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

June 08, 2026 | **Zoom Webinar** | **5:15 pm**

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

Commissioners Absent:

Staff Present: Jason Valerius, Matt Kozlowski

Others Present: Brett Hofmeister, Adam Petersen, Stephanie Waggett, Kristy James

1. Establish Quorum

   The meeting was called to order by Chair Pfeiffer at 5:16 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

   None

3. **Minutes of May 11, 2026 Executive Committee Meeting *(actionable item) (5:16 pm)***

   Motion: Vice Chair Murphy moved to approve minutes of the May 11, 2026 meeting. Commissioner Crombie seconded.

   The motion carried unanimously.

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

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

   Discussion: Commissioner McKeever noted that there are several old invoices sitting in accounts receivable that are now more than 90 days old. Matt Kozlowski noted that we've been working on contacting the associated entities with these invoices and have made some progress in getting these items corrected.

   The motion carried unanimously.

5. 2025 Draft Audit Presentation by Johnson Block *(5:21 pm)*

   Brett Hofmeister presented the audit materials and communications for the Commission.

   Jason Valerius asked Johnson Block to provide more details about the recommendations from the audit. Brett Hofmeister provided additional details about their recommendation to recognize reimbursement-based grants based on the amounts earned. Kristy James added that Berndt CPAs is also working with CARPC to identify these items throughout the year to adjust for this item.

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) (5:44 pm)***

   Jason Valerius presented an overview and purpose of the contract.

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

The motion carried unanimously.

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) (5:45 pm)***

   Jason Valerius provided an overview of the agreement.

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

   Discussion: Commissioner McKeever noted that the Town of Dunn is a good resource for TDR administration and might be willing to share information.

   The motion carried unanimously.

8. **Approval of Agreements with City of Stoughton for Growth Area and Boundary Planning Assistance Services, up to $14,100 for 2026 *(actionable item) (5:48 pm)***

   Jason Valerius provided an overview of the agreement.

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

   Discussion: Commissioner McKeever noted that boundary agreements can become contentious and added that it is important for good communication between cities and towns to avoid issues in these types of arrangements.

   The motion carried unanimously.

9. **Approval of Agreement with the City of Sun Prairie for Mapping and Data Services, up to $6,750 in 2026 *(actionable item) (5:50 pm)***

   Jason Valerius provided an overview of the agreement.

   Motion: Commissioner Crombie moved to recommend approval of the agreement. Commissioner McKeever seconded.

   Discussion: Commissioner Crombie noted that the City of Sun Prairie's housing committee voted unanimously in support of CARPC taking on this project.

   The motion carried unanimously.

10. **CARPC Resolution 2026-13, Approving the 2027 Preliminary Budget and Dane County Charge – Recommendation to Commission *(actionable item) (5:53 pm)***

    Jason Valerius presented an overview of the draft budget and Dane County charge.

    Motion: Commissioner Richson moved to recommend approval of the resolution. Vice Chair Murphy seconded.

    Discussion: Commissioner McKeever asked for more information about what directions the Budget and Personnel Panel ("BPP") has given around our budget for the coming year. Jason Valerius answered that the BPP expressed concern about the gap between revenues and expenses in our budget and reserves should be limited in use to one-time or periodic deficits; not structural deficits.

The motion carried unanimously.

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

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

The motion carried unanimously. Meeting was adjourned at 6:06 pm.