

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

February 09, 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 Vice Chair Murphy at 5:16 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of January 6, 2026 Executive Committee Meeting (*actionable item*) (5:16 pm)**

Motion to approve minutes of the January 6, 2026 meeting was made by Commissioner Crombie. Commissioner Richson seconded. The motion carried unanimously.

4. **Acknowledgement of Receipt – December 2025 Financial Management Report (*actionable item*) (5:17 pm)**

Commissioner Crombie asked for clarification surrounding the accounts receivable report.

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

5. **Authorize the Executive Director and CARPC Chair to move CARPC deposits to Summit Credit Union (*actionable item*) (5:19 pm)**

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

Matt Koz provided additional details about the submissions.

Commissioner Crombie noted that she's in support of Summit Credit Union and has worked with them in the past.

Commissioner Richson recommended that RFPs appear on a Commission Agenda for approval prior to issuance, and subsequently that they be posted on the CARPC website for public viewing while responses are being solicited.

Motion to authorize the Executive Director and CARPC Chair to move CARPC deposits to Summit Credit Union was made by Commissioner Crombie. Commissioner Richson seconded. The motion carried unanimously.

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*) (5:26 pm)**

Jason Valerius provided an overview of the proposed amendment of the bylaws and the revolving loan fund.

Commissioner Richson stated she will be voting no on the basis of Wisconsin Statutes §66.0309 “advisory” and “solely advisory” provisions.

Commissioner Crombie asked for clarification about the role other regional planning commissions play in economic development and revolving loan funds and whether CARPC consulted legal counsel. Jason Valerius confirmed that other regional planning commissions operate programs for economic development and that the Commission’s legal counsel has reviewed the materials for this item.

Commissioner McKeever noted that he is persuaded by the fact that other regional planning organizations in Wisconsin fulfill this role and that our legal counsel has reviewed this item for compliance concerns.

Commissioner McKeever asked for more information about how CARPC plans on promoting this program throughout the region. Jason Valerius noted that we’d use our partnerships within Dane County and the existing economic development organizations throughout the region.

In the context of discussing whether CARPC should adopt the MadREP 11/18/21 Revolving Loan Fund Program Policies and Procedures Manual, Commissioner Richson raised concerns about whether data center development would be promoted under 1.3 Objectives, (6) “To encourage the development of modern technology...”, and about the Section 5.1 requirement that “Financial information submitted that is marked as confidential shall be kept in a secured place with limited access by authorized personnel only.”

Vice Chair Murphy asked for more information about the Budget and Personnel Panel’s discussion surrounding this item. Jason Valerius provided an overview of the discussion from the Budget and Personnel Panel.

Vice Chair Murphy asked if the Budget and Personnel Panel was seeking more information about the program before CARPC proceeded, or if they were comfortable with CARPC moving forward. Jason Valerius noted that their concerns were centered on the larger questions of economic development programming and questions about specific liability in operation of the loan fund. Chair Pfeiffer also added that the Budget and Personnel Panel was more focused on getting information about any economic development programming beyond the loan fund. Chair Pfeiffer noted that the discussion also didn’t eliminate the possibility that CARPC hold this function temporarily and hand it off to another entity if the Commission deems it inappropriate in the future.

Commissioner McKeever asked for more information about the scope and scale of the revolving loan fund and it’s history. Jason Valerius explained that the fund originated with grants to Columbia County Economic Development and it was then transferred to MadREP in 2021. MadREP made one loan from the fund, to Seven Acre Dairy in Dane County.

Chair Pfeiffer noted the strategic advantages of expanded interfaces with the wider region, including support for efforts within CARPC’s current programs and functions. This program may provide the opportunity CARPC has been seeking to connect with other counties in the region that we don’t normally interact with regularly.

Commissioner Richson raised the issue of an actual or the appearance of a conflict-of-interest as it relates to using CARPC’s legal counsel to also provide legal advice to a new CARPC eight-county revolving loan fund committee per 2.1(b) of the MadREP Policies and Procedures Manual, and concerns about the financial risk to Dane County taxpayers that fund CARPC in the event of a loan default per 7.2 Default provisions. Jason Valerius noted that it would be a committee of the Commission; not a separate legal entity, so their representation of CARPC would include the committee.

Chair Pfeiffer noted that there are additional processes that will follow approval of this amendment of the bylaws. In future processes, there will be additional opportunities to further discuss and develop policies and procedures that are better-suited for CARPC’s role in the region.

Commissioner McKeever noted that this process is focused on keeping the door open for this kind of programming in the future and not something that necessarily ties our hands to the future.

Commissioner Richson asked why the Greater Madison Chamber of Commerce isn't seeking to obtain these funds. Chair Pfeiffer noted that the GMCC wouldn't typically be the organization that USDA would partner with for these funds.

Commissioner Richson asked about the potential for conflicts where a rural area may be opposed to a development. Commissioner McKeever noted that it would be an issue for local zoning rules and comprehensive planning to address. Jason Valerius further noted that the existing MadREP manual also considers compliance and approval processes for local governments.

Motion to recommend adoption of proposed amendment of the bylaws was made by Commissioner McKeever. Commissioner Crombie seconded. Roll call vote:

Commissioner Crombie	Aye
Commissioner McKeever	Aye
Vice Chair Murphy	Aye
Chair Pfeiffer	Aye
Commissioner Richson	No
Commissioner Tishler	Aye

The motion carried by a vote of 5-1.

7. Review of Personnel Committee Comments for Inclusion in the Executive Director's Annual Performance Evaluation and Goal Setting Worksheet (6:10 pm)

Chair Pfeiffer provided an overview of the performance evaluation process and details. Commissioners didn't object to the language of the Executive Director's Annual Performance Evaluation as drafted.


8. Future Agenda Items (next meeting is **Monday, March 9, 2026**, via Zoom at 5:15 pm)
a. None Yet

9. Adjournment

Motion to adjourn was made by Commissioner McKeever and seconded by Commissioner Crombie. Meeting was adjourned at 6:16 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director.

Respectfully Submitted


Cynthia Richson, Secretary