AGENDA
of the
Budget and Personnel Panel
of the
Capital Area Regional Planning Commission

Online via Zoom and In-Person at
July 2, 2026 | CCB Room 421, 210 Martin Luther King Jr. Blvd., Madison, WI | 12:00-2:00 pm

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

https://zoom.us/j/99302270889

If you need other accommodation to attend the meeting, please call Matt Kozlowski at 608-474-6017 or email at MatthewKoz@CapitalAreaRPC.org.

Agenda

1. Roll Call
2. **Election of Chairperson *(actionable item)*** (5 min)
3. **Approval of the Minutes of the March 31, 2026 Budget and Personnel Panel Meeting *(actionable item)***
4. CARPC Budget Year-to-Date Review – Staff Presentation and Discussion (10 min)
5. **Approval and Adoption of the Preliminary CARPC 2027 Budget and Levy Charge to Dane County *(actionable item)*** (30 min)
6. Update on MadREP/USDA Rural Economic Development Fund, CARPC Role in Community and Economic Development Activities – Staff Presentation and Discussion (30 min)
7. Future Agenda Items (5 min)
   (next meeting is Wednesday, September 2, 2026, 2:00-4:00, in CCB Room 421)
   a. 2027 Budget Approval (September)
   b. 2027 Work Program Review (November)
   c. Executive Director Annual Review (November)
8. 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.
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.

CARPC Staff 608-474-6017 / TDD 608-266-4529

Re: Election of Chairperson *(actionable item)*

Requested Action: Open nominations and motion to elect a chairperson of the Budget and Personnel Panel ("BPP")
Background: Under 1.3 of the BPP's bylaws, BPP members "shall elect a chairperson to preside at meetings of the BPP". Robert Wipperfurth is no longer President of the DCCVA and therefore no long a member of the BPP; the position of the chair is vacant.
Staff Comments: None
Attachments: 1. BPP Bylaws
Staff Contact: Jason Valerius Executive Director JasonV@CapitalAreaRPC.org (608) 474-6010
Next Steps: None

BY – LAWS OF THE CAPITAL AREA REGIONAL PLANNING COMMISSION
BUDGET & PERSONNEL PANEL

Section	Title
1	Organization
2	Meetings
3	Records
4	Hiring, Evaluation and Removal of Executive Director of CARPC

1. Organization.

1.1 The Budget and Personnel Panel (the "BPP") is established pursuant to Executive Order 197 of Wisconsin Governor James E. Doyle to perform the functions and exercise the authority conferred upon the BPP in the Membership Plan proposed in the Resolutions adopted by the communities of Dane County.

1.2 The BPP shall consist of the County Executive of Dane County, the Mayor of the City of Madison, the President of the Dane County Cities and Villages Association and the President of the Dane County Towns Association and the Chairperson of the Capital Area Regional Planning Commission as a non-voting member.

1.3 The BPP members shall elect a chairperson to preside at meetings of the BPP. The BPP's chairperson shall have no additional authority by virtue of that position.

1.4 The BPP may act solely by motion or resolution.

2. Meetings.

2.1 The BPP shall meet annually at a time and date scheduled by its members which will make it possible for the BPP to review and act on a proposed levy and budget for the BPP for the ensuing year. Action by the BPP shall be taken by August 1 of each year unless the BPP shall unanimously determine a different date.

2.2 The BPP shall meet at the call of the chairperson provided that written notice of the meeting shall have been given to each member not less than two weeks in advance of the meeting date.

2.3 Every effort shall be made to assure that all four members of the BPP are available to meet before a meeting is scheduled.

2.4 Meetings shall comply with the provisions of the Wisconsin Open Meetings Law, sec. 19.81, Wis. Stats., et seq. Notice of the meetings of the BPP shall be posted, pursuant to sec. 985.02 (1), Wis. Stats., in the following three public places:

(a) The County Clerk's Public Notice Bulletin Board in the City-County Building, 210 Martin Luther King, Jr., Blvd.;

(b) the City of Madison's Municipal Building at 215 Martin Luther King, Jr. Blvd.; and

(c) the City or Village Hall of the City or Village headed by the President of the Cities and Villages' Association; and,

(d) the Town Hall of the Town chaired by the President of the Towns Association.

(e) Notice shall be sent to any person or news media requesting the same. Notice sent by email shall be sufficient compliance with this provision.

2.5 Minutes of meetings shall be kept at the direction of the BPP which shall record attendance and all actions taken by the BPP.

2.6 Quorum of the BPP shall consist of all members. All action shall be taken only by vote of the majority of all members.

2.7 Members may not send a designee to BPP meetings or vote by proxy.

2.8 Meetings shall be governed by Robert's Rules of Order.

3. Records

3.1 Pursuant to sec. 19.33 (2), Wis. Stats., the Executive Director of the Capital Area Regional Planning Commission is designated as the Legal Custodian of the records of the BPP except those related to the BPP's exercise of its authority under Section 4 of these By-Laws, the employment of the Executive Director. The BPP Chairperson shall be the Legal Custodian of all records related to Section 4.

3.2 In the event that the Executive Director or the Chairperson denies a request for inspection or other access to the records of the BPP, the Executive Director or the Chairperson shall furnish a copy of the request and the denial to all members of the BPP.

4. Hiring, Evaluation and Removal of Executive Director of CARPC.

4.1 Hiring. In the event of a vacancy in the position of Executive Director, or upon receipt of notice that the incumbent Executive Director intends to resign or retire, the BPP shall work cooperatively with the CARPC to select a successor Executive Director.

4.2 The BPP may recommend a selection process or method to the CAPRC.

4.3 The BPP shall select the Executive Director. The BPP shall select the Director from a list of three candidates which is the product of the search and screen process used by the CARPC.

4.4 The BPP may, if it finds all three candidates to be unacceptable, reject all candidates and direct a new search. Additionally, if it shall appear to the BPP that the selection process used by the CARPC was conducted improperly, the BPP may inform the CARPC of the deficiencies and direct that the search be modified, if possible, or re-opened.

4.5 The person appointed as Executive Director shall serve at the pleasure of the BPP under the terms of an employment agreement approved by the BPP.

4.6 The BPP shall provide the Executive Director with periodic guidance as to the Executive Director's performance. The BPP shall conduct a formal performance appraisal of the Executive Director at least annually.

4.7 The BPP shall adopt a separate policy governing the conduct of the Executive Director, including disciplinary procedures which shall be used to address performance problems and the procedure for termination of the Executive Director.

Adopted July 18, 2007

Amended February 15, 2008: Paragraph 1.2 added "…and the Chairperson of the Capital Area Regional Planning Commission as a non-voting member."

DRAFT MINUTES
of the
Budget and Personnel Panel
of the
Capital Area Regional Planning Commission

CCB Room 421, 210 Martin Luther King Jr. Blvd., Madison, WI
March 31, 2026 — and online via Zoom Conferencing — 1:30 pm

Members Present: DCTA President Tom Mathies, Dane County Executive Melissa Agard, Madison Mayor Satya Rhodes-Conway, DCCVA President Robert Wipperfurth

Members Absent: CARPC Chair David Pfeiffer (nonvoting member)

CARPC Staff Present: Jason Valerius, Matthew Kozlowski

Others Present: Caleb Frostman, Forbes McIntosh, Christie Baumel

1. Roll Call

   The meeting was called to order by Chair Wipperfurth at 1:34 pm. Roll call was taken and a quorum was established.

2. **Approval of the Minutes of the February 2, 2026 Budget and Personnel Panel Meeting *(actionable item) (1:34 pm)***

   Madison Mayor Satya Rhodes-Conway moved to approve the minutes of the February 2, 2026 Budget and Personnel Panel Meeting. DCTA President Tom Mathies seconded the motion. The motion carried unanimously.

3. Consideration of the Budget and Personnel Panel Responsibilities *(1:35 pm)*

   DCTA President Tom Mathies provided an overview of the item, including the language within the bylaws, previous actions taken by the Budget and Personnel Panel ("BPP"), and various options for the BPP's ongoing roles and responsibilities.

   Members discussed the options for oversight of CARPC's activities surrounding the budget, evaluation of the executive director, and the timing of the BPP's meetings. Members expressed an interest in reviewing budget outcomes on a quarterly basis, participating in the evaluation of the executive director in collaboration with the Executive Committee/Personnel Committee, coordinating appointments to ensure an effective mix of skills and perspective, and receiving more information about CARPC's activities, including the Work Program.

4. Brief Overview of CARPC 2026 Work Program *(2:07 pm)*

   Jason Valerius provided an overview of the 2026 CARPC Work Program.

   Members expressed appreciation for the amount of information and context included in the Work Program and discussed how the Work Program relates to CARPC's strategic planning processes.

5. CARPC Involvement in Regional Economic Development *(2:22 pm)*

   Jason Valerius provided an overview of the evolution of regional economic development efforts following the dissolution of MadREP.

   Members considered various options for how USDA funding could be utilized by the region in support of economic development activities and how they interact with CARPC's environmental responsibilities.

Members expressed an interest in seeing these funds directly benefit the region while minimizing the amount of personnel costs incurred in overseeing these funds. Members also discussed options for the composition of the advisory committee and the processes for appointing members to the advisory committee. The addition of another committee member nominated by the Dane County Executive was suggested.

6. CARPC Preliminary 2027 Budget and Dane County Charge *(2:57 pm)*

   Jason Valerius provided an overview of the preliminary budget and associated proposed charge to Dane County.

   Members discussed options for addressing the ongoing budgetary challenges faced by units of government throughout the region. Members noted that additional budget cuts may be necessary based on current projections for 2027 revenues. Members suggested exploration of multiple scenarios and projections to develop the next draft of the budget.

7. BPP 2027 Meeting Schedule *(3:17 pm)*

   DCCVA President Robert Wipperfurth provided an overview of the proposed meeting schedule outline.

   Members expressed interest in seeing the BPP president coordinate with Jason Valerius to align the BPP's meeting schedule with CARPC's meeting schedule based on the proposed schedule for future agenda items, including a joint meeting with the Executive Committee at the end of the year.

8. Future Agenda Items *(3:20 pm)*

   a. 2027 Budget and Dane County Charge Approval (June)

   b. Final Budget (September)

   c. Evaluation of Executive Director (November/December)

   d. Review of Work Program (November/December)

9. Adjournment

   Madison Mayor Satya Rhodes-Conway moved to adjourn. DCTA President Tom Mathies seconded the motion. The motion carried unanimously. The meeting was adjourned at 3:22 pm.

Re: CARPC Budget Year-to-Date Review – Staff Presentation and Discussion

Requested Action:

None

Background:

Each month the Executive Director and Administrative Services Manager prepare a packet of materials including financial statements from CARPC's outside accountant (Berndt CPAs) for review by the Commission's Treasurer. Following the Treasurer's review, the Executive Committee and Commission review the Management Report supplied by Berndt CPAs at their monthly meetings.

Staff Comments:

Financial performance through April 30 is attached. Noteworthy items:

- Revenue is behind plan by about $43K, due to fewer urban service area amendments than expected, less fee-for-service revenue than planned, and normal seasonal variations.
- Costs are above plan by about $62K, due to timing issues for our accounting of parental leave and pass-through water resources monitoring costs.
- The $85K aging account receivable from Dane County for water resources monitoring (a pass-through to USGS) has since been paid.

Attachments:

1. May 29, 2026 CARPC Financial Management Report

Staff Contact:

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

Next Steps:

None

Management Report

Capital Area Regional Planning Commission
For the period ended April 30, 2026

DRAFT

Prepared by
Berndt CPA

Prepared on
May 29, 2026

Table of Contents

DRAFT

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 April 2026.

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 April, $143,511 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional $11,918 represents new invoiced revenue generated from current work not associated with deferred revenue.

As of April month-end, the balance in account 3600 – Deferred Revenue is at $697,343 per knowledge of remaining balances of current contracts and received donations and taxes.

April'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

DRAFT

Capital Area Regional Planning Commission
Statement of Financial Position
As of April 30, 2026

	Total	
	As of Apr 30, 2026	As of Mar 31, 2026 (PP)
ASSETS		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	6,384	110,069
1001 MONEY MARKET ACCOUNT	68,088	68,084
1002 INVESTMENT ACCOUNT	794,007	791,608
1050 SUMMIT OPERATING ACCOUNT	10,432	
1051 SUMMIT SAVINGS ACCOUNT	1	
1055 SUMMIT MONEY MARKET	1	
Total Bank Accounts	**878,913**	**969,761**
Accounts Receivable		
1105 PROJECT AND GRANTS REC	180,467	207,202
Total Accounts Receivable	**180,467**	**207,202**
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	532,119	496,050
1150 PREPAID EXPENSES	-	-
1152 PREPAID DENTAL INSURANCE	-	1,281
1153 PREPAID HEALTH INSURANCE	29,869	18,971
1154 PREPAID DISABILITY INSURANCE	121	75
1156 PREPAID LIFE INSURANCE	-	(93)
1157 PREPAID PARKING	171	171
1165 PREPAID LICENSES	5,010	5,636
Total 1150 PREPAID EXPENSES	**35,170**	**26,041**
1170 UNDEPOSITED FUNDS	17,772	8,281
Total Other Current Assets	**585,061**	**530,371**
Total Current Assets	**1,644,441**	**1,707,334**
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	(3,629)	(3,595)
Total Fixed Assets	**2,447**	**2,481**
TOTAL ASSETS	**1,646,889**	**1,709,815**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	54,758	3,094
Total Accounts Payable	**54,758**	**3,094**
Credit Cards		
3002 PARK BANK CREDIT CARD	-	-
3003 CREDIT CARD	4,784	1,642
Total 3002 PARK BANK CREDIT CARD	**4,784**	**1,642**
Total Credit Cards	**4,784**	**1,642**

DRAFT

Other Current Liabilities		
3005 ACCRUED PAYROLL	16,086	45,626
3010 ACCRUED COOP WATER RESOURCE MONITORING	17,050	51,150
3015 ACCRUED PREPAID LIABILITIES	31,526	1,864
3202 WRS PENSION PLAN	17,082	11,051
3206 WI DEFERRED COMPENSATION PROGRAM	1,305	-
3300 UNUSED VACATION, WELLNESS	70,475	58,849
3500 SICK LEAVE ACCRUAL PAY	109,422	104,149
3600 DEFERRED/UNEARNED REVENUE	697,343	775,103
3655 INVEST IN RIGHT OF USE	2,987	2,987
Total Other Current Liabilities	**963,276**	**1,050,781**
Total Current Liabilities	**1,022,818**	**1,055,516**
Total Liabilities	**1,022,818**	**1,055,516**
Equity		
3700 PRIOR YEAR BALANCE	(181,416)	(181,416)
3701 PRIOR YEAR FUND BALANCE	908,395	908,395
3702 CURRENT FUND BALANCE	200	200
Net Revenue	(103,109)	(72,880)
Total Equity	**624,070**	**654,299**
TOTAL LIABILITIES AND EQUITY	**1,646,889**	**1,709,815**

DRAFT

Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of April- Budget Vs Actuals 4 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	386,986	1,160,959	33.33%
Total 5000 PROPERTY TAX REVENUE	**96,747**	**386,986**	**1,160,959**	**33.33%**
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	9,917	39,667	134,000	29.60%
5102 EPA/DNR GRANT FUNDS	2,877	2,877	-	
5103 WEM/FEMA/HMGP GRANT FUNDS	13,027	52,089	125,000	41.67%
5104 WisDOT PLAN INTEGRATION	1,046	5,438	5,457	99.66%
Total 5100 STATE/FEDERAL GRANTS	**26,866**	**100,071**	**264,457**	**37.84%**
5150 OTHER GRANTS	5,000	15,000	-	
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	-	2,009	7,093	28.33%
5220 COOP WATER RESOURCE MONITORING	8,563	24,000	68,200	35.19%
Total 5200 PASS THROUGH REVENUE	**8,563**	**26,009**	**75,293**	**34.54%**
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	4,400	12,600	45,000	28.00%
5302 FEES - USA/LSA APP REVIEW	-	2,378	65,000	3.66%
Total 5300 FEES REVENUE	**4,400**	**14,978**	**110,000**	**13.62%**
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	5,091	20,681	140,000	14.77%
Total 5400 SERVICES REVENUE	**5,091**	**20,681**	**140,000**	**14.77%**
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	2,403	7,582	32,000	23.69%
5502 MISCELLANEOUS REVENUES	9	27	3,123	0.86%
5505 WI SALT WISE	6,350	27,165	140,000	19.40%
Total 5500 OTHER REVENUE	**8,762**	**34,774**	**175,123**	**19.86%**
7000 REVENUE REFUNDS	-	-	-	
Total Revenue	**155,429**	**598,500**	**1,925,832**	**31.08%**
Gross Profit	**155,429**	**598,500**	**1,925,832**	**31.08%**
Expenditures	-	-	-	
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	75,230	288,696	903,822	31.94%
6002 COMPENSATED LEAVE TIME	35,034	110,978	198,400	55.94%
Total 6000 SALARIES AND LEAVE TIME	**110,264**	**399,674**	**1,102,222**	**36.26%**
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	9,317	27,719	82,115	33.76%
6052 LIFE INSURANCE	24	(87)	309	-28.30%
6053 HEALTH INSURANCE	17,895	98,345	329,364	29.86%
6054 DENTAL INSURANCE	1,074	4,294	15,369	27.94%
6055 WRS-ER CONTRIBUTION	8,541	25,645	73,440	34.92%
6056 DISABILITY INSURANCE	-	-	534	0.00%
6057 COMMUTE CARDS	189	750	200	375.03%
6058 UNEMPLOYMENT	6	504	1,000	50.40%

DRAFT

6059 WORKER'S COMPENSATION	-	-	2,771	0.00%
Total 6050 FRINGE BENEFITS	**37,045**	**157,169**	**505,102**	**31.12%**
6100 OCCUPANCY	-	-	-	
6101 RENT	4,382	17,530	51,833	33.82%
Total 6100 OCCUPANCY	**4,382**	**17,530**	**51,833**	**33.82%**
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	2,150	2,150	-	
6202 LEGAL SERVICES	-	3,018	6,000	50.30%
6203 COMMISSION OPERATIONS	-	-	21,000	0.00%
6204 MARKETING AND COMMUNICATIONS	-	2,991	-	
Total 6200 CONTRACTED SERVICES	**2,150**	**8,159**	**27,000**	**30.22%**
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	5,350	5,350	15,435	34.66%
6302 PAYROLL FEES	672	2,898	5,250	55.20%
6303 FINANCIAL SERVICES	-	7,945	42,000	18.92%
Total 6300 FINANCIAL SERVICES	**6,022**	**16,193**	**62,685**	**25.83%**
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	887	3,325	13,349	24.91%
6402 MEALS	-	88	907	9.70%
6403 CONFERENCES & MEETINGS	44	1,466	9,638	15.21%
6404 TRAINING	-	-	3,000	0.00%
Total 6400 TRAVEL AND TRAINING	**931**	**4,879**	**26,894**	**18.14%**
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	3,701	4,173	3,860	108.10%
6502 PRINTING	64	282	1,558	18.12%
6503 POSTAGE	-	28	105	26.55%
6504 EQUIPMENT	881	984	8,925	11.02%
6505 TELEPHONE	165	660	1,500	44.00%
6506 ADMINISTRATIVE FEES	6	35	442	7.98%
6902 CONTRIBUTIONS & DONATIONS	-	-	2,500	0.00%
Total 6500 OFFICE EXPENSES	**4,818**	**6,162**	**18,890**	**32.62%**
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	-	213	368	57.93%
6602 SOFTWARE	1,056	5,475	17,220	31.79%
6603 IT SERVICES	548	2,193	8,000	27.41%
Total 6600 INFORMATION TECHNOLOGY	**1,604**	**7,881**	**25,588**	**30.80%**
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	350	1,550	8,000	19.38%
6702 COMMISSION TRAVEL	-	91	840	10.82%
Total 6700 COMMISSION	**350**	**1,641**	**8,840**	**18.56%**
6800 PASS THROUGH EXPENSES	-	-	-	
6801 WATER RESOURCE MONITORING	17,050	68,200	68,200	100.00%
6802 WisDOT PLANNING SERVICES	-	2,009	5,457	36.82%
Total 6800 PASS THROUGH EXPENSES	**17,050**	**70,209**	**73,657**	**95.32%**
6900 OTHER	-	-	-	
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	727	2,654	7,186	36.94%
6903 EDUCATION/INFO/OUTREACH	280	1,807	1,500	120.48%
6904 RECRUITMENT	-	150	1,050	14.29%
6905 INSURANCE	-	7,366	4,709	156.42%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	135	608	22.21%
Total 6900 OTHER	**1,041**	**12,113**	**15,053**	**80.47%**
Uncategorized Expense	-	-	-	

DRAFT

Total Expenditures	**185,657**	**701,609**	**1,917,764**	**36.58%**
Net Operating Revenue	**(30,229)**	**(103,109)**	**8,068**	**-1278.00%**
Net Revenue	**(30,229)**	**(103,109)**	**8,068**	**-1278.00%**

DRAFT

Capital Area Regional Planning Commission
A/R Aging Summary
As of April 30, 2026

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ayers Associates, Inc.					1,000	1,000
City of Altoona			1,000			1,000
City of Evansville						0
245402 - Evansville Bike-Ped Plan	2,546					2,546
Total City of Evansville	**$ 2,546**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,546**
City of Madison Engineering Division	1,200					1,200
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
MSA Professional Services, Inc.			400		1,600	2,000
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
Snyder & Associates, Inc.	1,000					1,000
Strand Associates, Inc	400					400
Town of Sun Prairie	33					33
VANDE HEY					800	800
Vierbicher			600		800	1,400
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		19,497				19,497
Total WI Department of Military Affairs	**$ -**	**$ 19,497**	**$ -**	**$ -**	**$ -**	**$ 19,497**
WI Department of Natural Resources					14,090	14,090
100 - Water Quality Management Planning	23,900					23,900
231403 - Starkweather Creek Water Quality Monitoring	2,877					2,877
251402 - Update to DCWQP Summary Plan Update	2,910					2,910
Total WI Department of Natural Resources	**$ 29,687**	**$ -**	**$ -**	**$ -**	**$ 14,090**	**$ 43,777**
Wyser Engineering, LLC	1,000				1,400	2,400
TOTAL	**$ 36,266**	**$ 19,497**	**$ 2,000**	**$ -**	**$ 122,704**	**$ 180,467**

DRAFT

Re: Approval and Adoption of the Preliminary CARPC 2027 Budget and Levy Charge to Dane County *(actionable item)*

Requested Action:

Motion to adopt the Preliminary CARPC 2027 Budget and Levy Charge.

Background:

CARPC approves a preliminary annual budget to establish the Dane County Levy Charge amount prior to the August 1st statutory deadline.

Staff Comments:

(These are the same comments shared with the Commission for their review of the preliminary budget and Dane County Levy Charge resolution.)

The Budget and Personnel Panel (BPP) approved a 4% cut in the Dane county charge for 2026, reflecting a request by the County that mirrored requests to County departments. The County continues to address a structural budget deficit and the County Executive released guidance to their departments on May 29 requesting budget restraint, no new GPR staffing, and search for partnerships and efficiencies.

CARPC is proposing a 0% change in the Dane County charge for 2027. The attached CARPC budget has no cost of living adjustments for 2027, no internships, and a careful look at every budget line. Net expenditures will increase by $10,331 (0.6%); $9,173 of that increase is in Wages and Benefits.

The budget is balanced through an increase in grant and fee-for-service revenue, including about $70,000 in grant funding and about $170,000 in fee-for-service revenue that has not been identified or awarded. Staff have elevated the effort to pursue grant and fee-for-service opportunities during 2026 with the intent of amending the budget in December 2026 to reflect progress and projections at that time.

Attachments:

1. 2027 Preliminary Summary Budget (June 4, 2026)
2. 2027 Preliminary Full Budget (June 4, 2026)
3. Resolution 2026-13, Approving the 2027 Preliminary Budget and Dane County Levy Charge – as Adopted by the Commission

Staff Contact:

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

Next Steps:

July certification to Dane County Clerk.

Capital Area Regional Planning Commission
2027 Summary Budget - Preliminary

Budget Year	2027	2026		2025		Variance	
Budget Type	**PROPOSED**	**BUDGET**	**ACTUAL YTD**	**BUDGET**	**ACTUAL**	**2027 PROPOSED MINUS 2026 ADOPTED**	
Date	**JUN 2026**	**SEP 2025**	**JAN-APR**	**FEB 2025**	**JAN-DEC**	**$**	**%**
REVENUES							
County Charge	$ 1,160,959	$ 1,160,959	$ 386,986	$ 1,209,332	$ 1,209,332	$ -	0.0%
State & Federal Grants	$ 112,867	$ 266,093	$ 100,071	$ 284,368	$ 241,649	$ (153,226)	-57.6%
Other Grants	$ 73,500	$ -	$ 15,000	$ -	$ -	$ 73,500	
Pass-Through	$ 183,898	$ 73,657	$ 26,009	$ 185,172	$ 165,628	$ 110,241	149.7%
Water Quality Fees	$ 115,000	$ 110,000	$ 14,978	$ 110,000	$ 68,808	$ 5,000	4.5%
Planning Services	$ 200,000	$ 140,000	$ 20,681	$ 100,000	$ 105,595	$ 60,000	42.9%
WI Salt Wise	$ 160,000	$ 140,000	$ 27,165	$ 140,000	$ 146,377	$ 20,000	14.3%
Other	$ 33,000	$ 35,123	$ 7,609	$ 38,988	$ 35,170	$ (2,123)	-6.0%
TOTAL REVENUES	**$ 2,039,224**	**$ 1,925,832**	**$ 598,500**	**$ 2,067,860**	**$ 1,972,558**	**$ 113,392**	**5.9%**
Net Revenues (Less Pass-Through)	$ 1,855,326	$ 1,852,175	$ 572,491	$ 1,882,688	$ 1,806,931	$ 3,151	0.2%
EXPENDITURES							
Salaries and Leave Time	$ 1,128,073	$ 1,102,222	$ 399,674	$ 1,038,309	$ 1,052,481	$ 25,851	2.3%
Fringe Benefits	$ 488,424	$ 505,102	$ 157,169	$ 458,883	$ 418,074	$ (16,678)	-3.3%
Occupancy	$ 54,033	$ 51,833	$ 17,530	$ 50,987	$ 51,580	$ 2,200	4.2%
Contracted Services	$ 29,000	$ 27,000	$ 8,159	$ 42,970	$ 121,112	$ 2,000	7.4%
Financial Services	$ 62,250	$ 62,685	$ 16,193	$ 59,700	$ 61,734	$ (435)	-0.7%
Employee Travel and Training	$ 25,041	$ 26,894	$ 4,879	$ 28,745	$ 24,148	$ (1,853)	-6.9%
Office	$ 13,915	$ 16,390	$ 6,162	$ 16,374	$ 11,237	$ (2,475)	-15.1%
Information Technology (IT)	$ 30,449	$ 25,588	$ 7,881	$ 27,588	$ 28,845	$ 4,861	19.0%
Commissioner Per Diems & Travel	$ 7,000	$ 8,840	$ 1,641	$ 8,840	$ 6,143	$ (1,840)	-20.8%
Pass-Through	$ 183,899	$ 73,657	$ 70,209	$ 199,872	$ 197,005	$ 110,242	149.7%
Other	$ 16,253	$ 17,553	$ 12,113	$ 52,107	$ 52,864	$ (1,300)	-7.4%
TOTAL EXPENDITURES	**$ 2,038,337**	**$ 1,917,764**	**$ 701,609**	**$ 1,984,375**	**$ 2,025,224**	**$ 120,573**	**6.3%**
Net Expenditures (Less Pass-Through)	$ 1,854,438	$ 1,844,107	$ 631,400	$ 1,784,503	$ 1,828,218	$ 10,331	0.6%
Total Revenue Minus Total Expenditures	**$ 887**	**$ 8,068**	**$ (103,109)**	**$ 83,485**	**$ (52,665)**		

Capital Area Regional Planning Commission
2027 Budget - Preliminary

	Budget Year	2027	2026		2025		Variance		Comments on Changes from 2026 ADOPTED
	Budget Type	PROPOSED	BUDGET	ACTUAL	BUDGET	ACTUAL	2027 PROPOSED MINUS 2026 ADOPTED		
	Budget Date	JUN 2026	SEP 2025	JAN-APR	FEB 2025	JAN-DEC	$	%	
	REVENUES								
5001	**Dane County Charge**	**$ 1,160,959**	**$ 1,160,959**	**$ 386,986**	**$ 1,209,332**	**$ 1,209,332**	**$ -**	**0.0%**	
5100	**State & Federal Grants**	**$ 112,867**	**$ 266,093**	**$ 100,071**	**$ 284,368**	**$ 241,649**	**$ (153,226)**	**-135.8%**	
5101	EPA/DNR Water Planning	$ 95,000	$ 134,000	$ 39,667	$ 113,275	$ 124,897	$ (39,000)	-41.1%	Special project funding ends in 2026
5102	EPA/DNR Grant Funds	$ 9,500	$ -	$ 2,877	$ 39,000	$ 19,600	$ 9,500	100.0%	Surface water grant that continues
5103	WEM/FEMA/HMGP Grant Funds	$ -	$ 125,000	$ 52,089	$ 125,000	$ 90,767	$ (125,000)	0.0%	End of Stream Crossing Inventory
5104	WisDOT Plan Integration	$ 8,367	$ 7,093	$ 5,438	$ 7,093	$ 6,384	$ 1,274	15.2%	Minor shift of funding from MPO to CARPC
5105	USDA Rural ED Fund	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	No funding assumed
5150	**Other Grants**	**$ 73,500**	**$ -**	**$ 15,000**	**$ -**	**$ -**	**$ 73,500**	**100.0%**	Mostly target revenue for unspecified grant awards
5200	**Passthrough Revenue**	**$ 183,898**	**$ 73,657**	**$ 26,009**	**$ 185,172**	**$ 165,628**	**$ 110,241**	**59.9%**	
5201	WisDOT Rural Work Program	$ 4,183	$ 5,457	$ 2,009	$ 5,457	$ 913	$ (1,274)	-30.4%	Minor shift of funding from MPO to CARPC
5220	Coop Water Resource Monitoring	$ 179,715	$ 68,200	$ 24,000	$ 179,715	$ 164,715	$ 111,515	62.1%	Water monitoring funding likely to continue
5300	**Water Quality Fees Revenue**	**$ 115,000**	**$ 110,000**	**$ 14,978**	**$ 110,000**	**$ 68,808**	**$ 5,000**	**4.3%**	
5301	Fees - Sewer Extensions	$ 60,000	$ 45,000	$ 12,600	$ 45,000	$ 43,200	$ 15,000	25.0%	Expecting to increase fees in 2026
5302	Fees - USA/LSA App Review	$ 55,000	$ 65,000	$ 2,378	$ 65,000	$ 25,608	$ (10,000)	-18.2%	Recent trends suggest fewer amendments
5400	**Planning Services Revenue**	**$ 200,000**	**$ 140,000**	**$ 20,681**	**$ 100,000**	**$ 105,595**	**$ 60,000**	**30.0%**	
5401	Local & Regional Plan Assistance	$ 200,000	$ 140,000	$ 20,681	$ 100,000	$ 105,595	$ 60,000	30.0%	More project development needed to meet this goal
5500	**Other Revenue**	**$ 193,000**	**$ 175,123**	**$ 34,774**	**$ 178,988**	**$ 181,547**	**$ 17,877**	**9.3%**	
5501	Interest Income	$ 30,000	$ 32,000	$ 7,582	$ 36,000	$ 30,783	$ (2,000)	-6.7%	Rates still dropping
5502	Miscellaneous Revenues	$ 3,000	$ 3,123	$ 27	$ 2,988	$ 4,387	$ (123)	-4.1%	
5505	WI Salt Wise	$ 160,000	$ 140,000	$ 27,165	$ 140,000	$ 146,377	$ 20,000	12.5%	FFLM grant continues through 2027
	TOTAL REVENUES	**$ 2,039,224**	**$ 1,925,832**	**$ 598,500**	**$ 2,067,860**	**$ 1,972,558**	**$ (113,392)**	**-5.6%**	
	EXPENDITURES								
6000	**Salaries and Leave Time**	**$ 1,128,073**	**$ 1,102,222**	**$ 399,674**	**$ 1,038,309**	**$ 1,052,481**	**$ 25,851**	**2.3%**	
6001	Direct Salaries & Wages	$ 934,831	$ 903,822	$ 288,696	$ 830,647	$ 882,467	$ 31,009	3.3%	0% COLA, no LTE or intern time budgeted in 2027
6002	Compensated Leave Time	$ 193,243	$ 198,400	$ 110,978	$ 207,662	$ 170,014	$ (5,157)	-2.7%	Leave time calculated as a % of salaries
6050	**Fringe Benefits**	**$ 488,424**	**$ 505,102**	**$ 157,169**	**$ 458,883**	**$ 418,074**	**$ (16,678)**	**-3.4%**	
6051	FICA Benefits	$ 84,041	$ 82,115	$ 27,719	$ 77,354	$ 77,082	$ 1,926	2.3%	
6052	Life Insurance	$ 500	$ 309	$ (87)	$ 294	$ 495	$ 191	38.2%	
6053	Health Insurance	$ 307,725	$ 329,364	$ 98,345	$ 289,702	$ 257,094	$ (21,639)	-7.0%	correcting 2026 budget error (included staff premiums)
6054	Dental Insurance	$ 13,815	$ 15,369	$ 4,294	$ 14,707	$ 13,286	$ (1,554)	-11.2%	correcting 2026 budget error (included staff premiums)
6055	WRS-ER Contribution	$ 77,837	$ 73,440	$ 25,645	$ 71,643	$ 68,803	$ 4,397	5.6%	Tied to salaries, which are all WRS-eligible in 2027
6056	Disability Insurance	$ 534	$ 534	$ -	$ 508	$ 444	$ -	0.0%	
6057	Commute Cards	$ 200	$ 200	$ 750	$ 105	$ 293	$ -	0.0%	
6058	Unemployment	$ 1,000	$ 1,000	$ 504	$ 1,000	$ 579	$ -	0.0%	
6059	Worker's Compensation	$ 2,771	$ 2,771	$ -	$ 3,570	$ -	$ -	0.0%	
6100	**Occupancy**	**$ 54,033**	**$ 51,833**	**$ 17,530**	**$ 50,987**	**$ 51,580**	**$ 2,200**	**4.1%**	
6101	Rent	$ 54,033	$ 51,833	$ 17,530	$ 50,987	$ 51,580	$ 2,200	4.1%	Lease runs to November 2028
6200	**Contracted Services**	**$ 29,000**	**$ 27,000**	**$ 8,159**	**$ 42,970**	**$ 121,112**	**$ 2,000**	**6.9%**	
6201	External Programs	$ -	$ -	$ 2,150	$ 28,570	$ 36,392	$ -	0.0%	No planned outsourcing for community projects
6202	Legal Services	$ 9,000	$ 6,000	$ 3,018	$ 4,400	$ 12,308	$ 3,000	33.3%	More frequent consultations at commission request

6203	Commission Operations	$ -	$ 21,000	$ -	$ 10,000	$ 53,898	$ (21,000)	0.0%	This moved to 6204
6204	Marketing and Communications	$ 20,000	$ -	$ 2,991	$ -	$ 18,514	$ 20,000	100.0%	This moved from 6203
6300	**Financial Services**	**$ 62,250**	**$ 62,685**	**$ 16,193**	**$ 59,700**	**$ 61,734**	**$ (435)**	**-0.7%**	
6301	Audit	$ 13,000	$ 15,435	$ 5,350	$ 14,700	$ 11,350	$ (2,435)	-18.7%	Adjusting toward actual cost
6302	Payroll Fees	$ 8,250	$ 5,250	$ 2,898	$ 5,000	$ 8,305	$ 3,000	36.4%	Reflection of recent costs
6303	Financial Services	$ 41,000	$ 42,000	$ 7,945	$ 40,000	$ 42,079	$ (1,000)	-2.4%	
6400	**Travel and Training**	**$ 25,041**	**$ 26,894**	**$ 4,879**	**$ 28,745**	**$ 24,148**	**$ (1,853)**	**-7.4%**	
6401	Employee Travel	$ 13,616	$ 13,349	$ 3,325	$ 12,713	$ 14,617	$ 267	2.0%	Largest portion is SaltWise
6402	Meals	$ 925	$ 907	$ 88	$ 907	$ 969	$ 18	2.0%	
6403	Conferences & Meetings	$ 8,000	$ 9,638	$ 1,466	$ 10,125	$ 6,554	$ (1,638)	-20.5%	Paring back again, to reflect usage
6404	Training	$ 2,500	$ 3,000	$ -	$ 5,000	$ 2,008	$ (500)	-20.0%	Paring back again, to reflect usage
6500	**Office Expenses**	**$ 13,915**	**$ 16,390**	**$ 6,162**	**$ 16,374**	**$ 11,237**	**$ (2,475)**	**-17.8%**	
6501	Supplies	$ 2,500	$ 3,860	$ 4,173	$ 3,860	$ 2,050	$ (1,360)	-54.4%	
6502	Printing	$ 1,558	$ 1,558	$ 282	$ 1,558	$ 1,301	$ -	0.0%	
6503	Postage	$ 105	$ 105	$ 28	$ 105	$ 39	$ -	0.0%	
6504	Equipment	$ 7,500	$ 8,925	$ 984	$ 8,925	$ 5,963	$ (1,425)	-19.0%	
6505	Telephone	$ 1,810	$ 1,500	$ 660	$ 1,500	$ 1,771	$ 310	17.1%	
6506	Administrative Fees	$ 442	$ 442	$ 35	$ 426	$ 113	$ -	0.0%	
6600	**Information Technology**	**$ 30,449**	**$ 25,588**	**$ 7,881**	**$ 27,588**	**$ 28,845**	**$ 4,861**	**16.0%**	
6601	Webhosting	$ 368	$ 368	$ 213	$ 368	$ 374	$ -	0.0%	
6602	Software	$ 18,081	$ 17,220	$ 5,475	$ 17,220	$ 16,102	$ 861	4.8%	
6603	IT Services	$ 12,000	$ 8,000	$ 2,193	$ 10,000	$ 12,370	$ 4,000	33.3%	Software costs consolidated here
6700	**Commission**	**$ 7,000**	**$ 8,840**	**$ 1,641**	**$ 8,840**	**$ 6,143**	**$ (1,840)**	**-26.3%**	
6701	Commission Per Diems	$ 6,500	$ 8,000	$ 1,550	$ 8,000	$ 5,779	$ (1,500)	-23.1%	reduction to reflect usage
6702	Commission Travel	$ 500	$ 840	$ 91	$ 840	$ 363	$ (340)	-68.0%	reduction to reflect usage
6800	**Passthrough Expenses**	**$ 183,899**	**$ 73,657**	**$ 70,209**	**$ 199,872**	**$ 197,005**	**$ 110,242**	**59.9%**	
6801	Water Resource Monitoring	$ 179,715	$ 68,200	$ 68,200	$ 194,415	$ 194,415	$ 111,515	62.1%	Water monitoring funding likely to continue
6802	WisDOT Planning Services	$ 4,184	$ 5,457	$ 2,009	$ 5,457	$ 2,590	$ (1,273)	-30.4%	Adjusting the MPO/CARPC split of DOT funding
6900	**Other**	**$ 16,253**	**$ 17,553**	**$ 12,113**	**$ 16,583**	**$ 17,340**	**$ (1,300)**	**-8.0%**	
6901	Dues/Memberships/Subscriptions	$ 5,686	$ 7,186	$ 2,654	$ 6,843	$ 2,859	$ (1,500)	-26.4%	Revised assignment of software costs
6902	Contributions & Donations	$ -	$ 2,500	$ -	$ 1,000	$ 651	$ (2,500)	0.0%	Only costs here were dues/memberships - moved there
6903	Education/Info/Outreach	$ 1,500	$ 1,500	$ 1,807	$ 2,625	$ 1,969	$ -	0.0%	
6904	Recruitment	$ 1,050	$ 1,050	$ 150	$ 1,050	$ 7	$ -	0.0%	
6905	Insurance	$ 7,409	$ 4,709	$ 7,366	$ 4,457	$ 11,449	$ 2,700	36.4%	Review of policies planned for spring 2026
6906	Depreciation	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	
6907	Amoritization Expense	$ 608	$ 608	$ 135	$ 608	$ 405	$ -	0.0%	
7000	**Revenue Refunds**	**$ -**	**$ -**	**$ -**	**$ 35,524**	**$ 35,524**	**$ -**	**0.0%**	
	TOTAL EXPENDITURES	**$ 2,038,337**	**$ 1,917,764**	**$ 701,609**	**$ 1,984,375**	**$ 2,025,224**	**$ (120,573)**	**-5.9%**	
		$ 887	**$ 8,068**	**$ (103,109)**	**$ 83,485**	**$ (52,665)**			

CAPITAL AREA RPC
100 State St Suite 400, Madison, WI 53703

ph: 608.474.6017
info@capitalarearpc.org

CARPC Resolution No. 2026-13

Approving the CARPC Preliminary 2027 Budget and Dane County Levy Charge

WHEREAS the Capital Area Regional Planning Commission was established by Executive Order in 2007 to conduct and coordinate regional land use and water quality planning in the Capital Area; and

WHEREAS Wisconsin's Regional Planning Statute 66.0309(14)(b) states that, "where one-half or more of the land within a county is within a region, the chairperson of the regional planning commission shall certify to the county clerk, before August 1 of each year, the proportionate amount of the budget charged to the county for the services of the regional planning commission"; and

WHEREAS Wisconsin Statute 66.0309(14)(a) states that "the amount charged to a local governmental unit shall not exceed 0.0030 percent of equalized value under its jurisdiction and within the region unless the governing body of the unit expressly approves the amount in excess of that percentage"; and

WHEREAS the resolutions adopted by local units of government in Dane County in 2006, petitioning the Governor of Wisconsin to establish CARPC, state that "the undertaking municipalities agree and hereby contract that the annual levy charged by the CARPC shall not exceed 0.0017 percent of equalized value under the CARPC's jurisdiction and within the region"; and

WHEREAS the resolutions adopted by local units of government petitioning the Governor to establish CARPC called for the creation of a Budget and Personnel Panel (BPP) of the CARPC to consist of the Mayor of the City of Madison, the Dane County Executive, the President of the Dane County Towns Association, the President of the Dane County Cities and Villages Association, and the chairperson of the CARPC, with power, on behalf of and with advice of the CARPC, to establish the levy and user fees and adopt the annual operating budget for the CARPC; and

WHEREAS the BPP met on March 31, 2026 to consider an initial draft of CARPC's 2027 budget and will convene again on July 2, 2026 to consider approval of the Dane County Levy Charge;

NOW, THEREFORE, BE IT RESOLVED that CARPC approves its preliminary 2027 budget and Dane County levy charge of $1,160,959, estimated at 0.00103 percent of Dane County total equalized assessed value. Be it further resolved, consistent with Wisconsin Statutes and CARPC bylaws, that the Chairperson is directed to certify this levy charge to the Dane County Clerk by August 1, or other amount if approved by a majority vote of the BPP before August 1.

June 11th, 2026
Date Adopted

David Pfeiffer
David Pfeiffer, Chairperson

Cynthia Richson
Cynthia Richson, Secretary

CARPC BUDGET & PERSONNEL PANEL AGENDA COVER SHEET

July 02, 2026
Item 06

Re: Update on MadREP/USDA Rural Economic Development Fund, CARPC Role in Community and Economic Development Activities – Staff Presentation and Discussion

Requested Action:

None

Background:

Since the March 31 BPP meeting CARPC considered action on three resolutions related to economic development – a resolution to accept a rural economic development fund from the Madison Region Economic Partnership, a resolution to create a committee with representation from 6 counties to guide the use of those funds, and a resolution to establish a shared understanding of CARPC's role in economic development.

The general resolution about economic development was postponed until July or later; the commission is interested in feedback from the BPP before discussing that resolution again.

The resolutions to accept the funds and create a CARPC committee were tabled pending action by MadREP and USDA to ready the fund for transfer, including clarity about the amount of money to be transferred and the terms of the transfer as determined by USDA. CARPC is still waiting on MadREP and USDA action.

Staff Comments:

CARPC is working toward action in September on the two resolutions directly related to the rural economic development fund. The resolution describing a CARPC role in Economic Development has no timeline – it was drafted as an attempt to establish a shared understanding regarding how CARPC will and won't engage in economic development. BPP feedback on all three resolutions is appreciated.

Attachments:

1. CARPC Resolution 2026-10, Accepting the Rural Economic Development Revolving Loan Fund from the Madison Region Economic Partnership (actionable item)
2. CARPC Resolution 2026-09, Creating an Ad Hoc Rural Economic Development Committee (actionable item)
3. CARPC Resolution 2026-08, CARPC Support for the Economic Development of our Region (actionable item)

Staff Contact:

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

Next Steps:

Commission action on the resolutions related to the rural economic development fund

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573

ph: 608.474.6017
info@capitalarearpc.org

CARPC Resolution No. 2026-10

Accepting Rural Business Development 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, Sauk, Columbia, Dodge, Jefferson, and Rock; 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 is understood to include $299,439 in cash and $86,025 in outstanding loan portfolio as of April 1, 2026, and there is no other property acquired with or associated with these funds; and

WHEREAS, MadREP has asked CARPC to take on administration of this fund; and

WHEREAS, CARPC is coordinating this transfer with the advice and assistance of legal counsel; and

WHEREAS, CARPC agrees to utilize these funds for eligible projects in rural areas as defined in 7 CFR part 4280, Subpart E.

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

____
Date Adopted

____
David Pfeiffer, Chairperson

____
Cynthia Richson, Secretary

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573

ph: 608.474.6017
info@capitalarearpc.org

CARPC Resolution No. 2026-09
Creating 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, 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) make recommendations regarding 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 eight (8) members, including one (1) representing each of the counties of Columbia, Dane, Dodge, Jefferson, Rock and Sauk, nominated by the highest elected official in each county or their designee; one (1) member who is a CARPC Commissioner; and one (1) member who is nominated 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 five (5) 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 by 2031 following repayment or forgiveness of the current outstanding loan, use of the funds for rural economic development purposes, and reporting on those activities to the Commission as described herein; and

BE IT FURTHER RESOLVED that the Commission will accept from MadREP the transfer of the funds and loan described herein for the purposes described herein.

______________________ ______________________________

Date Adopted David Pfeiffer, Chairperson

____

Cynthia Richson, Secretary

CAPITAL AREA RPC
100 State St, Ste 400, Madison, WI 53703-2573

ph: 608.474.6017
info@capitalarearpc.org

CARPC Resolution No. 2026-08
CARPC Support for the Economic Development of our Region

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, in the preparation of A Greater Madison Vision in 2019 and adoption of the 2050 Regional Development Framework in 2022, the Commission identified three overarching goals for regional development: reduce greenhouse gas emissions and foster community resilience to climate change; increase access to jobs, housing and services for all people; and conserve farmland, water resources, natural areas, and fiscal resources; and

WHEREAS, CARPC established in adoption of the 2050 Regional Development Framework its current vision for "a region where communities create exceptional quality of life for all by working together to solve regional challenges;" 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...act as a coordinating agency for programs and activities of local units and agencies as they relate to its objectives;" and

WHEREAS, economic systems, like natural ecosystems and water systems, function across political and jurisdictional boundaries and the health of all such systems within Dane County is intertwined with and dependent upon the health of those systems in the counties and communities around Dane County; and

WHEREAS, CARPC has a long history of collaboration with partner organizations that focus on economic development and business success, where our role has been to provide data, land use planning expertise, and support for the needs of local governments as part of efforts to directly and indirectly promote economic development; and

WHEREAS, CARPC Resolution 2025-05 Guidelines on Providing Services Outside Dane County establishes CARPC's ability to offer services in the five adjacent counties not affiliated with another regional planning commission, including Columbia, Dodge, Jefferson, Rock and Sauk, provided those services are not funded by Dane County taxpayers;

NOW, THEREFORE BE IT RESOLVED that the Capital Area Regional Planning Commission reaffirms its commitment to the economic vitality and resilience of our region and seeks to help communities across our region increase access to jobs, housing, and services for all people in our region; and

BE IT FURTHER RESOLVED that our core focus is on quality of life, requiring that any promotion of economic development and business success remain in balance with effective stewardship of our natural systems and resources, especially our lands and our waters; and

BE IT FURTHER RESOLVED that except as otherwise required by law or policy, CARPC will not act to support economic development initiatives or projects through the use of staff time or funding assistance that the Commission determines to be incompatible with sound land development practices due to unmitigated threats to water quality or unsustainable fiscal commitments around the maintenance of inefficient infrastructure; and

BE IT FURTHER RESOLVED that CARPC may operate in support of economic vitality and quality of life in the Counties of Columbia, Dodge, Jefferson, Rock, and Sauk where those operations are requested by a community in those counties and are not funded by Dane County taxpayers; and

BE IT FURTHER RESOLVED that CARPC will not use one-time funding sources specifically related to economic development services either to hire additional CARPC staff or to fund more than 2% of the annual agency payroll; and

BE IT FURTHER RESOLVED that CARPC will continue to partner, coordinate, and communicate with other organizations focused on economic development across the region, including but not limited to the Greater Madison Chamber of Commerce, within the limits described herein; and

BE IT FURTHER RESOLVED that CARPC exists to help communities work together and will not support through funding or staff assistance economic development initiatives that are likely to deteriorate or impede collaborative intergovernmental relationships.

____
Date Adopted

____
David Pfeiffer, Chairperson

____
Cynthia Richson, Secretary