

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

If you need other accommodation to attend the meeting, please call Matt Kozlowski at 608-474-6017 or email at 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

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity, or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

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 hnuv 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

July 21, 2025

Virtual Meeting via Zoom Webinar

3:30 PM

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**Requested Action:** None**Background:**

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.

Staff Comments:

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.

Attachments:

None

Staff Contact:

Jason Valerius, Executive Director
jasonv@capitalarearpc.org
608 474 6010

Next Steps:

Consideration of a preliminary budget and levy charge in April and/or June

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
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
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

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13 1. Organization.
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- 15 1.1 The Budget and Personnel Panel (the “BPP”) is established pursuant to
16 Executive Order 197 of Wisconsin Governor James E. Doyle to perform
17 the functions and exercise the authority conferred upon the BPP in the
18 Membership Plan proposed in the Resolutions adopted by the
19 communities of Dane County.
20 1.2 The BPP shall consist of the County Executive of Dane County, the
21 Mayor of the City of Madison, the President of the Dane County Cities
22 and Villages Association and the President of the Dane County Towns
23 Association and the Chairperson of the Capital Area Regional Planning
24 Commission as a non-voting member.
25 1.3 The BPP members shall elect a chairperson to preside at meetings of the
26 BPP. The BPP’s chairperson shall have no additional authority by virtue
27 of that position.
28 1.4 The BPP may act solely by motion or resolution.
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30 2. Meetings.
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- 32 2.1 The BPP shall meet annually at a time and date scheduled by its members
33 which will make it possible for the BPP to review and act on a proposed
34 levy and budget for the BPP for the ensuing year. Action by the BPP shall
35 be taken by August 1 of each year unless the BPP shall unanimously
36 determine a different date.
37 2.2 The BPP shall meet at the call of the chairperson provided that written
38 notice of the meeting shall have been given to each member not less than
39 two weeks in advance of the meeting date.
40 2.3 Every effort shall be made to assure that all four members of the BPP are
41 available to meet before a meeting is scheduled.
42 2.4 Meetings shall comply with the provisions of the Wisconsin Open
43 Meetings Law, sec. 19.81, Wis. Stats., et seq. Notice of the meetings of
44 the BPP shall be posted, pursuant to sec. 985.02 (1), Wis. Stats., in the
45 following three public places:

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

2.5 Minutes of meetings shall be kept at the direction of the BPP which shall record attendance and all actions taken by the BPP.

2.6 Quorum of the BPP shall consist of all members. All action shall be taken only by vote of the majority of all members.

2.7 Members may not send a designee to BPP meetings or vote by proxy.

2.8 Meetings shall be governed by Robert's Rules of Order.

3. Records

3.1 Pursuant to sec. 19.33 (2), Wis. Stats., the Executive Director of the Capital Area Regional Planning Commission is designated as the Legal Custodian of the records of the BPP except those related to the BPP's exercise of its authority under Section 4 of these By-Laws, the employment of the Executive Director. The BPP Chairperson shall be the Legal Custodian of all records related to Section 4.

3.2 In the event that the Executive Director or the Chairperson denies a request for inspection or other access to the records of the BPP, the Executive Director or the Chairperson shall furnish a copy of the request and the denial to all members of the BPP.

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

4.1 Hiring. In the event of a vacancy in the position of Executive Director, or upon receipt of notice that the incumbent Executive Director intends to resign or retire, the BPP shall work cooperatively with the CARPC to select a successor Executive Director.

4.2 The BPP may recommend a selection process or method to the CARPC.

4.3 The BPP shall select the Executive Director. The BPP shall select the Director from a list of three candidates which is the product of the search and screen process used by the CARPC.

4.4 The BPP may, if it finds all three candidates to be unacceptable, reject all candidates and direct a new search. Additionally, if it shall appear to the BPP that the selection process used by the CARPC was conducted improperly, the BPP may inform the CARPC of the deficiencies and direct 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."