

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

**December 11, 2025**

**Zoom Webinar**

**4:00 pm**

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

**Commissioners Absent:** Peter McKeever

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

**Others Present:**

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 4:05 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Closed Session (*actionable item*) (4:05 pm)**

*The Commission intends to 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. The subject matter concerns the annual evaluation of the Executive Director.*

Motion to convene in closed session was made by Commissioner Richson. Commissioner Crombie seconded. The motion carried unanimously.

4. **Return to Open Session (*actionable item*) (5:07 pm)**

Motion to return to open session was made by Commissioner Richson. Commissioner Crombie seconded. The motion carried unanimously.

5. **Performance Evaluation of the Executive Director and authorization of the Commission Chair to approve the annual merit increase (*actionable item*) (5:09 pm)**

Motion to authorize Executive Director salary step increase was made by Commissioner Murphy. Commissioner Tishler seconded. The motion carried unanimously.


6. Future Agenda Items (next meeting is **Monday, January 5, 2026**, via Zoom Webinar at **4:00 pm**)

a. None Yet

7. Adjournment

Motion to adjourn was made by Commissioner Richson and seconded by Commissioner Crombie. Meeting was adjourned at 5:10 pm.

Respectfully Submitted

  
Cynthia Richson, Secretary