

**AGENDA**  
of the  
**Budget and Personnel Panel**  
of the  
**Capital Area Regional Planning Commission**

**February 2, 2026**

**CCB Room 421, 210 Martin Luther King Jr. Blvd., Madison, WI**

**1:00 pm**

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If you need other accommodation to attend the meeting, please call Matt Kozlowski at 608-474-6017 or email at [MatthewKoz@CapitalAreaRPC.org](mailto:MatthewKoz@CapitalAreaRPC.org).

**Agenda**

1. Roll Call
2. **Approval of the Minutes of the July 21, 2025 Budget and Personnel Panel Meeting (actionable item)**
3. CARPC Levy Charge Calculation Method – Staff Presentation and Discussion
4. CARPC Involvement in Regional Economic Development – Staff Presentation and Discussion
5. Consideration of the Budget and Personnel Panel Responsibilities as Listed in the CARPC Bylaws
6. Adjournment

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LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnub ua hauj lwm ua ntej yuav tuaj sib tham.

## DRAFT MINUTES

### **Meeting of the Budget and Personnel Panel of the Capital Area Regional Planning Commission**

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**July 21, 2025**

**Virtual Meeting via Zoom Webinar**

**3:30 PM**

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**Budget and Personnel Panel Members Present:** DCTA President Tom Mathies, County Executive Melissa Agard, Madison Mayor Satya Rhodes-Conway, DCCVA President Robert Wipperfurth, CARPC Chair David Pfeiffer (nonvoting member)

**CARPC Staff Present:** Jason Valerius (Executive Director), Joan Stuessy

**Others Present:** Forbes McIntosh, Christie Baumel, Carrie Springer

**1. Roll Call**

Chair Wipperfurth called the meeting to order at 3:31 p.m. Roll call was taken, and a quorum was established.

**2. Approval of the Minutes of the June 23, 2025 Budget and Personnel Panel Meeting (*actionable item*)**

Mayor Rhodes-Conway moved to approve the minutes of the June 23, 2025 Budget and Personnel Panel Meeting. DCTA President Mathies seconded the motion. The motion passed unanimously on a voice vote.

**3. Approval and Adoption of the Preliminary CARPC 2026 Budget and Levy Charge to Dane County (*actionable item*)**

County Executive Agard moved to approve a 2026 levy charge to Dane County of \$1,160,959 (4% lower than the 2025 amount). DCTA President Mathies seconded the motion. The motion passed on a voice vote.

**4. Adjournment**

DCTA President Tom Mathies moved to adjourn; Mayor Satya Rhodes-Conway seconded the motion to adjourn. The motion passed unanimously on a voice vote. The meeting adjourned at 4:04 p.m.

Minutes taken by Joan Stuessy, reviewed by Jason Valerius

**Re:** CARPC Levy Charge Calculation Method

<b>Requested Action:</b> None
<b>Background:</b> <p>Per the CARPC bylaws, the BPP is authorized "to establish the levy and user fees and adopt the annual operating budget for the Commission." The method by which the levy is calculated has in many years focused on staffing costs and attempted to tie changes in the CARPC levy charge to changes in Dane County staffing costs, either in the same year or in the preceding year. The 2026 budget was a 4% cut from the prior year's charge, reflecting County Executive direction to county departments as part of the overall county budgeting effort.</p>
<b>Staff Comments:</b> <p>The process of arriving at a CARPC levy charge to the County has often been contentious. We would like to explore alternatives that increase predictability for all parties, including the option of a calculation based on Net New Construction.</p>
<b>Attachments:</b> <p>None</p>
<b>Staff Contact:</b> <p>Jason Valerius, Executive Director <a href="mailto:jasonv@capitalarearpc.org">jasonv@capitalarearpc.org</a> 608 474 6010</p>
<b>Next Steps:</b> <p>Consideration of a preliminary budget and levy charge in April and/or June</p>

**Re:** CARPC Involvement in Regional Economic Development

**Requested Action:** None

**Background:**

The Madison Region Economic Partnership (MadREP) voted on December 11, 2025 to dissolve and transfer most of its assets to the Greater Madison Chamber of Commerce (GMCC). MadREP and GMCC have both been partners of CARPC in various regional activities, including efforts related to data and land use planning. GMCC has indicated that it does not intend to take on MadREP functions related to coordination with federal agencies, including the Comprehensive Economic Development Strategy (CEDS) and associated relationship with the Economic Development Administration, and administration of a revolving loan fund capitalized by the USDA. MadREP asked CARPC to try to take on administration of the revolving loan fund rather than surrender it to USDA. The Commission will be considering actions to enable it to take on the revolving loan fund at its February 12 meeting.

**Staff Comments:**

CARPC staff and commissioners would appreciate feedback from the BPP regarding a CARPC role in certain aspects of economic development in the wider region, specifically coordination of relationships with federal agencies and associated grant and loan programs that serve economic development. We can discuss together:

- Legal considerations - we've reviewed relevant statutes and CARPC bylaws with legal counsel and see no legal impediment to this role.
- Funding considerations – this work will benefit Dane County, but other counties too, and therefore needs outside funding support. The revolving loan fund comes with a modest amount of interest income that can be used for administrative purposes and also an ability to cover loan-making efforts from the loan funds. The work of managing and promoting the CEDS requires funding inputs from the other counties.
- Staffing considerations – the initial effort with the revolving loan fund is modest and manageable with existing staff. Managing, promoting, and updating the CEDS could require at least a part time staff dedication (see the above funding comments).
- Relationship considerations – we anticipate more connections with economic development entities, counties, and local governments (both in and outside Dane County) as a result (and requirement) of this role.

**Attachments:** None

**Staff Contact:**

Jason Valerius, Executive Director  
[jasonv@capitalarearpc.org](mailto:jasonv@capitalarearpc.org)  
608 474 6010

**Next Steps:**

None planned for BPP

**Re:** Consideration of the Budget and Personnel Panel Responsibilities as Listed in the CARPC Bylaws

**Requested Action:** None

**Background:**

DCTA President Mathies requested this agenda item. The [CARPC Bylaws](#) article pertaining to the BPP follows.

**ARTICLE IV — BUDGET AND PERSONNEL PANEL**

**Section 1: Panel Membership**

The Budget and Personnel Panel (“Panel”) shall be composed of:

- a. the Mayor of the City of Madison;
- b. the Dane County Executive;
- c. the President of the Dane County Towns Association;
- d. the President of the Dane County Cities and Villages Association; and
- e. the Chairperson of the Commission, who shall serve as a non-voting member.

**Section 2: Panel Responsibilities**

The Panel shall have, on behalf of and with advice of the Commission, the following powers:

- a. to establish the levy and user fees and adopt the annual operating budget for the Commission. The Panel may adopt a levy less than the statutory maximum;
- b. to hire the Executive Director from a list of three candidates selected by the Commission; and
- c. to remove the Executive Director, at pleasure. The Panel may act on the business referred to in Article IV, Section 2 only at a meeting at which all four voting members of the Panel are present.

**Section [3]: Panel Disbanding**

The Panel may, by a vote of three of its four voting members, disband and transfer to the Commission its responsibilities.

**Staff Comments:**

There are also bylaws for the BPP, adopted 7/18/2007 and amended 2/15/2008

**Attachments:**

1. BPP Bylaws as amended February 15, 2008

**Staff Contact:**

Jason Valerius, Executive Director  
[jasonv@capitalarearpc.org](mailto:jasonv@capitalarearpc.org)  
608 474 6010

**Next Steps:**

None proposed

1 BY – LAWS OF THE CAPITAL AREA REGIONAL PLANNING COMMISSION  
2 BUDGET & PERSONNEL PANEL

3  
4 Section Title

5  
6 1 Organization  
7 2 Meetings  
8 3 Records  
9 4 Hiring, Evaluation and Removal of Executive Director of CARPC

10  
11 1. Organization.

12  
13 1.1 The Budget and Personnel Panel (the “BPP”) is established pursuant to  
14 Executive Order 197 of Wisconsin Governor James E. Doyle to perform  
15 the functions and exercise the authority conferred upon the BPP in the  
16 Membership Plan proposed in the Resolutions adopted by the  
17 communities of Dane County.  
18 1.2 The BPP shall consist of the County Executive of Dane County, the  
19 Mayor of the City of Madison, the President of the Dane County Cities  
20 and Villages Association and the President of the Dane County Towns  
21 Association and the Chairperson of the Capital Area Regional Planning  
22 Commission as a non-voting member.  
23 1.3 The BPP members shall elect a chairperson to preside at meetings of the  
24 BPP. The BPP’s chairperson shall have no additional authority by virtue  
25 of that position.  
26 1.4 The BPP may act solely by motion or resolution.

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28 2. Meetings.

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30 2.1 The BPP shall meet annually at a time and date scheduled by its members  
31 which will make it possible for the BPP to review and act on a proposed  
32 levy and budget for the BPP for the ensuing year. Action by the BPP shall  
33 be taken by August 1 of each year unless the BPP shall unanimously  
34 determine a different date.  
35 2.2 The BPP shall meet at the call of the chairperson provided that written  
36 notice of the meeting shall have been given to each member not less than  
37 two weeks in advance of the meeting date.  
38 2.3 Every effort shall be made to assure that all four members of the BPP are  
39 available to meet before a meeting is scheduled.  
40 2.4 Meetings shall comply with the provisions of the Wisconsin Open  
41 Meetings Law, sec. 19.81, Wis. Stats., et seq. Notice of the meetings of  
42 the BPP shall be posted, pursuant to sec. 985.02 (1), Wis. Stats., in the  
43 following three public places:

46 (a) The County Clerk's Public Notice Bulletin Board in the City-  
47 County Building, 210 Martin Luther King, Jr., Blvd.;  
48 (b) the City of Madison's Municipal Building at 215 Martin Luther  
49 King, Jr. Blvd.; and  
50 (c) the City or Village Hall of the City or Village headed by the  
51 President of the Cities and Villages' Association; and,  
52 (d) the Town Hall of the Town chaired by the President of the  
53 Towns Association.  
54 (e) Notice shall be sent to any person or news media requesting the  
55 same. Notice sent by email shall be sufficient compliance with  
56 this provision.

57 2.5 Minutes of meetings shall be kept at the direction of the BPP which shall  
58 record attendance and all actions taken by the BPP.  
59 2.6 Quorum of the BPP shall consist of all members. All action shall be taken  
60 only by vote of the majority of all members.  
61 2.7 Members may not send a designee to BPP meetings or vote by proxy.  
62 2.8 Meetings shall be governed by Robert's Rules of Order.

63 3. Records

64 3.1 Pursuant to sec. 19.33 (2), Wis. Stats., the Executive Director of the  
65 Capital Area Regional Planning Commission is designated as the Legal  
66 Custodian of the records of the BPP except those related to the BPP's  
67 exercise of its authority under Section 4 of these By-Laws, the  
68 employment of the Executive Director. The BPP Chairperson shall be the  
69 Legal Custodian of all records related to Section 4.  
70 3.2 In the event that the Executive Director or the Chairperson denies a  
71 request for inspection or other access to the records of the BPP, the  
72 Executive Director or the Chairperson shall furnish a copy of the request  
73 and the denial to all members of the BPP.

74 4. Hiring, Evaluation and Removal of Executive Director of CARPC.

75 4.1 Hiring. In the event of a vacancy in the position of Executive Director, or  
76 upon receipt of notice that the incumbent Executive Director intends to  
77 resign or retire, the BPP shall work cooperatively with the CARPC to  
78 select a successor Executive Director.  
79 4.2 The BPP may recommend a selection process or method to the CARPC.  
80 4.3 The BPP shall select the Executive Director. The BPP shall select the  
81 Director from a list of three candidates which is the product of the search  
82 and screen process used by the CARPC.  
83 4.4 The BPP may, if it finds all three candidates to be unacceptable, reject all  
84 candidates and direct a new search. Additionally, if it shall appear to the  
85 BPP that the selection process used by the CARPC was conducted  
86 improperly, the BPP may inform the CARPC of the deficiencies and direct  
87 that the search be modified, if possible, or re-opened.

92           4.5    The person appointed as Executive Director shall serve at the pleasure of  
93           the BPP under the terms of an employment agreement approved by the  
94           BPP.  
95           4.6    The BPP shall provide the Executive Director with periodic guidance as to  
96           the Executive Director's performance. The BPP shall conduct a formal  
97           performance appraisal of the Executive Director at least annually.  
98           4.7    The BPP shall adopt a separate policy governing the conduct of the  
99           Executive Director, including disciplinary procedures which shall be used  
100           to address performance problems and the procedure for termination of the  
101           Executive Director.

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105           Adopted July 18, 2007  
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107           Amended February 15, 2008: Paragraph 1.2 added "...and the Chairperson of the  
108           Capital Area Regional Planning Commission as a non-voting member."