

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

March 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 February 9, 2026 Executive Committee Meeting (*actionable item*)**
4. **Acknowledgement of Receipt – January 2026 Financial Management Report (*actionable item*)**
5. Update on Hiring Process for Senior Environmental Engineer – Staff Presentation and Discussion
6. **CARPC Resolution 2026-04, Authorizing the Environmental Resources Planner to Execute the DNR Surface Water Grant and Related Documents for Black Earth Creek and Brewery Creek (*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. Update on Economic Development Programming and USDA Revolving Loan Fund Transition – Staff Presentation and Discussion
8. Future Agenda Items (next meeting is **Monday, April 6, 2026, via Zoom, at 5:15 pm**)
 - a. Consideration for Action – Acceptance of MadREP/USDA Revolving Loan Fund assets and structure for guiding use of the funds (April)
9. Adjournment

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NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.
LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

DRAFT MINUTES
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.

~~Commissioner Richson would like to have RFPs approved by the Commission prior to issuance and would like to have more details posted publicly in the future.~~

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 Richson notes that she will be voting no because her reading of the statutes governing regional planning commissions (Wis. Stat 66.0309) constrains their operations to solely advisory functions.~~

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.”

~~Commissioner Richson noted concerns about whether data centers would fit within the definitions for modern technology and about the confidentiality requirements for administration as loans as it relates to CARPC’s goal of transparency.~~

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.

Commissioner Richson asked about any conflict of interest as it relates to CARPC's legal counsel providing advice to the revolving loan fund committee and concerns about who is responsible for any funds that aren't repaid. 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.

~~Commissioner Richson asked about the potential for conflicts where a rural area would be opposed to a development going through the loan fund. 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 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.

Re: January 2026 Financial Management Report (*actionable item*)**Requested Action:**

Motion to Acknowledge Receipt of January 2026 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. January 2026 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 January 31, 2026



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Prepared by
Berndt CPA

Prepared on
February 27, 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 January 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 January, \$126,016 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$2,931 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of January month-end, the balance in account 3600 – Deferred Revenue is at \$879,412 per knowledge of remaining balances of current contracts and received donations and taxes.

January's financials currently do not reflect any audit adjustments that may occur related to year end 2025. 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 January 31, 2026

	Total	
	As of Jan 31, 2026	As of Dec 31, 2025 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	21,395	32,190
1001 MONEY MARKET ACCOUNT	68,090	68,106
1002 INVESTMENT ACCOUNT	488,108	586,456
Total Bank Accounts	\$ 577,593	\$ 686,752
Accounts Receivable		
1105 PROJECT AND GRANTS REC	780,748	239,123
Total Accounts Receivable	\$ 780,748	\$ 239,123
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	400,809	261,342
1150 PREPAID EXPENSES	0	0
1153 PREPAID HEALTH INSURANCE	31,416	0
1156 PREPAID LIFE INSURANCE	(209)	(267)
1157 PREPAID PARKING	190	142
1165 PREPAID LICENSES	6,889	6,615
Total 1150 PREPAID EXPENSES	\$ 38,285	\$ 6,490
1170 UNDEPOSITED FUNDS	1,805	0
Total Other Current Assets	\$ 440,900	\$ 267,832
Total Current Assets	\$ 1,799,241	\$ 1,193,707
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,172)	(7,172)
Total 1200 FURNITURE AND EQUIPMENT	\$ -	\$ -
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(3,528)	(3,494)
Total Fixed Assets	\$ 2,549	\$ 2,582
TOTAL ASSETS	\$ 1,801,789	\$ 1,196,289
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	25,386	98,572
Total Accounts Payable	\$ 25,386	\$ 98,572
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	2,465	7,923
Total 3002 PARK BANK CREDIT CARD	\$ 2,465	\$ 7,923
Total Credit Cards	\$ 2,465	\$ 7,923
Other Current Liabilities		
3005 ACCRUED PAYROLL	39,986	31,044
3010 ACCRUED COOP WATER RESOURCE MONITORING	16,201	0
3015 ACCRUED PREPAID LIABILITIES	2,278	2,516

3202 WRS PENSION PLAN	11,534	10,742
3300 UNUSED VACATION, WELLNESS	60,786	49,178
3500 SICK LEAVE ACCRUAL PAY	91,420	79,368
3600 DEFERRED/UNEARNED REVENUE	879,412	182,449
3655 INVEST IN RIGHT OF USE	2,987	2,987
Total Other Current Liabilities	\$ 1,104,606	\$ 358,283
Total Current Liabilities	\$ 1,132,457	\$ 464,778
Total Liabilities	\$ 1,132,457	\$ 464,778
Equity		
3700 PRIOR YEAR BALANCE	(177,083)	(118,524)
3701 PRIOR YEAR FUND BALANCE	908,395	908,395
3702 CURRENT FUND BALANCE	200	200
Net Revenue	(62,179)	(58,559)
Total Equity	\$ 669,332	\$ 731,511
TOTAL LIABILITIES AND EQUITY	\$ 1,801,789	\$ 1,196,289
TOTAL LIABILITIES AND EQUITY	1,801,789	1,196,289

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Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of January - Budget Vs Actuals 1 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	96,747	96,747	1,160,959	8.33%
Total 5000 PROPERTY TAX REVENUE	96,747	96,747	1,160,959	8.33%
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	9,917	9,917	134,000	7.40%
5102 EPA/DNR GRANT FUNDS	-	-	-	
5103 WEM/FEMA/HMGP GRANT FUNDS	13,021	13,021	125,000	10.42%
5104 WisDOT PLAN INTEGRATION	-	-	5,457	0.00%
Total 5100 STATE/FEDERAL GRANTS	22,938	22,938	264,457	8.67%
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	-	-	7,093	0.00%
5220 COOP WATER RESOURCE MONITORING	-	-	68,200	0.00%
Total 5200 PASS THROUGH REVENUE	-	-	75,293	0.00%
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	1,200	1,200	45,000	2.67%
5302 FEES - USA/LSA APP REVIEW	-	-	65,000	0.00%
Total 5300 FEES REVENUE	1,200	1,200	110,000	1.09%
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	82	82	140,000	0.06%
Total 5400 SERVICES REVENUE	82	82	140,000	0.06%
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	1,660	1,660	32,000	5.19%
5502 MISCELLANEOUS REVENUES	6	6	3,123	0.19%
5505 WI SALT WISE	6,315	6,315	140,000	4.51%
Total 5500 OTHER REVENUE	7,981	7,981	175,123	4.56%
7000 REVENUE REFUNDS	-	-	-	
Total Revenue	128,947	128,947	1,925,832	6.70%
Gross Profit	128,947	128,947	1,925,832	6.70%
Expenditures	-	-	-	
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	58,825	58,825	903,822	6.51%
6002 COMPENSATED LEAVE TIME	56,043	56,043	198,400	28.25%
Total 6000 SALARIES AND LEAVE TIME	114,868	114,868	1,102,222	10.42%
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	6,195	6,195	82,115	7.54%
6052 LIFE INSURANCE	(37)	(37)	309	-12.07%
6053 HEALTH INSURANCE	23,641	23,641	329,364	7.18%
6054 DENTAL INSURANCE	1,074	1,074	15,369	6.99%
6055 WRS-ER CONTRIBUTION	5,767	5,767	73,440	7.85%
6056 DISABILITY INSURANCE	-	-	534	0.00%
6057 COMMUTE CARDS	142	142	200	71.10%
6058 UNEMPLOYMENT	439	439	1,000	43.90%
6059 WORKER'S COMPENSATION	-	-	2,771	0.00%

Total 6050 FRINGE BENEFITS	37,220	37,220	505,102	7.37%
6100 OCCUPANCY	-	-	-	
6101 RENT	4,382	4,382	51,833	8.45%
Total 6100 OCCUPANCY	4,382	4,382	51,833	8.45%
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	-	-	-	
6202 LEGAL SERVICES	1,042	1,042	6,000	17.36%
6203 COMMISSION OPERATIONS	-	-	21,000	0.00%
6204 MARKETING AND COMMUNICATIONS	-	-	-	
Total 6200 CONTRACTED SERVICES	1,042	1,042	27,000	3.86%
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	-	-	15,435	0.00%
6302 PAYROLL FEES	932	932	5,250	17.75%
6303 FINANCIAL SERVICES	2,850	2,850	42,000	6.79%
Total 6300 FINANCIAL SERVICES	3,782	3,782	62,685	6.03%
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	199	199	13,349	1.49%
6402 MEALS	-	-	907	0.00%
6403 CONFERENCES & MEETINGS	1,207	1,207	9,638	12.52%
6404 TRAINING	-	-	3,000	0.00%
Total 6400 TRAVEL AND TRAINING	1,406	1,406	26,894	5.23%
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	238	238	3,860	6.17%
6502 PRINTING	-	-	1,558	0.00%
6503 POSTAGE	-	-	105	0.00%
6504 EQUIPMENT	-	-	8,925	0.00%
6505 TELEPHONE	330	330	1,500	22.00%
6506 ADMINISTRATIVE FEES	4	4	442	0.93%
6902 CONTRIBUTIONS & DONATIONS	-	-	2,500	0.00%
Total 6500 OFFICE EXPENSES	572	572	18,890	3.03%
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	18	18	368	4.94%
6602 SOFTWARE	1,526	1,526	17,220	8.86%
6603 IT SERVICES	600	600	8,000	7.50%
Total 6600 INFORMATION TECHNOLOGY	2,145	2,145	25,588	8.38%
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	350	350	8,000	4.38%
6702 COMMISSION TRAVEL	-	-	840	0.00%
Total 6700 COMMISSION	350	350	8,840	3.96%
6800 PASS THROUGH EXPENSES	-	-	-	
6801 COOP WATER RESOURCE MONITORING	16,201	16,201	68,200	23.76%
6802 WisDOT PLANNING SERVICES	-	-	5,457	0.00%
Total 6800 PASS THROUGH EXPENSES	16,201	16,201	73,657	22.00%
6900 OTHER	-	-	-	
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	1,759	1,759	7,186	24.48%
6903 EDUCATION/INFO/OUTREACH	-	-	1,500	0.00%
6904 RECRUITMENT	-	-	1,050	0.00%
6905 INSURANCE	7,366	7,366	4,709	156.42%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	34	608	5.55%
Total 6900 OTHER	9,159	9,159	15,053	60.84%
Uncategorized Expense	-	-	-	

Total Expenditures
Net Operating Revenue
Net Revenue

191,126	191,126	1,917,764	9.97%
(62,179)	(62,179)	8,068	-770.69%
(62,179)	(62,179)	8,068	-770.69%

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Capital Area Regional Planning Commission
A/R Aging Summary
As of January 31, 2026

	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 New Berlin			1,000			1,000
County of Dane	580,480					580,480
D'Onofrio Kottke and Associates	400					400
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
Madison Metropolitan Sewerage District	500					500
MDRoffers Consulting LLC						0
255103 - Trends and Conditions	2,200					2,200
Total MDRoffers Consulting LLC	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ 2,200
MSA Professional Services, Inc.				1,000	1,400	2,400
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
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
Snyder & Associates, Inc.					2,400	2,400
Southwestern Wisconsin Regional Planning Commission-c						0
255401 - SWWRPC Strategic Planning	8,921					8,921
Total Southwestern Wisconsin Regional Planning Commission-c	\$ 8,921	\$ -	\$ -	\$ -	\$ -	\$ 8,921
Town of Berry						0
255101 - T-Berry Comp Plan Update	2,650					2,650
255102 - T-Berry - Opt Out Town Billing	82					82
Total Town of Berry	\$ 2,732	\$ -	\$ -	\$ -	\$ -	\$ 2,732
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 Natural Resources					33,800	33,800
100 - Water Quality Management Planning	14,000					14,000
251402 - Update to DCWQP Summary Plan Update	1,330					1,330
Total WI Department of Natural Resources	\$ 15,330	\$ -	\$ -	\$ -	\$ 33,800	\$ 49,130
Wyser Engineering, LLC		600	400		400	1,400
TOTAL	\$ 634,134	\$ 600	\$ 1,400	\$ 1,000	\$ 143,614	\$ 780,748

Re: Update on Hiring Process for Senior Environmental Engineer – Staff Presentation and Discussion**Requested Action:**

None.

Background:

Senior Environmental Engineer Nick Bower is leaving CARPC. His last full day was February 27 and we are retaining his assistance through March for about 2 hours per week to help with continuing project transition tasks.

Staff Comments:

We have posted the hiring opportunity to find a new Senior Environmental Engineer, with an application closing date of March 16. See <https://www.capitalarearpc.org/employment/>
We will discuss the selection process in tonight's meeting.

Attachments:

1. None

Staff Contact:

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

Next Steps:

Possible Executive Committee review of the preferred hire.

Re: CARPC Resolution 2026-04, Authorizing the Environmental Resources Planner to Execute the DNR Surface Water Grant Agreement (*actionable item*)

Requested Action:

Approval of CARPC Resolution 2026-04, Authorizing the Environmental Resources Planner to Execute the DNR Surface Water Grant Agreement.

Background:

The DNR has a Surface Water Grant program that provides support to local organizations that are interested in helping to manage and protect rivers. The surface water grant program provides up to \$10,000 in funding for projects that help communities understand surface water conditions, determine management goals, and develop strategic management plans.

USGS performs monitoring of water quality and quantity along Black Earth Creek and Brewery Creek (within the Black Earth Creek Watershed). CARPC and others on the Black Earth Creek Green Infrastructure Plan Steering Committee have garnered funding from a diverse group of municipalities and groups to fund the ongoing monitoring program. The Surface Water Planning Grants were pursued to help with funding.

One of the requirements of the grant application is an authorizing resolution that is approved by the governing body of the organization and indicates which officers or employees of the organization are authorized to submit the required documents to the DNR.

Staff Comments:

With staff changes, an updated authorizing resolution will need to be sent to the DNR. Staff recommends approval.

Staff received notice of awards in February 2026 and will be receiving grant agreements by March 15th.

Attachments:

1. CARPC Resolution 2026-04, Authorizing the Environmental Resources Planner to Execute the DNR Surface Water Grant Agreements

Staff Contact:

Melissa Michaud
Environmental Resources Planner
MelissaM@CapitalAreaRPC.org
(608) 474-6020

Next Steps:

Execute the DNR Surface Water Grant Agreement.



CARPC Resolution No. 2026-04

Authorizing the Environmental Resources Planner to Execute WDNR Surface Water Grant and Related Documents for Black Earth Creek and Brewery Creek

WHEREAS, the Capital Area Regional Planning Commission (CARPC) is a duly created regional planning commission under Wis. Stats. § 66.0309; and

WHEREAS, CARPC is obtaining cost-share grants from the Wisconsin Department of Natural Resources for the purpose of Surface Water Planning Grants to continue water quality and quantity monitoring on Black Earth Creek and Brewery Creek within the Black Earth Creek Watershed; and

WHEREAS, CARPC attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, a grant agreement is requested to carry out the project.

NOW, THEREFORE, BE IT RESOLVED, that CARPC will meet the financial obligations necessary to fully and satisfactorily complete the project and hereby authorizes and empowers the Environmental Resources Planner (Melissa Michaud) to submit the following documents to the Wisconsin Department of Natural Resources for financial assistance that may be available:

1. Sign and submit the grant application
2. Sign a grant agreement between CARPC and the DNR
3. Submit quarterly and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

BE IT FURTHER RESOLVED that CARPC will comply with all local, state and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary

Re: Update on Economic Development Programming and USDA Revolving Loan Fund Transition – Staff Presentation and Discussion

Requested Action:

None.

Background:

At the February meetings we discussed the acceptance and administration of a USDA revolving loan fund for the benefit of small, rural businesses in the MadREP region, including possible amendment of the CARPC bylaws to create a standing committee that would administer that fund.

Since those meetings CARPC staff have continued to discuss with USDA staff the concerns of the Commission and the options for use of the fund. USDA has determined that their agency can release the federal interest in the fund and allow CARPC a wider range of uses for the fund, including any of the eligible projects described in [7 CFR 4280.17](#).

Staff Comments:

CARPC has the opportunity to use the funds for a wider range of rural economic development purposes, including local or regional economic development planning. A revolving loan is still one of those eligible projects, but based on Commission feedback thus far it is likely that other uses would be preferred. If not operated as a revolving loan fund the funds would instead be spent down over time.

Attached is a draft resolution for discussion this month and possible action in April. It proposes creation of an Ad Hoc Rural Economic Development Committee with representation from the Commission, the Greater Madison Chamber of Commerce, and five other counties. Recommending for CARPC decision how to use the funds would be the first objective of the committee; thereafter the committee would oversee and report up to the Commission the status of the fund and the activities it supports. The Committee would dissolve when the outstanding loan is fully repaid and all funds are depleted, likely in 2031.

Attachments:

1. DRAFT CARPC Resolution 2026-XX to Create an Ad Hoc Rural Economic Development Committee

Staff Contact:

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

Next Steps:

Commission discussion in March and action in April



CARPC Resolution No. 2026-XX

Creation of an Ad Hoc Rural Economic Development Committee

WHEREAS, the Madison Region Economic Partnership (MadREP) has dissolved and transferred most of its regional economic development activities to the Greater Madison Chamber of Commerce, but asked CARPC to accept and utilize a fund that supports business success in rural areas of the counties of Dane, Sauk, Columbia, Dodge, Jefferson, and Rock; and

WHEREAS, the fund originated with Rural Business Development Grant funding from the United States Department of Agriculture (USDA), the fund has to this point been used as a revolving loan fund in support of small and emerging businesses, and USDA staff have indicated that CARPC can establish eligibility to accept and utilize this fund by creating a committee with representation from the multi-county region the fund serves and by committing to continue using the funds for eligible projects in rural areas as defined in [7 CFR part 4280, Subpart E.](#); and

WHEREAS, the fund currently has approximately \$290,000 in deposited assets and \$80,000 in outstanding loan payments scheduled to be completed in January 2031; 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"; 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;

NOW, THEREFORE BE IT RESOLVED that, under the provision of [CARPC Bylaws](#), Article V, Section 1, the Capital Area Regional Planning Commission hereby establishes, effective April 9, 2026, an Ad Hoc Rural Economic Development Committee; and

BE IT FURTHER RESOLVED that the purposes and functions of the committee are to: a) recommend guidelines for the use of these funds within the project eligibility described in [7 CFR 4280.417](#), and: b) provide continuing oversight and reports to the CARPC Commission regarding use of the funds; and

BE IT FURTHER RESOLVED that the Committee shall be comprised of seven (7) members, including one (1) appointed by each of the counties of Sauk, Columbia, Dodge, Jefferson and Rock in accordance with established appointment processes in each county or by recommendation of the county board chairperson if such processes are not established; one (1) member who must be a CARPC Commissioner appointed by majority vote of the Commission; one

(1) member who is appointed by the Greater Madison Chamber of Commerce; and

BE IT FURTHER RESOLVED that the committee will select its chairperson by majority vote, a minimum of four (4) members of the committee shall constitute a quorum, and actions of the Committee shall be approved by a majority of the members in attendance; and

BE IT FURTHER RESOLVED that all committee recommendations regarding use of the funds are subject to approval by the CARPC Commission; and

BE IT FURTHER RESOLVED that the CARPC Commission will consider its commitment to protect the quality of surface and ground water resources and may reject any use of the funds that would be incompatible with any applicable state, county or local regulations to protect those water resources; and

BE IT FURTHER RESOLVED that the Committee will provide the Commission with updates regarding its activities after each of its meetings and an annual report in the first quarter of the calendar year on the uses of the Rural Economic Development Fund during the preceding year and the remaining balances of available funds and outstanding loan payments; and

BE IT FURTHER RESOLVED that the committee will remain active as long as there are funds remaining and is anticipated to dissolve in 2031 following repayment of the current outstanding loan in January 2031 and utilization of those funds for rural economic development purposes.

April 9, 2026
Date Adopted

David Pfeiffer, Chairperson

Cynthia Richson, Secretary