

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

April 06, 2026

Zoom Webinar

5:15 pm

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

Commissioners Absent: None

Staff Present: Jason Valerius, Matt Kozlowski

Others Present:

1. Establish Quorum

The meeting was called to order by Chair Pfeiffer at 5:17 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

None

3. **Minutes of March 9, 2026 Executive Committee Meeting (*actionable item*) (5:17 pm)**

Motion: Commissioner Crombie moved to approve minutes of the March 9, 2026 meeting. Vice Chair Murphy seconded.

The motion carried unanimously.

4. **Acknowledgement of Receipt – February 2026 Financial Management Report (*actionable item*) (5:18 pm)**

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

The motion carried unanimously.

5. **CARPC Economic Development Role, Committee Creation, and USDA Fund Acceptance – Staff Presentation and Discussion (5:19 pm)**

Jason Valerius provided an overview of the updates to CARPC's proposed economic development roles, the creation of an advisory committee, and acceptance of United States Department of Agriculture ("USDA") funds.

Commissioner McKeever asked for clarification about the last Budget and Personnel Panel ("BPP") meeting and their views on CARPC's role in economic development. Jason Valerius answered that the BPP met last week and limited their discussion to the one-time funds from USDA.

Commissioner McKeever asked about the process for recruiting members of the advisory committee for economic development. Jason Valerius noted that the resolution establishes the process for members being nominated to the committee by the 'highest elected official' in each of the member counties.

Commissioner Richson asked for details about the original allocation of the funds to Columbia County and the subsequent allocation of the funds to MadREP and the conversion to a multi-county effort. She also noted that

the original scoring of these funds included a strong consideration for population as a factor in determining whether a community is rural. As a result, why not use these funds for the rural towns and villages within Dane County. Jason Valerius answered that the possibility of limiting the funds to just Dane County hasn't been discussed by any of the stakeholders or USDA; the discussions have presumed the continuation of access to these funds across a multi-county region; and depending on the uses that the Commission authorizes, it will more likely be rural cities and villages that will apply.

Commissioner Richson expressed disinterest in having the Commission operate as a rubber stamp over the use of these funds and would rather see the Commission directly operate these funds if it's something the Commission deems as important rather than get periodic reports from the committee and staff.

6. **2027 Preliminary CARPC Budget – Staff Presentation and Discussion (5:41 pm)**

Jason Valerius provided an overview of the preliminary budget draft and the upcoming budget process.

Commissioner McKeever asked for additional details around Dane County's current budget challenges. Jason Valerius answered that it is a combination of upward pressures on personnel costs and the end of various federal grants.

Vice Chair Murphy noted that CARPC has a unique opportunity to bring together decision makers from Dane County, towns, villages, and municipalities generally. As a result, it is important to highlight how CARPC's operations benefit the entire region and its stakeholders.

7. **Closed Session (actionable item by roll call vote) (5:56 pm)**

Motion: Commissioner Crombie moved to reconvene the meeting in closed session pursuant to Wis. Stat. 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of a public employee. Vice Chair Murphy seconded.

The motion carried unanimously. The meeting entered closed session at 5:57 pm.

8. **Return to Open Session (actionable item by roll call vote) (6:24 pm)**

Chair Pfeiffer reconvened the meeting in open session at 6:26 pm.

9. **Job Description Updates – Senior Environmental Engineer, Water Quality Program Director (actionable item) (6:26 pm)**

Jason Valerius provided an overview of the proposed changes to the job descriptions.

Motion: Commissioner McKeever moved to approve the revised Senior Environmental Engineer and Water Quality Program Director job descriptions. Commissioner Crombie seconded.

The motion carried unanimously.

10. **CARPC Organizational Chart Update (actionable item) (6:28 pm)**

Jason Valerius provided an overview of the proposed updates to the Organizational Chart.

Motion: Vice Chair Murphy moved to approve the revised Organizational Chart. Commissioner Crombie seconded.

The motion carried unanimously.

11. **Future Agenda Items (next meeting is Monday, May 11, 2026, via Zoom at 5:15 pm)**

- a. 2025 Draft Audit Presentation (June)

b. 2027 Budget and County Levy Charge Recommendation (May/June)

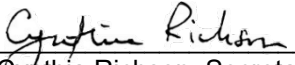
12. Adjournment

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

The motion carried unanimously. Meeting was adjourned at 6:29 pm.

Minutes prepared by Matt Koz and reviewed by Executive Director.

Respectfully Submitted


Cynthia Richson, Secretary