

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

February 9, 2026

Zoom Webinar

5:15 pm

Participant Information

How to Attend: This meeting will take place via Zoom Webinar. You may participate in the meeting from your computer, tablet, or smartphone at this URL:

<https://us02web.zoom.us/j/83989722178?pwd=RjJQc6tY4f6aW279SN3rt3TkXi21af.1>

Phone: 1-312-626-6799

Meeting ID: 839 8972 2178

Passcode: 282772

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 at the discretion of the Chair. The Committee may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Committee as part of the packet should be sent to info@capitalarearpc.org and will be provided to Commissioners at or before the meeting if received at least 24 hours before the meeting.

Quorum may be Present: CARPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings, which may constitute a quorum of the Commission.

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

VISION: A region where communities create an 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. **Minutes of the January 6, 2026 Executive Committee Meeting (*actionable item*)**
4. **Acknowledgement of Receipt – December 2025 Financial Management Report (*actionable item*)**
5. **Authorize the Executive Director and CARPC Chair to Move CARPC Deposits to Summit Credit Union (*actionable item*)**
6. **Proposed Amendment of the Bylaws of the Capital Area Regional Planning Commission to Create a Capital Region Revolving Loan Fund Committee – Recommendation for Adoption by Commission (*actionable item*)**

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.

7. Review of Personnel Committee Comments for Inclusion in the Executive Director's Annual Performance Evaluation and Goal Setting Worksheet
8. Future Agenda Items (next meeting is **Monday, March 9, 2026, via Zoom, at 5:15 pm**)
 - a. ?
9. Adjournment

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

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DRAFT 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.

Re: December 2025 Financial Management Report (*actionable item*)

Requested Action: Motion to Acknowledge Receipt of December 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 ASM.
Attachments: 1. December 2025 Financial Management Report
Staff Contact: Matt Koz Administrative Services Manager MatthewKoz@CapitalAreaRPC.org (608) 474-6017
Next Steps: Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

Management Report

Capital Area Regional Planning Commission
For the period ended December 31, 2025



CAPITAL AREA
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Prepared by
Berndt CPA

Prepared on
February 4, 2026

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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 December 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 December, \$145,738 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$28,904 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of December month-end, the balance in account 3600 – Deferred Revenue is at \$183,475 per knowledge of remaining balances of current contracts.

December's financials currently do not reflect any audit adjustments that may occur. After the audit, finalized financials for this period will be released to include those adjustments.

Sincerely,
Berndt CPA, LLC

Capital Area Regional Planning Commission
Statement of Financial Position
As of December 31, 2025

	Total	
	As of Dec 31, 2025	As of Nov 30, 2025 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	32,190	76,385
1001 MONEY MARKET ACCOUNT	68,106	48,125
1002 INVESTMENT ACCOUNT	586,456	684,338
Total Bank Accounts	686,752	808,848
Accounts Receivable		
1105 PROJECT AND GRANTS REC	239,123	227,502
Total Accounts Receivable	239,123	227,502
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	262,368	107,130
1150 PREPAID EXPENSES	0	583
1152 PREPAID DENTAL INSURANCE	0	1,277
1153 PREPAID HEALTH INSURANCE	0	22,193
1154 PREPAID DISABILITY INSURANCE	0	122
1156 PREPAID LIFE INSURANCE	(267)	(325)
1157 PREPAID PARKING	0	689
1165 PREPAID LICENSES	6,615	0
Total 1150 PREPAID EXPENSES	6,348	24,539
Total Other Current Assets	268,716	131,669
Total Current Assets	1,194,590	1,168,019
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,172)	(7,172)
Total 1200 FURNITURE AND EQUIPMENT	0	0
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(3,494)	(3,460)
Total Fixed Assets	2,582	2,616
TOTAL ASSETS	1,197,173	1,170,635
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	91,588	57,593
Total Accounts Payable	91,588	57,593
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	7,923	2,003
Total 3002 PARK BANK CREDIT CARD	7,923	2,003
Total Credit Cards	7,923	2,003
Other Current Liabilities		
3005 ACCRUED PAYROLL	31,044	18,891
3010 ACCRUED COOP WATER RESOURCE MONITORING	0	20,676

3015 ACCRUED PREPAID LIABILITIES	2,516	2,486
3202 WRS PENSION PLAN	5,417	5,325
3300 UNUSED VACATION, WELLNESS	49,178	55,391
3500 SICK LEAVE ACCRUAL PAY	79,368	102,080
3600 DEFERRED/UNEARNED REVENUE	183,475	145,738
3655 INVEST IN RIGHT OF USE	2,987	2,987
Total Other Current Liabilities	353,984	353,573
Total Current Liabilities	453,495	413,169
Total Liabilities	453,495	413,169
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	(46,393)	(32,604)
Total Equity	743,678	757,466
TOTAL LIABILITIES AND EQUITY	1,197,173	1,170,635

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Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of December 2025 - Budget Vs Actuals 12 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	1,209,332	1,209,332	100.00%
Total 5000 PROPERTY TAX REVENUE	100,778	1,209,332	1,209,332	100.00%
5100 STATE/FEDERAL GRANTS	-	-	-	-
5101 EPA/DNR WATER PLANNING	37,337	124,897	113,275	110.26%
5102 EPA/DNR GRANT FUNDS	(13,950)	19,600	39,000	50.26%
5103 WEM/FEMA/HMGP GRANT FUNDS	7,173	90,767	125,000	72.61%
5104 WisDOT PLAN INTEGRATION	-	6,384	7,093	90.01%
Total 5100 STATE/FEDERAL GRANTS	30,560	241,649	284,368	84.98%
5200 PASS THROUGH REVENUE				
5201 WisDOT RURAL WORK PROGRAM	-	913	5,457	16.73%
5220 COOP WATER RESOURCE MONITORING	26,876	164,715	179,715	91.65%
Total 5200 PASS THROUGH REVENUE	26,876	165,628	185,172	89.45%
5300 FEES REVENUE	-	-	-	-
5301 FEES - SEWER EXTENSIONS	4,200	43,200	45,000	96.00%
5302 FEES - USA/LSA APP REVIEW	10,920	25,608	65,000	39.40%
Total 5300 FEES REVENUE	15,120	68,808	110,000	62.55%
5400 SERVICES REVENUE	-	-	-	-
5401 LOCAL & REGIONAL PLAN ASSISTANCE	39,208	105,595	100,000	105.60%
Total 5400 SERVICES REVENUE	39,208	105,595	100,000	105.60%
5500 OTHER REVENUE	-	-	-	-
5208 LAND USE CODE ASSESSMENT	-	-	-	-
5501 INTEREST INCOME	2,124	30,783	36,000	85.51%
5502 MISCELLANEOUS REVENUES	6	4,387	2,988	146.82%
5505 WI SALT WISE	(50,517)	146,377	140,000	104.55%
Total 5500 OTHER REVENUE	(48,386)	181,547	178,988	101.43%
7000 REVENUE REFUNDS	(17,762)	(35,524)	(35,524)	100.00%
Total Revenue	146,393	1,937,034	2,032,336	95.31%
Gross Profit	146,393	1,937,034	2,032,336	95.31%
Expenditures				
6000 SALARIES AND LEAVE TIME	-	-	-	-
6001 DIRECT SALARIES & WAGES	71,911	882,467	830,647	106.24%
6002 COMPENSATED LEAVE TIME	(8,881)	165,681	207,662	79.78%
Total 6000 SALARIES AND LEAVE TIME	63,031	1,048,148	1,038,309	100.95%
6050 FRINGE BENEFITS	-	-	-	-
6051 FICA BENEFITS	6,006	77,082	77,354	99.65%
6052 LIFE INSURANCE	(37)	495	294	168.28%
6053 HEALTH INSURANCE	20,965	257,094	289,702	88.74%
6054 DENTAL INSURANCE	1,277	13,286	14,707	90.34%
6055 WRS-ER CONTRIBUTION	5,371	63,478	71,643	88.60%
6056 DISABILITY INSURANCE	-	444	508	87.33%
6057 COMMUTE CARDS	80	277	105	264.00%
6058 UNEMPLOYMENT	-	579	1,000	57.92%
6059 WORKER'S COMPENSATION IN	-	-	3,570	0.00%

Total 6050 FRINGE BENEFITS	33,662	412,734	458,883	89.94%
6100 OCCUPANCY	-	-	-	-
6101 RENT	4,371	51,580	50,987	101.16%
Total 6100 OCCUPANCY	4,371	51,580	50,987	101.16%
6200 CONTRACTED SERVICES	-	-	-	-
6201 EXTERNAL PROGRAMS	-	36,392	28,570	127.38%
6202 LEGAL SERVICES	1,791	12,308	4,400	279.72%
6203 COMMISSION OPERATIONS	2,578	53,898	10,000	538.98%
6204 MARKETING AND COMMUNICATIONS	-	16,505	-	-
Total 6200 CONTRACTED SERVICES	4,369	119,103	42,970	277.18%
6300 FINANCIAL SERVICES	-	-	-	-
6301 AUDIT	-	11,350	14,700	77.21%
6302 PAYROLL FEES	603	8,305	5,000	166.10%
6303 FINANCIAL SERVICES	3,990	38,269	40,000	95.67%
Total 6300 FINANCIAL SERVICES	4,593	57,924	59,700	97.03%
6400 TRAVEL AND TRAINING	-	-	-	-
6401 EMPLOYEE TRAVEL	948	13,610	12,713	107.05%
6402 MEALS	-	969	907	106.83%
6403 CONFERENCES & MEETINGS	290	6,554	10,125	64.73%
6404 TRAINING	-	2,008	5,000	40.17%
Total 6400 TRAVEL AND TRAINING	1,238	23,141	28,745	80.51%
6500 OFFICE EXPENSES	-	-	-	-
6501 SUPPLIES	343	2,050	3,860	53.11%
6502 PRINTING	96	1,301	1,558	83.49%
6503 POSTAGE	-	39	105	36.67%
6504 EQUIPMENT	666	5,963	8,925	66.82%
6505 TELEPHONE	-	1,771	1,500	118.09%
6506 ADMINISTRATIVE FEES	113	113	426	26.44%
6902 CONTRIBUTIONS & DONATIONS	-	651	1,000	65.12%
Total 6500 OFFICE EXPENSES	1,217	11,888	17,374	68.42%
6600 INFORMATION TECHNOLOGY	-	-	-	-
6601 WEBHOSTING	38	374	368	101.51%
6602 SOFTWARE	1,103	16,102	17,220	93.51%
6603 IT SERVICES	496	12,370	10,000	123.70%
Total 6600 INFORMATION TECHNOLOGY	1,638	28,845	27,588	104.56%
6700 COMMISSION	-	-	-	-
6701 COMMISSION PER DIEMS	550	5,779	8,000	72.24%
6702 COMMISSION TRAVEL	59	363	840	43.25%
Total 6700 COMMISSION	609	6,143	8,840	69.49%
6800 PASS THROUGH EXPENSES	-	-	-	-
6801 COOP WATER RESOURCE MONITORING	44,978	194,415	194,415	100.00%
6802 WisDOT PLANNING SERVICES	-	2,590	5,457	47.47%
Total 6800 PASS THROUGH EXPENSES	44,978	197,005	199,872	98.57%
6900 OTHER	-	-	-	-
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	443	2,859	6,843	41.78%
6903 EDUCATION/INFO/OUTREACH	-	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	405	608	66.63%
Total 6900 OTHER	477	26,914	15,583	172.72%
Uncategorized Expense	-	-	35,524	0.00%

Total Expenditures	160,182	1,983,427	1,984,375	99.95%
Net Operating Revenue	(13,789)	(46,393)	47,961	-96.73%
Net Revenue	(13,789)	(46,393)	47,961	-96.73%

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Capital Area Regional Planning Commission
A/R Aging Summary
As of December 31, 2025

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ayers Associates, Inc.				1,000		1,000
City of Evansville						0
245402 - Evansville Bike-Ped Plan	5,326					5,326
Total City of Evansville	\$ 5,326	\$ -	\$ -	\$ -	\$ -	\$ 5,326
City of Madison Engineering Division	800					800
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
Maine Water Environmental Association's Stormwater Committee	500					500
MSA Professional Services, Inc.	400				1,400	2,800
Outagamie County Highway			1,000			500
PINNACLE ENGINEERING					400	400
Quam Engineering, LLC	600					600
Rock County Planning, Economic & Community Development Agency						0
245401 - Rock County Comp Plan	18,246					18,246
Total Rock County Planning, Economic & Community Development Agency	\$ 18,246	\$ -	\$ -	\$ -	\$ -	\$ 18,246
Root Pike Watershed Initiative Network			4,500			4,500
Snyder & Associates, Inc.					600	1,800
Town of Berry	460					2,400
255101 - T-Berry Comp Plan Update	2,650					460
Total Town of Berry	\$ 3,110	\$ -	\$ -	\$ -	\$ -	\$ 3,110
Town of Blue Mounds	460					460
Town of Bristol	26					26
Town of Springfield	460					460
Town of Sun Prairie	460					460
VANDE HEY					800	800
Vierbicher					800	800
Village of Black Earth					8,000	8,000
Village of Deforest					3,070	3,070
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					33,800	33,800
Wyser Engineering, LLC	2,000				400	2,400
TOTAL	\$ 32,387	\$ 5,500	\$ 1,072	\$ 1,600	\$ 198,564	\$ 239,123

Re: Authorize the Executive Director and CARPC Chair to move CARPC deposits to Summit Credit Union (*actionable item*)

Requested Action:

Recommendation to authorize Executive Director and CARPC Chair to move deposits to Summit Credit Union.

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:

Staff set aside the One Community Bank proposal due to conflict of interest concerns and has identified Summit Credit Union as the next best proposal based on the suite of products offered, the prospective interest yields, and the customer service options.

Attachments:

1. RFP CARPC 20251001
2. Summit Credit Union RFP Responses
3. Summary of RFP Responses

Staff Contact:

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

Next Steps:

Commission action to authorize Executive Director and CARPC Chair to move deposits to Summit Credit Union.



CAPITAL AREA REGIONAL PLANNING COMMISSION

REQUEST FOR PROPOSAL – CARPC 20251001

FINANCIAL INSTITUTION AND BANKING SERVICES

Date Issued: October 8, 2025

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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.



November 3, 2025

Treasury Services Proposal

Prepared for:



Presented by: Melinda Toy, CTP - VP, Treasury Management

Insured by NCUA



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WELCOME LETTER

11/3/2025

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

Dear Matt,

Thank you for the opportunity to submit our proposal for banking services, to explore how Summit Credit Union can help you simplify the day-to-day of doing business and take action to reach all your goals.

We are committed to our local communities and a local decision-making approach.

Our relationship management team is eager to exceed your expectations with our competitive products and services, state-of-the-art technology, and award-winning member service.

We offer you extensive experience working with local businesses and nonprofits.

This positions us well to forge and build a strategic partnership with you, and to expertly manage your banking relationship. You will be fully supported in all your day-to-day banking operations and ongoing goals with our:

- Veteran team of treasury management and advisory professionals
- Highly-responsive service and creative solutions
- Dedicated, local operations team

If you would like additional information, or if you have questions or business goals you would like to talk through, please feel free to contact us at the contact provided below.

Sincerely,

Melinda Toy, VP Treasury Management
mel.toy@summitcreditunion.com
262-247-2833 (direct)

Insured by NCUA



ABOUT SUMMIT CREDIT UNION – COMMERCIAL

COMMITTED TO BUSINESSES

The credit union difference is clear when it comes to business. At Summit, our experts know it takes hard work to succeed. That is why we are committed to understanding your business and working closely with you as your financial partner for the long term. As a local cooperative, we understand the value of partnership, appreciate the unique needs of each company we work with and pride ourselves on working on finding a solution, versus letting obstacles stop progress.

COMMERCIAL AND INDUSTRIAL

Whether you are buying equipment, expanding your building, acquiring a company or in need of working capital to support daily business needs, our commercial team provides superior solutions and service through custom terms, flexible lending options, and prompt local decisions. The businesses we work with have direct access to management and build relationships with an entire team who care about their success. Whether you need a term loan, line of credit or another facility, we work with you on win-win solutions that best suit your business and guide you through the process.

COMMERCIAL REAL ESTATE

Our experienced commercial banking team understands local real estate markets and has the relationships needed to get things done. Whether you have a small to mid-size or larger project, we offer flexible financing and customized structures that allow you to buy, build, improve and succeed. Summit offers a variety of financing solutions for non-owner-occupied buildings, including apartments, mixed-use offices, and multi-family homes.

SMALL BUSINESS ADMINISTRATION (SBA) LENDING

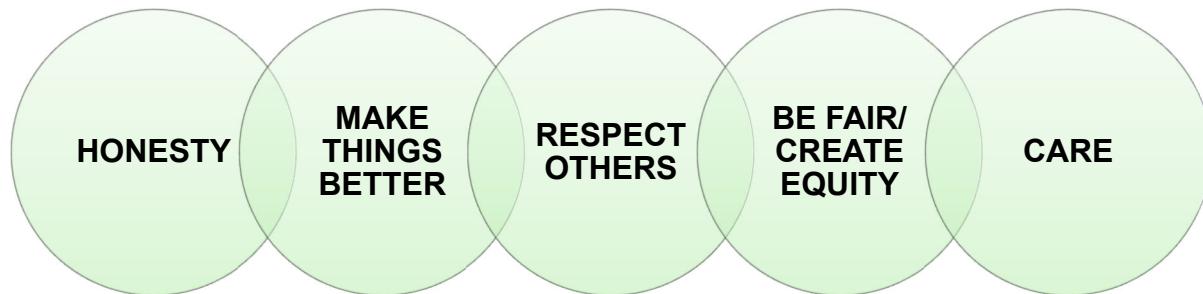
Summit business development officers help business owners find the right type of SBA loan for each business. Backed by the SBA, these loans are specifically designed to help small business owners and entrepreneurs with affordable financing. Summit has been in the top 10 financial institutions to provide SBA loans for over a decade. A lot of financial institutions can provide an SBA loan, but Summit's service and expertise are what make Summit a choice SBA lender.

TREASURY MANAGEMENT

Summit offers a suite of treasury management products and services that make the most of your working capital. Our Treasury Management team understands the opportunities and challenges businesses face. We take time to get to know you and your business to provide solutions that streamline processes and allow you to manage your cash and liquidity with ease. At Summit, we invest heavily in our treasury technology to present you with the latest tools to manage your funds and maximize liquidity. We are competitive with regional and national banks and provide superior service that differentiates us.

OUR MISSION AND VALUES

We strive to build a better, more equitable world while fulfilling our mission of dreams enabled, financial wellness achieved, and life richer. Through our Essential Behaviors of working as a team, putting our membership first and promoting change we can better live our values which are:



LEADERSHIP AND GOVERNANCE

We're a credit union, and that means the people on our Board of Directors, also members of Summit Credit Union, are nominated and elected by our members. We put our membership first and that benefits our members, our employees, and the community.

COMMITMENT TO OUR MEMBERS AND COMMUNITIES

Helping our members improve their financial lives is our passion, but it is also important that we do our part to improve the community around us. It is the core of the credit union difference – people helping people.

Because we want to create a better, more equitable world, we give back.

- We give thousands of dollars to scholarships. Learn more at SummitCreditUnion.com/Scholarships.
- We provide our members with measurable savings, including a patronage dividend, Cash Boomerang. Learn more at SummitCreditUnion.com/CashBoomerang.
- We partner with other organizations and put our award-winning financial education programs to work for members and the wider community, so everyone benefits. Learn more at SummitCreditUnion.com/FinancialOutreach.
- We do this while taking actions to live and work green, and to inspire others, too. Learn more at SummitCreditUnion.com/Sustainability.

At Summit, we take a comprehensive approach to giving. We believe a strong community makes all our lives richer, so we develop strong relationships with community partners, imagining what we can do together to make a difference. We focus on organizations that support financial well-being, advancing equity and women's empowerment.

Find out more about how we give back at SummitCreditUnion.com/AboutUs.

OUR STORY AND FINANCIAL OVERVIEW

Our Story

CUNA, Inc. founded CUNA Credit Union, known today as Summit Credit Union, on September 17, 1935, in Madison, Wisconsin, to serve the credit union movement and anyone else in need of credit union services. This unique charter was granted by the Wisconsin bank commissioner in 1935.

Our first location was in our sponsor company, the Filene House. Credit union movement pioneers and organizers Thomas Doig and Roy Bergengren were early advocates for the formation of CUNA Credit Union to ensure all people, everywhere, had access to credit union membership. Back then, employees of a credit union could not borrow from their credit union. Our credit union was there to ensure that credit union employees and state leagues across the country had access to a credit union for all their financial needs.

Shortly after our credit union was established, CUNA Mutual was formed to provide insurances and other services to credit unions and became one of our sponsor groups in addition to CUNA, Inc. We expanded to other credit union entities as they were created, including World Council of Credit Unions (WOCCU), Credit Union Executive Society (CUES) and Filene, to serve anyone, anywhere.

In 2005, CUNA Credit Union changed its name to Great Wisconsin Credit Union (GWCU) and then, in 2008, changed its name to Summit Credit Union, merging with the former Summit Credit Union (originally State Capitol Employees Credit Union) and maintaining CUNA/Great Wisconsin's original charter and field of membership.

At Summit, we are passionate about serving you and your business.

Financial Overview

When big banks shut down or require government intervention, people across the country naturally begin to think about the safety and security of their money and their financial institutions. You have heard us reference "the credit union difference," and this is a great opportunity to show you exactly what that difference means when compared to banks.

Summit's top priority has always been the well-being of our members. That priority factors in every decision we make, from product development to investment options, and it is the reason Summit is such a good option for you, your family, and your business.

TREASURY MANAGEMENT SUMMARY

Summit Credit Union offers a suite of treasury management products and services that make the most of your working capital. Our Treasury Management team understands the opportunities and challenges businesses face. We take time to get to know you and your business to provide solutions that streamline processes and allow you to manage your cash and liquidity with ease. At Summit, we invest heavily in our treasury technology to present you with the latest tools to manage your funds and maximize liquidity. We are competitive with regional and national banks and provide superior service that differentiates us.

Single Solution for All Your Treasury Needs

Treasury services should be powerful, customized, convenient, and easy to use. We provide what you need to securely send, receive, and collect payments in one resource: our online Treasury Management Services. Let us help you meet your goals.

- Online Banking
- ACH Origination
- Online Wire Origination
- Remote Deposit Capture
- Fraud Protection including ACH and Payee Positive Pay
- Merchant Credit Card Processing
- Business Rewards Credit Card
- Sweep Services

PROPOSED FUNDS STRATEGY

Liquidity Optimization Services

To support efficient use of excess cash, we offer a range of interest-bearing options designed to align with your liquidity needs and financial objectives:

Recommended Investment Account Type: Municipal & Public Savings Account

- Interest Base Rate tied to LGIP +10bps over LGIP annualized interest rate.
Current Rate as of 10/21/2025 4.36/4.45% APY.
- Collateralized by FHLB Letter of Credit, with no charge to CARPC. Summit Credit Union will pay the FHLB fees and provide the FHLB Letter of Credit to CARPC.

**Interest rate tied to the Local Government Investment Pool (LGIP). Rate is LGIP plus negotiated spread. If collateral is required. Interest rate is based on the LGIP at the end of the month and is effective on the first business day of the following month. Interest posts monthly. If the balance falls below \$50, there is a \$5 service charge. Account type for municipalities or public entities only. Rates subject to change without notice.*

Money Market – Recommend Account Type: Money Market Maximizer

Our highest and most competitive money market is the Money Market Maximizer. Benefits of this account include:

- Unlimited access plus check writing
- Competitive rate and returns that grow as you save
- No minimum balance requirement or withdrawal fees
- Minimum balance to open is \$75,000
- NCUA insurance on funds up to \$250,000

If you choose, you may elect to have a sweep to ensure balances are earning at their maximum.

- A sweep automatically moves excess cash from checking to a money market account to earn interest, while maintaining a set minimum balance for liquidity.
- Historically, this account has offered rates that are 50 to 100 basis points higher than most competitors.

Current rates as of 10/24/25 are below:

Amount	Dividend	APY
\$1,000,000+	3.69%	3.75%
\$500,000 - \$999,999	3.35%	3.40%
\$250,000 - \$499,999	2.96%	3.00%

Other Options: Laddered CD Term Options

Term	Dividend	APY
3 Month	3.45%	3.50%
6 Month	3.69%	3.75%
9 Month	3.93%	4.10%
12 Month	4.02%	4.10%
24-month	3.45%	3.50%
36-month	3.59%	3.65%
48-month	3.59%	3.65%
60-month	3.59%	3.65%

Operating & Savings Account Type Options:

Business Checking	<ul style="list-style-type: none">• Minimum to open: \$100• \$10 monthly service fee, waived when you maintain a \$1,000 average daily balance• First 150 items* free each month, \$0.25 each thereafter
Business Dividend Checking	<ul style="list-style-type: none">• Minimum to open: \$100• \$15 monthly service fee, waived when you maintain a \$2,500 average daily balance• First 500 items* free each month, \$0.25 each thereafter• Earn dividends on average daily balances exceeding \$2,500
Business Analyzed	<ul style="list-style-type: none">• Minimum to open: \$100• Relationship Pricing
Business Savings	<ul style="list-style-type: none">• \$1 to open account.• No monthly fees or minimum balance charges.• Earn dividends on balances of \$25 or more.

Recommended Operating Account Type: Commercial Analyzed Checking

The analysis below is a recommendation based on the request for ACH and RDC Services, and also includes fraud protection services, which you may or may not choose to utilize.

- At average balance (estimated at \$100,000), no fees would be charged with requested ACH, RDC and recommended fraud prevention services.
- Earnings credit rate of 1.50% guaranteed for 2 years.
- All fees waived during transition time, which we will work with you on.

BALANCE SUMMARY		Summit
AVERAGE BALANCE		\$100,000.00
LESS AVERAGE UNCOLLECTED FUNDS		
AVERAGE COLLECTED BALANCE		\$100,000.00
FEE SUMMARY		
TOTAL CHARGE FOR SERVICES		\$107.00
1.50% EARNINGS CREDIT ALLOWANCE		\$169.40

At this balance and ECR, ACH, RDC, Online Wire Fees and Maintenance Fees would be \$0. See pg. 11

ACCOUNT ACCESS & REPORTING

Access your money market and CD accounts through our **robust online banking** with powerful, built-in reporting tools. Our system supports unlimited users, each with their own customized user ID and password, giving your team secure, personalized access.

- QuickBooks™ connection functionality
- Access to check images within transaction history.
- Robust reporting:
 - Ability to create custom, filtered reports based on criteria you choose
 - BAI: Cash Management Balance Reporting
- Integrated e-statements
- Access to all services, including RDC, ACH Origination, Payee Positive Pay and Wire Origination
- Multi-level approvals for ACH, wires, RDC
- Multi-factor identification
- Upgraded safety and security features, including use of one-time passwords, soft tokens
- Additional features on an ongoing basis to stay on the cutting edge of technology and business demands

QUICKBOOKS CONNECT SOLUTIONS

Direct Connection that allows connectivity between Summit Credit Union and QuickBooks!

- Easily link your Summit Credit Union Online Banking with QuickBooks by inputting your Online Banking Login Credentials!
- Allows your company to download transactions, update account balances, and manage your account easily!
- All company users that are set up with view only access within our online banking will be able to use their online banking login credentials to connect to QuickBooks!
- Our Online Banking system also allows for QBO file download from your transaction history to easily upload a transaction file if not using the direct connect feature.



TREASURY MANAGEMENT SERVICES

We have a robust offering of TM services including the following. Services are ala carte; add you can add as you go. Depending on balances in Analyzed checking, fees may be offset by earnings credit. Based on your current average balances at \$100,000, earnings credit would offset all of the following charges:

- **ACH Origination**
 - **Standard Pricing:** \$27.50/month
- **Online Wire Origination**
 - No Charge
- **Remote Deposit Capture**
 - **Standard Pricing:** \$45.00/month
 - **Scanner Options:**
 - One-Time Single-Feed: \$400 (**Discount:** \$150)
 - One-Time Multiple Feed: \$800 (**Discount:** \$300)
- **Fraud Protection including ACH and Payee Positive Pay**
 - **Standard Pricing:** \$36.00 for bundle
- **Merchant Credit Card Processing**
 - Based on statement activity/separate quote

ACH AND WIRE TRANSFERS

ACH Services:

ACH Origination – Standard and Same-Day

Streamline your payment process, improve security and cut transaction costs. Collect or make payments automatically and simplify recurring transactions.

- **Direct Deposit.** Fast, accurate payroll payments are a win for employers and employees.
- **Recurring Payments.** Get speedy, on-time payments from customers you bill regularly.
- **Recurring Invoices.** Pre-set vendor payments and save paper and processing hassles.

The online banking administrator or authorized signer may request services through Treasury Management. The member agrees to the service by signing the TM Master Agreement. ACH, RDC and Wire limits are approved internally. If approved, we will complete the workflow, which contains the daily limit and ACH Type (PPD and or CCD) for origination. We will also provide training and support and get you going with your easy payment processing.

Processing times:

Central Standard Time (CST) on business days only

Standard: File uploads can be processed until 7 pm; Templates can be processed until 5 pm.



Same-Day: in process of adding cut-off times.

Wire Transfer Services:

Send domestic wire transfers through online banking, saving you a phone call or branch trip.

- Easily make recurring or one-time transactions — even large purchases.
- Pay as you need it — there's no extra service charge.

The administrator or authorized signer may request an online banking Wire Transfer through Treasury Management.

To initiate wire services, a member signs a Wire Agreement. From there, an online banking Wire Transfer limit is reviewed and approved. The request is then sent to the Operations department to set up the service.

Summit Credit Union has both domestic and international wire capabilities.

Initiation and Security

Both Standard and Same-Day ACH can be initiated through our secure online banking platform, and setting up dual control is advised to provide additional security.

Wires can also be processed securely through our secure online banking portal, and requires dual control of authorized initiators and approvers.

FRAUD PROTECTION SERVICES

Is Your Business Protected?

- **80%** of businesses were targets of payments fraud last year.
- **63%** of these experienced business email compromise targeting checks, ACH, and wires.
- Checks continue to be the payment method most vulnerable to fraud.
- Electronic payments fraud is on the rise.
- All a thief needs are a company's routing and checking number to commit fraud.
- The best tools to help mitigate risk of fraud loss are Positive Pay and strong internal controls.

Payee Positive Pay: Check Fraud Loss Mitigation

Protect your company from altered, fraudulent and counterfeit check fraud with Summit Credit Union's Positive Pay – a secure, automated check-matching service available through Business Online Banking.

How Positive Pay works:

- When your company issues checks, you simply upload a list of issued items to Summit's Business Online Banking.
- Positive Pay will compare the checks presented for payment (payee, account numbers, check numbers and dollar amounts) to the list of checks you provide.
- For any checks that do not match, you are able to choose to pay or reject them through Business Online Banking.



- Any rejected checks will be returned unpaid, mitigating fraud loss.

ACH Blocks and Filters: Electronic Fraud Loss Mitigation

ACH blocks and filters allow your company to control electronic transactions on your accounts. Without blocks or filters in place, all ACH requests received by Summit Credit Union will be processed against your accounts. National Automated Clearing House Association (Nach) rules specify that if an unauthorized ACH transaction occurs, you must notify the bank to stop the transaction within one business day.

- ACH blocks prevent all ACH debits and/or credits from processing.
- ACH filters allow your company to set criteria that authorize certain ACH debits while rejecting others. Once your company selects criteria, any transaction presented that is not authorized will be returned to the originator.

Decisioning:

- 10:00am-12:00pm Central Standard Time (CST) on business days only – Client to view and make decisions (pay/return/hold) on items. 12 pm is the cutoff time.

Online check clearing details – Information on paid items is available for 6 months, and there is also a report you can run in your Business Online Banking.

Online stop payment services – Stop payments can be initiated through Business Online Banking or by calling a branch.

REMOTE DEPOSIT CAPTURE

Remote deposit capture uses a scanner that connects to your computer, letting your employees deposit checks into your bank account without leaving the office. You can scan all checks you receive into your bank account at any time of day. Deposits made before 4:45 pm should be available in your account on the same day. Deposits made after 4:45 pm are available the following morning.

BUSINESS MOBILE DEPOSIT CAPTURE

Use your mobile phone to connect with our secure Business Mobile App and deposit your checks. It is as simple as snapping a front and back photo of the check with proper endorsement, and you eliminate a trip to the bank.

BUSINESS REWARDS CREDIT CARD

Start up, expand, operate...it's especially rewarding when you use a Summit Business Rewards Credit Card to do it. Plus, we're always right here for your questions, with **local card servicing**.

Business Rewards Credit Card

- **No annual fees and a low variable rate.** Which means more money you can put toward your business.
- **Rewards on every purchase.** Airline tickets, cash back, merchandise and more.
- **Mobile wallet convenience.** For speedy, secure, anywhere purchasing.
- **Peace-of-mind security.** Including transaction alerts and chip card protection.
- **Protection against the unexpected.** Automatic travel accident coverage when you use Visa to pay.

Credit Card Limits per discussion. If these limits need to be adjusted,

ONLINE ACCESS

MyCardInfo

<https://summitcreditunion.mycardinfo.com/>

First time users will need to enroll in their credit card.

1. Click on Enroll
2. Enter the account number, expiration date, CVV, zip code and MCI Verification (1000400) - Continue
3. Select a username, password, security code and email address. Choose whether or not to authorize the computer. Check the box to agree to the financial institution's email privacy policy.

PO Box 37035
Boone IA 50037-0035A

Automatic payments may be set up in MyCardInfo

SECURITY & INSURANCE

Summit Credit Union – Financial Strength & Stability

- **Federal Protection** – Your deposits are federally insured by NCUA to at least \$250,000 per individual, with another \$250,000 allowed for IRAs. You may be able to secure coverage above \$250,000, depending on your account ownership structure. Learn how to maximize your insurance coverage at mycreditunion.gov/share-insurance-estimator-faq.
- **Stable Investments and a Strong Financial Foundation** – Unlike many big banks, Summit has low exposure to uninsured deposits or bond investments and keeps a conservative approach to investment management. View our Income and Financial Condition statements anytime in our annual report at SummitCreditUnion.com/Annual Report.
- **Access to Funds When Needed** – Summit holds a significant amount of funds invested in low-risk assets, which are available for us to withdraw immediately if needed. We also have lines of credit available from several sources if we should ever need additional funds.
- **5-Star Rating** – Summit consistently earns the superior 5-star rating from industry analyst Bauer Financial.
- **Strong Capital** – The NCUA considers a credit union to be well capitalized with a net worth of at least 7% of assets, a threshold that Summit has historically been above.
- **Positive Earnings** – We are healthy because we consistently generate net income to build our capital. Summit Credit Union has been healthy even in times of economic stress, such as 2008-2009 and 2020.
- **We are Local** – We serve local people and businesses right here in Wisconsin.
- **For municipal and public entities**, funds may be collateralized over \$250,000 by an FHLB Letter of Credit (see page 8).

LOCATIONS

Our locations offer many convenient options to serve you, including 24-hour ATMs, night drop, video tellers, safe deposit boxes, notary, and medallion signature guarantees and more.

View a list of our convenient locations at SummitCreditUnion.com/Locations.

RELATIONSHIP TEAM CONTACTS

We recognize that great service is critical in any banking relationship. Our personnel are a differentiator among our peers. We take a team approach in serving your relationship and provide direct contact information to resolve issues, and we provide service in a highly responsive manner.

Mel Toy, CTP

VP, Treasury Management

Summit Credit Union's VP Treasury Management Melinda (Mel) Toy, CTP brings over 15 years of experience in a variety of treasury and finance leadership roles. Mel is an expert in treasury services and specializes in helping businesses mitigate payment fraud risk. Mel earned her bachelor's degree in business with a focus on finance, accounting, and marketing from Marquette University. She has a Master of Business Administration (MBA) from the University of Wisconsin-Whitewater in Finance and Accounting with emphasis on Treasury and Risk Management. Mel also holds her Certified Treasury Professional (CTP) credential from the Association for Financial Professionals, recognized for setting the global standard of excellence for leaders in treasury.

Andrea Spencer

VP, Treasury Relationship Manager

With over 20 years of treasury management experience, Andrea Spencer is a trusted leader in financial services. As Vice President, Treasury Relationship Manager, she excels in cultivating new business opportunities, strengthening client relationships, and expanding treasury services for prospective members. Her deep expertise allows her to craft customized solutions that align with each member's unique business needs. Andrea's passion for strategic financial growth and relationship-driven service makes her an invaluable partner to businesses seeking treasury management excellence.

Treasury Management Support: Our team is dedicated to assisting with your day-to-day servicing needs, including training and troubleshooting.

REFERENCES

Megan Babbitt, MSA, CPA, CAE, CUDE
Vice President, Finance
America's Credit Unions
Direct: 202-508-6723
mbabbitt@americascreditunions.org

Lori K Prescott
Executive Director
Family Promise of Washington County Inc
Office: 262-353-9304
Mobile: 414-322-1332

Sandi Rivera
Director of Finance
Habitat for Humanity of Washington and Dodge Counties Inc
Office: 262-565-6379
Mobile: 262-808-8087

On behalf of Summit Credit Union, thank you for the opportunity to present this proposal. We are committed to understanding your business, delivering personalized attention and high-quality technology and services to meet your needs, and partnering with you for years to come.



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

Re: Proposed Amendment of the Bylaws of the Capital Area Regional Planning Commission to Create a Capital Region Revolving Loan Fund Committee – Recommendation for Adoption by Commission (actionable item)

Requested Action:

Recommend adoption of proposed amendment at a future meeting of the Commission.

Background:

This amendment is proposed to enable CARPC to accept from the Madison Region Economic Partnership custody and administration of a revolving loan fund that encourages investment in small, private businesses in rural areas of the eight-county MadREP region. See the attached resolution for more details.

The process for amending the CARPC bylaws is described in this excerpt from the bylaws:

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.*

Staff Comments:

The Executive Committee can incorporate proposed changes into its recommendation to the commission, staff will update and repost the draft amendment to reflect those changes.

Also attached here for reference are the separate resolution to accept the fund and MadREP's Policies and Procedures Manual for the fund. CARPC will use MadREP's Revolving Loan Fund Program Policies and Procedures Manual initially, and we will later draft our own version of this manual in consultation with USDA staff, to be approved by the commission. The fund acceptance resolution does not require Executive Committee action.

Attachments:

1. CARPC Bylaws with Proposed Amendment (Page 7)
2. CARPC Resolution No. 2026-XX, CARPC Bylaws Amendment to Create the Capital Region Revolving Loan Fund Committee
3. CARPC Resolution No. 2026-XX, Rural Business Revolving Loan Fund Transfer from the Madison Region Economic Partnership to the Capital Area Regional Planning Commission
4. MadREP Revolving Loan Fund Program Policies and Procedures Manual

Staff Contact:

Jason Valerius
Executive Director
JasonV@CapitalAreaRPC.org
(608) 474-6010

Next Steps:

Commission presentation and hearing on February 12th, 2026; adoption consideration on March 12th, 2026

Bylaws of the Capital Area Regional Planning Commission

**DRAFT revision proposed for consideration
on March 12, 2026**



Capital Area Regional Planning Commission

100 State Street, Suite 400

Madison, Wisconsin 53703

(608) 474-6017

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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. 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: Capital Region Revolving Loan Fund Committee

The Capital Region Revolving Loan Fund Committee (hereafter “RLF Committee”) is designated as a standing committee established to guide the administration of a revolving loan fund that encourages investment in small, private businesses in rural areas of the eight-county region defined as Columbia, Dane, Dodge, Green, Iowa, Jefferson, Rock and Sauk counties. Loan fund eligibility is restricted to businesses with 50 or fewer employees and less than \$1,000,000 in gross revenue located in rural areas as defined in 7 CFR 4280.403 (generally any area that is not a city with more than 50,000 residents or an urbanized area adjacent and contiguous to a city of that size).

The RLF Committee shall have nine (9) members, including one (1) appointed by each of the eight (8) member Counties in accordance with established appointment processes in each county or by recommendation of the county board chairperson if such processes are not established, and one (1) member who must be a CARPC Commissioner appointed by majority vote of the Commission. A minimum of five (5) members shall constitute a quorum. Actions of the Committee shall be approved by a majority of the members in attendance.

The RLF Committee shall have the following duties and responsibilities:

- a. Establish and maintain a Policies and Procedures Manual consistent with these bylaws and any requirements established by the USDA;
- b. Review and advise on promotional efforts to build awareness of the fund and application materials provided to potential borrowers;
- c. Review loan applications and approve or disapprove requests for funds, with consideration for recommendations from Commission staff and any third-party contractors retained to assist with loan underwriting;
- d. Administer and enforce outstanding loans in accordance with their terms and conditions;
- e. Report its actions to the Commission at the next scheduled meeting.

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

The RLF Committee shall meet at least one time per calendar year to review the status of the fund and any outstanding loans. The Committee shall meet additional times per year on an as-needed basis to fulfill its duties and responsibilities.

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 April 8, 2021.



CARPC Resolution No. 2026-XX

CARPC Bylaws Amendment to Create the Capital Region Revolving Loan Fund Committee

WHEREAS, the Madison Region Economic Partnership (MadREP) holds and administers a revolving loan fund that supports the development of small businesses in rural areas of the counties of Dane, Iowa, Sauk, Columbia, Dodge, Jefferson, Rock and Green; and

WHEREAS, MadREP is dissolving and has asked CARPC to accept custody and administration of the revolving loan fund rather than return the funds to the United States Department of Agriculture (USDA); and

WHEREAS, Governor Doyle's Executive Order #197 creating CARPC notes that "local governments need to work together to meet challenges that transcend municipal boundaries and effectively protect the natural resources and beauty of the capital area, as well as *promote economic growth* and sound land development practices" [italics added], and also notes that CARPC was created under Wis. Stat. 66.0309 and "nothing in this Executive Order shall be construed to contravene any applicable state or federal law"; and

WHEREAS, Wis. Stat. 66.0309(8)(a)1.d, authorizes all regional planning commissions to "provide advisory services on regional planning problems to the local government units within the region *and to other public and private agencies in matters relative to its functions and objectives, and may act as a coordinating agency for programs and activities of local units and agencies as they relate to its objectives* [italics added] and many of the other regional planning commissions coordinate and administer revolving loan funds capitalized by federal agencies for the benefit of local units of government; and

WHEREAS, per USDA staff, CARPC can establish eligibility to hold and administer this revolving loan fund by creating a standing committee with representation from the eight counties and by establishing bylaws describing the scope and function of the committee; and

WHEREAS, the Commission will review the function and activities of the Capital Region Revolving Loan Fund Committee in 2028 and may take action to transfer the fund to another entity or surrender it to the USDA if it determines at that time that there is not a compelling benefit to the region for CARPC to continue administering the fund.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission amends its bylaws to create the Capital Region Revolving Loan Fund Committee.

March 12, 2026

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary



CARPC Resolution No. 2026-XX

Rural Business Revolving Loan Fund Transfer from the Madison Region Economic Partnership to the Capital Area Regional Planning Commission

WHEREAS, the Madison Region Economic Partnership (MadREP) holds and administers a revolving loan fund that supports the development of small businesses in rural areas of the counties of Dane, Iowa, Sauk, Columbia, Dodge, Jefferson, Rock and Green; and

WHEREAS, that revolving loan fund was originally established by the Columbia County Economic Development Corporation with funding from the United States Department of Agriculture (USDA) Rural Business Development Grant Program, and transferred to MadREP in 2021 with \$324,210 in cash, with approval from USDA; and

WHEREAS, the fund includes \$299,393 in cash and \$77,977 in outstanding loan portfolio as of March 1, 2026, and there is no other property acquired with or associated with these funds; and

WHEREAS, MadREP is dissolving and has asked CARPC to take on administration of the revolving loan fund; and

WHEREAS, CARPC is coordinating this transfer with the advice and assistance of legal counsel experienced in the administration of revolving loan funds; and

WHEREAS, CARPC agrees to assume all rights and obligations of the Madison Region Economic Partnership award including (a) the approved Scope of Work as described in the Policies and Procedures Manual for the Revolving Loan Fund dated November 18, 2021, and (b) the Nondiscrimination covenant referenced in RD Instruction 1951-E, Section 1951.204.

NOW, THEREFORE, BE IT RESOLVED that the Capital Area Regional Planning Commission approves receiving the revolving loan fund from the Madison Region Economic Partnership.

March 12, 2026

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary



Revolving Loan Fund Program

Policies and Procedures Manual

November 18, 2021

MADISON REGION ECONOMIC PARTNERSHIP
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Section 1 – General Provisions

1.1 Title

These regulations shall hereafter be known, cited and referred to as the Economic Development Revolving Loan Program Policies and Procedures for the Madison Region Economic Partnership (MadREP). MadREP is an equal opportunity provider, employer and lender.

1.2 Purpose

These regulations have been established to set forth the criteria which will govern economic development activities to be assisted with funds made available through the MadREP Revolving Loan Program (hereinafter referred to as the Program).

1.3 Objectives

Economic Development activities assisted with funds made available through this Program are intended to meet the following objectives:

- (1) To encourage development of private businesses which will employ 50 or fewer employees and have less than \$1,000,000 in gross revenue.
- (2) To maintain and promote a diverse mix of employment opportunities to minimize seasonal or cyclical employment fluctuations.
- (3) To encourage the creation and retention of permanent jobs which represent a range of wage scales appropriate to the skills and experience of the area labor force.
- (4) To encourage the leveraging of new private investment in the [rural areas](#) of the eight-county region defined as Columbia, Dane, Dodge, Green, Iowa, Jefferson, Rock and Sauk counties (hereinafter referred to as the Region). Rural areas are further defined in [7 CFR 4280.403](#).
- (5) To maintain a positive business climate which encourages the retention and expansion of existing business and industry and helps to attract desirable new business and industry.
- (6) To encourage the development of modern technology and safe, healthful work environments.

1.4 Amendments

The MadREP Board of Directors (hereinafter referred to as the Board of Directors) may from time to time amend the provisions imposed by these regulations, upon approval by the United States of America acting through the United States Department of Agriculture (USDA) and through other regulatory agencies.

Section 2 – Administration

2.1 Program Roles

- (1) The MadREP Revolving Loan Fund Committee (hereinafter referred to as the RLF Committee) shall establish overall policies and procedures for implementing the Program.
- (2) The RLF Committee will review and rank all loan applications; approve or disapprove requests for funds; and resolve complaints or disputes within the Program.
- (3) The MadREP President is responsible for financial management of the Program following procedures established by the USDA.
- (4) The MadREP staff is responsible for providing information on the Program to interested applicants and distributing application materials.
- (5) The MadREP staff, potentially assisted by staff from a third-party contractor (hereinafter referred to as the Contractor) will be responsible for assisting applicants, if necessary, in completing applications; and processing of requests for funds including necessary credit analysis for the RLF Committee.
- (6) MadREP or Contractor's Attorney shall advise the RLF Committee on legal matters when necessary.

2.2 Meetings

Meetings shall be held on an as-needed basis in the MadREP Office or otherwise designated place. All applicable committee members shall be given prior notice of each meeting. All regular meeting rules including those relative to a quorum will be in effect.

2.3 Records

Written records of all Program activities including minutes of Program meetings, loan applications and related documents, shall be maintained at the MadREP offices. All individual project files shall be public information, with the exception of financial statements, product pricing strategies, and market information, which shall be maintained as confidential records.

2.4 Administrative Costs

On a not to exceed basis, fifteen percent (15%) of the revolving loan interest income may be used for direct loan administration costs. Loan closing costs as defined by the RLF Committee can also be used for direct loan administration costs. Loan closing costs can be financed by the Borrower. Direct loan administration costs include the following:

- (1) Legal filing fees for loan agreements.
- (2) Consulting fees to review business plans and/or provide technical assistance with applications.
- (3) Other direct, out of pocket expenses from MadREP or Contractor staff costs.
- (4) Funds will be expended only if revolving loan fund balances are sufficient to entertain meaningful credit applications.

Section 3 – Eligibility

3.1 Eligible Applicants

- (1) Applications may be submitted by any business or industry wishing to expand an existing operation or establish a new operation in the Region.
- (2) No member of the Board of Directors or any other official, employee or agent of the MadREP who exercises policy, decision-making functions or responsibilities in connection with the implementation of this Program is eligible for financial assistance under this Program.
- (3) No Program loans will be made which are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited).
- (4) At least fifty one percent (51%) of the outstanding interest in the project has membership or is owned by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence, be a citizen of the United State or reside in the United States after being legally admitted for permanent residence.

3.2 Eligible Activities

These include the following uses:

- (1) The acquisition of land, buildings, equipment and other fixed assets.
- (2) Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
- (3) Clearance, demolition, or the removal of structures or the rehabilitation of buildings and other such improvements.
- (4) Payment of assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs.



(5) Working capital for general business purposes.

(6) Loan closing costs.

3.3 Ineligible Activities

Loans will not be made for:

(1) Refinancing or consolidating of existing debt.

(2) Reimbursement for expenditures prior to loan approval.

(3) Specialized equipment that is not essential to the business operation.

(4) Residential building construction or reconstruction.

(5) Routine maintenance.

(6) Other ineligible uses of funds as defined in [7 CFR 4280.423](#)

(7) Other activities that the RLF Committee may identify.

3.4 Minimum Requirements

To be eligible for funding, a proposed project must meet all of the following requirements:

(1) **Job Creation** – At least one permanent full-time or equivalent position must be created or retained for every \$20,000 of RLF funds requested.

(2) **Feasibility** - The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the loan.

(3) **Compliance** - Applicants shall comply with all applicable local, state, and federal laws and codes.

(4) **Project Completion** - Projects are expected to be completed within 12 months from the date of the loan approval. Applicants shall provide a project implementation schedule not exceeding 12 months for project completion and job creation.

(5) **Eligibility Criteria** - Any private business, which will employ 50 or fewer new employees and has less than \$1 million in gross revenue, is eligible.

Section 4 – Revolving Loan Program

4.1 Definition

Loans are available to eligible applicants meeting the program requirements.

4.2 Conditions

(1) Loan Amount - Loan amounts are subject to the availability of program funds.

(2) Interest Rate - The interest rate is established by the RLF Committee.

(3) Terms - In any case, the loan shall not have a term longer than the terms of the other financing in the project.

Maximum terms are:	Working Capital	5 years
	Equipment	7 years
	Real Estate	20 years

(4) Period of Payment - Terms and amortization schedules will be dependent on the type and structure of the business, but will not exceed the useful life of the asset.

(5) Repayment - Payment of principal may be deferred for up to six months if justified in the loan application as shall be determined by the RLF Committee.

(6) Prepayment - There shall be no prepayment penalties.

(7) Collateral - The RLF Committee will seek to have the best possible collateral position possible to ensure that RLF loans are adequately secured.

Section 5 – Application Procedures

5.1 Discussion of Requirements

Before submitting an application, the applicant shall discuss the Program with the MadREP or Contractor staff to determine eligibility. The applicant shall be provided with the appropriate application forms. Financial information submitted that is marked as confidential shall be kept in a secured place with limited access by authorized personnel only.

5.2 Time of Application

Applications may be submitted at any time during the calendar year.

5.3 Priority

Applications will be evaluated in the order received.

5.4 Application

Applications should include the following items:

- (1) Application Form - Information on the project, sources and uses of funds and other information requested.
- (2) Business Plan - Includes company information, history, industry trends, marketing/sales plans, identification of customers, suppliers, and competitors.
- (3) Information on Principals - Resumes and personal financial statements of the principals.
- (4) Financial History - Three (3) years historical and interim financial statements (profit and loss and cash flow statement and balance sheets) for existing businesses and/or personal tax returns.
- (5) Financial Projections - Proformas (a balance sheet, profit and loss and cash flow statement) must cover at least three (3) years.
- (6) Commitments from Private Lenders - All private and/or public lenders making loans to the project shall be documented. Documentation shall include loan conditions and terms.

5.5 Review Process

The loan application review will generally include the following steps:

- (1) Screening – MadREP or Contractor staff will evaluate inquiries by potential applicants to determine eligibility for the Program.
- (2) Preliminary Review - The MadREP or Contractor staff will review the application for completeness and eligibility.
- (3) Formal Review - The RLF Committee will meet to formally review all recommended applications.
- (4) Negotiation of Terms - The MadREP or Contractor staff will contact the applicant to negotiate final terms. General terms will be discussed with applicant during screening and preliminary review.
- (5) Rejection of Award - If the application is not approved, MadREP or Contractor staff will inform the applicant stating the reasons for rejection.

Section 6 – Distribution of Funds

6.1 Loan Procedures

Prior to release of funds, the following terms and conditions must be met:

- (1) Notice of Award. After the RLF Committee has completed its review as outlined above. A Letter of Commitment will provide to the Borrower and a closing date will be scheduled to execute the necessary loan documents.
- (2) Promissory Note and Security Documents. A standard promissory note and appropriate security agreements shall be executed at the time of the closing. Specific terms and conditions will be outlined and all agreements will be signed by the properly authorized agent of the business.
- (3) Repayment Schedule. A repayment schedule shall be provided at the closing.
- (4) Disbursement of Program Funds. Funds will be disbursed at closing.

Section 7 – Performance Monitoring

7.1 Private Leverage Commitments

The MadREP or Contractor staff or designated consulting firm will monitor the expenditure of funds and private leverage commitments. Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale and canceled checks.

7.2 Employment Commitments

The MadREP or Contractor staff or designated consulting firm shall document the hiring of new employees.

7.2 Default

Events of default will be included in the Promissory Note. In the event such Event occurs, the Borrower will be promptly notified with reasonable specificity as to the nature of the default and provided 30 days to cure the default.

If Contractor is unable to collect monies due from a borrower, the Loan Committee shall decide whether it is necessary to institute a lawsuit or take other actions in order to obtain payment from a borrower or guarantor. The cost of hiring an attorney, filing a lawsuit, making payments to protect a lien position with respect to collateral and other expenses associated with such collection efforts shall be paid from interest income if available, and net proceeds of any recovered assets.



Section 8 – Reuse of Funds

8.1 Active Program

Repaid funds shall be deposited into a revolving loan account and used in a manner consistent with the then existing Revolving Loan Program Policies and Procedures Manual. A separate accounting record shall be kept so that a clear, auditable account can be maintained to show how funds are been used. The revolving loan fund account shall be subject to an audit.