AGENDA
of the
Capital Area Regional Planning Commission

January 8, 2026 | **Zoom Webinar** | **6:00 pm**

Participant Information

How to Attend: This meeting will take place via Zoom Webinar. You may participate in the meeting from your computer, tablet, smartphone, at this URL:
https://us02web.zoom.us/j/85681285412?pwd=9SeBL9buMbvJa1AaGCpdng2JCXbzzp.1
Phone: 1-312-626-6799
Meeting ID: 856 8128 5412
Passcode: 464856

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

Speaking at RPC Meetings: Oral comments from members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each attendee will be three (3) minutes unless additional time is granted for all attendees at the discretion of the Chair. The Commission may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Commission as part of the packet should be received in the RPC office no later than noon, seven (7) days prior to the meeting. Written communications, including emails sent to info@capitalarearpc.org, received after this deadline and up to 24 hours before the meeting will be provided to Commissioners at the meeting.

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.

Agenda

1. Establish Quorum

2. Public Comment on Matters not on the agenda

3. **PUBLIC HEARINGS**

   a. Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Waunakee Urban Service Area (#2504 Village of Waunakee – "Heyday Development")

      (1) Applicant Presentation – Amendment Overview
      (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing
      (3) Commissioner Questions and Discussion

   b. Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Adopting *Policies and Criteria for the Review of Sewer Service Area Amendments*

      (1) Staff Presentation – Overview of Updated Policies and Criteria document
      (2) Open Public Hearing to Take Testimony from Attendees, Close Public Hearing
      (3) Commissioner Questions and Discussion

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 hnub ua hauj lwm ua ntej yuav tuaj sib tham.

4. **Consent Agenda *(all items are actionable)***
    a. **Minutes of the December 11, 2025 CARPC Meeting**
    b. **Executive Committee Recommendations**
        i. **Authorize Executive Director to Execute Agreement with the City of Madison (the Greater Madison MPO) for 2026 Transportation Planning Services**
5. **Acknowledgment of Receipt – November 2025 Financial Management Report *(actionable item)***
6. **Relaxing Robert's Rules of Order to Discuss Informally *(actionable item)***
7. **Election of Officers: Chairperson, Vice-Chairperson, Secretary and Treasurer *(actionable item)***
8. **Appointment of Executive Committee Members *(actionable item)***
9. **Motion to Return to Standard Robert's Rules of Order *(actionable item)***
10. **CARPC Resolution 2026-01, Expression of Appreciation for Executive Committee Service in 2025 *(actionable item)***
11. **CARPC Resolution 2026-02, CARPC Internal Controls Update – Staff Presentation, Discussion and Consideration for Adoption *(actionable item)***
12. **CARPC Resolution 2026-03, Recognizing January 26-30, 2026, as Winter Salt Week in the Greater Madison Region *(actionable item)***
13. Acceptance of Responsibility for the MadREP Revolving Loan Fund – Staff Presentation and Discussion
14. **Authorize the Executive Director and CARPC Chair to move CARPC deposits to One Community Bank *(actionable item)***
15. Reports
    a. Commission Chair
    b. Executive Director
        (1) Program and Services Updates
        (2) Partnership Updates
16. Future Agenda Items (next meeting February 12**,** 2026, via Zoom Webinar, 6:00 pm meeting start)
    a. Actions regarding the MadREP Revolving Loan Fund, including resolutions to create a RLF Committee, to establish bylaws for that committee, and to accept responsibility for the fund (Feb)
    b. Consideration for Adoption - *Dane County Water Quality Plan* Amendment Resolution - Sewer Service Area Amendment Policies and Criteria (Feb)
    c. Consideration for Adoption – Fee Resolution for Review of Sewer Service Area Amendments (Feb)
    d. Conflict of Interest Training Session by UW-Extension (Feb)
    e. Proposed Amendment of the *Dane County Water Quality Plan* by Adopting Revised *Environmental Corridor Policies and Criteria* – Staff Presentation (Feb)
    f. Visits/presentations by allied organizations - TBD
17. Adjournment

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CARPC AGENDA COVER SHEET **January 8, 2026**
Item 03a

Re: Public Hearing on a Proposed Amendment of the *Dane County Water Quality Plan* by Revising the Sewer Service Area Boundary and Environmental Corridors in the Waunakee Urban Service Area (#2504 Village of Waunakee – "Heyday Development")

Requested Action:

None

Background:

The Village of Waunakee has submitted a request for a sewer service area amendment to the *Dane County Water Quality Plan*. The application (revised) has been posted on the CARPC website. The proposed amendment is currently in the Town of Vienna, with annexation into the Village of Waunakee expected in 2026, and within the Waunakee Marsh-Sixmile Creek (HUC 12: 070900020601) watershed. It includes the addition of approximately 76 acres of land, including 36 acres of proposed environmental corridors and zero acres of existing development and right-of-way, for a net of approximately 40 developable acres to the Waunakee Urban Service Area.

These updates will constitute an amendment to the *Dane County Water Quality Plan.* The public hearing is intended to give members of the public, local governmental officials, and interested groups the opportunity to provide input as part of the public participation process required for amendments to the areawide water quality management plan in accordance with NR 121.

Staff Comments:

None

Attachments:

1. Map 1 of proposed amendment area

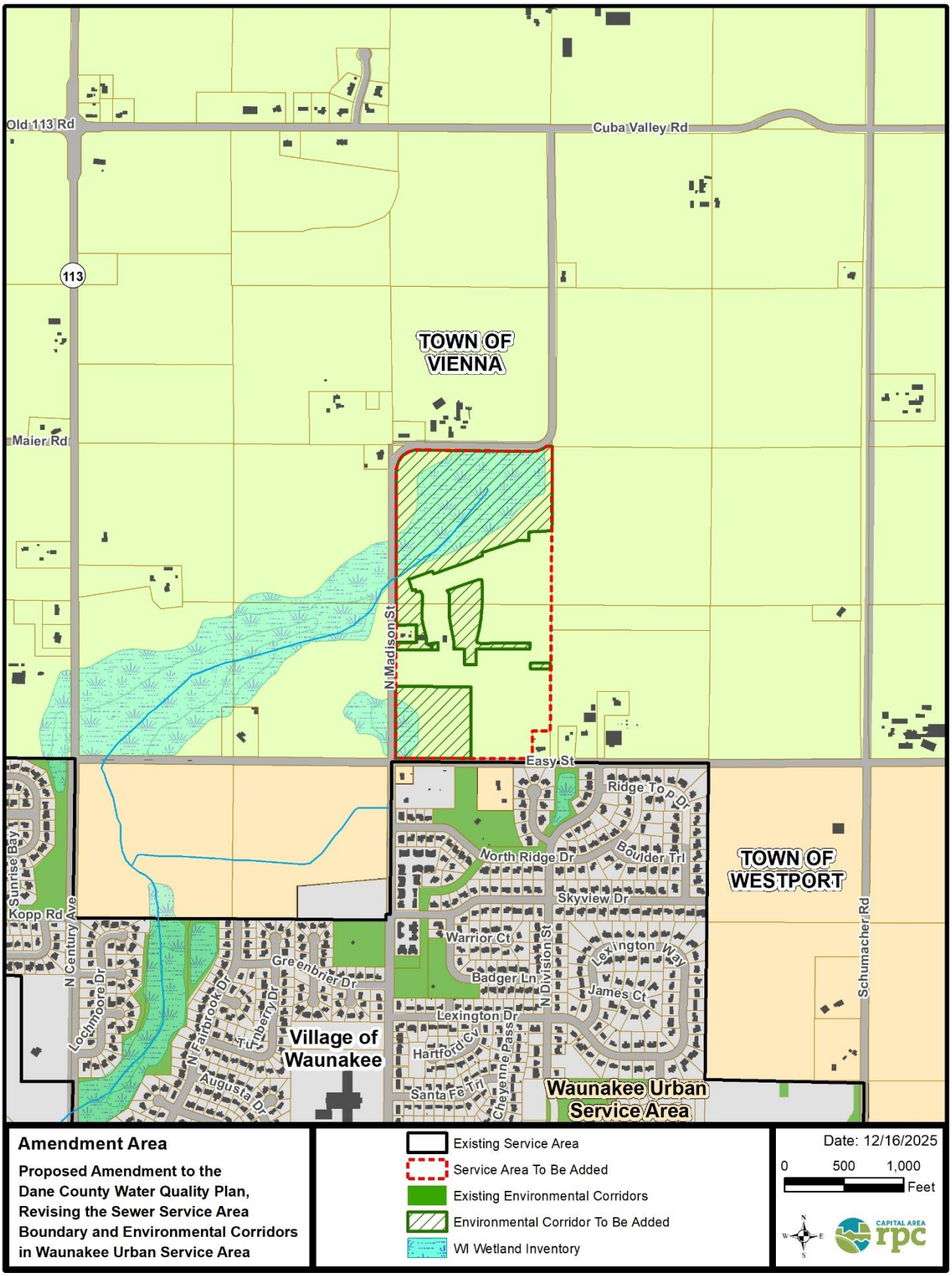
Staff Contact:

Nick Bower, Senior Environmental Engineer
nickb@capitalarearpc.org
608 474 6019

Next Steps:

CARPC staff will prepare a water quality staff analysis report. A water quality management letter will be considered at the next Commission meeting. The CARPC staff report, and management letter will then be sent to the Wisconsin DNR for its administrative decision.

Map 1: Proposed Amendment Area



CARPC AGENDA COVER SHEET **January 8, 2026**
Item 03b

Re: Public Hearing on a Proposed Amendment to the *Dane County Water Quality Plan* by Adopting *Policies and Criteria for the Review of Sewer Service Area Amendments* – Staff Presentation and Discussion

Requested Action:

None

Background:

The Wisconsin Department of Natural Resources (WDNR) is required to have a continuing water quality management planning process, under Wis. Stat. § 283.83. One component of areawide water quality management planning sewer service area planning. CARPC conducts water quality management planning in our region, including the administration of Sewer Service Area (SSA) Amendments, under a contractual agreement with the WDNR.

The current Policies and Criteria for the Review of [Major] Sewer Service Area Amendments were last revised April 13, 2017. The current Policies and Criteria for the Review of *Minor* Sewer Service Area Amendments were last revised February 13, 2020.

Staff gave a detailed presentation of the water quality management planning work of CARPC and the proposed policies and supplementary information at the December 11th meeting of the Commission. A recording of this meeting is available at this link (see segment from ~38:02 to 1:28:26 for presentation): Dec 11th CARPC Recording.

These updates will constitute an amendment to the *Dane County Water Quality Plan.* The public hearing is intended to give members of the public, local governmental officials, and interested groups the opportunity to provide input as part of the public participation process required for amendments to the areawide water quality management plan in accordance with NR 121.

Staff Comments:

As a result of the work of the Proactive Planning Committee and Ad-Hoc Water Quality Committee (see December presentation for background), changes to the policies and criteria for how we administer and review proposed SSA Amendments are being proposed. In general, these updates seek to clarify submittal requirements, align with statutory requirements, and better align our processes with the intentions of the Proactive Planning Committee and Agency vision and mission. These updates were prepared in consultation with legal counsel and DNR staff, and in consideration of feedback received from regional municipalities. The proposal includes updates to the two existing amendment processes (now referred to as SSA Major – Standard, and SSA Minor) as well as introduction of an alternative process (SSA Major – Expedited), all of which are contained within a single document covering all SSA amendment applications.

Attachments:

1. Sewer Service Area Amendments to the Dane County Water Quality Plan - Policies & Criteria

Staff Contact:

Nick Bower, Sr Environmental Engineer
NickB@CapitalAreaRPC.org
608 474 6019

Next Steps:

Staff will assemble public commentary for further consideration. Staff will seek Commission action at a future meeting, then (assuming adoption) send to DNR for review and approval.

DRAFT MINUTES
of the
Capital Area Regional Planning Commission

Madison Public Library – Central Branch (201 W. Mifflin St)
December 11, 2025 **Zoom Webinar** **6:00 pm**

Commissioners Present: David Pfeiffer, Maureen Crombie, Cynthia Richson, Jim Schuler, Bill Tishler, Caryl Terrell, Audra Dalsoren, Alison Volk, Noah Lieberman, Regina Vidaver, Heidi Murphy, Steve Greb, Peter McKeever

Commissioners Absent: Steve Greb, Peter McKeever

Staff Present: Jason Valerius, Matthew Kozlowski, Nick Bower, Prachi Mehendale, Sean Higgins, Matthew Krempely

Others Present:

1. Establish Quorum

   The meeting was called to order by Chair Pfeiffer at 6:06 pm. A quorum was established.

2. Public Comment on Matters not on the agenda.

   None

3. Consent Agenda *(all items below are actionable items) (6:06 pm)*

   a. **Minutes of November 13, 2025 CARPC Meeting**
   b. **Executive Committee Recommendations**
      (1) **Authorize Executive Director to Execute Agreement with the City of Madison (the Greater Madison MPO) for 2026 Transportation Planning Services**

      (2) **Authorize the Executive Director to Execute the Annual City of Madison/Metro Transit Commute Card Agreement for 2026**

      (3) **CARPC Deputy Director Job Description**

   Vice Chair Murphy moved to table Item 3.b.1 from the consent agenda, seconded by Commissioner McKeever. The motion carried unanimously.

   Vice Chair Murphy moved to approve the items on the consent agenda, as amended. Commissioner Richson seconded. The motion carried unanimously.

4. Acknowledgement of Receipt – October 2025 Financial Management Report *(actionable item) (6:09 pm)*

   Commissioner Murphy moved to acknowledge receipt of October 2025 Financial Management Report, seconded by Commissioner Crombie. The motion carried unanimously.

5. CARPC Resolution 2025-14, Adopting the CARPC 2026 Work Program – Staff Presentation and Action on Adoption *(actionable item) (6:10 pm)*

   Jason Valerius provided an overview of the work program, including themes for this year's work program and the addition of economic development planning.

   Commissioner Richson asked about the connection between economic development activities and data centers as it relates to CARPC's potential future work and cautioned against advocacy in support of data

centers. Commissioner Richson also raised a few questions about items in the work program, including implementation of Key Performance Indicators and the 2027 update of the Regional Development Framework.

Vice Chair Murphy asked for clarity about what next steps would happen if we would increase the scope of our economic development work in the middle of the year. Jason Valerius clarified that the plan would be to first have a conversation with the Budget and Personnel Panel, introduce a resolution before the Commission, and have additional conversations. Jason Valerius noted that most of the MadREP activity centered on site selection, business retention, and other business relationships work, and that we anticipate that the Greater Madison Chamber of Commerce will take on those tasks. The focus for CARPC would be connecting local communities and businesses to economic development programs offered or funded by state and federal agencies such as the US Economic Development Administration and the US Department of Agriculture.

Commissioner McKeever asked if Land Use Planning needs to include details about added lanes to the beltline and how it might impact our land use planning throughout the region. Jason Valerius noted that CARPC is connected to the stakeholder meetings for the potential increases in lanes/size of the beltline and that we'll continue to be involved in that process.

Jason Valerius also noted that the Regional Development Framework is due for an update in 2027, and that there will be some effort in 2026 to prepare for that update. Chair Pfeiffer asked if it would be appropriate to treat the RDF as having 'major/minor updates' on an alternating cycle.

Commissioner Greb shared a concern about regional work causing a conflict with the Dane County-focused scope of the organization. Jason Valerius noted that if CARPC was going to take on economic development work, it would be in collaboration with other counties in the region. Jason also noted that regional planning commissions typically take on this role in other regions of the state and external agencies expect the RPC's to take on this role traditionally.

Commissioner McKeever extended compliments to the Salt Wise program for its scope and reach.

Commissioner Richson noted that Washington County is currently trying to leave the Southeast Wisconsin RPC (SEWRPC) out of concerns over costs and asked if that represents a trend. Jason Valerius noted that Washington County HAS been considering its participation in SEWRPC related to a proposed increase in the requested levy charge to the county, but that this does not appear to be part of a larger trend.

Commissioner Lieberman asked for more information about green infrastructure work as it related to climate change impacts. Specifically, should resiliency around energy grids fall within the scope of our Climate Resilience programing? Jason Valerius noted that resilience for CARPC typically includes waterways and tree canopy as the main focus. Instead, issues with energy grids would typically be the purview of the utility providers, municipalities, and the State of Wisconsin.

Commissioner McKeever moved approval of CARPC Resolution 2025-14, seconded by Commissioner Schuler. The motion carried unanimously.

6. Review of Components of a Proposed Amendment to the *Dane County Water Quality Plan* by Revising the *Policies and Criteria for the Review of Sewer Service Area Amendments* – Staff Presentation and Discussion *(6:43 pm)*

   a. Sewer Service Area Amendments – General (see Section 01 of Policies & Criteria document)
   b. Sewer Service Area Major Amendments – Standard Process (see Section 02)
   c. Sewer Service Area Major Amendments – Expedited Process (see Section 03)
   d. Sewer Service Area Minor Amendments (see Section 04)

   Nick Bower provided an overview of the work resulting from the Ad Hoc Water Quality Committee's review of the DCWQP.

7. Review of Proposed Fee Resolution for the Review of Sewer Service Area Amendments – Staff Presentation and Discussion *(7:34 pm)*

Nick Bower provided the staff presentation of the proposed changes to fees for Sewer Service Area Amendments.

8. **CARPC Resolution 2025-15, CARPC Internal Controls Update – Staff Presentation, Discussion and Consideration for Adoption *(actionable item) (7:41 pm)***

   Jason Valerius provided an overview of the controls document. Jason also noted that the Executive Committee requested a review by Berndt CPAs and Johnson Block; that review can't happen until after the new year.

   Commissioner Richson requested to see the feedback prior to deciding on next steps for the Internal Controls. Jason agreed to add the item to the Executive Committee agenda before bringing it back to the Commission.

9. Hyperscale Data Centers – Development Review Processes and Water Resource/Public Infrastructure Impacts – Staff Presentation and Discussion *(7:46 pm)*

   Jason Valerius provided a staff presentation on hyperscale data centers and associated review processes and impacts, with some commission questions and discussion.

10. Reports *(8:46 pm)*

    a. Commission Chair

       None

    b. Executive Director
       (1) Program and Services Updates
       (2) Partnership Updates

    Jason Valerius provided highlights from the Executive Director's report.

11. Future Agenda Items (next meeting January 8, 2026, via Zoom Webinar, 6:00 pm meeting start time)

    a. Public Hearing and Consideration for Adoption – DCWQP Amendment – Sewer Service Area Amendment Policies and Criteria (Jan)
    b. Public Hearing – DCWQP Sewer Service Area Boundary Amendment, #2504 Village of Waunakee – "Heyday Development" (Jan)
    c. Election of Officers, Appointment of Executive Committee Members (Jan)

12. Adjournment

    Commissioner McKeever moved to adjourn, seconded by Commissioner Schuler. The motion carried unanimously. The meeting was adjourned at 8:55 pm.

AGREEMENT BETWEEN
CITY OF MADISON ON BEHALF OF THE GREATER MADISON MPO
AND THE
CAPITAL AREA REGIONAL PLANNING COMMISSION
FOR TRANSPORTATION PLANNING SERVICES

Parties: This agreement is by and between the City of Madison, hereafter "City," and Capital Area Regional Planning Commission, hereafter "CARPC."

Term: The term of this agreement is January 1, 2026 through December 31, 2026.

Scope of Services by City/MPO: The city will provide transportation planning services to CARPC. These services will be provided by city staff to the Greater Madison MPO (Metropolitan Planning Organization) housed within the city's Planning Division. These planning services will consist of:

(1) conducting analyses of the impact of proposed Sewer Service Area amendments in the county on the multi-modal transportation system, including an assessment of the capacity to handle the traffic to be generated, ability to serve the development with public transit, accommodations for pedestrians and bicyclists, other design issues, and overall consistency with the goals, policies, and recommendations in the MPO's Regional Transportation Plan (RTP), *Connect Greater Madison 2050*;

(2) provide assistance in preparing the transportation element of comprehensive plan updates for communities or providing other transportation related local planning assistance;

(3) provide assistance in preparing regional plan (RTP and Regional Development Framework) consistency reviews of comprehensive plans;

(4) work with CARPC staff to integrate regional land use and transportation planning generally and coordinate performance measure tracking and outreach efforts; and

(5) engage in any other joint planning initiatives.

Payment: The City of Madison will bill CARPC on a quarterly basis for the 80% federal funding share of providing the transportation planning services. The city will cover the required 20% local match to the federal funding. The city will provide a progress report on services provided, which will be submitted with the quarterly invoice. The total cost of MPO transportation planning services will not exceed $4,602 (including the local match) for calendar year 2026.

Non-Discrimination: During the term of this agreement, the parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the parties agree that this agreement does not subject either party to the other's jurisdiction for the determination of such matters.

Liability: CARPC shall be responsible for injuries, claims and losses arising from or caused by the acts or omissions of its officers, employees, agencies, boards, commissions and representatives. The city shall be responsible for injuries, claims and losses arising from or caused by the acts or omissions of its officers, employees, agencies, boards, commissions and representatives. The obligations of the parties under this paragraph shall survive the expiration or termination of this agreement.

IN WITNESS THEREOF, the parties have caused this agreement to be executed by individuals and officers duly authorized on the dates noted below.

CAPITAL AREA REGIONAL PLANNING COMMISSION

By:_____
Jason Valerius
Agency Executive Director

Date:_____

CITY OF MADISON

By:_____
Satya Rhodes-Conway
Mayor

Date:_____

By:_____
Maribeth Witzel-Behl
City Clerk

Date:_____

Countersigned:

By:_____
David Schmiedicke
City Finance Director

Date:_____

Approved as to Form:

By:_____
Michael Haas
City Attorney

Date:_____

CARPC AGENDA COVER SHEET **January 08, 2026**
Item 05

Re: Acknowledgement of Receipt – November 2025 Financial Management Report *(actionable item)*

Requested Action:

Motion to acknowledge receipt of November 2025 Financial Management Report

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures.

Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer, who each sign off on the packet when they are satisfied that it is an acceptable representation of the Commission's fiscal condition.

The Executive Committee and Commission then receive copies of the Management Report supplied by Berndt CPAs for review at the monthly meetings.

Staff Comments:

Requests for additional financial information or reports may be directed to the Administrative Services Manager.

Attachments:

1. November 2025 Financial Management Report

Staff Contact:

Matt Koz
Administrative Services Manager
MatthewKoz@CapitalAreaRPC.org
608-474-6017

Next Steps:

Continual improvements to the CARPC financial systems, policies, and procedures.

Management Report

Capital Area Regional Planning Commission
For the period ended November 30, 2025

Prepared by
Berndt CPA

Prepared on
December 29, 2025

Table of Contents

Notes to the Monthly Financial Statements

To Capital Area Regional Planning Commission,

Provided is some additional context regarding the deferred revenue and related activity for the month of November 2025.

Deferred revenue represents funds that have been invoiced or received in advance for services that have not yet been performed. It also includes contracts or related grants established at the beginning of the year, or early in the year, that relate to work performed throughout the year and are invoiced periodically. These amounts are recognized as revenue over time to more accurately align associated expenses with the related revenue.

For November, $145,738 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional $14,535 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of November month-end, the balance in account 3600 – Deferred Revenue is $145,738. This amount corresponds to the remaining contracted revenue expected to be recognized in December, unless any contract terms change.

Sincerely,
Berndt CPA, LLC

Capital Area Regional Planning Commission
Statement of Financial Position
As of November, 2025

	Total	
	As of Nov 30, 2025	As of Oct 31, 2025 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	76,385	63,091
1001 MONEY MARKET ACCOUNT	48,125	128,113
1002 INVESTMENT ACCOUNT	684,338	682,082
Total Bank Accounts	**$ 808,848**	**$ 873,285**
Accounts Receivable		
1105 PROJECT AND GRANTS REC	227,502	273,379
Total Accounts Receivable	**$ 227,502**	**$ 273,379**
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	107,130	119,002
1150 PREPAID EXPENSES	583	1,166
1152 PREPAID DENTAL INSURANCE	1,277	1,277
1153 PREPAID HEALTH INSURANCE	22,193	23,266
1154 PREPAID DISABILITY INSURANCE	122	87
1156 PREPAID LIFE INSURANCE	(325)	(383)
1157 PREPAID PARKING	689	632
Total 1150 PREPAID EXPENSES	**$ 24,539**	**$ 26,046**
Total Other Current Assets	**$ 131,669**	**$ 145,048**
Total Current Assets	**$ 1,168,019**	**$ 1,291,712**
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,172)	(7,172)
Total 1200 FURNITURE AND EQUIPMENT	**$ -**	**$ -**
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(3,460)	(3,427)
Total Fixed Assets	**$ 2,616**	**$ 2,650**
TOTAL ASSETS	**$ 1,170,635**	**$ 1,294,362**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	57,593	14,949
Total Accounts Payable	**$ 57,593**	**$ 14,949**
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	2,003	2,436
Total 3002 PARK BANK CREDIT CARD	**$ 2,003**	**$ 2,436**
Total Credit Cards	**$ 2,003**	**$ 2,436**
Other Current Liabilities		
3005 ACCRUED PAYROLL	18,891	18,890
3010 ACCRUED COOP WATER RESOURCE MONITORING	20,676	24,302
3015 ACCRUED PREPAID LIABILITIES	2,486	0
3202 WRS PENSION PLAN	5,325	3,017

3300 UNUSED VACATION, WELLNESS		55,391		56,003
3500 SICK LEAVE ACCRUAL PAY		102,080		99,454
3600 DEFERRED/UNEARNED REVENUE		145,738		292,800
3655 INVEST IN RIGHT OF USE		2,987		2,987
Total Other Current Liabilities	**$**	**353,573**	**$**	**497,453**
Total Current Liabilities	**$**	**413,169**	**$**	**514,837**
Total Liabilities	**$**	**413,169**	**$**	**514,837**
Equity				
3700 PRIOR YEAR BALANCE		(118,524)		(118,524)
3701 PRIOR YEAR FUND BALANCE		908,395		908,395
3702 CURRENT FUND BALANCE		200		200
Net Revenue		(32,604)		(10,546)
Total Equity	**$**	**757,466**	**$**	**779,524**
TOTAL LIABILITIES AND EQUITY	**$**	**1,170,635**	**$**	**1,294,362**
3701 PRIOR YEAR FUND BALANCE		908,395		908,395
3702 CURRENT FUND BALANCE		200		200
Net Revenue		(10,546)		(29,862)
Total Equity	**$**	**2,068,684**	**$**	**2,173,095**
TOTAL LIABILITIES AND EQUITY	**$**	**2,036,080**	**$**	**2,162,548**

Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of November 2025 - Budget Vs Actuals 11 Months Ended

	Total			
	Monthly Actual	Actual Year to Date	Annual Budget	% of Annual Budget
Revenue				
5000 PROPERTY TAX REVENUE	-	-	-	
5001 DANE COUNTY PROP TAX-OTH	100,778	1,108,554	1,209,332	91.67%
Total 5000 PROPERTY TAX REVENUE	**100,778**	**1,108,554**	**1,209,332**	**91.67%**
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	2,617	87,561	113,275	77.30%
5102 EPA/DNR GRANT FUNDS	2,258	33,550	39,000	86.03%
5103 WEM/FEMA/HMGP GRANT FUNDS	2,895	83,594	125,000	66.88%
5104 WisDOT PLAN INTEGRATION	-	6,384	7,093	90.01%
Total 5100 STATE/FEDERAL GRANTS	**7,769**	**211,089**	**284,368**	**74.23%**
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	-	913	5,457	16.73%
5220 COOP WATER RESOURCE MONITORING	14,976	137,839	179,715	76.70%
Total 5200 PASS THROUGH REVENUE	**14,976**	**138,751**	**185,172**	**74.93%**
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	400	39,000	45,000	86.67%
5302 FEES-USA/LSA APP REVIEW	-	14,688	65,000	22.60%
Total 5300 FEES REVENUE	**400**	**53,688**	**110,000**	**48.81%**
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	159	66,388	100,000	66.39%
Total 5400 SERVICES REVENUE	**159**	**66,388**	**100,000**	**66.39%**
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	2,268	28,659	36,000	79.61%
5502 MISCELLANEOUS REVENUES	6	4,381	2,988	146.62%
5505 WI SALT WISE	33,917	196,893	140,000	140.64%
Total 5500 OTHER REVENUE	**36,191**	**229,933**	**178,988**	**128.46%**
7000 REVENUE REFUNDS	-	(17,762)	(35,524)	50.00%
Total Revenue	**160,273**	**1,790,641**	**2,032,336**	**88.11%**
Gross Profit	**160,273**	**1,790,641**	**2,032,336**	**88.11%**
Expenditures	-	-	-	
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	72,435	810,556	830,647	97.58%
6002 COMPENSATED LEAVE TIME	11,348	174,562	207,662	84.06%
Total 6000 SALARIES AND LEAVE TIME	**83,784**	**985,118**	**1,038,309**	**94.88%**
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	6,157	71,075	77,354	91.88%
6052 LIFE INSURANCE	(37)	532	294	180.96%
6053 HEALTH INSURANCE	22,038	236,129	289,702	81.51%
6054 DENTAL INSURANCE	1,277	12,009	14,707	81.65%
6055 WRS-ER CONTRIBUTION	12,837	58,107	71,643	81.11%
6056 DISABILITY INSURANCE	(35)	444	508	87.33%
6057 COMMUTE CARDS	24	197	105	188.00%
6058 UNEMPLOYMENT	-	579	1,000	57.92%
6059 WORKER'S COMPENSATION IN	-	-	3,570	0.00%

Total 6050 FRINGE BENEFITS	**42,261**	**379,073**	**458,883**	**82.61%**
6100 OCCUPANCY	-	-	-	
6101 RENT	4,371	47,209	50,987	92.59%
Total 6100 OCCUPANCY	**4,371**	**47,209**	**50,987**	**92.59%**
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	(34,208)	36,392	28,570	127.38%
6202 LEGAL SERVICES	62	10,517	4,400	239.02%
6203 COMMISSION OPERATIONS	51,320	51,320	10,000	513.20%
6204 MARKETING AND COMMUNICATIONS	-	16,505	-	
Total 6200 CONTRACTED SERVICES	**17,174**	**114,734**	**42,970**	**267.01%**
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	-	11,350	14,700	77.21%
6302 PAYROLL FEES	653	7,702	5,000	154.04%
6303 FINANCIAL SERVICES	1,930	34,279	40,000	85.70%
Total 6300 FINANCIAL SERVICES	**2,583**	**53,331**	**59,700**	**89.33%**
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	497	12,662	12,713	99.60%
6402 MEALS	19	969	907	106.83%
6403 CONFERENCES & MEETINGS	283	6,264	10,125	61.87%
6404 TRAINING	-	2,008	5,000	40.17%
Total 6400 TRAVEL AND TRAINING	**799**	**21,903**	**28,745**	**76.20%**
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	-	1,707	3,860	44.23%
6502 PRINTING	454	1,205	1,558	77.34%
6503 POSTAGE	-	39	105	36.67%
6504 EQUIPMENT	-	5,298	8,925	59.36%
6505 TELEPHONE	330	1,771	1,500	118.09%
6506 ADMINISTRATIVE FEES	-	-	426	0.00%
6902 CONTRIBUTIONS & DONATIONS	-	651	1,000	65.12%
Total 6500 OFFICE EXPENSES	**784**	**10,671**	**17,374**	**61.42%**
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	18	335	368	91.08%
6602 SOFTWARE	1,463	14,999	17,220	87.10%
6603 IT SERVICES	850	11,873	10,000	118.73%
Total 6600 INFORMATION TECHNOLOGY	**2,331**	**27,208**	**27,588**	**98.62%**
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	200	5,229	8,000	65.37%
6702 COMMISSION TRAVEL	-	304	840	36.17%
Total 6700 COMMISSION	**200**	**5,533**	**8,840**	**62.59%**
6800 PASS THROUGH EXPENSES	-	-	-	
6801 COOP WATER RESOURCE MONITORING	27,928	149,437	194,415	76.87%
6802 WisDOT PLANNING SERVICES	-	2,590	5,457	47.47%
Total 6800 PASS THROUGH EXPENSES	**27,928**	**152,027**	**199,872**	**76.06%**
6900 OTHER	-	10,226	-	
6901 DUES/MEMBERSHIP/SUBSCRIPTION	34	2,416	6,843	35.31%
6903 EDUC/INFO/OUTREACH	48	1,969	2,625	74.99%
6904 RECRUITMENT	-	7	1,050	0.67%
6905 INSURANCE	-	11,449	4,457	256.87%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	371	608	61.08%
Total 6900 OTHER	**116**	**26,438**	**15,583**	**169.66%**
Uncategorized Expense	-	-	35,524	0.00%

Total Expenditures	**182,331**	**1,823,245**	**1,984,375**	**91.88%**
Net Operating Revenue	**(22,058)**	**(32,604)**	**47,961**	**-67.98%**
Net Revenue	**(22,058)**	**(32,604)**	**47,961**	**-67.98%**

Capital Area Regional Planning Commission
A/R Aging Summary
As of November 30, 2025

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ayers Associates, Inc.			1,000			1,000
Bolton & Menk		1,000				1,000
City of New Berlin	1,000					1,000
Dane County Land Conservation					85,075	85,075
Department of Planning, Community and Economic Development					2,869	2,869
Dodge County Highway Department					1,500	1,500
Homburg Contractors, Inc.					400	400
Jewell Associates Engineers, Inc.					400	400
JSD PROFESSIONAL SER					800	800
Kamran Mesbah	1,833					1,833
MSA Professional Services, Inc.		1,000			1,400	2,400
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
Root Pike Watershed Initiative Network	4,500					4,500
Snyder & Associates, Inc.			600		1,800	2,400
Stroud Water Research Center	500					500
The Bruce Company	500					500
The Watershed Council	500					500
The Watershed Institute	1,000					1,000
Town of Springfield	1,402				775	2,177
VANDE HEY					800	800
Vierbicher					800	800
Village of Black Earth					8,000	8,000
Village of Deforest					3,070	3,070
Walworth County Highway Department	6,000					6,000
Waukesha County	2,500					2,500
WI Department of Military Affairs						0
Division of Emergency Management		72		56,550		56,622
Total WI Department of Military Affairs	**$ -**	**$ 72**	**$ -**	**$ 56,550**	**$ -**	**$ 56,622**
WI Department of Natural Resources				11,900	21,900	33,800
243103 - Stream Crossing Inventory & Assessment for Dane County		4,356				4,356
Total WI Department of Natural Resources	**$ -**	**$ 4,356**	**$ -**	**$ 11,900**	**$ 21,900**	**$ 38,156**
Wyser Engineering, LLC	400				400	800
TOTAL	**$ 20,135**	**$ 6,428**	**$ 1,600**	**$ 68,450**	**$ 130,889**	**$ 227,502**

CARPC AGENDA COVER SHEET **January 08, 2026**
Items 06, 07, 08, 09

Re: Relaxing Robert's Rules of Order to Nominate and Elect Officers and Appoint Executive Committee Members *(actionable items)*

Requested Action:

Election of officers and appointment of Executive Committee members

Background:

At the first meeting of the year the Commission is required to elect officers and appoint two additional members to the Executive Committee (the officers are automatically part of the committee). To facilitate this process the Commission customarily relaxes Robert's Rules of Order to enable discussion about the roles and a series of nominations and votes on each of the roles.

Article III, Section 1 of CARPC bylaws states: The Commission shall elect officers at the beginning of the Annual Meeting. Officers shall take office immediately and conduct the Annual Meeting at which they are elected.

Staff Comments:

None.

Attachments:

CARPC Bylaws (Adopted April 8, 2021)

Staff Contact:

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

Next Steps:

None

Bylaws of the Capital Area Regional Planning Commission

Revised: April 8, 2021

Capital Area Regional Planning Commission

100 State Street, Suite 400

Madison, Wisconsin 53703

(608) 474-6017

Table of Contents

Bylaws of the
Capital Area Regional Planning Commission

For the purposes of these Bylaws, the collective membership appointed to serve on the Capital Area Regional Planning Commission will be referred as the "Commission" and the organization will be referred to as the "Agency."

ARTICLE I — MEMBERSHIP

Section 1: Commission Appointments

a. The Commission shall be appointed in a manner consistent with the Governor's Executive Order #197, dated May 2, 2007.
b. The Commission is composed of thirteen (13) members:
    1. four (4) appointed by the City of Madison,
    2. three (3) by Dane County,
    3. three (3) by the Dane County Cities and Villages Association, and
    4. three (3) by the Dane County Towns Association.
c. All appointments will serve until a new appointment to the Commission has been made by the respective appointing authority.
d. An Agency employee shall not be appointed as a Commissioner. A Commissioner is able to be an Agency employee provided they are appointed as a Commissioner first.

Section 2: Removal of Members

Any member of the Commission may be removed for cause by their appointing authority. Cause shall be defined as neglect of duty, official misconduct, or malfeasance in office. The determination of cause by an appointing authority is final and binding.

Section 3: Member Decorum

Members and Agency staff shall maintain decorum as representatives of the Commission.

Section 4: Attendance

Members of the Commission are expected to attend Commission meetings or to notify the Secretary or their appointee in advance when they are unable to attend. If a Commissioner does not attend two Commission meetings in a row without such notice, the Secretary or their appointee shall communicate such absences to their appointing authority.

ARTICLE II — MEETINGS

Section 1: Meetings

a. Regular meetings of the Commission shall be held as determined by the body, but at least once per quarter.
b. The first meeting of the Commission in January shall constitute the Annual Meeting, whereupon officers will be elected in accordance with Article III Section 2.
c. A special meeting of the Commission may be called at any time by its Chairperson.
d. A special meeting must be called by the Chairperson if requested in writing by two (2) or more Commissioners. The meeting must occur between ten (10) and twenty (20) working days from the date request is received.

Section 2: Notice of Meetings

Public notice of all meetings of the Commission shall be given in compliance with Wis. Stats. § 19.84. The Chairperson or designee shall prepare and distribute notice of each meeting to each Commissioner. Notice shall state the date, time, and place of the meeting; the subject matters of the meeting, and if convening in closed session.

Section 3: Public Hearing Notices

In accordance with Wis. Stats. § 66.1001(4)(d) and § 65.90, the Commission shall provide at least thirty (30) day public hearing notice for the following items:

a. adoption or amendments of regional plans;
b. amendments to regional plans;
c. adoption of the annual budget and budget amendments; and
d. amendments to these Bylaws.

Section 4: Public Meetings

Wis. Stats. § 19.83 shall apply to all meetings of the Commission and its committees and subcommittees. Members of the public may register and speak on any item on the agenda in accordance with the policies of the Commission and noticed on the agenda.

Section 5: Closed Session

Wis. Stats. § 19.85 permits the Commission to meet in closed session by a majority motion of the body. The agenda will indicate the nature of the business to be considered and the specific exemption under Wis. Stats. § 19.85 that apply.

Section 6: Virtual Meeting Participation

Commissioners may participate via designated electronic methods as long as all persons participating can hear each other. Participation in such manner shall constitute present for quorum.

Section 7: Agendas

Items shall be placed on the agenda:

a. by the Chairperson;
b. if requested by a Commissioner during the previous Commission meeting; or

c. if requested by two (2) Commissioners in writing to the Chairperson at least seventy-two (72) hours before the meeting.

The order of business for all regular meetings of the Commission shall include, but not be limited to: roll call; approval of minutes; and opportunity for public comments.

No action will be taken on any matter that is not included on the agenda.

Section 8: Quorum

A quorum shall be required for the conduct of any business, determined as a majority of all Commissioners. In the event that a Commissioner recuses themselves from voting, that Commissioner shall count for the purpose of quorum, as long as the Commissioner remains present at the meeting.

Section 9: Voting

Each Commissioner shall be entitled to one vote. Commissioners present shall vote in favor, in opposition, or abstain when a question is put. The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stats. § 19.21.

Unless otherwise provided by Article II Section 10, the vote of a majority of the Commissioners present shall be controlling on any matter voted upon. The use of secret ballot shall not be utilized except for the election of officers (Wis. Stats. § 19.88(1)).

In the event a Commissioner recuses themselves from voting, that Commissioner shall not engage in discussions or actions on that item.

Section 10: Supermajority Vote

a. A supermajority vote of at least eight (8) Commissioners shall be required for the following actions:
    1. the amendment or adoption of any regional plan; for the purposes of this Section, “regional plan” shall include the Dane County Water Quality Management Plan and be further defined as set out in the state regional planning commission law, Wis. Stats. § 66.0309, and in state smart growth laws Wis. Stats. § 66.1001(2),
    2. removal of Officers (see Article III Section 3),
    3. the appointment and removal of the Executive Director (see Article VI Section 1), and
    4. all amendments and repeals to these Bylaws (see Article X Section 1).
b. All supermajority votes shall be stated as motions to approve or accept a matter, rather than as a motion to disapprove, deny or reject a matter. Negative motions shall be out of order.

Section 11: Reconsideration

a. Commissioners on the prevailing side of a decision can move for reconsideration of an action:
    1. during the meeting, with a motion for reconsideration made after the vote is taken but before adjournment, or
    2. after the meeting, with a written request to the Chairperson by two (2) Commissioners no less than seventy-two (72) hours prior to the next Commission meeting.
b. Upon receipt of the request, the Chairperson shall place the item on the next agenda.
c. To determine if an item is in order to be considered, a majority vote of the Commission will first be required to consider the item.
d. If the item falls under Article II Section 9, a supermajority vote will be required.
e.
f. Regardless of the outcome, no further reconsideration of that action will be allowed.

Section 12: Meeting Procedural Rules

Robert's Rules of Order shall govern the conduct of all meetings of the Commission, committees and subcommittees except when these Bylaws or adopted Commission Policy states otherwise.

ARTICLE III — OFFICERS

Section 1: Designation of Officers

The officers of the Commission shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer. Only Commissioners shall be eligible to serve as officers of the Commission. Section 2: Selection and Term

The Commission shall elect officers at the beginning of the Annual Meeting. Officers shall take office immediately and conduct the Annual Meeting at which they are elected.

Officers shall hold their offices until the next Annual Meeting of the Commission or if the Commissioner is no longer a member of the Commission.

Section 3: Removal of Officers

The Commission may deliberate on the removal of an officer by a request in writing to the Chairperson from two (2) Commissioners no less than seventy-two (72) hours prior to a Commission meeting to be added to the agenda.

Removal of an officer requires a supermajority vote of Commissioners.

Section 4: Vacancies

If any office of the Commission becomes vacant, the Commission shall elect by majority vote a successor, unless a vote is made by the Commission to hold a vacancy until a subsequent meeting.

Section 5: Chairperson

The Chairperson of the Commission shall preside, with full voting rights, at all Commission meetings.

The Chairperson shall be responsible for overseeing that Commission meeting agendas are prepared, legally noticed, and distributed to members in a timely fashion.

The Chairperson is authorized to sign or execute documents on behalf of the Commission, including proclamations, resolutions and citations. The Chairperson shall perform such other duties as are required of them by law or these Bylaws and as are assigned from time to time by the Commission.

The Commission may vote to designate the Chairperson as an Executive Chairperson, who is an Agency employee and who performs additional duties outlined in the Executive Chairperson job description.

Section 6: Vice Chairperson

In the absence of the Chairperson or at the request of the Chairperson, the Vice Chairperson may temporarily perform the duties of the Chairperson.

In the absence of other officers, the Vice Chairperson may sign on behalf of the Secretary or Treasurer on matters for the Commission.

The Vice Chairperson shall also perform such other duties as are required of them by these Bylaws and as are assigned to them by the Commission.

Section 7: Secretary

The Secretary of the Commission shall cause all records of the Commission, including its resolutions, transactions, findings, Commissioner attendance, determinations and any other records to be maintained as required by law, these Bylaws or Commission policy. The Secretary shall sign all adopted minutes of Commission meetings, adopted resolutions, and execute all documents and papers required to be countersigned.

The Secretary shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

Section 8: Treasurer

The Treasurer of the Commission shall cause the keeping of an accurate record of all receipts and disbursements of the Commission, including signing the monthly Treasurer's Report.

The Treasurer shall also perform such other duties as are required of them by these Bylaws and as are assigned to them from time to time by the Commission.

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 2: Panel Disbanding

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

ARTICLE V — COMMITTEES

Section 1: Designation of Committees

Standing committees must be designated in these Bylaws.

The Commission may create ad hoc and other committees of the Commission through a resolution which must indicate:

a. name of proposed committee,
b. purpose and function of proposed committee,
c. number of members, including number of non-commission members,
d. determination of committee chairperson, who shall preside, with full voting rights, at all of the committee's meetings, and
e. anticipated date of committee dissolution.

At no time shall a committee have more than six (6) Commissioners as members. If a committee does not meet for at least six (6) months, it is no longer considered active and shall be placed on the next Commission agenda for determining the status of the committee.

Appointment of members to ad hoc committees shall be made by the Chairperson of the Commission.

Section 2: Executive Committee

The Executive Committee is designated as a standing committee designed to provide advice and counsel to the Executive Director and the Commission on the operations of the Agency, including management, budget, personnel, and finances.

The Executive Committee shall be appointed by the Commission at the Annual Meeting and shall consist of officers of the Commission and up to two (2) additional Commissioners. The Executive Committee shall be comprised of not less than one (1) representative from each appointing authority. The Chairperson of the Commission serves as the Chairperson of the Executive Committee.

The Executive Committee shall have the following duties and responsibilities:

a. Budget:
    1. Present a proposed annual budget to the Commission on or about June 1 of each year;
    2. Periodically review the adopted annual budget and to recommend to the Commission changes as appropriate.
b. Personnel:
    1. Conduct the performance evaluations of the Executive Director or, in the event of a vacancy the next director in the adopted organization chart;
    2. Review staff appeals of disciplinary actions, including proposed terminations;
    3. Review staff appeals of decisions regarding employee grievances;
    4. Recommend to the Commission the hiring and firing of the Executive Director;
    5. Recommend to the Commission the hiring of the Agency Director and the Division Directors;
    6. Review and recommend to the Commission changes in employee job descriptions;
    7. Review and recommend to the Commission changes to the organizational chart;
    8. May administer exit interviews of employees who are leaving Commission employment.
    9. Decisions made by the Executive Committee acting as the Personnel Committee may be appealed by employees to the full Commission.
c. Administrative:
    1. Review and recommend the Annual Work Plan;
    2. Periodically review and recommend changes to these Bylaws;
    3. Periodically review and recommend changes to Commission Policy, if adopted;
    4. Periodically review and recommend changes to the Employee Handbook

d. Financials:
    1. Approve agency expenditures and disbursements as determined in Article VII Section 3;
    2. Approve contracts as stipulated in Commission Policy.

The Executive Committee may have additional powers and responsibilities as specified by the Commission through the adoption of a resolution.

The Executive Committee shall not adopt any item requiring a supermajority vote under Article II Section 9.

The Executive Committee shall report its actions to the Commission at the next scheduled meeting.

Section 3: Personnel Committee

The Executive Committee shall be considered the Personnel Committee.

Section 4: Appointment to Other Boards, Commissions, and Committees

The Chairperson, on behalf of the Commission, may make appointments for Commission positions on boards, commissions, and committees of other entities as it deems necessary for the effective fulfillment of the Commission's purposes.

ARTICLE VI — PERSONNEL

Section 1: Executive Director

The Executive Director shall be the chief administrative officer of the Commission and shall serve under a renewable employment contract.

Appointment of an Executive Director shall be made by the Budget and Personnel Panel under the provisions of Article IV Section 2(b) of these Bylaws.

If the hiring authority of the Budget and Personnel Panel has been transferred to the Commission, appointment shall be made by the Commission, and require a supermajority vote.

Section 2: Duties of the Executive Director

The Executive Director, in consultation with the Executive Committee and Chairperson, shall be responsible for the performance of such duties as described in the Executive Director job description, including but not limited to:

a. implementation of adopted Agency mission and vision;
b. development of an annual budget and management of financial resources;
c. development and implementation of an Annual Work Program;
supervision, direction, and oversight of the conduct and performance of staff; hiring and firing of staff.

If the Executive Director position is vacant, these duties may be designated by the Commission to another agency employee; and/or the Chairperson.

Section 3: Other Personnel

The Commission shall establish such employee positions as necessary for the fulfillment of the Commission's mission and vision and set the rate of pay and other compensation and benefits for such employee positions.

ARTICLE VII — BUDGET AND FINANCES

Section 1: Annual Budget

The Executive Director and Chairperson shall present to the Executive Committee a proposed annual budget, which will include a recommended levy amount, prior to May 1 of each year.

The Executive Committee shall present to the Commission the recommended budget for review prior to June 1 of each year, and subsequently forwarded to the Budget and Personnel Panel prior to July 1.

The Commission shall direct the Chairperson to certify to the County Clerk an Agency levy charge prior to August 1 of each year.

Once the County levy has been determined, the Commission's annual budget shall be adopted by the Commission prior to October 1 of each year, per Wis. Stats. § 66.0309.14(a).

Section 2: Deposits and Investments

All funds of the Agency shall be deposited as designated for this purpose by the Commission.

Funds of the Agency not immediately needed for expenditure may be invested by the Executive Director, with the approval of the Treasurer, to the extent and in investments permitted by the Commission under the law.

Section 3: Authorization of Disbursements

The disbursement of Agency funds for ordinary and necessary operating expenses shall be submitted by the Executive Director for approval by the Executive Committee. When the Executive Committee does not meet, approval of disbursement of funds may be made by the Chairperson with consultation of the Treasurer.

No disbursements for items outside the ordinary and necessary operating expenses, of the Agency, such as consultant contracts and expenditures above an amount may be made unless approved by the Commission Policy.

Section 4: Execution of Checks

All checks, drafts, or other orders for the payment of Agency funds shall be signed by the Executive Director and the Chairperson or Treasurer of the Commission.

Section 5: Compensation and Expenses of Commissioners

Commissioners may receive a per diem compensation for a maximum of one (1) meeting per day, regardless of the number of meetings attended in the service of the Commission.

Per Diem and mileage reimbursement rates will be determined annually by the Commission.

Commissioners may also be reimbursed for actual, reasonable, and necessary expenses incurred as members of the Commission in carrying out the work of the Commission. Reimbursements by Commissioners shall be authorized and paid as specified in Section C-3 (Employee Expenses) in the CARPC personnel manual.

If the Commission designates the Chairperson as the Executive Chairperson as determined in Article IV Section 5, the Commission may compensate the Chairperson for the performance of those duties. If the Chairperson is so compensated, they shall not also receive a per diem.

Section 6: Execution of Contracts

The Chairperson or a member of staff shall execute any contract or other instrument authorized by the Commission. The Secretary is authorized to countersign when required.

Section 7: Accounting Year

The accounting year of the Agency for all purposes shall be the calendar year.

ARTICLE VIII — MISCELLANEOUS

Section 1: Legal Compliance

In the event that any part of these Bylaws should in any manner be contrary to or inconsistent with any provision of law, such provision of law or resolutions shall prevail, and these Bylaws shall be ineffective to the extent of such contradiction or inconsistency.

ARTICLE IX — BYLAWS AMENDMENT OR REPEAL

Section 1: Procedure

Any proposal for amendment or repeal of these Bylaws is a supermajority vote under Article II Section 9. The following procedure will be used:

a. amendment will be presented to the Executive Committee for review and recommendation to the Commission,
b. amendments must be first considered at a meeting of the Commission and designated as a Public Hearing item in the agenda,
c. if there are no changes to the proposed amendments to these Bylaws, action may be taken at the next Commission meeting,
d. if there are changes to the proposed language, they shall be placed on the next Commission meeting agenda but cannot be acted upon until the meeting after the amendment is presented and no additional changes are made. No additional Public Hearing is necessary.

These Bylaws were originally adopted by the Commission on November 8, 2007, and last amended on xxx.

CARPC AGENDA COVER SHEET **January 08, 2026**
Item 10

Re: CARPC Resolution 2026-01, Expression of Appreciation for Executive Committee Service in 2025
(actionable item)

Requested Action:

Motion to adopt CARPC Resolution No. 2025-01 Expressing Appreciation to Maureen Crombie, Cynthia Richson, Peter McKeever, Heidi Murphy, David Pfeiffer and Bill Tishler for Their Service and Contribution on the Executive Committee in 2025.

Background:

CARPC recognizes the contributions of Executive Committee members at its annual meeting.

Staff Comments:

None.

Attachments:

1. CARPC Resolution 2026-01, Expression of Appreciation for Executive Committee Service in 2025

Staff Contact:

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

Next Steps:

None

CAPITAL AREA RPC
100 State St Suite 400, Madison, WI 53703

ph: 608.474.6017
info@capitalarearpc.org

CARPC Resolution No. 2026-01

Expressing Appreciation to Maureen Crombie, Cynthia Richson Peter McKeever, Heidi Murphy, David Pfeiffer, and Bill Tishler, for Their Service and Contribution on the Executive Committee and Personnel Committee in 2025

WHEREAS Maureen Crombie, Cynthia Richson, Peter McKeever, Heidi Murphy, David Pfeiffer, and Bill Tishler have served as members of the Executive Committee and the Personnel Committee of the Capital Area Regional Planning Commission in 2025; and

WHEREAS Maureen Crombie, Cynthia Richson, Peter McKeever, Heidi Murphy, David Pfeiffer, and Bill Tishler have effectively represented the interests of the region in addressing growth and development issues; and

WHEREAS Maureen Crombie, Cynthia Richson, Peter McKeever, Heidi Murphy, David Pfeiffer, and Bill Tishler have been enthusiastic proponents of a cooperative and collaborative approach to planning and implementation of the Regional Development Framework; and

WHEREAS Maureen Crombie, Cynthia Richson, Peter McKeever, Heidi Murphy, David Pfeiffer, and Bill Tishler have been advocates and strong voices for the interests of the jurisdictions they represent.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission hereby expresses its sincere gratitude and appreciation to Maureen Crombie, Cynthia Richson, Peter McKeever, Heidi Murphy, David Pfeiffer, and Bill Tishler for their service and contribution to this organization and to the Capital Region of Wisconsin.

January 8, 2026
Date Adopted

_____
David Pfeiffer, Chairperson

_____
Cynthia Richson, Secretary

CARPC AGENDA COVER SHEET **January 08, 2026**
Item 11

Re: CARPC Resolution 2026-02, CARPC Internal Controls Update – Staff Presentation, Discussion, and Consideration for Adoption *(actionable item)*

Requested Action:

Adopt Resolution 2026-02, CARPC Internal Controls Update

Background:

Internal controls are fundamental to the integrity of CARPC's financial operations. Controls provide reasonable assurances that the Commission's operations are resilient and free from waste, fraud, and abuse.

CARPC's current adopted internal controls are no longer a fit to certain aspects of our operational environment. After reviewing current policies and procedures, staff has drafted an updated controls framework that fills in gaps from the previously adopted controls and fits the current organizational chart.

Staff Comments:

We saw need for many changes to the controls and crafted a completely new document with a new structure and lots of new content. The enclosed Summary and Explanation of Proposed Changes details three types of changes in the proposed CARPC Key Internal Controls: 1) Controls measures that have been *modified* from the 2020 Adopted CARPC Internal Controls; 2) Controls measures that have been *removed* from the 2020 Adopted CARPC Internal Controls; and 3) Controls measures that have been *added* in the Proposed CARPC Key Internal Controls.

The December draft was reviewed by staff at our external CPA, Berndt. Based on that review we have made the following substantive changes (all changes are tracked in the January draft document in this packet):

1) *"Management" is revised as "Administrative Team" and defined as the Executive Director, Deputy Executive Director, and Administrative Services Manager*
2) *The external CPA is identified as an option for the temporary assignment of duties in the absence of the Executive Director*
3) *Responsibility for investigation of fraud involving the Executive Director is assigned to the Administrative Services Manager and/or the Deputy Executive Director*

Attachments:

1. Resolution 2026-02, CARPC Internal Controls Update
2. Proposed CARPC Key Internal Controls – January 2026

(See the December meeting packet for the current, adopted 2020 version and the comparative document that explains the changes)

Staff Contact:

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

Next Steps:

Implement internal controls processes and procedures as adopted

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573

ph: 608.474.6017
info@capitalarearpc.org

CARPC Resolution No. 2026-02

CARPC Internal Controls Update

WHEREAS, the Capital Area Regional Planning Commission's ("CARPC") Internal Controls were last revised in 2020; and

WHEREAS, maintaining robust systems of internal controls is essential to ensuring operational efficiency while mitigating risks; and

WHEREAS, timely review and revision of internal controls ensures that policies and procedures are responsive to the Commission's operations, objectives, and changing technological landscape; and

WHEREAS, the proposed, updated CARPC Key Internal Controls document incorporates many improvements to strengthen the accuracy and integrity of agency operations.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission adopts the enclosed revised Key Internal Controls.

January 08, 2026
Date Adopted

_____
David Pfeiffer, Chairperson

_____
Cynthia Richson, Secretary

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573

ph: 608.474.6017
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CARPC KEY INTERNAL CONTROLS

Policies and procedures to support the accuracy, security and reliability of Agency operations

DRAFT – December 5, 2025

Table of Contents

Overview

This document describes the Key Internal Controls of the Capital Area Regional Planning Commission ("CARPC")[1]. Internal controls are the policies, procedures, practices, and organizational structures that an organization uses to ensure that it operates effectively, efficiently, ethically, and in compliance with laws and regulations. CARPC has established these internal controls in accordance with U.S. Generally Accepted Accounting Principles ("GAAP") and Uniform Guidance under 2 CFR 200 to remain compliant with funding requirements, to ensure effective operations of the Agency, to maintain reliable and accurate accounting of financial activities, and to protect the Commission's assets.

Controls Strategies

In general, all activities involving the finances or assets of CARPC should involve at least two employees to minimize the risks of error or fraud. Though it may be necessary for one staff person to complete most steps in the Agency's financial processes due to the small size of the organization, each step should include documented oversight by the Executive Director, the Deputy Executive Director, the external CPA, the Commission Treasurer, or a combination thereof.

In the course of day-to-day operations, exceptions to these processes and procedures may be necessary for the effective operation of the Commission's business. Where such exceptions occur, adequate documentation of the alternative process or exception should be collected, including the initials/signatures of at least two key personnel in the controls structure. It may also be necessary to delegate assigned roles and responsibilities periodically, either as described in these controls or otherwise as necessary to maintain the controls function.

If exceptions become common or there is frequent delegation of roles then these controls should be reviewed by the Commission and, if deemed appropriate, amended.

CARPC staff are encouraged to recognize vulnerabilities and report concerns to the Agency ~~management~~ Administrative Team or the Commission.

Key Personnel

- Administrative Team
  - Executive Director (leads the Administrative Team)
  - Deputy Executive Director
  - Administrative Services Manager ("ASM")
- Commission Officers
  - Commission Treasurer
  - Commission Chair
- External Administrative Support

[1] This document refers to both "the Commission" and "the Agency". "Commission" is typically intended to mean the 13-member oversight and decision-making body, though it can also be understood to mean the entire organization, inclusive of the staff. "Agency" is intended to mean the staff that serve the Commission.

- External CPA (Berndt CPA LLC as of November 2025)
- External Payroll Processor (Stelios, a subsidiary of Berndt CPA LLC, as of November 2025)
- External Auditor (Johnson Block CPAs as of November 2025)

1.0 – Ethical Oversight

1.1 – ~~Management~~ Administrative Team Responsibilities

~~Management~~ Administrative Team members, including the Executive Director, Deputy Executive Director, and Administrative Services Manager, should demonstrate a commitment to integrity and ethical values when conducting the business of the Commission. ~~Management~~ Administrative Team members should demonstrate a clear understanding of the purpose and value of control measures and should model compliance with those controls.

1.2 – Standards of Conduct

~~Management~~ The Administrative Team is responsible for maintaining a Personnel Manual that establishes rules and procedures for all aspects of employment with the Agency, including expectations for ethical and respectful behavior. The Personnel Manual must be reviewed and acknowledgement of that review documented by each staff person on an annual basis.

1.3 – Segregation of Duties

Due to the small size of the Agency, options for segregation of duties are limited. Controls systems have been designed to ensure oversight of key functions, including the use of an ~~outside accountant~~external CPA to handle some of the monthly and quarterly accounting functions.

1.4 – Annual Fiscal Audit

To maintain public trust in the Commission's operations, the Agency will conduct an annual audit of the Commission's financial statements using an external auditor that is NOT also the Agency's external CPA. The results of this audit, along with any required communications to the Commission, will be provided to the Commission upon the completion of the audit. In the event there are deficiencies identified in the Commission's internal controls, processes, or procedures, the Administrative Team~~management~~ will be responsible for making recommendations to remedy any such deficiencies.

1.5 – Assignment of Duties

In the temporary absence of the Executive Director, or at the discretion of the Executive Director, controls functions may be delegated to the Deputy Executive Director, ~~or~~ other Agency staff, or the external CPA. No controls functions performed by the Executive Director should be delegated to the ASM. In the temporary absence of the ASM, the Executive Director may delegate duties of the ASM to the Deputy Executive Director, ~~or~~ other Agency staff, or the external CPA. In delegating the duties of the ASM, the Executive Director shall evaluate any weaknesses in controls functions that would result from reassignment of duties.

In the event of a major disruption to the Agency's staff or controls infrastructure, the Commission Chair will be responsible for delegating duties among Agency staff and may consider the temporary involvement of other Commissioners and/or contracted staff or service providers.

1.6 – Key Personnel Wellness

Key personnel are expected to communicate to the Agency any inability to carry out their essential job functions, with or without accommodation. For these key personnel, the accurate, transparent and timely management of the Agency's accounting functions is an essential job function. Reporting should disclose circumstances that could make staff vulnerable to errors, exploitation, or misconduct, as follows:

- Executive Director (or any person recognized by the Commission as Acting Executive Director in an extended absence of the Executive Director) reports to the ASM and the Treasurer and/or the Chairperson, as appropriate to the situation
- ASM reports to the Executive Director; the Executive Director may also inform the Treasurer and/or the Chairperson, as appropriate to the situation

Key personnel may be asked from time to time by one of the other persons named above and are expected to answer truthfully about their ability to carry out their essential job functions, with or without accommodation, to the Agency. Any disclosures under this policy should be limited to the information necessary to identify the vulnerability and will never be expected to include any personal or medical information that would otherwise be protected or privileged.

1.7 – Review of Internal Controls

To ensure that controls policies and procedures remain accurate and effective, key internal controls should be reviewed by the Commission every two years.

2.0 – Key Personnel Responsibilities

2.1 – Executive Director

The Executive Director serves as the custodian of the Commission's assets. Their core duties in the controls environment include:

a) Primary authority for the receipt and disbursement of funds
b) Authorized agent and authorized signer for all financial accounts

2.2 – Administrative Services Manager

The ASM serves as the key administrative staff member handling the Agency's day-to-day operations and operates as the Commission's recordkeeper. Their core duties in the controls environment include:

a) Initiating all financial deposits and disbursements and preparing documentation of the same for review by the Executive Director and/or Deputy Executive Director, as described in this document
b) Preparing payroll for review and approval by the Executive Director

c) Entry of activity into the Commission's accounting systems
d) Coordination with the external CPA for monthly and quarterly accounting processes and procedures
e) Handling of incoming mail

2.3 - Deputy Executive Director

The Deputy Executive Director acts in support of the Agency's administrative functions and serves as Acting Director in the absence of the Executive Director. Their core duties in the controls environment include:

a) Implementing specific controls functions described in this document and others if delegated by the Executive Director
b) Acting as Executive Director in the absence of the Executive Director, with responsibilities as delegated by the Executive Director in a planned absence and as deemed necessary in consultation with the ASM and the Commission Chair in an unplanned absence
c) Fulfilling limited duties of the ASM in a planned or unplanned absence of the ASM, as delegated by the Executive Director

If the Deputy Executive Director role is not filled the Executive Director will delegate to another senior staff person the specific control functions described in this document.

3.0 – Accounting Procedures

3.1 – Budget Entry

Following the adoption or amendment of the budget by the Commission, the ASM is responsible for inputting changes into the Commission's accounting systems. Once completed, the ASM will prepare a budget report using the Commission's accounting systems for review by the Executive Director to verify that the amounts entered match the budget as adopted by the Commission.

3.2 – Monthly Financial Statements

The ASM works with the external CPA to prepare monthly financial statements of the Commission's activities. In this process, the external CPA reconciles bank account activities, prepares accruals, and scans for unexpected financial activity. Once compiled, these statements and additional reports prepared by the ASM are provided to the Executive Director and Commission Treasurer for review. When those reviews are complete and any revisions made, the financial statements are provided to the Executive Committee and Commission for their review.

Monthly financial statements may sometimes include estimated invoice amounts if an invoice for that period has not yet been issued. When an invoice is issued for services in a period after the close of the accounting records for that period, the actual totals and any corrective adjustments are posted in the financial period as of the date of issuance, except that corrections made after the end of the fiscal year will result in modification of the December financial statement. Year-end financial statements are considered preliminary until all relevant invoices are issued and all transactions are audited.

3.3 – Capital Assets

The Commission defines capital assets as any tangible asset with an initial cost of $5,000 or more with a useful life longer than one year. Unless otherwise identified, capital assets are depreciated using the straight-line method (Cost of Asset – Salvage Value) / Useful Life).

3.4 – Voided Payments

Whenever a payment issued by the Commission is voided, the ASM is responsible for preparing the necessary documentation to detail the cause for the void, repayments (if any), and original payment documentation. All such documentation is reviewed by the Executive Director and stored in Accounting and Budgets>Memos and Misc Documentation.

4.0 – Information Systems

4.1 – Accounting Information Systems

The Agency utilizes Quickbooks Online for preparation and maintenance of accounting records and Bill.com for bill payments. Access to these systems is provided to the Executive Director, ASM, and external CPA. Access may be provided to the Deputy Executive Director at the discretion of the Executive Director.

4.2 – Employee and Payroll Information Systems

The Agency uses iSolved to manage employee information, time reporting, and payroll, in coordination with the external CPA. Administrative access to this system is provided to the Executive Director, ASM, and external CPA. Administrative access may be provided to the Deputy Executive Director at the discretion of the Executive Director.

4.3 – Information Technology Systems

The Agency uses Microsoft 365 for the majority of its communications and file management functions. Administrative access to this system is provided to the Executive Director, the ASM, and one or more other staff with IT administrative responsibilities at the discretion of the Executive Director.

To safeguard the Agency's assets, ~~management~~ the Administrative Team will be responsible for developing and maintaining an Information Technology policy. This policy includes provisions for file backups, password security, use of personal devices, and details for monitoring risks from the use of information technology.

4.4 – Other Information Systems

The Executive Director and ASM will have administrative access to periodically review and maintain any and all systems and services utilized by Agency staff.

5.0 – Operations

5.1 – Mail Processing

Items delivered by mail include important notifications from other organizations, notifications about the Commission's operations, payments for CARPC invoices, external invoices for services rendered to CARPC, and other miscellaneous notifications/solicitations. To ensure transparency and accountability, mail should be received and sorted by someone other than the Executive Director or ASM, logged by the ASM, and reviewed by the Deputy Executive Director.

The Commission receives mail at the Agency office (100 State St.) on weekdays. As feasible, mail will be accepted and sorted by someone other than the ASM or Executive Director and an image of unopened business mail transmitted to the ASM and Executive Director. Mail is then provided to the ASM, who maintains a mail log describing the sender, date received, and a brief description of the contents. The ASM also scans those logged items into a weekly document transmitted to the Deputy Executive Director for review and signature. Signed copies of weekly mail documents are stored in Accounting and Budgets>Memos and Misc Documentation>Mail Receipts.

5.2 – Banking

a) *Accounts.* The Agency may utilize multiple accounts to balance liquidity with interest income opportunity and FDIC insurance coverage, or to segregate funds if required for an Agency program. Monthly statements for all CARPC accounts must be provided for review by the Executive Director and Treasurer.

b) *Deposits.* Bank deposits are prepared on a weekly basis by the ASM. Each deposit is accompanied by a deposit detail worksheet listing each check being deposited, the check number, the corresponding invoice number (if any), and the corresponding account number from the Commission's chart of accounts. The Deputy Executive Director is cued to review and sign off on each deposit package twice – before the deposit and after the deposit when the deposit slip is attached.

a) *Transfers and Withdrawals.* The Executive Director and Commission Chair are both authorized to transfer funds from one CARPC account to another. For withdrawal of funds from CARPC bank accounts, both the Executive Director and the Commission Chair need to be present at the bank to authorize the withdrawal

5.3 – Purchasing and Expense Reporting

c) *Petty Cash.* The Agency doesn't utilize petty cash. Whenever possible, purchases should be made using the Commission's accounts payable systems or credit card.

d) *Staff Expenses.* As necessary, and with the written or verbal approval of the ASM or Executive Director, other staff may make limited purchases on behalf of the Agency and submit them for reimbursement utilizing a monthly expense report.

When travelling for work-related purposes staff may incur reimbursable costs for mileage, lodging, parking, travel fares, or meals. The Agency will maintain policies regarding these expenses in the Personnel Manual.

Agency staff are expected to exercise prudent and reasonable judgment when incurring expenses on behalf of the Agency~~. To this end,~~ ; all expenses are evaluated by the ASM and/or Executive Director to determine if 1) the expense is necessary to perform an Agency function, 2) the expense was planned in the budget for the project and/or the Agency, 3) the expense has been made at a competitive or cost-effective price, and 4) the expense is proportional to the benefit gained.

e) *Expense Reports.* Expense reports are submitted to the ASM by staff and must include copies of receipts for purchases made and accompanying notes to detail the purpose and program for which the cost was incurred. Expense reports are reviewed by the ASM to ensure all receipts and details are accurate before processing through the Agency's accounts payable procedures.

f) *Credit Card Purchases.* Credit card purchases are made by the ASM and Executive Director as necessary. All credit card purchases require written documentation (receipts, invoices, estimates) and are stored in Accounting and Budgets>AP>Vendor Cash Disbursements>Credit Card Purchases. Where practical, the ASM obtains prior authorization for all purchases made using the Agency's credit card. Purchases over $250 require review by the executive Director unless previously authorized, and all purchases over $500 must have written documentation of prior authorization.

The Agency's credit card is stored in the ASM's office when not in use. On a monthly basis, the Executive Director and Commission Treasurer each review the credit card statement for any irregularities in purchases through the Treasurer's packet process.

g) *Package Delivery.* The Agency receives package deliveries at three locations: the Agency office, the ASM's home address, and the Executive Director's home address. The home addresses are sometimes used because delivery services lack direct access to the Agency office due to building security arrangements.

5.4 – Accounts Payable

The Commission's primary system for Accounts Payable is Bill.com. The ASM is responsible for entry and categorization of all the Commission's bills. Once entered, bills are reviewed and approved by the Executive Director prior to issuance of any payments.

5.5 – Accounts Receivable

The Commission's primary system for Accounts Receivable is Quickbooks Online. The Agency issues quarterly invoices for most projects and grants, unless otherwise specified in the applicable service or funding agreement. Invoices for review of applications for Dane County Water Quality Plan amendments or sewer extension reviews are typically billed at the completion of the review process.

All invoices are prepared by the ASM and reviewed by the assigned project manager. Invoices over $2,500 and any supporting documentation require authorization by the Executive Director prior to issuance to the funder or client.

6.0 – Payroll

6.1 – Payroll Authorizations

Prior to processing the Commission's biweekly payroll, the ASM prepares the following reports using reporting functions of the iSolved payroll system:

a) New Employee and Change Audit
b) Payroll Summary
c) Payroll Register

These reports are sent to the Executive Director for signature and initials following their review. Once approved, the ASM submits payroll for processing by the external payroll processor.

Copies of signed authorizations are saved in Accounting and Budgets>Payroll.

6.2 – Payroll Reports

Once payroll has been processed by the external payroll processor, the ASM prepares the following reports using reporting functions of the iSolved payroll system:

a) Payroll Invoice
b) Payroll Register
c) New Employee and Change Audit
d) Direct Deposit Register
e) Pay Stubs

These reports are sent to the Executive Director for review and signature. Once approved, the ASM saves the signed copies of the reports to Accounting and Budgets>Payroll.

7.0 – Fraud Prevention and Reporting

7.1 – Reporting Suspected Fraudulent Activities

Any employee, commissioner, or other agent of the Commission who suspects, observes, or has knowledge of potential fraudulent activities (including, but not limited to, embezzlement, theft, misuse of assets, or false financial reporting) is required to report the activity to the Executive Director, Commission Treasurer, or Commission Chair, as appropriate to the situation. Such reports shall be made in writing and provide details including the nature of the suspected activity, the parties involved, and details of how this activity was observed.

7.2 – Investigations of Suspected Fraudulent Activities

Upon receipt of a report of potentially fraudulent activities, the Executive Director will investigate the reported activities to determine the credibility and scope of the issue. The Executive Director may utilize additional personnel to conduct the investigation where necessary. All such investigations are to be conducted confidentially. Any evidence, whether electronic or physical, obtained during the investigation is to be collected and preserved. Once concluded, the Executive Director will present any findings to the Commission Treasurer and Commission Chair. In the event the suspected fraudulent activities involved the Executive Director, the ASM and/or Deputy Executive Director will investigate potentially fraudulent activities and reports are made to the Commission Chair.

7.3 – Remedies for Fraudulent Activities

Based on the final investigation report, the remedy for fraudulent activities may include:

a) Disciplinary action, including termination
b) Revision and/or implementation of enhanced internal controls
c) Referral to law enforcement and/or regulatory authorities
d) Recovery of assets

7.4 – Retaliation Prohibited

Retaliation against individuals who make good-faith reports of suspected fraudulent activity is strictly prohibited.

CARPC AGENDA COVER SHEET **January 08, 2026**
Item 12

Re: CARPC Resolution 2026-03, Recognizing January 26–30, 2026, as Winter Salt Week in the Greater Madison Region

Requested Action:

Adopt Resolution 2026-03

Background:

WI Salt Wise—a program housed within CARPC— is hosting Winter Salt Week from January 26–30, 2026. The week is dedicated to raising awareness about salt pollution along with solutions to reduce negative impacts to infrastructure and the health of our lakes, streams, and drinking water.

In 2025, over 900 individuals from 30+ states participated in Winter Salt Week. This year, WI Salt Wise is inviting CARPC and other government entities—including the Wisconsin Governor's Office and the Dane County Board of Supervisors—to adopt resolutions or proclamations in support of the week. The attached resolution affirms CARPC's commitment to supporting WI Salt Wise and Winter Salt Week, as well as to promoting smarter winter salting strategies.

Staff Comments:

Winter Salt Week and the work of WI Salt Wise closely align with the *Dane County Water Quality Plan* and CARPC's ongoing chloride monitoring and reduction efforts in the Starkweather Creek watershed. Adopting smarter winter salting strategies is crucial to protecting our region's water resources.

In addition to adopting a resolution, CARPC plans to share information about Winter Salt Week and opportunities to participate on social media and in the January newsletter.

Commissioners are encouraged to participate throughout the week by joining livestreams (details on each learning opportunity available at https://www.wintersaltweek.org). They are also encouraged to help promote Winter Salt Week by sharing information through newsletters, social media, and other communication channels, and by urging fellow local leaders, public works staff, and residents in their communities to adopt these practices.

Attachments:

1. CARPC Resolution 2026-01, Recognizing January 26–30, 2026 as Winter Salt Week in the Greater Madison Region

Staff Contact:

Allison Madison
WI Salt Wise Program Manager
allisonm@capitalarearpc.org
(608) 334-8698

Next Steps:

Consider attending a livestream during Winter Salt Week and supporting WI Salt Wise's work by sharing social media posts or making a donation at https://www.wisaltwise.com/Donate.

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100 State St, Ste 400, Madison, WI 53703-2573

ph: 608.474.6017
info@capitalarearpc.org

CARPC Resolution No. 2026-03

Recognizing January 26–30, 2026, as
Winter Salt Week in the Greater Madison Region

WHEREAS, Winter Salt Week is a national week of outreach and education dedicated to raising awareness around salt pollution and reduction solutions observed annually in January; and

WHEREAS, deicing salt applied to Dane County's roadways, parking lots, and sidewalks eventually makes its way into freshwater lakes, streams, wetlands, and groundwater; and

WHEREAS, even a small amount of salt—just one teaspoon—can pollute five gallons of water to a level that is toxic for aquatic life, and removing salt from water is both difficult and costly; and

WHEREAS, chloride contamination is rising across the region, with measurable impacts on drinking water, infrastructure, and aquatic ecosystems; and

WHEREAS, in Wisconsin, 39% of community wells have exceeded the Wisconsin Department of Health Services' recommended sodium level for individuals on a low-salt diet (20 mg/L) at least once since 2004, underscoring the need to reduce salt use to protect public health and freshwater quality; and

WHEREAS, one ton of rock salt causes between $800 and $3,300 in damage to buildings, bridges, and other infrastructure, demonstrating the economic benefits of using salt efficiently; and

WHEREAS, effective alternatives and improved practices such as brine, sand, and precision application can reduce environmental harm while maintaining public safety; and

WHEREAS, Wisconsin Salt Wise, housed within the Capital Area Regional Planning Commission, partners with municipalities, contractors, and residents statewide to advance these practices through education, outreach, and training; and

WHEREAS, the Capital Area Regional Planning Commission, as steward of the *Dane County Water Quality Plan*, is committed to protecting and improving the region's lakes, rivers, streams, and groundwater through planning, collaboration, and community engagement;

NOW, THEREFORE, BE IT RESOLVED, that the Capital Area Regional Planning Commission recognizes January 26–30, 2026, as Winter Salt Week, and encourages all Dane County residents, businesses, and municipalities to adopt winter maintenance practices that protect public safety while safeguarding our shared water resources.

_____
Date Adopted

_____
David Pfeiffer, Executive Chairperson

_____
Cynthia Richson, Secretary

CARPC AGENDA COVER SHEET **January 08, 2026**
Item 13

Re: Acceptance of Responsibility for the MadREP Revolving Loan Fund – Staff Presentation and Discussion

Requested Action:

None

Background:

In 2022 the Madison Region Economic Partnership (MadREP) accepted the transfer of a revolving loan fund (RLF) from the Columbia County Economic Development Corporation, with a commitment to offer loans to small businesses in eligible rural areas throughout MadREP's 8-county region. At the time of the transfer the RLF had assets of $324,000. MadREP made one loan of $100,000 to Seven Acre Dairy in Paoli (Dane County) in early 2024. With the dissolution of MadREP this RLF either needs to be transferred to another viable entity to administer it, or it needs to be surrendered to the USDA, which originally capitalized it and retains oversight on its use. MadREP would like to transfer the RLF to CARPC and has identified no alternative options to retain it for the benefit of businesses and communities in our region.

Staff Comments:

We have reviewed this opportunity with CARPC legal counsel and confirmed that there are no legal impediments to taking on management of this revolving loan fund for the 8-county region.

Based on correspondence with staff at the USDA, CARPC can be a viable recipient and administrator of this revolving loan fund, if we provide the following items:

- Creation of a committee with representation from the 8-county region, including bylaws that describe its scope and operation
- A resolution confirming acceptance of the grant and agreement to comply with all conditions

The costs to administer this fund should be covered by interest generated by the fund and fees assessed at the time of loan closing. We are seeking more information about the revenue that the fund has been generating.

Attachments:

None

Staff Contact:

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

Next Steps:

Pending discussion and feedback at this meeting, efforts to assemble a committee and create a governance structure for the RLF acceptable to the USDA.

CARPC AGENDA COVER SHEET **January 08, 2026**
Item 14

Re: Authorize the Executive Director and CARPC Chair to move CARPC deposits to One Community Bank *(actionable item)*

Requested Action:

Motion to authorize Executive Director and CARPC Chair to move deposits to One Community Bank

Background:

In September, CARPC staff started evaluating our banking services to see if there were other alternatives or financing products available that might better serve the Commission's finances. Following Executive Committee discussion, CARPC published a request for proposals to solicit options for review.

CARPC received 4 submissions: Associated Bank, One Community Bank, Park Bank, and Summit Credit Union.

Staff Comments:

After reviewing the submitted proposals, staff identified One Community Bank as the strongest proposal for meeting CARPC's needs based on the suite of products offered, the prospective interest yields, and the customer service options.

Attachments:

1. RFP CARPC 20251001
2. One Community Bank RFP Responses
3. Summary of RFP Responses

Staff Contact:

Jason Valerius
Executive Director
jasonv@capitalarearpc.org
(608) 474-6010

Next Steps:

Open One Community Bank accounts and transfer funds from Park Bank

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573

ph: 608.474.6017
info@capitalarearpc.org

CAPITAL AREA REGIONAL PLANNING COMMISSION

REQUEST FOR PROPOSAL – CARPC 20251001

FINANCIAL INSTITUTION AND BANKING SERVICES

Date Issued: October 8, 2025

Table of Contents

Introduction and Purpose

Background

Capital Area Regional Planning Commission ("CARPC") is an independent unit of government, one of nine commissions in Wisconsin established to coordinate planning and development among area municipalities. CARPC was created on May 2nd, 2007 by Executive Order pursuant to Wisconsin's regional planning statute (Wis. Stat. § 66.0309). CARPC develops and promotes regional plans, provides objective information, and supports local planning efforts.

Purpose of Request

Capital Area Regional Planning Commission is seeking proposals to serve as the primary vendor for banking services to the Commission.

Scope of Services and Duration

Capital Area Regional Planning Commission hasn't established a definite period for services resulting from this process. The provider selected from this process will act as the Commission's primary depository for funds, credit products, and financing tools.

Reasonable Accommodations

Capital Area Regional Planning Commission will provide reasonable accommodations, including the provision of informational material in an alternative format for individuals requesting an accommodation for a disability. To request an accommodation, please contact Matt Koz, Administrative Services Manager, at Accounting@CapitalAreaRPC.org, (608) 474-6017, or by mail to:

Capital Area Regional Planning Commission
ATTN: Matt Koz, Administrative Services Manager
100 State St, Ste 400
Madison, WI 53703

Termination of Services

Capital Area Regional Planning Commission reserves the right to cancel the resulting procurement of services from this process for any reason by giving sufficient written notice to the provider.

Capital Area Regional Planning Commission may discontinue this contract, in part or in whole, without penalty at any time due to loss of available funds.

Proposal Procedures and Instructions

Submission Methods

Capital Area Regional Planning Commission is accepting bids electronically via Accounting@CapitalAreaRPC.org. Proposals may also be submitted in writing via mail to

Capital Area Regional Planning Commission
ATTN: RFP CARPC 20251001
100 State St, Ste 400
Madison, WI 53703

Calendar of Events

Date	Event
October 22nd, 2025	RFP Published
November 3rd, 2025	Deadline to Request Reasonable Accommodations
November 7th, 2025	Deadline to Request Additional Information
November 11th, 2025	Additional Information Supplied to Prospective Vendors
November 17th, 2025	Deadline to Submit Proposals

Format of Proposals

Proposals may be submitted electronically as a PDF or similar file format.

Incurring Costs in Proposals

Capital Area Regional Planning Commission is not liable for any costs incurred by a vendor in the process of responding to this RFP.

Proposal Evaluations

Proposals submitted in this process will be evaluated by Capital Area Regional Planning Commission staff based on the services and financial products included in the proposal.

Proposal Details

Summary

Capital Area Regional Planning Commission is seeking banking services and financial products to safeguard the Commission's financial assets, facilitate the Commission's stewardship of public funds, and balance the availability of funds with the Commission's need for long-term financial health.

Key Proposal Components

A successful proposal will address the following services and needs:

- Adequate insurance coverage for the Commission's deposits (average deposits totaling ~$1m)
- Products to maximize interest income in balance with month-to-month liquidity needs and convenience of account transfers
- Deposit convenience (branch locations, remote deposit capture, etc.)
- Transparent and accessible listing of all account and transaction fees
- Robust online banking services, including Quickbooks Online solutions
- Effective customer support

Selection Notifications

Following the evaluation of proposals submitted in this process, Capital Area Regional Planning Commission will notify any finalists in writing via email. Limited feedback on proposals may be provided at the discretion of Capital Area Regional Planning Commission following the final selection from this process.

ONE COMMUNITY BANK

Relationship Banking Proposal Prepared for:

CAPITAL AREA rpc

Capital Area Regional Planning Commission

Executive Summary

"Feel Good Banking" is not just a tagline; it is in our DNA. With roots dating back over 50 years, One Community Bank has extensive experience providing personal, attentive service to our local communities. Given our steadfast commitment, we understand decisions that impact our communities are best made by experts within those same communities.

Our experienced local team has a vested interest in our community and is well suited to support the Capital Area Regional Planning Commissions growth for many years.

- One Community Bank satisfies the stated requirements in the request for proposal.
- One Community Bank is a well-capitalized locally owned community bank.
- One Community Bank will pay a fantastic rate on all deposits

Our clients continue to tell us they "feel good" about the value we bring, and the benefits included as part of their relationship with us.

Qualifying Conditions of Financial Institution

Designated Depository: One Community Bank (OCB) is eligible to receive and hold public funds. Designated Depository: One Community Bank (OCB) is eligible to receive and hold public funds pursuant to Wisconsin Statutes § 34.05.

One Community Bank is a Federal or State of Wisconsin charted financial institution, a qualified public depository (per Wisconsin Statutes § 34.09), a member of the Federal Reserve System and insured by the Federal Deposit Insurance Corporation.

One Community Bank is able to comply with all applicable State and Federal statues including Wisconsin Statutes § 66.0603 relating to Depositories of Public Funds and Wisconsin Statues Chapter 34.

Location: One Community Bank has a full-service location at 5990 Hwy 51 McFarland WI 53558 and 5 other locations throughout Dane County including Oregon, Sun Prairie, Waunakee, Stoughton, Cottage Grove. Middleton has a location that is walk in only.

Safekeeping/ Collateralization of Deposits: All Commission deposits will be insured by FDIC $250,000; State of Wisconsin insures $1,000,000. Balances, exceeding $1,250,000, can utilize the IntraFi Network (formerly Promontory).

Banking Services

Deposit Accounts

OCB is proud to offer a solution that not only meets but exceeds the needs of the Capital Area Regional Planning Commission. We are committed to ensuring budgeting and reconciliation are simple tasks. We optimize your account structure, increase interest earnings, streamline account management and ensure protection of funds. We do this by offering checking accounts that have zero restrictions and countless benefits.

Rate

One Community Bank will pay a fantastic rate on all deposits of the Local Government Investment Pool (LGIP) + 0.26%. Contract signed between One Community Bank and CARPC for funds to stay at OCB for Premium rate.

Public Funds Interest Operating Checking Account

No minimum balance
No transaction/analysis fees
No charge for return of items deposited
No Official Check Fees
No charge for checks written
No Incoming Wire Fees
No need for additional accounts, all funds earn rate

Sweep Account Provisions

In the event CARPC would exceed insured limit, automatic sweeps are available from IntraFi Network. The Commission determines the thresholds and collected funds will automatically sweep at end of each business day. There is no cost to CARPC for this service.

Deposit Compensation

One Community Bank does not have account analysis fees, monthly maintenance fees, or minimum balances. We keep things simple in an industry that tends to make things complicated. We have no fees; we just pay interest.

Automated Daily Balance Reporting

Daily Balance Reports will be available via online banking. You can see real time, up-to-date balances and transaction details as well as historic information. Reports are available in CSV, QBO, and QFX format.

Reporting and Account Analysis

There is no monthly account analysis reports available since we do not have analysis charges. You are also able to receive e-statement on the first business day of the month; paper statements will be received within 10 business days of the next month.

Account Executive

OCB will provide the Commission with a primary account executive and access to our dedicated business/liaison team to make sure you have the best banking experience possible. The reason for this is that if an account executive is out of the office the others can promptly help. This ensures the best possible service for the Commission. This account executive is:

Teri Erickson
AVP – Treasury Management Business Development
(p) 608-577-5970 TErickson@onecomunity.bank

Business/Liaison Team- TMClientSupport@OneCommunity.Bank

Positive Pay/ACH Debit Block

OCB highly recommends fraud protection in the form of Positive Pay/Blocks & Filter service. The Commission would upload their Positive Pay file (check file) to us via online banking. All exception items would need to be reviewed and decisioned by 11:00am daily. Ach debit block filters can be applied to accounts. Commission employees set rules for approved ach debit vendors and vendor limits. All other ach debits will create an exception notice. Mitigates loss of funds due to unauthorized Ach debits and check fraud. There is a $25 monthly fee for this service.

Online Banking Services

One Community Bank's Online Banking will provide secure, real-time access to all Commission banking accounts. We provide strict security through our multi-factor access that includes verification of company ID, username, password, and soft token. Maintenance for online banking occurs early morning prior to office hours. This is done to cause no disruption in daily business online banking function. The following explains how our online banking works:

Daily Balance Reports will be available via online banking. You can see real time, up-to-date balances, and transaction details.

Transaction detail for online banking – debits, credits, checks, deposits, wires in and out, chargebacks, interest payment, search and view cleared checks, transfer funds between accounts and provide historical data including search options for specific transactions.

Multi-Level security for various Commission staff is available for use. There will need to be at least one administrator who will be able to choose different functions for different staff. This can be inquiry-only all the way to full access.

Cancelled check images and statements are available in online banking for up to 18 months.

A member of OCB's Treasury Management team will provide online banking training to all Commission employees.

Support is available by calling or emailing the account executive or calling our treasury management support line.

QuickBooks compatible, Complimentary Bill Pay and Mobile Deposit are available.

ACH Files

ACH Origination including debits and credits is available. Recurring ACHs can be set up or saved as templates for future use. There are multiple options for ACH origination and initiation security measures. These options include single control, dual control, approval override and soft token security. All files must be balanced and uploaded no later than 4pm CST on the business day prior to the effective date. There is a monthly fee of $50, which includes unlimited transactions. Additionally, a one-time setup fee of $150 applies and includes a copy of the current NACHA Rules.

Remote Deposit Services

Remote Deposit Capture is available for the Commission. We would need to install a scanner onto your computer, set up a time for installation, and training for this product. The bank pulls the deposits in at 11am, 1pm and 3pm each business day. Anything deposited before 3pm will be posted to the account same day. Checks deposited after 3pm will be posted between 12-1pm the following business day. Single Feed, Multi Feed, or License are only available, for $50, $65, or $35 per month. One time set of $100 would be waived.

Per correspondence with Teri Erickson on 12/8/25, monthly fees for Remote Deposit Capture will be waived.

Fee Schedule

Fee Description	Fee Amount
Account Activity Printout	No Charge
Account Research	$25/Hr.
Check Image	$1/Per Image
Debit Card Initial Issuance	No Charge
Debit Card Dispute	No Charge
Debit Card Replacement	$5
Dormant Account Fee	$5/Annual
Fax-Outgoing	No Charge
Fax-Incoming	No Charge
Garnishments	$100
Holds on Account	No Charge
Image/CD Rom	No Charge
Intnl. Check Settlement	No Charge
Levies	$100
Lost Passbook	No Charge
Max. Daily Overdraft	No Limit
Max. Daily Return Items	No Limit
Money Orders	$2
Negative Balance (every 5 days)	No Charge
Nonsufficient Funds Fee Cap	No Limit
Nonsufficient Funds Fee	$25
Overdraft Fee	$25
Overdraft Protection Transfer	$2
Uncollected Funds	$5
Uncollected Funds Fee Cap	No Limit
Phone Transfer	No Charge
Photocopies	No Charge
Return Item Fee	No Charge
Safety Deposit Box-Late Fee	$1
Stop Payments	$25
Wire-Domestic Incoming	No Charge
Wire-Domestic Outgoing	$25
Wire-International Incoming	No Charge
Wire-International Outgoing	$60
Official Check Fee	No Charge
Foreign Currency	Current Cost at Time of Transaction

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573

ph: 608.474.6017
info@capitalarearpc.org

Category	Associated Bank	One Community Bank	Park Bank	Summit Credit Union
Solution for Yielding Interest on Deposits	Continue using LGIP	Insured Cash Sweep System LGIP +0.26%	Continue Using LGIP	Municipal Savings LGIP +0.14%
Solution for Intermediary Account Between Interest and Operating	Money Market - $10,000 Minimum Balance – 3.5%	None Needed	Money Market – 3%	Money Market – 3%
Proposal Includes Insured Cash Sweep?	Yes – Checking, Money Market, or Certificates	Yes	No	No
Credit Card Rewards	Yes 1 Point per Dollar $99 Annual Fee	None	None	Yes 2 Points per Dollar No Annual Fee
Remote Deposit Capture	Yes CARPC Buys Scanner	Yes Fees Waived	Yes Fees Not Disclosed	Yes $45/Month
Distance to Nearest Branch	1.2 Miles	10.6 Miles	0.3 Miles	0.9 Miles

CARPC AGENDA COVER SHEET **January 08, 2026**
Item 15

Re: Chair and Executive Director Reports

Requested Action:

None

Background:

None

Staff Comments:

This is an opportunity for the Commission Chair to provide updates on items not otherwise addressed in the agenda of this meeting, including any noteworthy activities or discussions of the Executive Committee or other active committees.

The Executive Director provides a monthly report briefly describing the various activities of the agency and will present noteworthy highlights from that report.

Attachments:

1. Executive Director's Report

Staff Contact:

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

Next Steps:

N/A

Executive Director Monthly Report to CARPC Commissioners

Thursday, January 8, 2026

(updates from the previous month in blue text)
Highlighted text indicates items Jason plans to talk about during the meeting.

PROGRAMS AND SERVICES

Regional Development Framework (link to website)

- **Performance indicators** – Watch for progress on the KPI (Key Performance Indicators) Dashboard in Q1 2026.
- **Regional Population Projections** – CARPC collaborated with Dane County, City of Madison, the MPO, and UW faculty to prepare population projections that reflect Dane County's unique growth factors. Staff are now working with the MPO to allocate population, housing units, and jobs based on these projections to Transportation Analysis Zones (TAZs). These allocations support transportation modelling, updating the 2055 Regional Transportation Plan (RTP), maintaining the Transportation Improvement Program (TIP), and estimates for sewer service planning.
- **Urban Green Infrastructure Guide** – Staff will be drafting a document in 2026 for local municipalities that highlights green infrastructure practices for the urban context and the challenges to implementing those practices. It will combine staff and UW grad student expertise in ecological design practices, urban design, and stormwater management.
- **East Metro/Door Creek Corridor Planning** — On-going collaboration with the UW Department of Planning and Landscape Architecture continues. Seniors in the professional Bachelor of Landscape Architecture (BLA) and second year students in the Master of Urban and Regional Planning (MSURPL) programs will work to identify Framework implementation opportunities in the eastern portion of the metro area, east of I-90/94, from Sun Prairie to McFarland.
- **Farmland preservation** – Staff are working on the farmland loss data products update, for presentation to the Commission in Q1 2026.

Planning Assistance

- **In Progress**:
  - Rock County Comprehensive and Farmland Preservation Plan updates (Apr 2025 – June 2026)
  - City of Evansville human-powered transportation planning (Mar 2025 – Feb 2026)
  - Town of Berry 2025/2026 comprehensive planning (Sep 2025 – Dec 2026)
  - Village of Maple Bluff Trends & Conditions - COMPLETE
- **Ongoing**: Towns of Berry, Blue Mounds, Bristol, Springfield, and Sun Prairie zoning mapping services
- **Potential**: City of Sun Prairie Housing Data Dashboard – scoping in progress.

Intergovernmental Agreement Efforts

- **Town and City of Sun Prairie** – The parties are pursuing this as a Cooperative Plan under 66.0307. CARPC staff met with the workgroup in early December to continue negotiation of critical topics.
- **Town of Bristol and City of Sun Prairie -** Monitoring progress, no CARPC support currently needed.
- **Village of Oregon and Town of Rutland -** Beginning discussions Q1 2026?
- **Village of Oregon and City of Fitchburg –** The pre-planning stakeholder engagement process is scheduled to occur in January and February 2026, facilitated by Jason.

Education and Information

- **Media coverage**: The Oregon Observer mentioned CARPC in an article about the Oregon-Fitchburg stakeholder engagement process on 12/3. The Cap Times published a feature on regional population projections on 12/18.
- View regular updates on CARPC's Facebook/LinkedIn, newsletters, and our website.

Regional Water Quality Planning

- **WI Salt Wise Partnership**
  - December Presentations
    - Middleton Chamber of Commerce
    - Lake Country Clean Water
    - Wisconsin Rural Water Association training
    - Verona Sustainability Task Force
    - The Bruce Company training
  - Media Coverage
    - UWO students raise awareness about the impact of road salt
    - Lake Country Clean Water meeting examines how chloride levels are impacting Wisconsin
    - Madison unveils snowplow trading cards featuring community-named fleet
  - Communications
    - "Shovel More, Salt Less" posters around Madison, Oshkosh, and Oregon with help of volunteers from UW-Madison and UW-Oshkosh, Friends of Lake Wingra, Friends of Starkweather Creek, and Village of Oregon Sustainability
    - Winter Salt Week (www.wintersaltweek.org) - January 26-30, 2026
      - Governor's proclamation
    - December webinar: Technology and Best Practices to Achieve Chloride Sustainability
      - 76 views

Water Quality Plan Updates & Amendments

- **SSA Amendments**
  - Active: V-Waunakee ("Heyday Development") (Jan public hearing / Feb action)
  - Pre-Application: C-Sun Prairie (Business Park); V-Cross Plains ("PI/Haen Development")
  - Pending/future: V-DeForest ("QTS Data Center"); T-Westport ("Tuggle Rd/Hope Ct" and "Madison Day School"); V-McFarland; C-Madison (multiple); C-Sun Prairie (multiple); C-Middleton ("Balzer Road"); V-Belleville (north and east areas); V-Windsor ("North Towne Rd/Gray

Rd"); V-Oregon (Oak Hill Correctional Institute); T-Vienna (Madison Street); T-Pleasant Springs (Lake Kegonsa LSA – "Yahara Dr")

- **Amendment for MMSD Effluent Discharge (2308 "Nine Springs WWTP Effluent Revision")** – Amendment to the Dane County Areawide Water Quality Management Plan, which allowed MMSD to cease its discharge to Badger Mill Creek
    - DNR conditionally approved the amendment (link to DNR decision letter); MMSD has satisfied conditions of approval
    - Verona continuing to litigate the decision; filed brief in Court of Appeals in December '25; DNR intends to provide response brief by March
    - CARPC and MMSD staff will be drafting the outline of an agreement for each commission to discuss in Q2 2026 whereby CARPC will manage projects that promote the resilience of Badger Mill Creek using funds provided by MMSD
- **Environmental Corridors Report** – Updated Environmental Corridors Report has been approved and adopted as part of DCWQP (link to Final Report). When changes to the policies & criteria for Environmental Corridors (see next) are adopted, staff will revisit report to verify conformity (anticipated 2026 work).
- **Environmental Corridors Policies & Criteria** – Staff is currently discussing the existing policies and criteria and drafting proposed edits, including consultation with subject matter experts and other stakeholders as appropriate. This will constitute a formal amendment to the DCWQP, with public participation/Commission review in early 2026.
- **DCWQP Summary Plan Update** – Updating the Summary Plan (last updated 2004) to update information and figures, refine focus and applicability per the current regulatory environment and needs/conditions in the region, and incorporate current themes (e.g., climate resilience, equity, and environmental justice) into the DCWQP. CARPC was awarded a DNR grant using IIJA funds (Infrastructure Investment and Jobs Act) ($48,000 over 2 years) to partially fund this work.
- **SSA Amendment Process Analysis (Ad-Hoc Water Quality Committee)** – Proposed changes to the policies and criteria for how we administer and review proposed SSA Amendments are being proposed. Staff presentation in Dec '25, public hearing in Jan '25, Commission action in Feb '26, final DNR review following (anticipated in Mar '26).
- **Water Quality Plan Consistency**
    - 8 sewer extension reviews completed in December (4 greenfield development, 0 infill development, 2 redevelopment, 2 reconstruction/other)

Regional Climate Resilience Planning

- **Black Earth Creek Green Infrastructure Plan (GI Plan)** – Continuing work with the Steering Committee on implementation of the GI Plan (link to site). Anticipate staying active through 5-year period referenced in Plan (2022-2027).
    - Provided letter of support to BECWA for the pursuit of grant funding for educational materials; if awarded, CARPC would host information and data tools on the existing GI Plan webpage.
- **Tree Canopy Collaborative (TCC)** - Liz Levy is the Chair of this group (link to website). The meeting schedule will change to every other month in 2026, with the exception of monthly coordination meetings leading up to Arbor Day.
- **Neighborhood Forest Project** – Partnership with Eco-Latinos, Operation Fresh Start, Sustain Dane, and Urban Tree Alliance to involve residents in planting and maintaining 100-125 trees per year in south

Madison. This project is funded through the Inflation Reduction Act (IRA) (3-year project for $360,000). CARPC's contribution includes time for coordination, database development, and mapping assistance. CARPC will receive $2,500 a year for our assistance for a period of three years.

- **Midwest Climate Collaborative** – Caitlin Shanahan will be on the MCC Steering Committee for the next 3 years. Nick Bower will be presenting on Regional Water Quality Planning (in collaboration with WDNR) at the 2026 Midwest Climate Summit in Cleveland, OH.
- **Stream Crossing Inventory** – Using the Great Lakes Stream Crossing Inventory protocol (link to dashboard), CARPC and Trout Unlimited staff are conducting a road-stream crossing inventory at town, county, and some state roads in Dane County (link to project website). This project is funded by the Infrastructure Investment and Jobs Act, WEM Pre-Disaster Flood Resilience Grant, and FEMA Building Resilient Infrastructure and Communities program. Staff are working on summary reports for towns where data collection is complete. Field work will resume in the spring.
- **Old Growth Forests and Oak Savannah Mapping –** CARPC is collaborating with the Wisconsin State Cartographer's Office, with funding support from the John C. Bock Foundation, to create a statewide old growth forest and prairie remnant mapping tool that serves land stewardship and conservation efforts.
- **Dane County Rural Free Tree Program** – A collaborative pilot project between the Dane County Planning Department, Dane County Land and Water Resources, CARPC and the Dane County Tree Board to offer free heritage oak progeny trees to the owners of all parcels newly rezoned to Rural Single-Family Residential. Participant feedback has been very positive.
- **School Tree Nursery Program –** CARPC is partnering with UW-Stevens Point LEAF (Learning, Experiences, & Adventures in Forestry) educators, with funding support from a CD Besadny Conservation Grant, to build a Dane County School Tree Nursery Program and develop K-12 curriculum that incorporates tree nurseries and environmental education. On 12/2/2025 CARPC applied for $5,000 dollars from the Wisconsin Arborists Association to for additional materials and operational funding.
- **GIS Workshops for K-12 –** CARPC, the State Cartographer's Office, Sustain Dane and Maydm will be applying for grant funding to host three, three-day workshops supporting youth that are either underserved, female, or of color. CARPC has organized GIS workshops for youth during the summers of 2024 and 2025; this is the first time CARPC will be partnering with Maydm. Together these organizations submitted an application to United Way of Dane County's By Youth For Youth on 12/19/2025 for $3,000. An application to the Alliant Energy Community Grant program will be submitted by 1/15/2026 for $10,000.

Cooperative Water Resources Monitoring

- **Dane County Water Resources Monitoring Program** - Ongoing with USGS and partners. Existing agreements expired at the end of 2025. Staff are continuing to coordinate with USGS and local partners to renew their agreements. New partner agreements have been drafted for distribution when the budget is finalized by USGS.
- **Black Earth Creek Watershed Monitoring Program** – Ongoing with USGS and local partners to implement and fund the program, with CARPC acting as facilitator and funding coordinator (contract runs 2024-2028). Awarded $18,270 DNR Surface Water Grant for FY25 ($21,900 awarded in FY24) to support monitoring. Submitted Final Application for Surface Water Grant for FY26—awardees announced in Feb '26. Anticipating a shortfall in funding for monitoring activities in 2026, possibly resulting in changes to scope and reduction in data collection (USGS leading subgroup to review).

- **Regional Strategic Monitoring Framework** – Development of a strategic framework to guide stream monitoring activities across Dane County; project in close collaboration with Dane County LWR staff, and currently on pause awaiting further direction from County staff.
- **Starkweather Creek Community-Based Water Chloride Monitoring Initiative** – Collaborative project to continuously monitor chloride point sources throughout the Starkweather watershed at 8 different locations (link to website). A 15-member Starkweather Technical Committee meets on a bi-monthly schedule (most recent meeting: 12/18). The Madison Rotary Club and the UW-Madison Chemistry Department have adopted two conductivity meters each, covering the subscription and meter maintenance costs. Friends of Starkweather Creek and the State Cartographers have also adopted a single conductivity meter. Outreach is underway to identify additional partners for the coalition. An application to the Morgridge Center Community Based Research Grant to add Shabazz Highschool as a parter was not successful, however plans are underway to resubmit a similar proposal to be funded by the Alliant Energy Community Grant. We completed final submission in November for two DNR Surface Water Grants for FY26, totaling $15,000. We anticipate $25,000 in 2026 from the DNR (IIJA funds) to support equipment purchases and continued monitoring efforts.

PARTNERSHIP UPDATES

- **MPO** – The Active Transportation Plan is in drafting phase, headed toward a targeted February adoption, watch for a public draft by early 2026. MPO will be presenting a guide at their January Technical Committee meeting to offer best practices and guidance for communities to deal effectively with electric bikes, scooters, etc., and then publishing that guidance.
- **Dane County Office of Energy and Climate Change** – Liz Levy completed a draft of a countywide rooftop solar installation map (link to map). Additional community data to expand the database is welcome, please send to lizl@capitalarearpc.org.
- **Dane County Planning & Development** – next quarterly meeting of CARPC and DCPD staff: Feb 5. DPD and CARPC staff are assisting Emergency Management with updating the Dane County Natural Hazards Mitigation Plan (fall 2025 – EOY 2026).
- **Dane County Human Services, Housing Access & Affordability Division** – Jason is assisting the County's Farmworker Housing Study by helping to facilitate discussions about zoning and development regulation strategies – these discussions are planned for February and March 2026.
- **Madison Region Economic Partnership (MadREP)** – MadREP transferred most of its economic development functions to the Greater Madison Chamber of Commerce, as described in this December 12, 2025 joint announcement. MadREP remains operational through February 2026 for administrative wind down, including efforts to transfer a USDA-funded Revolving Loan Fund to CARPC.
- **Greater Madison Chamber of Commerce (GMCC) –** Jason participated in a workgroup of local leaders convened by MGCC to guide their annual "Next Normal" employer survey to understand local business trends. CARPC and GMCC staff are working together on an effort to share data sources for the benefit of each organization.
- **MMSD** – Jason meets with Executive Director Eric Dundee regularly to discuss shared CARPC/MMSD interests and initiatives. We are planning a joint event in 2026 (Q2?) co-sponsored by CARPC, MMSD and Dane County Land and Water Resources Dept. focused on regional topics related to wastewater collection and treatment.

- **Clean Lakes Alliance** – Continuing to pursue collaboration opportunities in support of the *Renew the Blue* plan (link to site), with a focus on data and green infrastructure. Jason is co-chairing a new Renew the Blue Council in 2025 and 2026 to prioritize and drive the implementation of actions related to phosphorous reduction, and CARPC is collaborating with Dane County Land and Water Resources and other participants to help develop land use data and indicators related to water quality.
- **Madison Area Builders Association** – We are collaborating with MABA staff on their use of our development tracker tool and opportunities for them to help enhance it. Jason attended their Government Affairs Committee meeting on September 3 to share the RDG population projections and talk about recent and ongoing updates to aspects of the Dane County Water Quality Plan.
- **Groundswell Conservancy** – We anticipate further discussion related to the property they are acquiring along the Black Earth Creek, water quality planning with the Clean Lakes Alliance, and as part of our farmland preservation initiative. CARPC donated 75 tree protection tubes to Groundswell (from a supply donated to us by Regius Rubber of Waterloo) to help protect plantings on several Groundswell restoration projects.
- **The Nature Conservancy –** CARPC met with TNC Conservation Science Director Peter Levi. TNC will assist CARPC with outreach of the old growth mapping project and has capacity to assist CARPC with a model forest preservation ordinance development that could be shared with Dane County communities.
- **Maydm –** Maydm provides girls and youth of color in grades 6 -12 with the skills, experiences, and connections to pursue careers in and change the face of STEM (Science, Technology, Engineering, Math). In November 2025 Maydm invited CARPC to host a summer intern through their High School Internship Program. CARPC is currently working with Maydm to host a summer 2026 intern, with intern pay provided by Maydm.

OPEN RECORDS REQUESTS

- No new requests.