

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

**Monday, June 8, 2026**

**Zoom Webinar**

**5:15 pm**

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**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](mailto: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](mailto: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 May 11, 2026 Executive Committee Meeting (*actionable item*)**
4. **Acknowledgement of Receipt – April 2026 Financial Management Report (*actionable item*)**
5. 2025 Draft Audit Presentation by Johnson Block
6. **Approval of Agreement with City of Fitchburg and Village of Oregon for Intergovernmental Agreement Assistance Services, up to \$25,000 for 2026-2028 (*actionable item*)**
7. **Approval of Agreement with Town of Springfield for Planning and Transfer of Development Rights (TDR) Administration Services, up to \$12,000/year (*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.

8. **Approval of Agreements with City of Stoughton for Growth Area and Boundary Planning Assistance Services, up to \$14,100 for 2026 (*actionable item*)**
9. **Approval of Agreement with the City of Sun Prairie for Mapping and Data Services, up to \$6,750 in 2026 (*actionable item*)**
10. **CARPC Resolution 2026-13, Approving the 2027 Preliminary Budget and Dane County Charge – Recommendation to Commission (*actionable item*)**
11. **Future Agenda Items (next meeting is **Monday, July 6, 2026, via Zoom, at 5:15 pm**)**
  - a. 2027 Cost Allocation Plan (July)
12. **Adjournment**

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

**May 11, 2026**

**Zoom Webinar**

**5:15 pm**

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**Commissioners Present:** Heidi Murphy, Peter McKeever, Cynthia Richson, David Pfeiffer, and Bill Tishler

**Commissioners Absent:** Maureen Crombie

**Staff Present:** Jason Valerius, Matt Kozlowski

**Others Present:**

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 5:15 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

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

**Motion:** Vice Chair Murphy moved to approve minutes of the April 6, 2026 meeting. Commissioner McKeever seconded.

*The motion carried unanimously.*

4. **Acknowledgement of Receipt – March 2026 Financial Management Report (*actionable item*) (5:17 pm)**

**Motion:** Commissioner McKeever moved to acknowledge receipt of the March 2026 Financial Management Report. Vice Chair Murphy seconded.

*The motion carried unanimously.*

5. **Approval of Annual Agreement to Provide Water Quality Management Planning Assistance to the Wisconsin Department of Natural Resources, \$95,000 for 2026 (*actionable item*) (5:18 pm)**

Commissioner Richson advised that staff exceeded its authority under CARPC Bylaws, Article II – Section 6, by signing this contract without first obtaining CARPC Commission approval, which constitutes a material weakness in internal controls. She further advised that similar contracts had been approved by the Commission in prior years in July of 2025 and in June of 2024. Therefore, Commission approval of this contract would've been appropriate in May of 2026.

Jason Valerius noted that the premature signing was an unintended error that will be avoided in the future.

**Motion:** Vice Chair Murphy moved to recommend approval of the agreement. Commissioner Tishler seconded.

*The motion carried 4-0-1; Commissioner Richson abstained due to the weakness in internal controls.*

6. **Approval of Water Quality Management Planning Grant Agreement with the Wisconsin Department of Natural Resources for Chloride Planning Activities in Starkweather Creek, \$25,000 for 2026-2027 (*actionable item*) (5:22 pm)**

Commissioner Richson advised that staff exceeded its authority under CARPC Bylaws, Article II – Section 6, by signing this contract without first obtaining CARPC Commission approval, which constitutes a material weakness in internal controls. She further advised that similar contracts had been approved by the Commission in prior years in July of 2015 and in June of 2024. Therefore, Commission approval of this contract would've been appropriate in May of 2026.

Jason Valerius provided additional context for the background and purpose of the contract.

**Motion:** Commissioner McKeever moved to recommend approval of the agreement. Vice Chair Murphy seconded.

*The motion carried 4-0-1; Commissioner Richson abstained due to the weakness in internal controls.*

7. **Approval of Agreements with USGS and Various Regional Stakeholders for Cooperative Monitoring within the Yahara River Watershed for 2026 (actionable item) (5:27 pm)**

Jason Valerius provided an overview of the agreement.

**Motion:** Vice Chair Murphy moved to recommend approval of the agreement. Commissioner McKeever seconded.

*The motion carried unanimously.*

8. **Draft CARPC Budget Policy – Staff Presentation and Discussion (5:29 pm)**

Jason Valerius provided an overview of the draft budget policy.

Commissioner McKeever noted concern that we don't want to create requirements that would force the Commission to make amendments to the budget unnecessarily.

Jason Valerius noted that there is often uncertainty about when an amendment is required and what understanding the various decision makers have about the budget. This policy is intended to remove that uncertainty.

Commissioner Richson noted that budget amendments should be rare and asked for more details on why this policy is necessary.

Chair Pfeiffer noted that CARPC's budget gets adopted earlier in the year than many other units of government, and this often leads to more uncertainty and unknowns.

Vice Chair Murphy asked to hear an opinion from our auditors and/or outside accountants.

Commissioner McKeever stated that some of the opinions and direction should also come from the Budget and Personnel Panel ("BPP").

9. **2027 Preliminary CARPC Budget Scenarios – Staff Presentation and Discussion (5:59 pm)**

Jason Valerius provided an overview of the draft budget policy.

10. **Future Agenda Items (next meeting is Monday, June 8, 2026, via Zoom at 5:15 pm)**

- a. 2025 Draft Audit Presentation (June)
- b. 2027 Budget and County Levy Charge Recommendation (June)
- c. 2026-2028 Joint Planning Services Agreement with Fitchburg and Oregon (June)
- d. 2027 Cost Allocation Plan (June/July)
- e. Air Quality Monitoring Discussion

11. Adjournment

**Motion:** Commissioner McKeever moved to adjourn. Commissioner Murphy seconded.

*The motion carried unanimously. Meeting was adjourned at 6:24 pm.*

**Re: Acknowledgement of Receipt – April 2026 Financial Management Report (*actionable item*)****Requested Action:**

Motion to Acknowledge Receipt of April 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. April 2026 Financial Management Report

**Staff Contact:**

Matt Kozlowski  
Administrative Services Manager  
[MatthewKoz@CapitalAreaRPC.org](mailto: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 April 30, 2026



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Prepared by  
**Berndt CPA**

Prepared on  
**May 29, 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 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

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

	<b>Total</b>	
	<b>As of Apr 30, 2026</b>	<b>As of Mar 31, 2026 (PP)</b>
<b>ASSETS</b>		
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	
<b>Total Bank Accounts</b>	<b>878,913</b>	<b>969,761</b>
Accounts Receivable		
1105 PROJECT AND GRANTS REC	180,467	207,202
<b>Total Accounts Receivable</b>	<b>180,467</b>	<b>207,202</b>
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
<b>Total 1150 PREPAID EXPENSES</b>	<b>35,170</b>	<b>26,041</b>
1170 UNDEPOSITED FUNDS	17,772	8,281
<b>Total Other Current Assets</b>	<b>585,061</b>	<b>530,371</b>
<b>Total Current Assets</b>	<b>1,644,441</b>	<b>1,707,334</b>
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,172)	(7,172)
<b>Total 1200 FURNITURE AND EQUIPMENT</b>	<b>-</b>	<b>-</b>
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(3,629)	(3,595)
<b>Total Fixed Assets</b>	<b>2,447</b>	<b>2,481</b>
<b>TOTAL ASSETS</b>	<b>1,646,889</b>	<b>1,709,815</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	54,758	3,094
<b>Total Accounts Payable</b>	<b>54,758</b>	<b>3,094</b>
Credit Cards		
3002 PARK BANK CREDIT CARD	-	-
3003 CREDIT CARD	4,784	1,642
<b>Total 3002 PARK BANK CREDIT CARD</b>	<b>4,784</b>	<b>1,642</b>
Total Credit Cards	<b>4,784</b>	<b>1,642</b>

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
<b>Total Other Current Liabilities</b>	<b>963,276</b>	<b>1,050,781</b>
<b>Total Current Liabilities</b>	<b>1,022,818</b>	<b>1,055,516</b>
<b>Total Liabilities</b>	<b>1,022,818</b>	<b>1,055,516</b>
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)
<b>Total Equity</b>	<b>624,070</b>	<b>654,299</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,646,889</b>	<b>1,709,815</b>

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**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
<b>Revenue</b>				
5000 PROPERTY TAX REVENUE	-	-	-	
5001 DANE COUNTY PROP TAX-OTH	96,747	386,986	1,160,959	33.33%
<b>Total 5000 PROPERTY TAX REVENUE</b>	<b>96,747</b>	<b>386,986</b>	<b>1,160,959</b>	<b>33.33%</b>
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%
<b>Total 5100 STATE/FEDERAL GRANTS</b>	<b>26,866</b>	<b>100,071</b>	<b>264,457</b>	<b>37.84%</b>
5150 OTHER GRANTS	5,000	15,000	-	
<b>5200 PASS THROUGH REVENUE</b>	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	-	2,009	7,093	28.33%
5220 COOP WATER RESOURCE MONITORING	8,563	24,000	68,200	35.19%
<b>Total 5200 PASS THROUGH REVENUE</b>	<b>8,563</b>	<b>26,009</b>	<b>75,293</b>	<b>34.54%</b>
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%
<b>Total 5300 FEES REVENUE</b>	<b>4,400</b>	<b>14,978</b>	<b>110,000</b>	<b>13.62%</b>
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	5,091	20,681	140,000	14.77%
<b>Total 5400 SERVICES REVENUE</b>	<b>5,091</b>	<b>20,681</b>	<b>140,000</b>	<b>14.77%</b>
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%
<b>Total 5500 OTHER REVENUE</b>	<b>8,762</b>	<b>34,774</b>	<b>175,123</b>	<b>19.86%</b>
7000 REVENUE REFUNDS	-	-	-	
<b>Total Revenue</b>	<b>155,429</b>	<b>598,500</b>	<b>1,925,832</b>	<b>31.08%</b>
<b>Gross Profit</b>	<b>155,429</b>	<b>598,500</b>	<b>1,925,832</b>	<b>31.08%</b>
<b>Expenditures</b>				
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%
<b>Total 6000 SALARIES AND LEAVE TIME</b>	<b>110,264</b>	<b>399,674</b>	<b>1,102,222</b>	<b>36.26%</b>
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%

6059 WORKER'S COMPENSATION	-	-	2,771	0.00%
<b>Total 6050 FRINGE BENEFITS</b>	<b>37,045</b>	<b>157,169</b>	<b>505,102</b>	<b>31.12%</b>
6100 OCCUPANCY	-	-	-	
6101 RENT	4,382	17,530	51,833	33.82%
<b>Total 6100 OCCUPANCY</b>	<b>4,382</b>	<b>17,530</b>	<b>51,833</b>	<b>33.82%</b>
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	-	
<b>Total 6200 CONTRACTED SERVICES</b>	<b>2,150</b>	<b>8,159</b>	<b>27,000</b>	<b>30.22%</b>
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%
<b>Total 6300 FINANCIAL SERVICES</b>	<b>6,022</b>	<b>16,193</b>	<b>62,685</b>	<b>25.83%</b>
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%
<b>Total 6400 TRAVEL AND TRAINING</b>	<b>931</b>	<b>4,879</b>	<b>26,894</b>	<b>18.14%</b>
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%
<b>Total 6500 OFFICE EXPENSES</b>	<b>4,818</b>	<b>6,162</b>	<b>18,890</b>	<b>32.62%</b>
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%
<b>Total 6600 INFORMATION TECHNOLOGY</b>	<b>1,604</b>	<b>7,881</b>	<b>25,588</b>	<b>30.80%</b>
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	350	1,550	8,000	19.38%
6702 COMMISSION TRAVEL	-	91	840	10.82%
<b>Total 6700 COMMISSION</b>	<b>350</b>	<b>1,641</b>	<b>8,840</b>	<b>18.56%</b>
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%
<b>Total 6800 PASS THROUGH EXPENSES</b>	<b>17,050</b>	<b>70,209</b>	<b>73,657</b>	<b>95.32%</b>
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%
<b>Total 6900 OTHER</b>	<b>1,041</b>	<b>12,113</b>	<b>15,053</b>	<b>80.47%</b>
Uncategorized Expense	-	-	-	

**Total Expenditures**  
**Net Operating Revenue**  
**Net Revenue**

<b>185,657</b>	<b>701,609</b>	<b>1,917,764</b>	<b>36.58%</b>
<b>(30,229)</b>	<b>(103,109)</b>	<b>8,068</b>	<b>-1278.00%</b>
<b>(30,229)</b>	<b>(103,109)</b>	<b>8,068</b>	<b>-1278.00%</b>

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**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
<b>Total City of Evansville</b>	<b>\$ 2,546</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,546</b>
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
<b>Total WI Department of Military Affairs</b>	<b>\$ -</b>	<b>\$ 19,497</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,497</b>
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
<b>Total WI Department of Natural Resources</b>	<b>\$ 29,687</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,090</b>	<b>\$ 43,777</b>
Wyser Engineering, LLC	1,000				1,400	2,400
<b>TOTAL</b>	<b>\$ 36,266</b>	<b>\$ 19,497</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>\$ 122,704</b>	<b>\$ 180,467</b>

**Re: 2025 Draft Audit Presentation by Johnson Block****Requested Action:**

None.

**Background:**

Each year, CARPC conducts an annual audit to provide transparency and accountability in our operations while also ensuring that public funds are handled with proper care and controls.

Johnson Block CPAs conducted an audit of financial statements and operations for 2025 and will present the draft report for informational purposes. Audit documents here are still subject to changes in the final stages of the review process, but CARPC staff and Berndt CPAs will meet with Johnson Block to address any questions or concerns resulting from the final audit report.

**Staff Comments:**

None.

**Attachments:**

1. 2025 Draft Audit Report
2. Draft Audit Communications to Commission
3. Audit Presentation and Overview

**Staff Contact:**

Matt Kozlowski  
Administrative Services Manager  
[MatthewKoz@CapitalAreaRPC.org](mailto:MatthewKoz@CapitalAreaRPC.org)  
(608) 474-6017

**Next Steps:**

Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

Finalize audit materials.

Finalize Annual Report to include audited financials.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
Madison, Wisconsin**

**FINANCIAL STATEMENTS WITH  
INDEPENDENT AUDITOR'S REPORT**

**December 31, 2025**

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**CAPITAL AREA REGIONAL PLANNING COMMISSION**

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**December 31, 2025**

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## INDEPENDENT AUDITOR'S REPORT

To the Commissioners  
Capital Area Regional Planning Commission  
Madison, Wisconsin

### ***Opinion***

We have audited the business-type activities of the Capital Area Regional Planning Commission, as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Capital Area Regional Planning Commission's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Capital Area Regional Planning Commission, as of December 31, 2025, and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Capital Area Regional Planning Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Capital Area Regional Planning Commission's ability to continue as a going concern for one year after the date that the financial statements are issued.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Capital Area Regional Planning Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Capital Area Regional Planning Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Wisconsin Retirement System schedules and Local Retiree Life Insurance Fund schedules be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Johnson Block & Company, Inc.  
Date XX, 2026

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# Capital Area Regional Planning Commission

## Management's Discussion and Analysis

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The discussion and analysis of the financial performance of the Capital Area Regional Planning Commission (Commission) provides an overview of financial activities for the calendar year ended December 31, 2025. The analysis focuses on the Commission's financial performance as a whole. Efforts have been made to provide comparison to prior year data when such data is available. It should be read in conjunction with the Commission's financial statements, which immediately follow this section.

### FINANCIAL HIGHLIGHTS

The Commission's financial statements reflect the following:

- On December 31, 2025, the Commission reported combined net position of \$834,984, a decrease of \$44,130 from 2024. Of this amount, \$832,605 is considered unrestricted net position and \$2,379 is the Commission's net investment in capital assets.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of two parts: Management's Discussion and Analysis (this section) and the basic financial statements. The Commission is a self-supporting entity and follows enterprise fund reporting; accordingly, the financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Enterprise fund statements offer short-and long-term financial information about the activities and operations of the Commission.

- The Statement of Net Position includes all Commission assets, deferred outflows, liabilities, and deferred inflows, and provides information about the nature and amount of investments in resources and obligations to creditors. This statement provides the basis for evaluating the capital structure and assessing the liquidity and financial flexibility of the Commission.
- The Statement of Revenues, Expenses, and Changes in Net Position provides an indication of the Commission's financial health.
- The Statement of Cash Flows report the cash provided and used by operating activities, as well as other cash sources such as investment.

These financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The notes are followed by a section of required supplementary information that further explains and supports the information in the financial statements. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

**Capital Area Regional Planning Commission**  
Management's Discussion and Analysis

**COMMISSION FINANCIAL ANALYSIS**

An analysis of the Commission's financial position begins with a review of the Statements of Net Position, and the Statement of Revenues, Expenses and Changes in Net Position report information. These two statements report the Commission's net position and changes therein. The Commission's net position-the difference between assets and liabilities and deferred outflows and inflows is key to measuring the financial health of the Commission. Over time, increases or decreases in the net position value are an indicator of whether the financial position is improving or deteriorating. However, it should be noted that the financial position can also be affected by other non-financial factors, including economic conditions, customer growth, climate conditions and new regulations.

A summary of the Commission's Statement of Net Position is presented below in Table 1.

**Table 1**  
**Condensed Statement of Net Position**

	<u>2025</u>	<u>2024</u>
<b>ASSETS</b>		
Current and other assets	\$ 1,046,046	\$ 1,024,067
Capital assets	184,727	232,904
<b>Total assets</b>	<b>1,230,773</b>	<b>1,256,971</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>405,135</b>	<b>539,173</b>
<b>LIABILITIES</b>		
Long-term liabilities	315,619	358,863
Other liabilities	248,808	219,942
<b>Total liabilities</b>	<b>564,427</b>	<b>578,805</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>236,497</b>	<b>338,225</b>
<b>NET POSITION</b>		
Net investment in capital assets	2,379	2,987
Unrestricted	832,605	876,127
<b>Total net position</b>	<b>\$ 834,984</b>	<b>\$ 879,114</b>

**Capital Area Regional Planning Commission**  
**Management’s Discussion and Analysis**

**COMMISSION FINANCIAL ANALYSIS (Continued)**

Net investment in capital assets represents the value of assets like buildings, equipment, or infrastructure, less any related debt or liabilities incurred to acquire or build these assets. The Commission does not have any significant debts or capital assets due to the nature of the entity. Net investment in capital assets decreased by \$608 or 16.9%, due to annual depreciation expense.

Unrestricted net positions is the portion of net position that is available for general use. These are assets that are not restricted and can be used to meet the Commission’s ongoing financial obligations. The unrestricted net position decreased by \$43,522 or 5%. This is primarily due to an operating loss of \$74,913 less non-operating income of \$30,783.

The Commission’s revenues, expenses, and changes in net position are summarized below in Table 2.

**Table 2**  
**Condensed Statement of Revenues, Expenses and Changes in Net Position**

	<u>2025</u>	<u>2024</u>
<b>REVENUES</b>		
Operating revenues	\$ 1,941,040	\$ 1,766,990
Non-operating revenues	30,783	40,935
Total revenues	1,971,823	1,807,925
<b>EXPENSES</b>		
Operating expenses	1,963,419	1,775,334
Lease amortization	48,163	47,934
Interest expense on lease	4,371	5,284
Total expenses	2,015,953	1,828,552
<b>Change in net position</b>	<u>\$ (44,130)</u>	<u>\$ (20,627)</u>

As previously noted, the Statement of Net Position shows the Commission’s financial position as of December 31, 2025. The specific nature or source of these changes then becomes more evident in the Statement of Statement of Revenues, Expenses and Changes in Net Position as shown above in Table 2.

Revenues in 2025 increased by \$163,898 (approximately 9.07%) compared to the prior year primarily due to an increase in stream crossing inventory projects, flood resiliency assessments, and additional appropriations from Dane County.

Expenses increased \$187,401 (approximately 10.25%) compared to the prior year primarily due to increased stream crossing inventory projects, flood resiliency assessments and increased employee benefit costs.

**Capital Area Regional Planning Commission**  
**Management's Discussion and Analysis**

**COMMISSION FINANCIAL ANALYSIS (Continued)**

Net position decreased by \$44,130 in 2025 compared to a decrease of \$20,627 in 2024.

At December 31, 2025, the Commission had \$184,727 in capital assets, a decrease of \$48,177 from 2024. This investment in capital assets includes furniture and equipment, leasehold improvements, and leased office space. Additional information on capital assets can be found in Note 4 of this report.

**Capital Assets**

	<b>2025</b>	<b>2024</b>
Furniture and equipment	\$ 7,171	\$ 7,171
Leasehold improvements	6,077	6,077
Accumulated depreciation	(10,869)	(10,261)
Right-of-use lease asset	372,625	372,625
Accumulated amortization	(190,277)	(142,708)
Net capital assets	\$ 184,727	\$ 232,904

On December 31, 2025, the Commission had total long-term liabilities outstanding of \$315,619. During the fiscal year, the Commission's long-term obligations decreased by \$43,244.

**Table 4**  
**Outstanding Long-term**

	<b>2025</b>	<b>2024</b>
Compensated absences	\$ 83,700	\$ 60,998
Net pension liability	66,425	57,555
Lease	148,581	197,087
Other postemployment benefits	16,913	43,223
Total	\$ 315,619	\$ 358,863

**Capital Area Regional Planning Commission**  
Management's Discussion and Analysis

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**FACTORS BEARING ON THE COMMISSION'S FUTURE**

The Commission receives most of its revenue from a budget appropriation from Dane County and fees from area municipalities. This revenue base results in a stable revenue base since the Dane County appropriation is part of their general levy. However, levy reductions at the County level could lead to a reduced appropriation allocation to the Commission.

**CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT**

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the Commission's finances. If you have questions about this report or need additional financial information, contact Matt Kozlowski, Administrative Services Manager at the Commission, 100 State St #400, Madison, WI 53703, or call (608) 474-6017.

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**CAPITAL AREA REGIONAL PLANNING COMMISSION**  
**STATEMENT OF NET POSITION**  
**December 31, 2025**

**Assets**

Current Assets	
Cash and cash equivalents	\$ 686,752
Receivables	
Other receivables	20,500
Due from other governments	332,304
Prepaid expenses	6,490
Total Current Assets	<u>1,046,046</u>
Non-Current Assets	
Lease - right-of-use	372,625
Less: accumulated amortization	(190,277)
Furniture and equipment	13,248
Less: accumulated depreciation	(10,869)
Total Non-Current Assets	<u>184,727</u>
Total Assets	<u>1,230,773</u>

**Deferred Outflows of Resources**

Related to pension	395,822
Related to other post-employment benefits	9,313
Total Deferred Outflows of Resources	<u>405,135</u>

**Total Assets and Deferred Outflows of Resources**

\$ 1,635,908

**Liabilities**

Current Liabilities	
Accounts payable	\$ 106,495
Accrued liabilities	44,301
Interest payable	328
Lease	48,506
Compensated absences	49,178
Total Current Liabilities	<u>248,808</u>
Non-Current Liabilities	
Compensated absences	83,700
Net Pension Liability	66,425
Lease	148,581
Net other post-employment benefit liability	16,913
Total Non-Current Liabilities	<u>315,619</u>
Total Liabilities	<u>564,427</u>

**Deferred Inflows of Resources**

Related to pension	196,109
Related to other post-employment benefits	40,388
Total Deferred Inflows of Resources	<u>236,497</u>

**Net Position**

Net investment in capital assets	2,379
Unrestricted	832,605
Total Net Position	<u>834,984</u>

**Total Liabilities, Deferred Inflows of Resources, and Net Position**

\$ 1,635,908

See accompanying notes to the financial statements.

**CAPITAL AREA REGIONAL PLANNING COMMISSION**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**For the Year Ended December 31, 2025**

<b>Operating Revenues</b>	
County appropriation	\$ 1,173,808
Federal and state grants	244,282
Water resource monitoring	197,783
Wisconsin Salt Wise program	146,377
Other local governments	105,595
Sewer extension fees	43,200
Sewer service amendment fees	25,608
Miscellaneous	4,387
Total Operating Revenues	<u>1,941,040</u>
<b>Operating Expenses</b>	
Salaries and wages	1,052,481
Employee benefits	432,944
Professional services	393,522
Travel and conferences	30,291
Office supplies and expenses	42,732
Insurance	11,449
Lease amortization	48,163
Interest expense on lease	4,371
Total Operating Expenses	<u>2,015,953</u>
Operating Income (Loss)	<u>(74,913)</u>
<b>Non-Operating Revenues</b>	
Interest income	<u>30,783</u>
Total Non-Operating Revenues	<u>30,783</u>
Change in Net Position	<u>(44,130)</u>
Net Position - Beginning of Year	<u>879,114</u>
Net Position - End of Year	<u><u>\$ 834,984</u></u>

See accompanying notes to the financial statements.

**CAPITAL AREA REGIONAL PLANNING COMMISSION**  
**STATEMENT OF CASH FLOWS**  
**For the Year Ended December 31, 2025**

<b>Cash Flows from Operating Activities</b>	
Received from grants and charges for services	\$ 1,679,815
Paid to employees and benefit providers	(1,438,538)
Paid to suppliers for goods and services	(486,238)
Net Cash Flows Provided (Used) by Operating Activities	<u>(244,961)</u>
 <b>Cash Flows from Investing Activities</b>	
Investment income	<u>30,783</u>
Net Cash Flows Provided (Used) by Investing Activities	<u>30,783</u>
 Net Change in Cash and Cash Equivalents	 (214,178)
 <b>Cash and Cash Equivalents - Beginning of Year</b>	 <u>900,930</u>
 <b>Cash and Cash Equivalents - End of Year</b>	 <u><u>\$ 686,752</u></u>
 <b>Reconciliation of Operating Income (Loss) to Net Cash Used by Operating Activities</b>	
Operating income (loss)	\$ (74,913)
Noncash items in operating income (loss)	
Depreciation	608
Changes in assets, liabilities, and deferrals	
Unbilled accounts receivable	(1,444)
Due from other governments	(259,781)
Prepaid expenses	25,068
Accounts payable	17,660
Compensated absences	23,652
Accrued liabilities	8,365
Pension related	19,529
Other post-employment benefits related	(4,659)
Lease related	<u>954</u>
 Net Cash Flows Provided (Used) by Operating Activities	 <u><u>\$ (244,961)</u></u>

See accompanying notes to the financial statements.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2025**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Capital Area Regional Planning Commission (Commission) is a public agency formed under Section 66.0309 of the Wisconsin Statutes. The Commission was created on May 2, 2007 by Executive Order #197 from the Office of the Governor. The function of the agency is to serve as the regional planning and area wide water quality management planning entity for the Dane County, Wisconsin region. The reporting entity for the Commission is based upon criteria set forth by statements issued by the Governmental Accounting Standards Board. All functions of the Commission for which it exercises oversight responsibility are included. The oversight responsibility includes, but is not limited to, financial interdependency between the Commission and component units; control by the Commission over selection of the entity's governing authority or designation of management; the ability to significantly influence operations; and accountability for fiscal matters.

The accounting policies of the Commission conform to accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing accounting and financial reporting principles. The following is a summary of the more significant policies.

**Reporting Entity**

The reporting entity of the Commission is based upon criteria set forth by GASB Statement No. 61, *The Financial Reporting Entity: Omnibus an Amendment to GASB Statements No. 14 and No. 34*. The reporting entity for the Commission consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. If a primary government appoints a voting majority of an organization's officials or if the organization is fiscally dependent on the primary government and there is a potential for those organizations either to provide specific financial benefits to, or to impose specific financial burdens on, the primary government, the primary government is financially accountable for those organizations. An organization has a financial benefit or burden relationship with the primary government if, for example, any one of these conditions exists. The primary government may be financially accountable if an organization is fiscally dependent on the primary government.

**Measurement Focus and Basis of Accounting**

For financial reporting purposes, the Commission is considered a special-purpose government engaged only in business-type activities. Accordingly, the financial statements of the Commission have been prepared using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2025**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Use of Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could differ from those estimates.

**Cash and Cash Equivalents**

The Commission's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the Local Government Investment Pool, and short-term investments with original maturities less than ninety days from date of acquisition.

The Commission may invest available cash balances in time deposits of authorized depositories, US Treasury obligations, US agency issues, high grade commercial paper, and the local government pooled investment fund administered by the state investment board.

**Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

**Capital Assets**

Capital assets are reported at historical cost, or estimated historical cost. The Commission capitalizes equipment having a cost of \$5,000 or more. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized. Donated capital assets are valued at their estimated fair value market value at the time of receipt. Interest costs incurred during construction are not capitalized and are not considered material.

Capital assets are depreciated using the straight-line method over the estimated useful lives, which range from four to ten years for equipment.

**Leases**

Right-of-use lease assets are initially measured as an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives and plus ancillary changes necessary to place the lease into service. The right-of-use lease asset is amortized on the straight-line basis over the life of the related lease. Lease liabilities are recognized at the present value of the expected payments to be made during the lease term.

**Receivables**

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the financial statements.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2025**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Compensated Absences**

The Commission has adopted various policies in regard to accumulation of sick leave and vacation time. Unused sick leave is accumulated from year to year to a maximum of 1,700 hours (212.5 days) until retirement. At employee retirement the accumulated sick leave will be converted to a monetary value which shall be available, at the retiring employee's option, to be placed in a medical/dental reimbursement trust, known as a PRIME Plan, or in a 401(a) Benefit Plan. Vacation time earned in one accounting period and carried over to the next period is recorded as a liability in the Commission's financial statements.

**Deferred Outflows/Inflows of Resources**

In addition to assets, the statement of net position will report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense) until then.

In addition to liabilities, the statement of net position will report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

The Commission has deferred outflows of resources and deferred inflows of resources related to pension and other post-employment benefits activity at December 31, 2025.

**County Appropriations**

In accordance with state statutes, the amount charged to a local government unit shall not exceed .003% of such equalized value unless the governing body expressly approves the amount in excess of such percentage. In addition, the Dane County municipalities petitioning for creation of the Commission included a provision that the Commission budget may not exceed .0017% of equalized value. For the 2025 budget, the Commission assessed Dane County a charge of \$1,173,808.

**Revenues and Expenses**

The Commission distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services in connection with the Commission's principal ongoing operations. The principal operating revenues of the Commission are county charges and fees for service, which come primarily from grants and projects for local governments. Operating expense include the cost of sales and services, administrative expenses and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

**CAPITAL AREA REGIONAL PLANNING COMMISSION**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2025**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Net Position**

*Net Investment in Capital Assets* – Consists of capital assets including restricted capital assets, net of accumulated depreciation less the outstanding balances of any bonds, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets plus unspent proceeds.

*Restricted Net Position* – Consists of net position with constraints placed on use by 1) external groups such as creditors, grantors, or contributors, or 2) law through constitutional provisions or enabling legislation.

*Unrestricted Net Position* – All other net position that do not meet the definition of “restricted” or “net investment in capital assets”.

**Pensions**

The fiduciary net position of the Wisconsin Retirement System (WRS) has been determined using the flow of economic resources measurement focus and accrual basis of accounting. This includes for purposes of measuring the following:

- Net Pension Liability (Asset),
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions,
- Pension Expense (Revenue).

Information about the fiduciary net position of the WRS and additions to/deductions from WRS’ fiduciary net position have been determined on the same basis as they are reported by the WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**Other Post-Employment Benefits (OPEB)**

The fiduciary net position of the Local Retiree Life Insurance Fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the following:

- Net OPEB Liability (Asset),
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs, and
- OPEB Expense (Revenue).

Information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIF's fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of member contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
 NOTES TO FINANCIAL STATEMENTS  
 DECEMBER 31, 2025**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Change in Accounting Principles**

Effective January 1, 2025, the Commission adopted GASB Statement No. 102, *Certain Risk Disclosures*. GASB 102 was issued to improve transparency by providing users of financial statements with information about risks that could significantly affect a government’s ability to meet obligations and provide services. The Commission did not have any certain risks requiring disclosure in the financial statements.

**2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**Budgetary Information**

The Commission’s budget is adopted in accordance with Chapter 66.0309 of the Wisconsin Statutes. Changes to appropriations authorized in the adopted budget generally require a vote of two-thirds of the entire membership of the governing body. Budgetary expenditure control is exercised at the individual account level.

**3. CASH AND CASH EQUIVALENTS**

The Commission’s cash and cash equivalents consist of the following at December 31, 2025:

	Statement Balances	Carrying Value	Risk
Deposit with financial institutions	\$ 100,296	\$ 100,296	Custodial credit
LGIP	586,456	586,456	Credit, interest rate
Total cash and cash equivalents	<u>\$ 686,752</u>	<u>\$ 686,752</u>	

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**3. CASH AND CASH EQUIVALENTS (CONTINUED)**

*Credit Risk*

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. To limit credit risk, the Commission is limited to investments authorized by Wisconsin State Statutes including the following:

- (1) Deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this State;
- (2) Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government;
- (3) Bonds or securities of any county, drainage district, technical college, village, city, town, or school district of this State;
- (4) Any security which matures or which may be tendered for purchase at the option of the holder within not more than seven years of the date on which it is acquired, if that security has a rating which is the highest or second highest rating category assigned by Standard & Poor's Corporation, Moody's investor service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating;
- (5) The local government pooled-investment fund as established under Section 25.50 of the Wisconsin Statutes;
- (6) Agreements in which a public depository agrees to repay funds advanced to it by the Commission, plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government;
- (7) Securities of an open-ended management investment company or investment trust, subject to various conditions and investment options;
- (8) Bonds issued by the University of Wisconsin Hospital Clinics Authority and the Wisconsin Aerospace Authority, a local exposition district, a local professional baseball park district, a local football stadium district, or a local arts district.

The Commission has adopted an investment policy which permits all investments authorized under state statutes as described above.

*Custodial Credit Risk*

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Commission would not be able to recover its deposits or would not be able to recover collateral securities that are in the possession of an outside party.

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000. Bank accounts and the local government investment pool are also insured by the State Deposit Guarantee Fund in the amount of \$1,000,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations. As of December 31, 2025, none of the Commission's deposits were exposed to custodial credit risk.

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**3. CASH AND CASH EQUIVALENTS (CONTINUED)**

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board (SWIB). The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. All investments are valued at amortized cost by the SIF for purposes of calculating earnings to each participant. Specifically, the SIF distributes income to pool participants monthly, based on their average daily share balance. Distributions include interest income based on stated rates (both paid and accrued), amortization of discounts and premiums on a straight-line basis, realized investment gains and losses calculated on an amortized cost basis, and investment expenses. This method does not distribute to participants any unrealized gains or losses generated by the pool's investments. Detailed information about the SIF is available in separately issued financial statements available at <https://doa.wi.gov/Pages/StateFinances/LGIP.aspx>. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2025, the fair value of the Commission's share of the LGIP's assets was substantially equal to the amount reported above. Information on derivatives was not available to the Commission.

SWIB may invest in obligations of the U.S. Treasury and its agencies, Commercial Paper, Bank Time Deposits/Certificates of Deposit, Bankers' Acceptances, Asset Backed Securities and Repurchase Agreements secured by the U.S. Government or its agencies and other instruments authorized under State Investment Fund investment guidelines.

Investment allocation in the LGIP as of December 31, 2025 was: 97% in U.S. Government Securities and 3% in Certificates of Deposit, Bankers' Acceptance and Time Deposits, Commercial Paper, and Corporate Notes. The Wisconsin State Treasurer updates the investment allocations on a monthly basis.

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**4. CAPITAL ASSETS**

Capital assets activity for the year ended December 31, 2025, was as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
<i>Capital assets, being depreciated</i>				
Office furniture and equipment	\$ 7,171	\$ -	\$ -	\$ 7,171
Leasehold improvements	6,077	-	-	6,077
Subtotal	<u>13,248</u>	<u>-</u>	<u>-</u>	<u>13,248</u>
<i>Accumulated depreciation</i>				
Office furniture and equipment	(7,171)	-	-	(7,171)
Leasehold improvements	(3,090)	(608)	-	(3,698)
Subtotal	<u>(10,261)</u>	<u>(608)</u>	<u>-</u>	<u>(10,869)</u>
Total capital assets being depreciated, net	<u>2,987</u>	<u>(608)</u>	<u>-</u>	<u>2,379</u>
<i>Right-of-use leased assets, being amortized</i>				
Office Space	372,625	-	-	372,625
<i>Less accumulated amortization for</i>				
Office Space	(142,708)	(47,569)	-	(190,277)
Total right-of-use lease assets, net	<u>229,917</u>	<u>(47,569)</u>	<u>-</u>	<u>182,348</u>
Total capital assets, net	<u>\$ 232,904</u>	<u>\$ (48,177)</u>	<u>\$ -</u>	<u>\$ 184,727</u>

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**5. LONG-TERM LIABILITIES**

The Commission’s long-term liabilities consist of one lease payable and compensated absences. The Commission entered into a 10-year office space sub-lease arrangement where the Commission is the lessee. Lease payments increase by 2% annually. A summary of the changes in the long-term liabilities follows:

	Balance 1/1/2025	Increases	Decreases	Balance 12/31/2025
Lease Liability	\$ 243,624	\$ -	\$ (46,537)	\$ 197,087
Compensated Absences	109,226	23,652	-	132,878
	<u>\$ 352,850</u>	<u>\$ 23,652</u>	<u>\$ (46,537)</u>	<u>\$ 329,965</u>

Future principal and interest payments on the lease liability were as follows:

Year Ended December 31,	Principal	Interest	Total
2026	\$ 48,506	\$ 3,500	\$ 52,006
2027	50,535	2,512	53,047
2028	52,625	1,482	54,107
2029	45,421	417	45,838
Total	<u>\$ 197,087</u>	<u>\$ 7,911</u>	<u>\$ 204,998</u>

**6. WISCONSIN RETIREMENT SYSTEM**

**General Information about the Pension Plan**

**Plan description.** The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year and expected to be employed for at least one year from employee’s date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

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**6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)**

**Vesting.** For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

**Benefits Provided.** Employees who retire at or after age 65 (54 for protective occupation employees and 62 for elected official and executive service retirement plan participants, if hired on or before December 31, 2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant’s three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee’s contributions plus matching employer’s contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive actuarially-reduced benefits. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

**Post-Retirement Adjustments.** The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system’s consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the “floor”) set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment (%)	Variable Fund Adjustment (%)
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0
2021	5.1	13.0
2022	7.4	15.0
2023	1.6	(21.0)
2024	3.6	15.0

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**6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)**

**Contributions.** Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$60,929 in contributions from the employer.

Contributions rates as of December 31, 2025 were:

Employee Category	Employee	Employer
General (including teachers, executives and elected officials)	6.95%	6.95%
Protective with Social Security	6.95%	14.95%
Protective without Social Security	6.95%	18.95%

**Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.** At December 31, 2025, the Commission reported a liability (asset) of \$66,425 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2024 and the Total Pension Liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2023, rolled forward to December 31, 2024. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission’s proportion of the net pension liability (asset) was based on the Commission’s share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2024, the Commission’s proportion was 0.00404255% which was an increase of 0.00017149% from its proportion measured as of December 31, 2023.

For the year ended December 31, 2025, the Commission recognized pension expense of \$88,636.

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**6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)**

At December 31, 2025, the Commission reported deferred outflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 206,288	\$ (193,846)
Net differences between projected and actual earnings on pension plan investments	100,937	-
Changes in assumptions	19,709	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	85	(2,263)
Employer contributions subsequent to the measurement date	68,803	-
Total	\$ 395,822	\$ (196,109)

\$68,803 reported as deferred outflows related to pension resulting from the Commission's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ending December 31, 2026. Other amounts reported as deferred outflows of resources related to pension will be recognized in pension expense as follows:

Year Ended December 31:	Net Deferred Outflows (Inflows) of Resources
2026	\$ 39,274
2027	137,040
2028	(34,572)
2029	(10,832)
Total	\$ 130,910

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**6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)**

*Actuarial assumptions.* The Total Pension Liability in the December 31, 2024 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2023
Measurement Date of Net Pension Liability (Asset):	December 31, 2024
	January 1, 2021 - December 31, 2023
Experience Study:	Published November 19, 2024
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases:	
Wage Inflation	3.0%
Seniority/Merit	0.1% - 5.7%
Mortality:	2020 WRS Experience Mortality Table
Post-Retirement Adjustments*	1.7%

\*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate. Includes the impact of known Market Recognition Account deferred gains/losses on the liability for dividend payments.

Actuarial assumptions are based upon an experience study conducted in 2024 that covered a three-year period from January 1, 2021 to December 31, 2023. Based on this experience study, actuarial assumptions used to measure the Total Pension Liability changed from prior year, including seniority (merit) and separation rates. The Total Pension Liability for December 31, 2024 is based upon a roll-forward of the liability calculated from the December 31, 2023 actuarial valuation.

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**6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)**

**Long-Term Expected Return on Plan Assets.** The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns<sup>1</sup>  
As of December 31, 2024

<u>Core Fund Asset Class</u>	<u>Asset Allocation %</u>	<u>Long-Term Expected Nominal Rate of Return %</u>	<u>Long-Term Expected Real Rate of Return %<sup>2</sup></u>
Public Equity	38	7.0	4.3
Public Fixed Income	27	6.1	3.4
Private Equity/Debt	20	9.5	6.7
Inflation Sensitive	19	4.8	2.1
Real Estate	8	6.5	3.8
Leverage <sup>3</sup>	(12)	3.7	1.1
Total Core Fund	100	7.5	4.8
<u>Variable Fund Asset</u>			
U.S. Equities	70	6.5	3.8
International Equities	30	7.4	4.7
Total Variable Fund	100	6.9	4.2

<sup>1</sup>Asset Allocations are managed within established ranges; target percentages may differ from actual monthly allocations

<sup>2</sup>New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.6%

<sup>3</sup>The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. Currently, an asset allocation target of 12% policy leverage is used, subject to an allowable range of up to 20%.

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**6. WISCONSIN RETIREMENT SYSTEM (CONTINUED)**

**Single Discount Rate.** A single discount rate of 6.8% was used to measure the Total Pension Liability for the current and prior year. This single discount rate is based on the expected rate of return on pension plan investments of 6.80% and a municipal bond rate of 4.08% (Source: "20-Bond GO Index" is the Bond Buyer index, general obligation, 20 years to maturity, mixed quality as of December 31, 2024. In describing this index, the Bond Buyer notes that the bonds' average quality is roughly equivalent to Moody's Investors Service's Aa2 rating and Standard and Poor's Corp.'s AA.). Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the Total Pension Liability.

**Sensitivity of the Commission's Proportionate Share of the Net Pension Liability (Asset) to changes in the Discount Rate.** The following presents the Commission's proportionate share of the net pension liability (asset) calculated using the discount rate of 6.80%, as well as what the Commission's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (5.80%) or 1-percentage-point higher (7.80%) than the current rate:

	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
Commission's proportionate share of the net pension liability (asset)	\$ 623,160	\$ 66,425	\$ (329,118)

**Pension Plan Fiduciary Net Position.** Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

**7. OTHER POST-EMPLOYMENT BENEFITS**

**Plan Description.** The LRLIF is a multiple-employer defined benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible members.

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**7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)**

**Plan Description.** The LRLIF is a multiple-employer, defined-benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post-employment life insurance benefits for all eligible members.

**OPEB Plan Fiduciary Net Position.** ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at <https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements>.

Additionally, ETF issued a standalone Retiree Life Insurance Financial Report, which can also be found using the link above.

**Benefits Provided.** The LRLIF plan provides fully paid up life insurance benefits for post-age 64 retired employees and pre-65 retirees who pay for their coverage.

**Contributions.** The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post-retirement benefit.

Employers are required to pay the following contributions based on employee contributions for active members to provide them with Basic Coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates as of December 31, 2025 are:

<u>Coverage Type</u>	<u>Employer Contribution</u>
25% Post Retirement Coverage	20% of Member Contribution

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**7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)**

Member contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating employees must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The employee contribution rates in effect for the year ended December 31, 2024 are as listed below:

Life Insurance		
Member Contribution Rates*		
For the year ended December 31, 2024		
Attained Age	Basic	Supplemental
Under 30	\$0.05	\$0.05
30-34	0.06	0.06
35-39	0.07	0.07
40-44	0.08	0.08
45-49	0.12	0.12
50-54	0.22	0.22
55-59	0.39	0.39
60-64	0.49	0.49
65-69	0.57	0.57

\*Disabled members under age 70 receive a waiver-of-premium benefit.

During the reporting period, the LRLIF recognized \$90 in contributions from the Commission.

***OPEB Liabilities, OPEB Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEBs.*** At December 31, 2025, the Commission reported a liability of \$16,913 for its proportionate share of the Net OPEB Liability (Asset). The Net OPEB Liability (Asset) was measured as of December 31, 2024, and the Total OPEB Liability used to calculate the Net OPEB Liability (Asset) was determined by an actuarial valuation as of January 1, 2024 rolled forward to December 31, 2024. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The Commission's proportion of the Net OPEB Liability (Asset) was based on the Commission's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2024, the Commission's proportion was 0.00432300%, which was a decrease of 0.00507200% from its proportion measured as of December 31, 2023.

For the year ended December 31, 2025, the Commission recognized OPEB income of \$4,384.

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**7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)**

At December 31, 2025, the Commission reported deferred outflows of resources and deferred inflows of resources related to OPEBs from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ (1,759)
Net differences between projected and actual earnings on plan investments	232	-
Changes in actuarial assumptions	4,149	(9,486)
Changes in proportion and differences between employer contributions and proportionate share of contributions	4,437	(29,143)
Employer contributions subsequent to the measurement date	495	-
Totals	<u>\$ 9,313</u>	<u>\$ (40,388)</u>

\$495 reported as deferred outflows related to OPEB resulting from the LRLIF employer's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ending December 31, 2026. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended December 31:</u>	<u>Net Deferred Outflows (Inflows) of Resources</u>
2026	\$ (4,974)
2027	(6,049)
2028	(7,214)
2029	(5,235)
2030	(4,206)
Thereafter	(3,892)
Total	<u>\$ (31,570)</u>

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**7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)**

**Actuarial Assumptions.** The total OPEB liability in the January 1, 2024, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	January 1, 2024
Measurement Date of Net OPEB Liability (Asset)	December 31, 2024
Experience Study:	January 1, 2021 - December 31, 2023, Published November 19, 2024
Actuarial Cost Method:	Entry Age Normal
20 Year Tax-Exempt Municipal Bond Yield*:	4.08%
Long-Term Expected Rate of Return:	4.25%
Discount Rate:	4.09%
Salary Increases	
Wage Inflation:	3.00%
Seniority/Merit:	0.1% - 5.7%
Mortality:	2020 WRS Experience Mortality Table
* Based on the Bond Buyer 20-Bond Municipal Index.	

Actuarial assumptions are based upon an experience study conducted in 2024 that covered a three-year period from January 1, 2021 to December 31, 2023. The Total OPEB Liability for December 31, 2024 is based upon a roll-forward of the liability calculated from the January 1, 2024 actuarial valuation.

**Long-Term Expected Return on Plan Assets.** The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A- Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

Local OPEB Life Insurance  
Asset Allocation Targets and Expected Returns  
As of December 31, 2024

Asset Class	Index	Target Allocation	Long-Term Expected Geometric Real Rate of Return
US Intermediate Credit Bonds	Bloomberg US Interm Credit	40%	2.41%
US Mortgages	Bloomberg US MBS	60%	2.71%
Inflation			2.30%
Long-Term Expected Rate of Return			4.25%

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DECEMBER 31, 2025**

**7. OTHER POST-EMPLOYMENT BENEFITS (CONTINUED)**

**Single Discount Rate.** A single discount rate of 4.09% was used to measure the total OPEB liability for the current year, as opposed to a discount rate of 3.32% for the prior year. The change in the discount rate was primarily caused by the decrease in the municipal bond rate from 3.26% as of December 31, 2023 to 4.08% as of December 31, 2024. The Plan’s fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive members. Therefore, the discount rate for calculating the total OPEB liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan’s fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan’s fiduciary net position is projected to be insufficient. The plan’s fiduciary net position was projected to be available to make projected future benefit payments of current plan members through December 31, 2037.

The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made according to the current employer contribution schedule and that contributions are made by plan members retiring prior to age 65.

**Sensitivity of the Commission’s Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Discount Rate.** The following presents the Commission’s proportionate share of the net OPEB liability (asset) calculated using the discount rate of 4.09%, as well as what the Commission’s proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1- percentage-point lower (3.09 percent) or 1-percentage-point higher (5.09 percent) than the current rate:

	1% Decrease to Discount Rate (3.09%)	Current Discount Rate (4.09%)	1% Increase to Discount Rate (5.09%)
Commission's proportionate share of the net OPEB liability (asset)	\$ 22,606	\$ 16,913	\$ 12,525

**8. RISK MANAGEMENT**

The Commission is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; error and omissions; worker compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded insurance coverage in any of the last three years. There were no significant reductions in coverage compared to last year.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2025**

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**9. COMMITMENTS AND CONTINGENCIES**

The Commission has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to request for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

From time to time the Commission may be a party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the Commission's financial position.

**10. EFFECT OF NEW ACCOUNTING STANDARDSS ON CURRENT FINANCIAL STATEMENTS**

The Government Accounting Standards Board (GASB) has adopted GASB Statement No. 103, *Financial Reporting Model Improvements*, effective for periods beginning after June 15, 2025, GASB Statement No. 104, *Disclosure of Certain Capital Assets*, effective for periods beginning after June 15, 2025 and GASB Statement No. 105, *Subsequent Events*, effective for periods beginning after June 15, 2026. When these become effective, application of these standards may restate portions of these financial statements.

DRAFT

**REQUIRED SUPPLEMENTARY INFORMATION**

DRAFT

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
WISCONSIN RETIREMENT SYSTEM  
December 31, 2025**

**Schedule of Commission's Proportionate Share of the Net Pension Liability (Asset)  
As of the Measurement Date  
Last 10 Calendar Years**

Year ended December 31,	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered- employee payroll	Collective net pension liability (asset) as a percentage of its covered- employee payroll	Plan fiduciary net position as a percentage of the total pension liability (asset)
2024	0.00404255%	\$ 66,425	\$ 883,035	7.52%	98.79%
2023	0.00387106%	57,555	801,356	7.18%	98.85%
2022	0.00371334%	196,721	690,672	28.48%	95.72%
2021	(0.00363929%)	(293,333)	629,530	(46.60%)	106.02%
2020	(0.00366418%)	(228,759)	614,279	(37.24%)	105.26%
2019	(0.00371246%)	(119,706)	574,182	(20.85%)	102.96%
2018	0.00377792%	134,406	573,008	23.46%	96.45%
2017	(0.00374036%)	(111,055)	568,541	(19.53%)	102.93%
2016	0.00362200%	29,856	546,315	5.46%	99.12%
2015	0.00411900%	66,937	512,861	13.05%	98.20%

**Schedule of Commission's Contributions for Pension  
Last 10 Calendar Years**

Year ended December 31,	Contractually required contributions	Contributions in relation to the contractually required contributions	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered- employee payroll
2025	\$ 68,803	\$ (68,803)	\$ -	\$ 989,965	6.95%
2024	60,705	(60,705)	-	883,035	6.87%
2023	54,493	(54,493)	-	801,356	6.80%
2022	44,894	(44,894)	-	690,672	6.50%
2021	42,493	(42,493)	-	629,530	6.75%
2020	41,464	(41,464)	-	614,279	6.75%
2019	37,609	(37,609)	-	574,182	6.55%
2018	38,391	(38,391)	-	573,008	6.70%
2017	38,660	(38,660)	-	568,541	6.80%
2016	36,057	(36,057)	-	546,315	6.60%

See accompanying notes to the required supplementary information

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
LOCAL RETIREE LIFE INSURANCE FUND  
December 31, 2025**

**Schedule of Commission's Proportionate Share of the Net OPEB Liability (Asset)  
As of the Measurement Date  
Last 10 Calendar Years**

Year ended December 31,	Proportion of the Net OPEB Liability (Asset)	Proportionate share of the Net OPEB Liability (Asset)	Covered- employee payroll	Collective Net OPEB Liability (Asset) as a percentage of its covered-employee payroll	Plan fiduciary net position as a percentage of the Total OPEB Liability (Asset)
2024	0.00432300%	\$ 16,913	\$ 349,000	4.85%	37.20%
2023	0.00939500%	43,223	426,000	10.15%	33.90%
2022	0.00907500%	34,574	390,000	8.87%	38.81%
2021	0.00848200%	50,132	382,000	13.12%	29.57%
2020	0.01208800%	66,493	383,000	17.36%	31.36%
2019	0.01072000%	45,648	370,000	12.34%	37.58%
2018	0.00972300%	25,089	362,000	6.93%	48.69%
2017	0.01148600%	34,557	483,019	7.15%	44.81%

**Schedule of Commission's Contributions for LRLIF  
Last 10 Calendar Years**

Year ended December 31,	Contractually required contributions	Contributions in relation to the contractually required contributions	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered- employee payroll
2025	\$ 495	\$ (495)	\$ -	\$ 387,000	0.13%
2024	309	(309)	-	349,000	0.09%
2023	182	(182)	-	426,000	0.04%
2022	185	(185)	-	390,000	0.05%
2021	173	(173)	-	382,000	0.05%
2020	241	(241)	-	383,000	0.06%
2019	193	(193)	-	370,000	0.05%
2018	187	(187)	-	362,000	0.05%

See accompanying notes to the required supplementary information

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
DECEMBER 31, 2025**

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**1. WISCONSIN RETIREMENT SYSTEM**

Changes of Benefit Terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of Assumptions. Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2018, including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
DECEMBER 31, 2025**

**1. WISCONSIN RETIREMENT SYSTEM (CONTINUED)**

**Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:**

	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Valuation Date:	December 31, 2022	December 31, 2021	December 31, 2020	December 31, 2019	December 31, 2018
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed
Amortization Period:	Amortization Period	Amortization Period	Amortization Period	Amortization Period	Amortization Period
	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.4%	5.4%	5.4%	5.4%	5.4%
Weighted based on assumed rate for:					
Pre-retirement:	6.8%	6.8%	7.0%	7.0%	7.0%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.0%	3.0%	3.0%	3.0%	3.0%
Seniority/Merit:	0.1%-5.7%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	1.7%	1.7%	1.9%	1.9%	1.9%
Retirement Age:	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2021 valuation pursuant to an experience study of the period 2018-2020.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2021 valuation pursuant to an experience study of the period 2018-2020.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015 - 2017.
Mortality:	2020 WRS Experience Tables. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2021 fully generational improvement scale from a base year of 2010.	2020 WRS Experience Tables. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2021 fully generational improvement scale from a base year of 2010.	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).

\*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
DECEMBER 31, 2025**

**1. WISCONSIN RETIREMENT SYSTEM (CONTINUED)**

**Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:**

	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Valuation Date:	December 31, 2017	December 31, 2016	December 31, 2015	December 31, 2014	December 31, 2013
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed	Level Percent of Payroll-Closed
Amortization Period:	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS	Amortization Period 30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.5%	5.5%	5.5%	5.5%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	7.2%	7.2%	7.2%	7.2%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.2%	3.2%	3.2%	3.2%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	2.1%	2.1%	2.1%	2.1%	2.1%
Retirement Age:	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.
Mortality:	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality

\*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION  
DECEMBER 31, 2025**

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**2. LOCAL RETIREE LIFE INSURANCE FUND**

GASB Statement No. 75 requirements have been implemented prospectively, therefore, the illustrations do not present similar information for the 2 preceding years.

Changes of Benefit Terms. There were no recent changes in benefit terms.

Changes of Assumptions. In addition to the rate changes detailed in the tables above, the State of Wisconsin Employee Trust Fund Board adopted economic and demographic assumption changes based on a three year experience study performed for the Wisconsin Retirement System. These assumptions are used in the actuarial valuations of OPEB liabilities (assets) for the retiree life insurance programs and are summarized below.

The assumption changes that were used to measure the December 31, 2021 total OPEB liabilities, including the following:

- Lowering the price inflation rate from 2.5% to 2.4%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

The assumption changes that were used to measure the December 31, 2018 total OPEB liabilities, including the following:

- Lowering the long-term expected rate of return from 5.00% to 4.25%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
MADISON, WISCONSIN**

**REQUIRED AUDIT COMMUNICATIONS  
TO THE COMMISSION BOARD**

**Year Ended December 31, 2025**

DRAFT

**Johnson Block & Company, Inc.  
Certified Public Accountants  
9701 Brader Way, Suite 202  
Middleton, WI 53562  
(608) 274-2002**

**CAPITAL AREA REGIONAL PLANNING COMMISSION  
MADISON, WISCONSIN**

**Year Ended December 31, 2025**

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## **AUDIT MATTERS REQUIRING COMMUNICATION TO THE GOVERNING BODY**

To the Commissioners  
Capital Area Regional Planning Commission  
Madison, Wisconsin

We have audited the financial statements of the business-type activities of the Capital Area Regional Planning Commission for the year ended December 31, 2025, and have issued our report thereon dated **DATE XX, 2026**. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated October 28, 2025 our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of Capital Area Regional Planning Commission solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

## **Qualitative Aspects of Accounting Practices**

### *Significant Audit Findings*

Management has the responsibility to select use appropriate accounting policies. A summary of the significant accounting policies used by the Capital Area Regional Planning Commission is described in Note 1 to the financial statements. As described in Note 1 to the financial statements, Capital Area Regional Planning Commission changed accounting policies by adopting Statement of Governmental Accounting Standards (GASB Statement) No. 102, *Certain Risk Disclosures*, effective January 1, 2025. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates and related disclosures are an integral part of the financial statements prepared by management and are based on management's current judgements. Those judgements are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive estimates affecting the financial statements are:

Management's estimates of the pension liability, deferred outflows and inflows of resources are based on various factors. These estimates were computed by the pension plan administrators.

Management's estimates of the other post-employment benefits liability, deferred outflows and inflows are based on various factors. These estimates were computed by the group life insurance plan administrator.

Management's estimates for the right-of-use lease asset and the lease liability are based on the applicable lease terms, projected future payments, and a discount rate.

Management's estimates of the compensated absences liability is based on the probability of employees meeting the requirement to be paid for sick and vacation leave at the time of retirement and historical use of hours.

### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. The attached schedule summarizes uncorrected financial statements misstatements, both individually and in the aggregate, to the financial statements taken as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management: see appendix. In addition, none of the misstatements that were identified and corrected as a result of our audit procedures were considered to be material to the financial statements, both individually and in the aggregate.

## **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of our audit.

## **Representations Requested from Management**

We have requested certain representations from management, which are included in the attached management representation letter dated **Date XX, 2026**.

## **Management Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

## **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with Capital Area Regional Planning Commission, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Capital Area Regional Planning Commission's auditors.

This information is intended solely for the information and use of the Commissioners and management of the Capital Area Regional Planning Commission and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Johnson Block & Company, Inc.

Date XX, 2026

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## COMMUNICATION OF SIGNIFICANT DEFICIENCY

To the Commissioners  
Capital Area Regional Planning Commission  
Madison, Wisconsin

In planning and performing our audit of the basic financial statements of the Capital Area Regional Planning Commission as of and for the year ended December 31, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the Capital Area Regional Planning Commission's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Capital Area Regional Planning Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Capital Area Regional Planning Commission's internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, significant deficiencies or material weaknesses may exist that have not been identified. However, as discussed below, we identified a deficiency in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Capital Area Regional Planning Commission's financial statements will not be prevented, or detected and corrected, on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

The identified significant deficiency is not considered to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the Capital Area Regional Planning Commission's internal control to be a significant deficiency:

During our audit several adjustments were identified to properly record revenues and receivables related to stream crossing inventory and flood resiliency projects, and grants for water quality monitoring activities. Throughout the year revenue related to these projects was typically recorded monthly over the grant period. However, most of these agreements are cost reimbursement grants and therefore revenues should be recorded as reimbursable costs are incurred or when performance obligations are met and the revenue has been earned. We recommend that grant agreements are periodically reviewed and reconciled to ensure revenue and related receivable balances are properly recorded as of the end of the year.

The purpose of this communication, which is an integral part of our audit, is to describe for management and those charged with governance the scope of our testing of internal control over financial reporting and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Johnson Block & Company, Inc.  
DATE XX, 2026

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**APPENDIX**

Client: **CARPC - Capital Area Regional Planning Commission**  
 Engagement: **2025 Capital Area Regional Planning Commission**  
 Period Ending: **12/31/2025**  
 Trial Balance: **3000.01 - TB**  
 Workpaper: **3700.01 - Adjusting Journal Entries Report**

6/3/2026  
 10:20 AM

Account	Description	Debit	Credit
<b>Adjusting Journal Entries JE # 1001</b>			
To record amortization and invest in right to use true up for year end.			
3655	Invest In Right of use	608.00	
6907	Amoritization Expense	202.53	
1211	Accumulated Amortization		202.53
3701	Prior Year Fund Balance		608.00
<b>Total</b>		<b><u>810.53</u></b>	<b><u>810.53</u></b>
<b>Adjusting Journal Entries JE # 1002</b>			
To record Black Earth Creek Water Monitoring Grant revenues			
1110	Unbilled Accounts Receivable	18,275.00	
5220	Coop Water Resource Monitoring		18,275.00
<b>Total</b>		<b><u>18,275.00</u></b>	<b><u>18,275.00</u></b>
<b>Adjusting Journal Entries JE # 1003</b>			
To restore written off unbilled receivables			
1110	Unbilled Accounts Receivable	14,792.65	
5220	Coop Water Resource Monitoring		14,792.65
<b>Total</b>		<b><u>14,792.65</u></b>	<b><u>14,792.65</u></b>
<b>Adjusting Journal Entries JE # 1004</b>			
To record unbilled revenue for WI DNR Stream Crossing Inventory project - \$62,500 contract			
1110	Unbilled Accounts Receivable	46,396.03	
5102	Epa/Dnr Grant Funds		46,396.03
<b>Total</b>		<b><u>46,396.03</u></b>	<b><u>46,396.03</u></b>
<b>Adjusting Journal Entries JE # 1005</b>			
To reduce WI Emergency Mangement revenues in line with claims due to insufficient expenses to claim			
5103	Wem/Fema/Hmgp Grant Funds	17,625.09	
1110	Unbilled Accounts Receivable		17,625.09
<b>Total</b>		<b><u>17,625.09</u></b>	<b><u>17,625.09</u></b>
<b>Adjusting Journal Entries JE # 1006</b>			
To void DNR bill that was billed twice			
5101	EPA/DNR Water Planning	11,900.00	
1105	Project And Grants Rec		11,900.00
<b>Total</b>		<b><u>11,900.00</u></b>	<b><u>11,900.00</u></b>
<b>Adjusting Journal Entries JE # 1007</b>			
To reduce revenues and unbilled AR for WI DNR Summary Plan project to be in line with claimable costs incurred in 2025			
5101	EPA/DNR Water Planning	15,150.00	
1110	Unbilled Accounts Receivable		15,150.00
<b>Total</b>		<b><u>15,150.00</u></b>	<b><u>15,150.00</u></b>

Client: **CARPC - Capital Area Regional Planning Commission**  
 Engagement: **2025 Capital Area Regional Planning Commission**  
 Period Ending: **12/31/2025**  
 Trial Balance: **3000.01 - TB**  
 Workpaper: **3700.03 - Proposed Journal Entries Report**

Account	Description	Debit	Credit
<b>Proposed Journal Entries</b>			
<b>Proposed Journal Entries JE # 4001</b>			
To record adjustment to accrued payroll			
6001	Direct Salaries & Wages	3,839.75	
3005	Accrued Payroll		3,839.75
<b>Total</b>		<u><u>3,839.75</u></u>	<u><u>3,839.75</u></u>
	<b>Total Proposed Journal Entries</b>	<u><u>3,839.75</u></u>	<u><u>3,839.75</u></u>
	<b>Total All Journal Entries</b>	<u><u>3,839.75</u></u>	<u><u>3,839.75</u></u>

DRAFT

**CAPITAL AREA REGIONAL PLANNING COMMISSION**

**FINANCIAL STATEMENT OVERVIEW**

**For the Year Ended December 31, 2025**



**Presented By:**

Johnson Block & Co., Inc.  
Certified Public Accountants  
9701 Brader Way, Suite 202  
Middleton, Wisconsin  
(608) 274-2002  
Fax: (608) 274-4320

## 2025 AUDIT OVERVIEW

### **Content of Bound Audit Report**

- Independent Auditor’s Report – our draft report is unmodified
  - Contains financial statements on individual funds
    - Proprietary fund – Full accrual basis, so all capital assets and long-term obligations such as Pension and OPEB liabilities are recorded on the balance sheet.
- Notes to the Financial Statements
  - Contains Summary of Significant Accounting Policies
  - Footnotes related to Significant Financial Statement Accounts (Cash, Capital Assets)
- Required Supplementary Information
  - WRS and LRLIF Schedule

### **Required Audit Communications to the District Board**

- Audit Matters Requiring Communication to the Governing Body
  - Standard communication

### **Other Information**

- Net Pension and OPEB Liabilities
  - Actuarially determined amounts that are required to be reported by the Governmental Accounting Standards Board
  - Amounts are determined by the State
    - Amounts reported on the financial statements is CARPC’s proportionate share of the total liabilities and deferrals
  - CARPC is making all required contributions to the benefit plans

**Capital Area Regional Planning Commission  
2025 Financial Statement Highlights**

	<b>2025</b>	<b>2024</b>
<b>Assets and Deferred Outflows of Resources</b>		
Assets:		
Cash and Investments	\$ 686,752	\$ 900,930
Receivables	352,804	91,579
Prepaid Items	6,490	31,558
Leases, Net of Amortization	182,348	229,917
Capital Assets, Net of Depreciation	2,379	2,987
Total Assets	1,230,773	1,256,971
Deferred Outflows of Resources		
Pension and OPEB Deferred Outflows of Resources	405,135	539,173
Total Deferred Outflows of Resources	405,135	539,173
Total Assets and Deferred Outflows of Resources	\$ 1,635,908	\$ 1,796,144
<b>Liabilities, Deferred Inflows of Resources and Net Position</b>		
Liabilities:		
Accounts Payable	\$ 106,495	\$ 88,835
Accrued Liabilities and Compensated Absences	177,179	145,162
Lease Liabilities	197,415	244,030
Net Pension Liability	66,425	57,555
Net OPEB Liability	16,913	43,223
Total Liabilities	564,427	578,805
Deferred Inflows of Resources:		
Pension and OPEB Deferred Inflows of Resources	236,497	338,225
Total Deferred Inflows of Resources	236,497	338,225
Net Position	834,984	879,114
Total Liabilities, Deferred Inflows of Resources and Net Position	\$ 1,635,908	\$ 1,796,144

**Capital Area Regional Planning Commission  
2025 Financial Statement Highlights**

**Details of Net Position**

	<b>2025</b>	<b>2024</b>
Net Investment in Capital Assets	\$ 2,379	\$ 2,987
Unrestricted	832,605	876,127
	\$ 834,984	\$ 879,114

**Net Position as a Percent of Next Year's Budget**

	<b>2025</b>	<b>2024</b>
Unrestricted Net Position	\$ 832,605	\$ 876,127
Next Year's Budget	\$ 1,911,669	\$ 1,876,044
Percent of Next Year's Budget	44%	47%

**Capital Area Regional Planning Commission  
2025 Financial Statement Highlights**

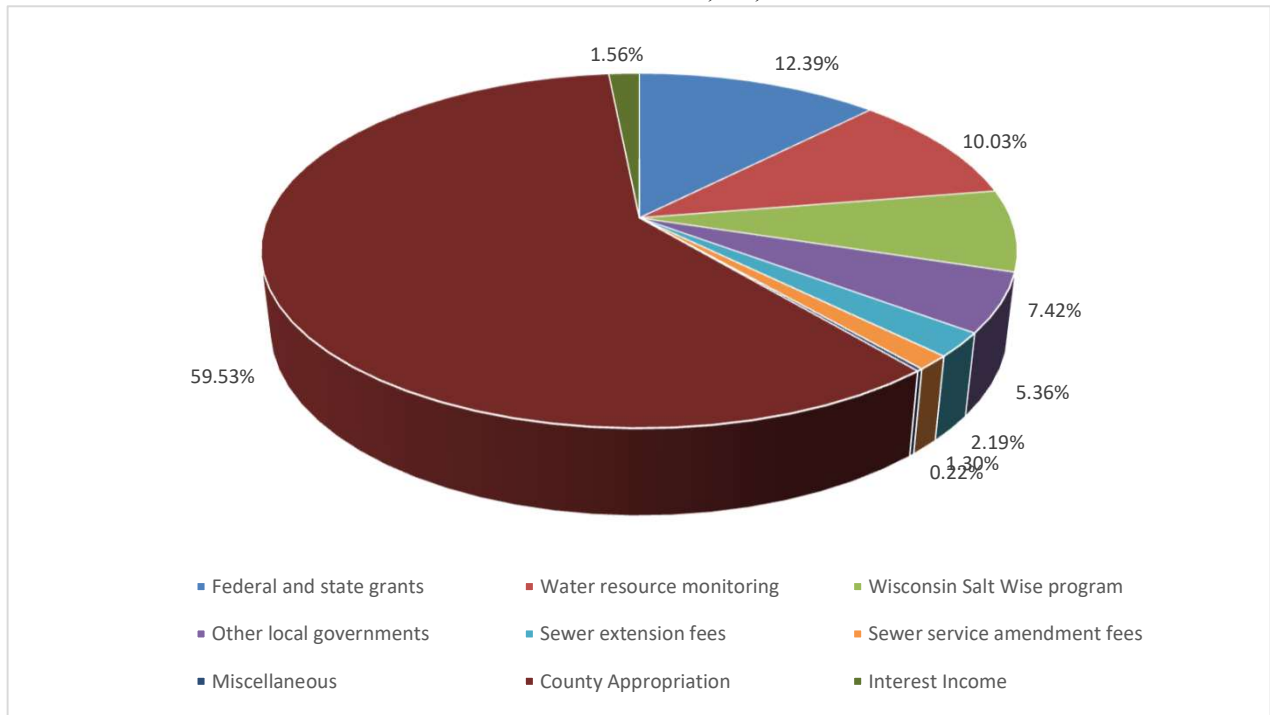
**Budget to Actual Comparison - Budgetary Basis  
With 2024 Actual Amounts**

	<u>2025</u>			<u>2024</u>
	<u>Final Budget</u>	<u>Actual Amounts Budgetary Basis</u>	<u>Variance</u>	<u>Actual Amounts Budgetary Basis</u>
<b>Operating Revenues</b>				
County appropriation	\$ 1,174,145	\$ 1,173,808	\$ 337	\$ 1,135,523
Federal and state grants	146,550	244,282	97,732	129,369
Wisconsin Salt Wise program	140,000	146,377	6,377	139,825
Water resource monitoring	126,215	197,783	71,568	201,002
Other local governments	100,000	105,595	5,595	31,327
Sewer extension fees	47,000	43,200	(3,800)	43,600
Sewer service amendment fees	75,000	25,608	(49,392)	74,444
Miscellaneous	2,988	4,387	1,399	11,900
Total Operating Revenues	<u>1,811,898</u>	<u>1,941,040</u>	<u>129,816</u>	<u>1,766,990</u>
<b>Operating Expenses</b>				
Salaries and wages	1,035,842	1,052,481	(16,639)	1,023,623
Employee benefits	458,529	418,074	40,455	353,321
Professional services	242,010	393,522	(151,512)	352,013
Travel and conferences	39,089	30,291	8,798	30,547
Office supplies and expenses	45,130	42,732	2,398	32,661
Insurance	4,457	11,449	(6,992)	3,180
Rent	50,987	51,580	(593)	50,350
Total Operating Expenses	<u>1,876,044</u>	<u>2,000,129</u>	<u>(124,085)</u>	<u>1,845,695</u>
Operating Income (Loss)	<u>(64,146)</u>	<u>(59,089)</u>	<u>5,731</u>	<u>(78,705)</u>
<b>Non-operating Revenues</b>				
Interest income	36,000	30,783	(5,217)	40,935
Total Non-Operating Revenues	<u>36,000</u>	<u>30,783</u>	<u>(5,217)</u>	<u>40,935</u>
Change in Net Position - Budgetary Basis	<u>(28,146)</u>	<u>(28,306)</u>	<u>514</u>	<u>(37,770)</u>
<b>Reconciliation to GAAP Basis</b>				
Changes in WRS and LRLIF assets, deferred outflows of resources, liabilities, and deferred inflows of resources	-	(14,870)	(14,870)	20,011
Changes in net position due to GASB 87 - Leases	-	(954)	(954)	(2,868)
Change in Net Position - GAAP Basis	<u>(28,146)</u>	<u>(44,130)</u>	<u>(15,310)</u>	<u>(20,627)</u>
<b>Net Position - Beginning of Year</b>	<u>879,114</u>	<u>879,114</u>	<u>-</u>	<u>899,741</u>
<b>Net Position - End of Year</b>	<u>\$ 850,968</u>	<u>\$ 834,984</u>	<u>\$ (15,310)</u>	<u>\$ 879,114</u>

**Capital Area Regional Planning Commission**

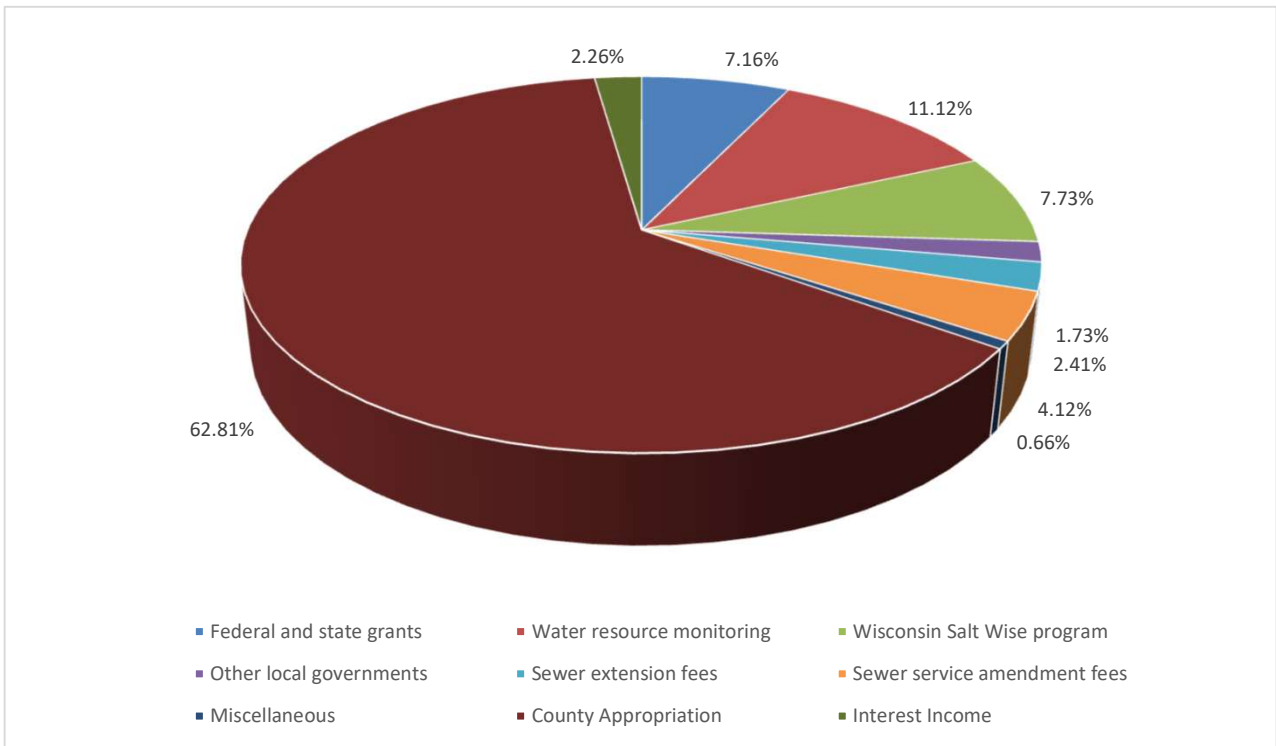
**2025 Revenues**

**Total Revenues: \$1,807,925**



**2024 Revenues**

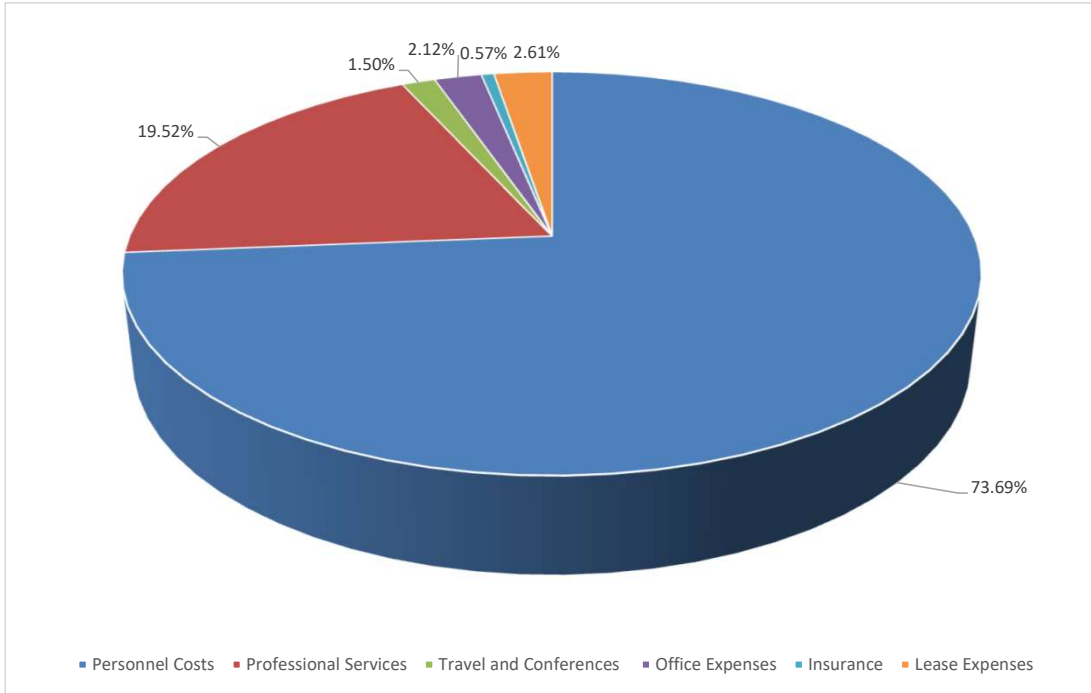
**Total Revenues: \$1,619,136**



**Capital Area Regional Planning Commission**

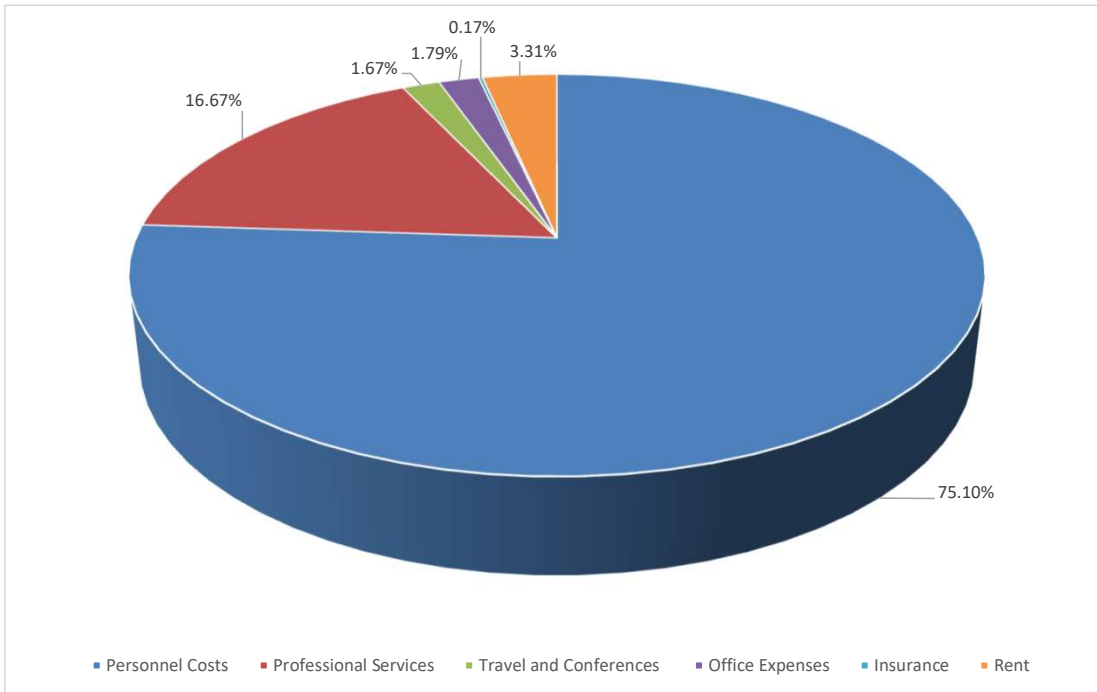
**2025 Expenditures**

**Total Expenditures: \$1,828,552**



**2024 Expenditures**

**Total Expenditures: \$1,623,876**



**Re: Approval of Agreement with City of Fitchburg and Village of Oregon for Intergovernmental Agreement Assistance Services, up to \$25,000 for 2026-2028 (*actionable item*)**

**Requested Action:**

Motion to recommend approval of agreement.

**Background:**

This work is a continuation of efforts earlier in 2026 to plan for the future development of lands in the City of Fitchburg adjacent to the Village of Oregon, to be served by utilities from the Village. CARPC facilitated discussions with property owners and municipal officials in early 2026. This work will be helping the City and Village craft an intergovernmental agreement.

**Staff Comments:**

The contract runs through June 2028 though much of the work is intended to occur by the first quarter of 2027. Approval by the City and Village are expected in June and July.

**Attachments:**

1. Contract

**Staff Contact:**

Jason Valerius  
Executive Director  
[JasonV@CapitalAreaRPC.org](mailto:JasonV@CapitalAreaRPC.org)  
(608) 474-6010

**Next Steps:**

Commission approval in the consent agenda and execution of agreement.  
Begin the work.



**AGREEMENT BETWEEN CITY OF FITCHBURG, VILLAGE OF OREGON  
AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION  
FOR INTERGOVERNMENTAL AGREEMENT ASSISTANCE SERVICES**

**Parties:** This agreement (“Agreement”) is by and between the City of Fitchburg (“City”) a municipal corporation located at 5520 Lacy Road, Fitchburg, WI 53711 and the Village of Oregon (“Village”) a municipal corporation located at 101 Alpine Pkwy, Oregon, WI 53575, hereafter collectively “the Communities” and Capital Area Regional Planning Commission, 100 State St, Ste 400, Madison, WI 53703-2573, hereafter “CARPC” (each, a “Party” and collectively, the “Parties”).

**Term:** The term of this Agreement is June 30, 2026 through June 30, 2028. This Agreement shall only be revised by written agreement between the Parties; it may autorenew for up to two additional 6-month periods if the not-to-exceed dollar amount has not yet been met.

**Scope of Services:** This agreement is for work associated with the development of an intergovernmental agreement to guide land development and public service provision in lands in the City of Fitchburg adjacent to the Village of Oregon. The area for potential development is generally west of USH 14 to the railroad tracks, including those parcels accessible from CTH M and south to the border with the Village of Oregon. The agreement terms considered during this drafting process may address the potential to develop and/or extend public services to other lands around the lands described above.

It is understood by all parties that initial drafting efforts for this agreement will be informed by feedback collected from property owners and municipal staff and officials in January and February of 2026, all of which was discussed in a joint public meeting of the Village Board and City Council at the Oregon Public Library on February 25, 2026. It is further understood that no decisions were made in that initial series of listening sessions, and that no decisions will be made about this intergovernmental agreement until after a public outreach and engagement process to raise awareness of and seek feedback on draft agreement terms.

The current understanding among the parties is to target approval of the intergovernmental agreement by the City and Village in the first quarter of 2027. The term of services in this agreement extends to 2028 in case there is a decision to delay the process.

CARPC may provide any of the following services under this agreement:

- Attendance at and/or facilitation of discussion at meetings with City and/or Village staff to discuss development of an intergovernmental agreement, including coordination as necessary with the City’s comprehensive plan update

- Attendance at and/or presentation to and/or facilitation of discussion at public meetings about an intergovernmental agreement
- Preparation of draft agreement language
- Preparation of maps to support draft agreement development

**Payment:** Total cost for assistance provided by CARPC will not exceed \$25,000. CARPC will invoice the City quarterly for the hours of work completed at a rate of \$125/hour. The City will provide the invoice to the Village, which will reimburse the City for 50% of the cost. Payment from the City to CARPC will be due within 30 days of the date of the invoice.

**Non-Discrimination:** During the term of this Agreement, the Parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the Parties agree that this agreement does not subject either party to the other's jurisdiction for the determination of such matters.

**Limitation of Liability:** Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, in no event is CARPC liable in contract, tort (including negligence) or otherwise for any special, incidental, or consequential damages arising out of or relating to the services provided pursuant to this Agreement. To the fullest extent allowed by law, CARPC's liability to the Communities or any other persons or entities is limited to the amounts received by CARPC in payment for the services rendered under the terms of this Agreement. Furthermore, nothing contained within this Agreement is intended to be a waiver or estoppel of CARPC or its insurer to rely upon the limitations, defenses, and immunities contained within the Wisconsin Statutes, including, without limitation, Wis. Stat. § 893.80.

**Severability:** The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

**Liability:** Each party shall be responsible for the consequences of its own acts, errors or omissions and for the acts, errors, or omissions of its employees, officers, officials, agents, boards, committees and commissions, and shall be responsible for any losses, claims, and liabilities that are attributable to such acts, errors or omissions including providing its own defense, arising out of this Agreement. In situations involving joint liability, each party shall be responsible only for such losses, claims, and liabilities that are attributable to its own acts, errors, or omissions and the acts, errors, or omissions of its employees, officers, officials, agents, boards, committees, and commissions. It is not the intent of either party to waive, limit or otherwise modify the protections and limitations of liability found in Wis. Stats. § 893.80 or any other protections available to the parties by law.

**Independent Contractor:** It is the intention of the parties that CARPC shall be an independent contractor in the performance of the work, and that nothing contained herein shall be construed to be inconsistent with CARPC's status as an independent contractor. It is understood that the fees or any

other amounts The Communities pay CARPC under this Agreement shall not be considered salary for pension purposes, and CARPC will not be entitled to any of the other fringe and supplemental benefits of The Communities, nor will The Communities withhold any social security (FICA) or similar contributions from CARPC's fee. CARPC is responsible for the payment of all payroll taxes or contributions to its personnel performing services hereunder and shall be liable for failure to do so.

**Governing Law; Jurisdiction.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws rules.

**Dispute Resolution:** In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by litigation. Any action arising out of a dispute between the parties shall be brought in the state courts of Wisconsin located in Dane County. Each party submits to the jurisdiction and venue of these courts for purposes of such action, and each accepts service of process by first class mail, certified or registered.

**Entire Agreement:** This Agreement supersedes any previous agreement or undertakings. It may not be modified except in writing executed by both Parties.

**Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by individuals and officers duly authorized on the dates noted below.

**CAPITAL AREA REGIONAL PLANNING COMMISSION**

**CITY OF FITCHBURG**

By: \_\_\_\_\_

By: \_\_\_\_\_

Jason Valerius

Name:

Executive Director

Title:

Capital Area Regional Planning Commission

City of Fitchburg

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**VILLAGE OF OREGON**

By: \_\_\_\_\_

Name:

Title:

Village of Oregon

Date: \_\_\_\_\_

**Re: Approval of Agreement with Town of Springfield for Planning and Transfer of Development Rights (TDR) Administration Services, up to \$12,000/year (*actionable item*)**

**Requested Action:**

Motion to recommend authorization to execute agreement.

**Background:**

The Town of Springfield has requested that CARPC help administer its Transfer of Development Rights Program and provide other planning-related services as needed.

**Staff Comments:**

The contract was approved by the Town in May.

**Attachments:**

1. Contract

**Staff Contact:**

Jason Valerius  
Executive Director  
[JasonV@CapitalAreaRPC.org](mailto:JasonV@CapitalAreaRPC.org)  
(608) 474-6010

**Next Steps:**

Commission approval in the consent agenda and execution of agreement.  
Begin the work.



## AGREEMENT BETWEEN TOWN OF SPRINGFIELD AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR PLANNING AND TRANSFER OF DEVELOPMENT RIGHTS (TDR) ADMINISTRATION SERVICES

**Parties:** This agreement (“Agreement”) is by and between the Town of Springfield, 6157 County Highway P Dane, WI 53529, hereafter “The Town” and Capital Area Regional Planning Commission, 100 State St, Ste 400, Madison, WI 53703-2573, hereafter “CARPC” (each, a “Party” and collectively, the “Parties”).

**Term:** This agreement commences when signed by both parties and may continue until canceled in writing, with 30-days notice, by either party.

**Scope of Services:** CARPC will provide professional planning services to support the Town’s Transfer of Development Rights (TDR) program and other land use regulation assistance, including:

### 1. TDR / Land Split Administration and Support

- Develop and apply TDR ranking criteria to applicant parcels, including consideration of 1:1 and “super-sender” allocation options.
- Assist the Town in administering development rights transfers, including “re-splits” of 1:35 lots through the purchase of additional development rights.
- Review deed and title documents provided to CARPC to determine whether development rights/splits are available for specific parcels.
- Evaluate parcels for eligibility as a Sending or Super Sending are, to establish the number of development rights available for transfer and the parcel(s) to be protected.
- Provide recommendations on policies tying issuance of Town building permits to documentation of real estate closing and recorded easements or development rights transfers.

### 2. Conservation Easements and Related Policy Support

- Advise on structure and administration of conservation easements, including potential third-party easement holders (e.g., watershed and/or farmland conservation organizations).
- Assist the Town in clarifying policies related to existing and future conservation easements (e.g., requirements for conserving additional acreage).

### 3. Comprehensive Planning, Zoning, and Intergovernmental Agreement Assistance

- Prepare and/or assist with amendments to the Town Comprehensive Plan related to TDR, land splits, and rural-urban interface land use policies (including future conversion of certain non-residential sites to residential).
- Provide technical support and planning input to the Town’s participation in intergovernmental agreement (IGA) discussions with Middleton and/or Waunakee.

#### 4. Stormwater and Erosion Control Coordination

- Provide planning-level assistance related to the Town’s stormwater management and erosion control responsibilities and help as appropriate to coordinate with the County where the County has responsibilities.

#### 5. Meetings, Outreach, and Support

- Attend Town Plan Commission and/or Town Board meetings, as requested, to provide overviews, answer questions, and support decision-making related to TDR, land splits, conservation easements, Comprehensive Plan amendments, and related zoning actions.
- Provide input on materials for Town communications (e.g., newsletter articles or web content) describing TDR, land splits, and related policy issues, as requested by the Town.

#### **Additional Services (Not Included in This Scope Unless Explicitly Added by Amendment):**

Examples of services CARPC may be able to perform or outsource to a third party, but which are not included in this Agreement unless specifically authorized in writing, include:

- Detailed engineering design, construction documents, or stormwater management modeling.
- Direct administration or enforcement of Town permits (e.g., erosion control permits) or building inspections.
- Extensive public engagement processes beyond the meetings and communication support described above (e.g., multi-meeting facilitated visioning processes).
- Townwide rezoning efforts needed to implement the Comprehensive Plan and complete the transition from legacy zoning districts, including mapping and associated documentation.

**Fees and Payment:** Total cost for the required elements to be provided by CARPC is estimated to be \$8,000-12,000 per year. CARPC will invoice the Town quarterly, no later than 30 days after the end of the preceding quarter, for actual hourly salary plus fringe and indirect costs. Payment from The Town to CARPC will be due within 30 days of the date of the invoice. If costs in a quarter exceed \$4,000 CARPC will provide a memo with the invoice suggesting options to stay within the estimated annual cost range.

**Planning Staff and Hourly Rates:** The staff mostly likely to support the services described in this Agreement are listed below with hourly rates for 2026. Hourly rates are adjusted each year based on wage rates and CARPC’s annually-adopted Cost Allocation Plan.

- Jason Valerius, AICP – \$157.63
- Sean Higgins, AICP – \$134.43
- Matt Krempely, AICP - \$85.05

**Non-Discrimination:** During the term of this Agreement, the Parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the Parties agree that this agreement does not subject either party to the other’s jurisdiction for the determination of such matters.

**Limitation of Liability:** Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, in no event is CARPC liable in contract, tort (including negligence) or otherwise for any special, incidental, or consequential damages arising out of or relating to the services provided pursuant to this Agreement. To the fullest extent allowed by law, CARPC’s liability to

The Town or any other persons or entities is limited to the amounts received by CARPC in payment for the services rendered under the terms of this Agreement. Furthermore, nothing contained within this Agreement is intended to be a waiver or estoppel of CARPC or its insurer to rely upon the limitations, defenses, and immunities contained within the Wisconsin Statutes, including, without limitation, Wis.Stat. § 893.80.

**Severability:** The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

**Indemnification:** To the fullest extent permitted by law, The Town agrees to save, indemnify, hold harmless CARPC, its officers, directors, employees, representatives, and agents from and against any claims, actions, proceedings, losses, judgments, penalties, fines, damages, liabilities, or costs and expenses (including reasonable attorneys' fees) based upon or arising out of The Town's usage of the Services provided by CARPC under this Agreement.

**Independent Contractor:** It is the intention of the parties that CARPC shall be an independent contractor in the performance of the work, and that nothing contained herein shall be construed to be inconsistent with CARPC's status as an independent contractor. It is understood that the fees or any other amounts The Town pays CARPC under this Agreement shall not be considered salary for pension purposes, and CARPC will not be entitled to any of the other fringe and supplemental benefits of The Town, nor will The Town withhold any social security (FICA) or similar contributions from CARPC's fee. CARPC is responsible for the payment of all payroll taxes or contributions to its personnel performing services hereunder and shall be liable for failure to do so.

**Governing Law; Jurisdiction.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws rules.

**Dispute Resolution:** In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by litigation. Any action arising out of a dispute between the parties shall be brought in the state courts of Wisconsin located in Dane County. Each party submits to the jurisdiction and venue of these courts for purposes of such action, and each accepts service of process by first class mail, certified or registered.

**Entire Agreement:** This Agreement supersedes any previous agreement or undertakings. It may not be modified except in writing executed by both Parties.

**Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by individuals and officers duly authorized on the dates noted below.

**CAPITAL AREA REGIONAL PLANNING COMMISSION**

**TOWN OF SPRINGFIELD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Jason Valerius  
Executive Director  
Capital Area Regional Planning Commission

David Laufenberg  
Town Chairperson  
Town of Springfield

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Re: Approval of Agreements with City of Stoughton for Growth Area and Boundary Planning Assistance Services, up to \$14,100 (*actionable item*)**

**Requested Action:**

Motion to recommend authorization to execute agreement.

**Background:**

The City of Stoughton has requested that CARPC help facilitate discussions and assist with documents related to growth area planning and a cooperative boundary plan with the Towns of Dunkirk and Rutland at the City's southwest corner.

**Staff Comments:**

The contract is through June 1, 2027 though most of the CARPC work is anticipated in 2026. The contract will be approved by the City in June.

**Attachments:**

1. Contract
2. Attachment A Proposed Scope

**Staff Contact:**

Jason Valerius  
Executive Director  
[JasonV@CapitalAreaRPC.org](mailto:JasonV@CapitalAreaRPC.org)  
(608) 474-6010

**Next Steps:**

Commission approval in the consent agenda and execution of agreement.  
Begin the work.



## AGREEMENT BETWEEN CITY OF STOUGHTON AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR GROWTH AREA AND BOUNDARY PLANNING ASSISTANCE SERVICES

**Parties:** This agreement (“Agreement”) is by and between the CITY OF STOUGHTON, 207 S. Forrest St., Stoughton, WI 53589, hereafter “CITY” and Capital Area Regional Planning Commission, 100 State St, Ste 400, Madison, WI 53703-2573, hereafter “CARPC” (each, a “Party” and collectively, the “Parties”).

**Term:** The term of this Agreement is June 1, 2026 (or date of signing) through June 1, 2027. This Agreement shall only be renewed by written agreement between the Parties. Either party may terminate this Agreement by providing the other party thirty (30) days written notice. In the event this Agreement is terminated, the CITY shall pay CARPC for any compensation earned, but that remains unpaid at the time of termination.

**Scope of Services:** CARPC will provide discussion support for meetings with adjacent towns, assistance with public meetings, and assistance with maps, illustrations and text for boundary agreement drafting, as described in Attachment A – Proposal to the City of Stoughton for Growth Area and Municipal Boundary Planning Assistance.

The following are additional services not included in this agreement. CARPC may be able to provide these services but an amendment or addendum to this agreement is required, signed by authorized representatives of each Party.

- Meeting scheduling coordination
- Additional sketch map revisions following Meeting 2
- Additional meetings in any of the project tasks
- Other services not specified in Attachment A

**Payment:** Total cost for the required elements to be provided by CARPC will not exceed \$14,100. CARPC will invoice the CITY quarterly for staff time on the project at the rate of \$120/hour, plus the actual cost of any direct costs such as mileage or printing. Payment from CITY to CARPC will be due within 30 days of the date of the invoice.

**Non-Discrimination:** During the term of this Agreement, the Parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the Parties agree that this agreement does not subject either party to the other’s jurisdiction for the determination of such matters.

**Limitation of Liability:** Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, in no event is CARPC liable in contract, tort (including negligence) or otherwise for any special, incidental, or consequential damages arising out of or relating to the

services provided pursuant to this Agreement. To the fullest extent allowed by law, CARPC's liability to CITY or any other persons or entities is limited to the amounts received by CARPC in payment for the services rendered under the terms of this Agreement. Furthermore, nothing contained within this Agreement is intended to be a waiver or estoppel of CARPC or its insurer to rely upon the limitations, defenses, and immunities contained within the Wisconsin Statutes, including, without limitation, Wis. Stat. § 893.80.

**Severability:** The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

**Indemnification.** Each Party shall be responsible for its own acts, errors, omissions, and negligence and those of its officers, officials, employees, agents, representatives, and contractors. To the fullest extent permitted by law, each Party shall indemnify and hold harmless the other Party and its officers, officials, employees, agents, and representatives from claims, damages, liabilities, losses, costs, and expenses, including reasonable attorneys' fees, to the extent caused by the indemnifying Party's negligent acts or omissions, willful misconduct, or breach of this Agreement. Nothing in this Agreement shall require either Party to indemnify the other Party for the other Party's own negligence or misconduct, and nothing in this Agreement waives any applicable immunity, defense, limitation of liability, or damages cap, including those available under Wis. Stat. § 893.80.

**Independent Contractor:** It is the intention of the parties that CARPC shall be an independent contractor in the performance of the work, and that nothing contained herein shall be construed to be inconsistent with CARPC's status as an independent contractor. It is understood that the fees or any other amounts CITY pays CARPC under this Agreement shall not be considered salary for pension purposes, and CARPC will not be entitled to any of the other fringe and supplemental benefits of CITY, nor will CITY withhold any social security (FICA) or similar contributions from CARPC's fee. CARPC is responsible for the payment of all payroll taxes or contributions to its personnel performing services hereunder and shall be liable for failure to do so.

**Insurance.** CARPC shall carry and maintain at its sole cost and expense for the term of this Agreement, insurance policies with the following coverage and minimum limits:

- (a) Worker's Compensation and employer's liability insurance, only to the extent required by applicable federal, state, or local law.
- (b) Professional liability insurance coverage of at least \$1 million.

**Designated CITY Officials.** CARPC shall only perform services authorized by the City Director of Planning and Development or the City Mayor. The CITY may change the designated officials by providing written notice to CARPC from either the City Director of Planning and Development or the City Mayor that modifies the designated CITY officials.

**Governing Law; Jurisdiction.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws rules.

**Dispute Resolution:** In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by litigation. Any action arising out of a dispute between the parties shall be brought in the state courts of Wisconsin located in Dane County. Each party submits to the jurisdiction and venue of these courts for purposes of such action, and each accepts service of process by first class mail, certified or registered.

**Entire Agreement:** This Agreement supersedes any previous agreement or undertakings. It may not be modified except in writing executed by both Parties.

**Notices.** Any and all notices required to be given under this Agreement shall be given in writing and shall be deemed to have been validly given if delivered by hand, certified or registered mail (return receipt requested), or by Federal Express or another nationally recognized carrier services. Notices shall be sent to the following addresses:

If to City:

City Clerk

207 S. Forest Street

Stoughton, WI 53589

If to CARPC:

Jason Valerius

100 State St, Ste 400

Madison, WI 53703

**Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by individuals and officers duly authorized on the dates noted below.

**CAPITAL AREA REGIONAL PLANNING COMMISSION**

**CITY OF STOUGHTON**

By: \_\_\_\_\_

By: \_\_\_\_\_

Jason Valerius

Name: \_\_\_\_\_

Executive Director

Title: \_\_\_\_\_

Capital Area Regional Planning Commission

City of Stoughton

Date: \_\_\_\_\_

Date: \_\_\_\_\_



May 17, 2026

## Proposal to the City of Stoughton for Growth Area and Boundary Planning Assistance

### OVERVIEW

The City of Stoughton is growing, from a 2020 population of about 13,000 to a projected 2050 population approaching 20,000. While some of this population growth will continue to be accommodated within existing developed areas through infill and redevelopment, the City is also growing outward.

One of the directions of future growth is toward the southwest, in areas identified in the 2017 Comprehensive Plan as “South Planned Neighborhood”, Southwest Planning Neighborhood” and “Westside Planned Mixed Use Corridor”. City growth in this region is complicated by boundaries with different towns (Dunkirk and Rutland), and in particular by the presence of a substantial area of Town of Dunkirk residential development that is now mostly surrounded by City of Stoughton development.

The City would like help illustrating land use and transportation options in this area and to facilitate discussions with the two towns about land use, transportation routes, annexation, and city/town boundaries, with the objective of a Cooperative Boundary Plan with Dunkirk and Rutland.

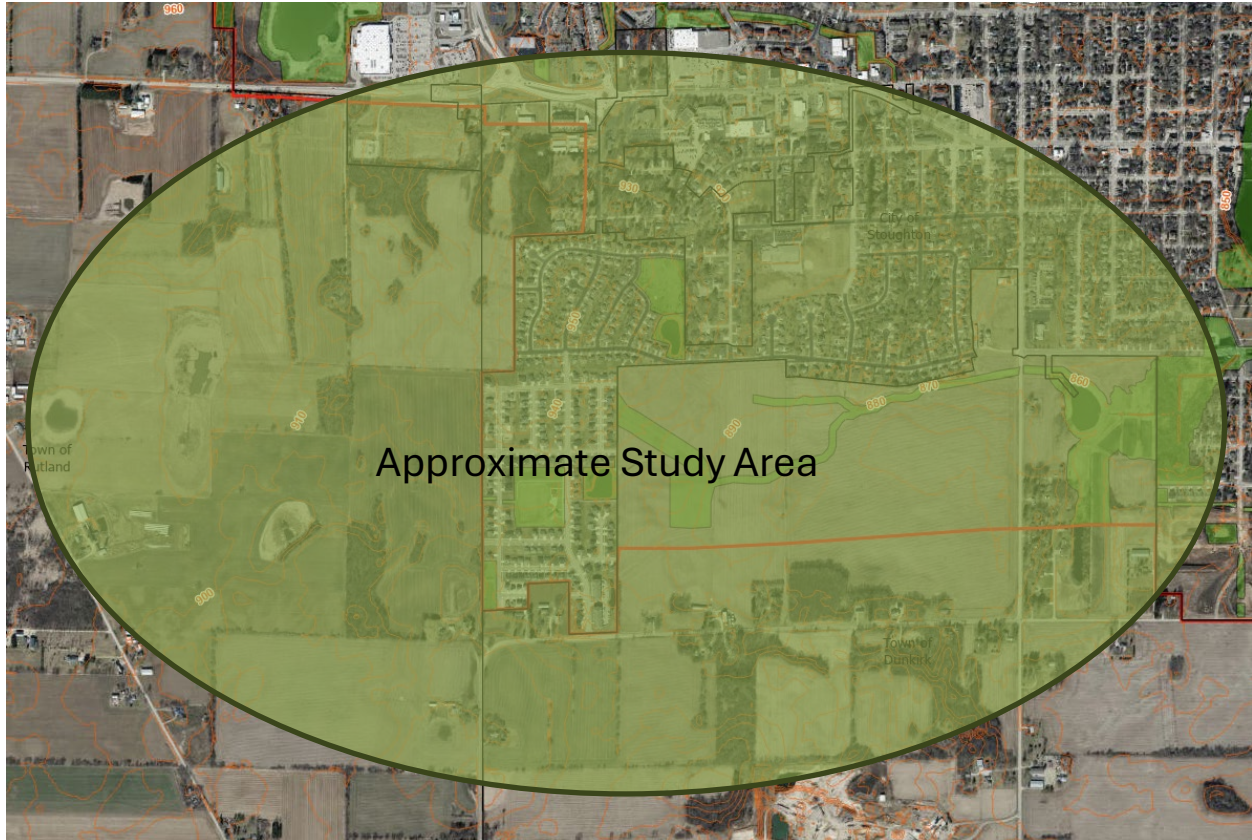
### PROPOSAL

#### **Staff**

The scope described here will be completed primarily by several CARPC staff, including Jason Valerius, AICP, Sean Higgins, AICP, and Matt Krempely, AICP, in collaboration with City staff. Jason has been Executive Director of CARPC since January 2024 and was a planning consultant with MSA Professional Services for 19 years prior to that. He is experienced in land development and intergovernmental agreement negotiations. Sean is a Senior Planner who has been with CARPC since 2013 and has worked with most of Dane County’s local governments, including recent efforts with the City of Sun Prairie-Town of Sun Prairie Cooperative Boundary Plan and the Town of Rutland Comprehensive Plan. Matt is a certified planner who specializes in data management and mapping, including zoning map management for several Dane County towns.

## **Scope**

The planning area in consideration is not firmly established but is generally described by the illustration below – lands south of highways 138 and 51 and east of Star School Road. The current focus for the City is lands immediately adjacent to the City, but any boundary plan with the towns should consider mutually agreeable road connections, land uses and boundaries for 20+ years.



## **Task 1 – Preliminary Discussions**

We suggest a series of meetings with representatives of the City and each of the towns. Representation could include 2-3 people from each jurisdiction, including at least one elected official from each.

Recommended meetings:

- Meeting 1 – Introductions; review of adopted plans and planning interests for each jurisdiction; discussion about interests to be addressed in a Cooperative Boundary Plan, including shared values and interests and topics that lack initial agreement; discussion about a process to pursue agreement (stakeholders, schedule, etc.)
  - Post-meeting efforts – informal check-ins within each jurisdiction on willingness to proceed

- Meeting 2 – Recap of Meeting 1, review of feedback from local check-ins, consideration of preliminary land use and transportation concept sketches, consideration of draft resolutions and schedule to pursue a Cooperative Boundary Plan
  - Post-meeting efforts – resolution adoption and distribution by each jurisdiction

Meeting coordination:

- City Staff will reach out to each jurisdiction to invite participation and schedule meetings.
- Meeting location TBD (invitation to both towns for option of hosting?)

Deliverables:

- CARPC will provide agendas and meeting summaries for each meeting
- CARPC will provide draft resolutions for editing and use by each jurisdiction

### **Task 2 – Draft Plan Working Sessions**

Once the resolutions have been passed we suggest a series of meetings to discuss iterations of boundary plan maps and text. The number of meetings would be determined in Task 1 and could be further modified as the discussions require.

Suggested meetings:

- Meeting 3 – Preliminary Boundary Plan map review, preliminary Boundary Plan outline review with discussion to populate it with bullet-point policy ideas
- Meeting 4 – Boundary Plan map review, Boundary Plan draft document review
  - Post-meeting efforts – informal check-ins within each jurisdiction
- Meeting 5 - Boundary Plan map review, Boundary Plan draft document review

Meeting coordination:

- City Staff will schedule meetings

Deliverables:

- CARPC will provide agendas and meeting summaries for each meeting

### **Task 3 – Public Review and Adoption Process**

Once the participants have a complete draft available and are willing to proceed, a series of separate and/or jointly-hosted public presentations and listening sessions should be scheduled. The participating jurisdictions then hold a joint public hearing, and then each jurisdiction votes to adopt the Cooperative Boundary Plan. CARPC would attend the listening sessions and could assist with or make a presentation at any/all of the meetings if desired.

#### **Task 4 – Mapping, Illustrations, and Boundary Plan Drafting**

This task would be a cooperative effort with City staff to prepare draft materials for consideration by all stakeholders at various stages of the process.

Deliverables:

- Sketch-style maps of land use and transportation concepts for Meeting 2, revised once more as needed to maintain compatibility with Boundary Plan mapping
- Boundary Plan map showing preferred boundaries and planned categories of development and/or protection from development, both in the City and in the towns; revised as needed
- Boundary Plan text, first as an outline, then with specific text; revised as needed

#### **Estimated Schedule**

- June/July 2026 – Stakeholder contacts and Meeting 1
- July/August 2026 – Meeting 2
- August/September 2026 – Resolutions adopted
- September to December 2026 – Draft development meetings (Meetings 3-5)
- November 2026 to May 2027 – Public review and adoption process

#### **Cost**

Most of the cost for CARPC assistance is our time, plus any mileage or printing costs. We propose the use of a blended, reduced rate of \$120/hour, discounted for intergovernmental cooperation support. The total project cost estimate is 114 hours and \$14,100, including the following Tasks:

Task 1 - Preliminary Discussions:

- Estimated CARPC time commitment: Up to 24 hours
- Estimated cost: \$3,000

Task 2 - Draft Plan Working Sessions:

- Estimated CARPC time commitment: Up to 30 hours (~10/meeting)
- Estimated cost: \$3,800

Task 3 - Public Review and Adoption Process:

- Estimated CARPC time commitment: Up to 20 hours
- Estimated cost: \$2,500

Task 4: Mapping, Illustrations, and Boundary Plan Drafting:

- Estimated CARPC time commitment: Up to 40 hours
- Estimated cost: \$4,800

Invoices will be issued to and paid by the City of Stoughton.

Capital Area Regional Planning Commission

A handwritten signature in black ink that reads "Jason Valerius". The signature is written in a cursive style with a large initial 'J'.

Jason Valerius  
Executive Director

**Re: Approval of Agreement with the City of Sun Prairie for Mapping and Data Services, up to \$6,750 in 2026**  
*(actionable item)*

**Requested Action:**

Motion to recommend authorization to execute agreement.

**Background:**

The City of Sun Prairie has requested that CARPC develop an online, interactive dashboard that displays key housing metrics for the City.

**Staff Comments:**

The agreement projects the dashboard will be completed by December 31, 2026 and allows CARPC to invoice quarterly for staff time and mileage not to exceed \$6,750.00. The contract will be approved by the City in June.

**Attachments:**

1. Agreement
2. Attachment A: Scope and Cost Proposal

**Staff Contact:**

Jason Valerius  
Executive Director  
[JasonV@CapitalAreaRPC.org](mailto:JasonV@CapitalAreaRPC.org)  
(608) 474-6010

**Next Steps:**

Commission approval in the consent agenda and execution of agreement.  
Begin the work.



## AGREEMENT BETWEEN THE CITY OF SUN PRAIRIE AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR MAPPING AND DATA SERVICES

**Parties:** This agreement (“Agreement”) is by and between the City of Sun Prairie, 300 E Main Street, Sun Prairie, WI 53590, hereafter “the City” and Capital Area Regional Planning Commission, 100 State St, Ste 400, Madison, WI 53703-2573, hereafter “CARPC” (each, a “Party” and collectively, the “Parties”).

**Term:** The term of this Agreement is June 15, 2026, through December 31, 2026. This Agreement shall only be renewed by written agreement between the Parties.

### Scope of Services:

CARPC will develop an online, interactive dashboard that displays key housing metrics for the City of Sun Prairie. The dashboard will enable the public and decision makers to view, analyze, and inspect data derived from City of Sun Prairie sources and develop a shared understanding of local housing trends. Where possible, these data will be presented both spatially and temporally to identify trends across both dimensions.

CARPC staff will train Sun Prairie staff on the performance of data updates and maintenance, with the understanding that Sun Prairie staff will be responsible for maintaining current data moving forward.

CARPC staff will remain available for support and provide infrastructural maintenance as needed to maintain product functionality, up to 8 hours per year.

An outline of deliverables is included in **Attachment A**.

### Additional Services Not Included in this Agreement:

- Additional Meetings.
- Data cleaning and preparation.
- Dashboard updates and revisions requiring more than 8 hours per year.
- Data updates.

**Payment:** Total cost for the required elements to be provided by CARPC will not exceed \$6,750.00. CARPC will invoice the City quarterly for the actual hourly salary plus fringe and indirect costs. Payment from the City to CARPC will be due within 30 days of the date of the invoice. A more detailed description of the cost of services is outlined in **Attachment A**.

**Non-Discrimination:** During the term of this Agreement, the Parties agree to abide by their respective policies of non-discrimination and affirmative action. Further, the Parties agree that this agreement does not subject either party to the other’s jurisdiction for the determination of such matters.

**Limitation of Liability:** Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, in no event is CARPC liable in contract, tort (including negligence) or otherwise for any special, incidental, or consequential damages arising out of or relating to the services provided pursuant to this Agreement. To the fullest extent allowed by law, CARPC's liability to the City or any other persons or entities is limited to the amounts received by CARPC in payment for the services rendered under the terms of this Agreement. Furthermore, nothing contained within this Agreement is intended to be a waiver or estoppel of CARPC or its insurer to rely upon the limitations, defenses, and immunities contained within the Wisconsin Statutes, including, without limitation, Wis.Stat. § 893.80.

**Severability:** The invalidity, illegality, or unenforceability of any provision of this Agreement shall not affect the validity, legality, or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

**Indemnification:** To the fullest extent permitted by law, the City agrees to save, indemnify, hold harmless CARPC, its officers, directors, employees, representatives, and agents from and against any claims, actions, proceedings, losses, judgments, penalties, fines, damages, liabilities, or costs and expenses (including reasonable attorneys' fees) based upon or arising out of the City's usage of the Services provided by CARPC under this Agreement.

**Independent Contractor:** It is the intention of the parties that CARPC shall be an independent contractor in the performance of the work, and that nothing contained herein shall be construed to be inconsistent with CARPC's status as an independent contractor. It is understood that the fees or any other amounts the City pays CARPC under this Agreement shall not be considered salary for pension purposes, and CARPC will not be entitled to any of the other fringe and supplemental benefits of the City, nor will the City withhold any social security (FICA) or similar contributions from CARPC's fee. CARPC is responsible for the payment of all payroll taxes or contributions to its personnel performing services hereunder and shall be liable for failure to do so.

**Governing Law; Jurisdiction.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Wisconsin, without regard to its conflict of laws rules.

**Dispute Resolution:** In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such solution within a period of sixty (60) days, then, upon notice by either party to the other, all disputes, claims, questions, or differences shall be finally settled by litigation. Any action arising out of a dispute between the parties shall be brought in the state courts of Wisconsin located in Dane County. Each party submits to the jurisdiction and venue of these courts for purposes of such action, and each accepts service of process by first class mail, certified or registered.

**Entire Agreement:** This Agreement supersedes any previous agreement or undertakings. It may not be

modified except in writing executed by both Parties.

**Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

IN WITNESS THEREOF, the Parties have caused this Agreement to be executed by individuals and officers duly authorized on the dates noted below.

**CAPITAL AREA REGIONAL PLANNING COMMISSION**

**CITY OF SUN PRAIRIE**

By: \_\_\_\_\_

By: \_\_\_\_\_

Jason Valerius

Name:

Executive Director

Title:

Capital Area Regional Planning Commission

City of Sun Prairie

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# City of Sun Prairie Housing Data Dashboard

## SCOPE & COST PROPOSAL

### Project Scope

#### Project Description

The Capital Area Regional Planning Commission (CARPC) will develop an online, interactive dashboard that displays key housing metrics for the City of Sun Prairie. The dashboard will enable the public and decision makers to view, analyze, and inspect data derived from City of Sun Prairie sources and develop a shared understanding of local housing trends. Where possible, these data will be presented both spatially and temporally to identify trends across both dimensions.

The City has already identified several data sources that will comprise the basis for the dashboard. City staff will clean and organize these data before sharing them with CARPC so that they require minimal manipulation to summarize through charts and other visualization techniques. This cost estimate does not include data cleaning and preparation and would come at additional expense.

#### Development Process

The project will follow a five-step design process, incorporating client input throughout each step to ensure the final dashboard is tailored to the City's needs and the needs of the public it serves.

#### Design Process

1. Product Definition (request for assistance and project development) – *current phase*
2. Conceptual Design (sketches, visualization options)
3. Detailed Design (mockup)
4. Prototype & Testing (establish and validate functionality)
5. Product Delivery (documentation and hand-off)

Client meetings and consultations will occur at least three times over the course of the design process. Other communications, such as mockup design correspondence, will occur via email unless requested by the client or deemed otherwise necessary.

1. **Conceptual Design Meeting:** Identify desires and possibilities for the layout, features, data visualization options, and address platform features and limitations.
2. **Prototype & Testing Meeting:** After initial testing of the product to offer feedback, identify refinements, address concerns.
3. **Product Delivery Meeting:** Learn to maintain the product and assume control.

## Product Delivery

Upon completion of the dashboard, CARPC staff will train Sun Prairie staff on the performance of data updates and maintenance, with the understanding that Sun Prairie staff will be responsible for maintaining current data moving forward.

CARPC staff will remain available for support and provide infrastructural maintenance as needed to maintain product functionality, up to 8 hours per year.

Dashboard updates and revisions requiring more than 8 hours per year may be provided at additional expense.

### » Key Deliverables

The dashboard will provide an intuitive, interactive visualization for Sun Prairie housing metrics including, but not limited to:

- Building permits (Total, RHS targets, & income restricted units)
- Demolitions
- Vacancy rates
- Student homelessness
- Historic population and housing data
- Projected population and household data
- Building code violations
- Differential homeownership and rent affordability compared with median household income (MHI)
- Tenure and cost burden across racial and ethnic demographics

## Cost Estimate

<b>Administration</b>	Meetings and coordination with community staff	\$1,055.00
	Internal meetings and coordination Billing, contract, and general communication	
<b>Data &amp; Mapping</b>	Data collection, analysis, and research	\$1,680.00
	Spatial analysis	
<b>Dashboard</b>	Building dashboard interface and data visualizations	\$4,015.00
	Layout and formatting	
	Internal testing and validation	
	<b>TOTAL</b>	<b>\$6,750.00</b>

## About CARPC

The Capital Area Regional Planning Commission (CARPC) is one of nine regional planning commissions (RPCs) in Wisconsin established to address issues that go beyond municipal boundaries. As an independent unit of government, CARPC develops and promotes regional plans, provides objective information, and supports local planning efforts. Our primary planning region is home to roughly 600,000 people living in Dane County's cities, towns, and villages.

### Our Mission

To strengthen the region by engaging communities through planning, collaboration, and assistance.

### Our Vision

A region where communities create exceptional quality of life for all by working together to solve regional challenges

### Who We Are

Our team of 11 full-time staff bring a wide range of education, training, and professional expertise to the challenges facing the region. CARPC's 13 Commissioners are appointed by the Mayor of Madison, the Dane County Executive, the Dane County Cities' and Villages' Association, and the Dane County Towns Association.

### What We Do

- Bring communities together to collaborate on land use and water quality plans
- Advocate for the Regional Development Framework, a long-range land use guide for Dane County that describes residents' preferred outcomes over the next 20-30 years
- Administer the Dane County Water Quality Plan for the DNR
- Conduct watershed and future urban development planning
- Provide planning, mapping, and data assistance to local communities, in Dane County and occasionally in the adjoining counties not affiliated with a regional planning commission.

### Key Project Staff

- **Matthew Krempely, Community Planner** (skilled data analyst and mapping specialist, background in GIS and geography)

## Contact

Matthew Krempely (AICP), Community Planner  
matthewk@capitalarearpc.org  
(608) 474-6335  
100 State St, Ste 400  
Madison, WI 53703-2573

**Re: CARPC Resolution 2026-13, Approving the 2027 Preliminary Budget and Dane County Levy Charge – Recommendation to Commission (*actionable item*)**

**Requested Action:**

Motion to recommend approval of resolution.

**Background:**

CARPC approves a preliminary annual budget prior to the Q2 meeting of the Budget and Personnel Panel to establish the Dane County charge amount prior to the August 1<sup>st</sup> statutory deadline.

**Staff Comments:**

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. CARPC Resolution 2026-13, Approving the 2027 Preliminary Budget and Dane County Charge
2. 2027 Preliminary Summary Budget
3. 2027 Preliminary Category Budget

**Staff Contact:**

Jason Valerius  
Executive Director  
[JasonV@CapitalAreaRPC.org](mailto:JasonV@CapitalAreaRPC.org)  
(608) 474-6010

**Next Steps:**

Consideration by CARPC Commission at the June meeting.  
Consideration by the Budget and Personnel Panel at the Q2 meeting.  
July certification to Dane County Clerk.



**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.

\_\_\_\_\_  
Date Adopted

\_\_\_\_\_  
David Pfeiffer, Chairperson

\_\_\_\_\_  
Cynthia Richson, Secretary

**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	0.0%
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%
<b>TOTAL REVENUES</b>	<b>\$ 2,039,224</b>	<b>\$ 1,925,832</b>	<b>\$ 598,500</b>	<b>\$ 2,067,860</b>	<b>\$ 1,972,558</b>	<b>\$ 113,392</b>	<b>5.9%</b>
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%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,038,337</b>	<b>\$ 1,917,764</b>	<b>\$ 701,609</b>	<b>\$ 1,984,375</b>	<b>\$ 2,025,224</b>	<b>\$ 120,573</b>	<b>6.3%</b>
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									
<b>5001</b>	<b>Dane County Charge</b>	\$ 1,160,959	\$ 1,160,959	\$ 386,986	\$ 1,209,332	\$ 1,209,332	\$ -	0.0%	
<b>5100</b>	<b>State &amp; Federal Grants</b>	\$ 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
<b>5150</b>	<b>Other Grants</b>	\$ 73,500	\$ -	\$ 15,000	\$ -	\$ -	\$ 73,500	100.0%	Mostly target revenue for unspecified grant awards
<b>5200</b>	<b>Passthrough Revenue</b>	\$ 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
<b>5300</b>	<b>Water Quality Fees Revenue</b>	\$ 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
<b>5400</b>	<b>Planning Services Revenue</b>	\$ 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
<b>5500</b>	<b>Other Revenue</b>	\$ 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
<b>TOTAL REVENUES</b>		\$ 2,039,224	\$ 1,925,832	\$ 598,500	\$ 2,067,860	\$ 1,972,558	\$ (113,392)	-5.6%	

EXPENDITURES									
<b>6000</b>	<b>Salaries and Leave Time</b>	\$ 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
<b>6050</b>	<b>Fringe Benefits</b>	\$ 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%	
<b>6100</b>	<b>Occupancy</b>	\$ 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
<b>6200</b>	<b>Contracted Services</b>	\$ 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
<b>6300</b>	<b>Financial Services</b>	<b>\$ 62,250</b>	<b>\$ 62,685</b>	<b>\$ 16,193</b>	<b>\$ 59,700</b>	<b>\$ 61,734</b>	<b>\$ (435)</b>	<b>-0.7%</b>	
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%	
<b>6400</b>	<b>Travel and Training</b>	<b>\$ 25,041</b>	<b>\$ 26,894</b>	<b>\$ 4,879</b>	<b>\$ 28,745</b>	<b>\$ 24,148</b>	<b>\$ (1,853)</b>	<b>-7.4%</b>	
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
<b>6500</b>	<b>Office Expenses</b>	<b>\$ 13,915</b>	<b>\$ 16,390</b>	<b>\$ 6,162</b>	<b>\$ 16,374</b>	<b>\$ 11,237</b>	<b>\$ (2,475)</b>	<b>-17.8%</b>	
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%	
<b>6600</b>	<b>Information Technology</b>	<b>\$ 30,449</b>	<b>\$ 25,588</b>	<b>\$ 7,881</b>	<b>\$ 27,588</b>	<b>\$ 28,845</b>	<b>\$ 4,861</b>	<b>16.0%</b>	
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
<b>6700</b>	<b>Commission</b>	<b>\$ 7,000</b>	<b>\$ 8,840</b>	<b>\$ 1,641</b>	<b>\$ 8,840</b>	<b>\$ 6,143</b>	<b>\$ (1,840)</b>	<b>-26.3%</b>	
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
<b>6800</b>	<b>Passthrough Expenses</b>	<b>\$ 183,899</b>	<b>\$ 73,657</b>	<b>\$ 70,209</b>	<b>\$ 199,872</b>	<b>\$ 197,005</b>	<b>\$ 110,242</b>	<b>59.9%</b>	
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
<b>6900</b>	<b>Other</b>	<b>\$ 16,253</b>	<b>\$ 17,553</b>	<b>\$ 12,113</b>	<b>\$ 16,583</b>	<b>\$ 17,340</b>	<b>\$ (1,300)</b>	<b>-8.0%</b>	
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	Amortization Expense	\$ 608	\$ 608	\$ 135	\$ 608	\$ 405	\$ -	0.0%	
<b>7000</b>	<b>Revenue Refunds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,524</b>	<b>\$ 35,524</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ 2,038,337</b>	<b>\$ 1,917,764</b>	<b>\$ 701,609</b>	<b>\$ 1,984,375</b>	<b>\$ 2,025,224</b>	<b>\$ (120,573)</b>	<b>-5.9%</b>	

\$ 887 \$ 8,068 \$ (103,109) \$ 83,485 \$ (52,665)