

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

January 05, 2026

Zoom Webinar

5:15 pm

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

Commissioners Absent: None

Staff Present: Jason Valerius, Matt Kozlowski

Others Present:

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 5:17 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of December 8, 2025 Executive Committee Meeting (*actionable item*) (5:18 pm)**

Motion to approve minutes of the December 8, 2025 meeting was made by Vice Chair Murphy. Commissioner Crombie seconded.

Motion to amend the minutes to note Commissioner Tishler's absence from the meeting was made by Vice Chair Murphy. Commissioner Crombie seconded. The motion carried unanimously.

On the main motion, the motion carried unanimously.

4. **Minutes of December 11, 2025 Executive Committee Meeting (*actionable item*) (5:21 pm)**

Motion to approve minutes of the December 11, 2025 meeting was made by Vice Chair Murphy. Commissioner Richson seconded. The motion carried unanimously.

5. **Acknowledgement of Receipt – November 2025 Financial Management Report (*actionable item*) (5:22 pm)**

Motion to acknowledge receipt of the November 2025 Financial Management Report was made by Commissioner McKeever. Commissioner Richson seconded. The motion carried unanimously.

6. **Authorize the Executive Director to Execute Agreement with the City of Madison (the MPO) for 2026 Transportation Planning Services (*actionable item*) (5:25 pm)**

Jason Valerius provided an overview of the agreement.

Motion to recommend authorization of Executive Director to execute agreement for Transportation Planning Services was made by Commissioner McKeever. Commissioner Crombie seconded. The motion carried unanimously.

7. **Authorize the Executive Director and CARPC Chair to move CARPC deposits to One Community Bank (*actionable item*) (5:27 pm)**

Jason Valerius provided an overview of the RFP and evaluation process.

Matt Koz provided additional details about the submissions.

Commissioner Richson stated a concern about the potential for appearance of conflict of interests as it relates to Commissioner Dalsoren's work at One Community Bank.

Commissioner McKeever noted that the discussion for this item could be separated from the consent agenda for the Commission meeting on Thursday to until after other related agenda items.

Vice Chair Murphy noted that there isn't anything in the current recommendation for the Commission that would present an issue, but additional discussion could be had at the meeting on Thursday.

Motion to authorize the Executive Director and CARPC Chair to move CARPC deposits to One Community Bank was made by Commissioner McKeever. Vice Chair Murphy seconded. The motion carried 5-1. Commissioner Richson voted nay for concerns about the appearance of conflicts of interest.

8. **CARPC Resolution 2026-02, CARPC Internal Controls Update – Staff Presentation, Discussion, and Recommendation for Commission Consideration (*actionable item*) (5:40 pm)**

Jason Valerius provided an overview of the feedback received by Berndt CPAs and Johnson Block.

Motion to recommend adoption of Resolution 2026-02 was made by Commissioner Richson. Commissioner McKeever seconded. The motion carried unanimously.

9. **2026 Meeting Calendar Review**

Jason Valerius provided an overview of the calendar of meetings for 2026.

Commissioner Tishler noted that he would only be available until 6:10pm on Tuesday, September 8th for the rescheduled Executive Committee time.

10. **Future Agenda Items (next meeting is **Monday, February 9, 2026**, via Zoom at 5:15 pm)**


a. None Yet

11. **Adjournment**

Motion to adjourn was made by Commissioner Murphy and seconded by Commissioner Richson. Meeting was adjourned at 5:50 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director

Respectfully Submitted


Cynthia Richson, Secretary