

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

March 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 Chair Pfeiffer at 5:16 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of February 9, 2026 Executive Committee Meeting (*actionable item*) (5:16 pm)**

Motion: Commissioner Crombie moved to approve minutes of the February 9, 2026 meeting. Commissioner McKeever seconded.

The motion carried unanimously.

4. **Acknowledgement of Receipt – January 2026 Financial Management Report (*actionable item*) (5:19 pm)**

Motion: Vice Chair Murphy moved to acknowledge receipt of the January 2026 Financial Management Report. Commissioner Richson seconded.

The motion carried unanimously.

5. Update on Hiring Process for Senior Environmental Engineer – Staff Presentation and Discussion (5:23 pm)

Jason Valerius provided an update on the hiring process for the Senior Environmental Engineer and the role of the Executive Committee in the hiring process.

Commissioners McKeever and Crombie noted that hiring is the purview of the Executive Director and that unless there are significant changes to a job description or duties, that it would be the Executive Director's responsibility to fill vacancies.

Commissioner Richson added that the Executive Committee would be available to offer advice and feedback if desired in the hiring process.

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*) (5:30 pm)**

Jason Valerius provided an overview of the resolution.

Motion: Commissioner McKeever moved to recommend adoption of CARPC Resolution 2026-04. Commissioner Crombie seconded.

The motion carried unanimously.

7. Update on Economic Development Programming and USDA Revolving Loan Fund Transition – Staff Presentation and Discussion (5:31 pm)

Jason Valerius provided an update on the options to retain and utilize the USDA-funded Revolving Loan Fund recently administered by the Madison Region Economic Partnership (MadREP). As described in the meeting packet, USDA is offering to release the federal interest in the funds if CARPC agrees to use the funds for the rural economic development purposes described in 7 CFR 4280.17. The draft resolution, offered for action by the Commission in April, proposes the creation of an ad hoc committee with multi-county membership that would help decide how to use the funds.

Commissioner McKeever asked about the County Executive's views on the funding and economic development opportunity. Jason Valerius responded that the County Executive expressed some skepticism about a CARPC role in economic development but reinforced the importance of collaboration with the Greater Madison Chamber of Commerce (GMCC) and deferred further discussion until the March 31 meeting of the Budget and Personnel Panel (BPP).

Chair Pfeiffer added that the authorizing resolution by Governor Doyle includes provisions for promoting "economic growth and sound land development practices" as part of the charge of the commission.

Jason Valerius noted that this process is ongoing and will be done in collaboration with the Greater Madison Chamber of Commerce.

Commissioner McKeever asked if GMCC has shown interest in these USDA funds. Jason Valerius answered that GMCC staff have reinforced the idea of a collaboration seen in other parts of the state where the chamber of commerce focuses on relationships with private businesses and the RPC uses public grant dollars to support work with local governments. GMCC staff will be talking about it with their board in March.

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)
- b. 2027 Operating Budget Draft (April/May)

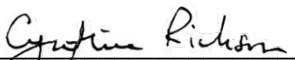
9. Adjournment

Motion: Commissioner Crombie moved to adjourn. Commissioner Richson seconded.

The motion carried unanimously. Meeting was adjourned at 5:52 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director.

Respectfully Submitted


Cynthia Richson, Secretary