in the future to better facilitate public participation.

- a. Review and update – CARPC Internal Control Procedures (Dec)
- b. Executive Director Annual Review (Dec)

**10. Adjournment**

Motion to adjourn was made by Commissioner Crombie and seconded by Commissioner McKeever. Meeting was adjourned at 6:01 pm.

Respectfully Submitted

Cynthia Richson  
Cynthia Richson, Secretary