

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

**Monday, October 05, 2026**

**Zoom Webinar**

**5:15 pm**

**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
3. **Minutes of the September 8, 2026 Executive Committee Meeting (*actionable item*)**
4. **Acknowledgement of Receipt – August 2026 Financial Management Report (*actionable item*)**
5. **Agreement with the Village of Oregon and Town of Oregon for CARPC to Provide Boundary Agreement Planning Assistance, up to \$30,000 for 2026-2027 (*actionable item*)**
6. **Agreement with the City of Madison for the MPO to Provide Transportation Planning Services, up to \$4,183.47 for 2027 (*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.

CARPC staff 608 474 6017 / TDD 608 474 6017

7. **Agreement with the Bock Foundation for CARPC to Develop a Conservation Program Finder Tool, \$8,000 for 2026-2027 (*actionable item*)**
8. **Agreements with Dane County, the Town of Westport, the Cities of Madison and Middleton, and the United States Geological Survey (“USGS”) for the Provision of Water Quality Monitoring Services to Dane County Communities, \$368,920 for January 1, 2027 to December 31, 2028 (*actionable item*)**
9. **Agreement with the Wisconsin Local Government Climate Coalition for CARPC to Provide Mapping Services, \$9,000 for 2026-2027 (*actionable item*)**
10. **Agreement with Johnson Block to Provide Audit Services to CARPC for the 2026 Audit, \$11,450 for 2027 (*actionable item*)**
11. Draft RFP for Commission Insurance Brokerage Services – Staff Presentation and Discussion
12. Future Agenda Items (next meeting is **Monday, November 9, 2026, via Zoom, at 5:15 pm**)
  - a. Recommendations on Resolutions for MadREP/USDA funds (November)
  - b. Executive Director Review (joint meeting with BPP, November 30)
13. Adjournment

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

**September 8, 2026**

**Zoom Webinar**

**5:15 pm**

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

**Commissioners Absent:** None

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

**Others Present:** Forbes McIntosh

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 August 10, 2026 Executive Committee Meeting (*actionable item*) (5:16 pm)**

**Motion:** Vice Chair Murphy moved to approve minutes of the August 10, 2026 meeting. Commissioner Crombie seconded.

*The motion carried unanimously.*

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

**Motion:** Commissioner McKeever moved to acknowledge receipt of the June 2026 Financial Management Report. Commissioner Crombie seconded.

**Discussion:** Commissioner Richson asked about the large amount in Unbilled Accounts Receivable. Matt Kozlowski answered to explain what activities are included in Unbilled Accounts Receivable.

*The motion carried unanimously.*

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

**Motion:** Commissioner McKeever moved to acknowledge receipt of the July 2026 Financial Management Report. Commissioner Crombie seconded.

*The motion carried unanimously.*

6. **2027 CARPC Budget – Recommendation to Commission (*actionable item*) (5:20 pm)**

Jason Valerius provided an overview of the 2027 CARPC Budget.

**Motion:** Commissioner Richson moved to recommend adoption of the 2027 CARPC Budget and a direction to Staff to add language to the resolution subjecting our approval to approval by the BPP. Vice Chair Murphy

seconded.

**Discussion:** Chair Pfeiffer asked about the timing of the budget compared to the Budget and Personnel Panel's ("BPP") process. Jason Valerius described the opinion of CARPC's legal counsel, sought at request of the BPP chair, that the primary requirement described both in statute and CARPC bylaws is Commission action on the budget before October 1; BPP is required to review the budget earlier, which it did, but there is not a deadline on BPP action on the budget.

Vice Chair Murphy asked if anything needs to be in the resolution to acknowledge the BPP's approval. Jason answered that the BPP reviewed the preliminary budget and offered suggestions that have informed the proposed budget.

Commissioner Richson suggested we could approve contingent to BPP approval. Jason noted that the BPP already set the Dane County charge amount, but that it would still likely satisfy the requirements under Wis. Stats. § 66.0309.14(a) to include language in the resolution that references the BPP's pending review of the budget.

Commissioner McKeever asked about the reduction in health insurance costs in our proposed budget. Jason Valerius answered that some members of staff have indicated a desire to change plans in advance of our open enrollment period which would change CARPC's anticipated costs.

*On the motion to recommend adoption, the motion carried unanimously.*

7. Future Agenda Items (next meeting is **Monday, October 5, 2026**, via Zoom at 5:15 pm)
  - a. Recommendations on Resolutions for MadREP/USDA (October/November)
  - b. 2027 USGS Monitoring Agreements (October)
  - c. Agreement for Boundary Planning Assistance to Village and Town of Oregon (October)
  - d. Commission Insurance Draft RFP (October)
  - e. Agreement with City of Madison (the MPO) for 2027 Transportation Planning Services (Oct/Nov)
8. Adjournment

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

*The motion carried unanimously. Meeting was adjourned at 5:53 pm.*

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

Motion to Acknowledge Receipt of August 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. August 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 August 31, 2026



Prepared by  
**Berndt CPA**

Prepared on  
**September 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 August 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 August, \$157,779 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional \$9,488 represents new invoiced revenue generated from current work not associated with deferred revenue contracts.

As of August month-end, the balance in account 3600 – Deferred Revenue is at \$806,113 per knowledge of remaining balances of current contracts for 2026-2028, second semi-annual portion of State Tax Levy, and received donations and taxes.

Sincerely,  
Berndt CPA, LLC

**Capital Area Regional Planning Commission**  
**Statement of Financial Position**  
**As of August 31, 2026**

|                                                   | <b>Total</b>              |                                |
|---------------------------------------------------|---------------------------|--------------------------------|
|                                                   | <b>As of Aug 31, 2026</b> | <b>As of Jul 31, 2026 (PP)</b> |
| <b>ASSETS</b>                                     |                           |                                |
| Current Assets                                    |                           |                                |
| Bank Accounts                                     |                           |                                |
| 1000 OPERATING ACCOUNT                            | \$ 55,787                 | \$ 583,907                     |
| 1001 MONEY MARKET ACCOUNT                         | \$ 30                     | \$ 40,029                      |
| 1002 INVESTMENT ACCOUNT                           | \$ 501,398                | \$ 499,829                     |
| 1050 SUMMIT OPERATING ACCOUNT                     | \$ 14,246                 | \$ 33,908                      |
| 1051 SUMMIT SAVINGS ACCOUNT                       | \$ 1                      | \$ 1                           |
| 1052 SUMMIT CREDIT SAVINGS                        | \$ 1                      |                                |
| 1055 SUMMIT MONEY MARKET                          | \$ 490,211                | \$ 1                           |
| <b>Total Bank Accounts</b>                        | <b>\$ 1,061,675</b>       | <b>\$ 1,157,675</b>            |
| Accounts Receivable                               |                           |                                |
| 1105 PROJECT AND GRANTS REC                       | \$ 133,950                | \$ 75,629                      |
| <b>Total Accounts Receivable</b>                  | <b>\$ 133,950</b>         | <b>\$ 75,629</b>               |
| Other Current Assets                              |                           |                                |
| 1110 UNBILLED ACCOUNTS RECEIVABLE                 | \$ 488,907                | \$ 604,127                     |
| 1150 PREPAID EXPENSES                             | \$ -                      | \$ -                           |
| 1153 PREPAID HEALTH INSURANCE                     | \$ 23,557                 | \$ 23,557                      |
| 1157 PREPAID PARKING                              | \$ 171                    | \$ 171                         |
| 1165 PREPAID LICENSES                             | \$ 2,505                  | \$ 3,131                       |
| <b>Total 1150 PREPAID EXPENSES</b>                | <b>\$ 26,233</b>          | <b>\$ 26,859</b>               |
| 1170 UNDEPOSITED FUNDS                            | \$ 7,666                  | \$ 3,200                       |
| <b>Total Other Current Assets</b>                 | <b>\$ 522,805</b>         | <b>\$ 634,186</b>              |
| <b>Total Current Assets</b>                       | <b>\$ 1,718,429</b>       | <b>\$ 1,867,491</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                     | \$ (3,967)                | \$ (3,933)                     |
| <b>Total Fixed Assets</b>                         | <b>\$ 2,110</b>           | <b>\$ 2,143</b>                |
| <b>TOTAL ASSETS</b>                               | <b>\$ 1,720,539</b>       | <b>\$ 1,869,634</b>            |
| <b>LIABILITIES AND EQUITY</b>                     |                           |                                |
| Liabilities                                       |                           |                                |
| Current Liabilities                               |                           |                                |
| Accounts Payable                                  |                           |                                |
| 3000 ACCOUNTS PAYABLE                             | \$ 85,407                 | \$ 72,621                      |
| <b>Total Accounts Payable</b>                     | <b>\$ 85,407</b>          | <b>\$ 72,621</b>               |
| Credit Cards                                      |                           |                                |
| 3002 PARK BANK CREDIT CARD                        | \$ -                      | \$ -                           |
| 3003 CREDIT CARD                                  | \$ 3,394                  | \$ 1,576                       |
| <b>Total 3002 PARK BANK CREDIT CARD</b>           | <b>\$ 3,394</b>           | <b>\$ 1,576</b>                |
| <b>Total Credit Cards</b>                         | <b>\$ 3,394</b>           | <b>\$ 1,576</b>                |
| Other Current Liabilities                         |                           |                                |
| 3005 ACCRUED PAYROLL                              | \$ 45,767                 | \$ 43,433                      |

|                                             |           |                  |           |                  |
|---------------------------------------------|-----------|------------------|-----------|------------------|
| 3010 ACCRUED COOP WATER RESOURCE MONITORING | \$        | 51,703           | \$        | 30,967           |
| 3015 ACCRUED PREPAID LIABILITIES            | \$        | 829              | \$        | 1,036            |
| 3202 WRS PENSION PLAN                       | \$        | 12,107           | \$        | 12,169           |
| 3300 UNUSED VACATION, WELLNESS              | \$        | 54,908           | \$        | 62,452           |
| 3500 SICK LEAVE ACCRUAL PAY                 | \$        | 118,400          | \$        | 111,212          |
| 3600 DEFERRED/UNEARNED REVENUE              | \$        | 805,746          | \$        | 963,892          |
| 3655 INVEST IN RIGHT OF USE                 | \$        | 2,379            | \$        | 2,379            |
| <b>Total Other Current Liabilities</b>      | <b>\$</b> | <b>1,091,840</b> | <b>\$</b> | <b>1,227,539</b> |
| <b>Total Current Liabilities</b>            | <b>\$</b> | <b>1,180,640</b> | <b>\$</b> | <b>1,301,735</b> |
| <b>Total Liabilities</b>                    | <b>\$</b> | <b>1,180,640</b> | <b>\$</b> | <b>1,301,735</b> |
| Equity                                      |           |                  |           |                  |
| 3700 PRIOR YEAR BALANCE                     | \$        | (146,830)        | \$        | (146,830)        |
| 3701 PRIOR YEAR FUND BALANCE                | \$        | 909,003          | \$        | 909,003          |
| 3702 CURRENT FUND BALANCE                   | \$        | 200              | \$        | 200              |
| Net Revenue                                 | \$        | (222,474)        | \$        | (194,474)        |
| <b>Total Equity</b>                         | <b>\$</b> | <b>539,899</b>   | <b>\$</b> | <b>567,899</b>   |
| <b>TOTAL LIABILITIES AND EQUITY</b>         | <b>\$</b> | <b>1,720,539</b> | <b>\$</b> | <b>1,869,634</b> |

**Capital Area Regional Planning Commission**  
**Budget vs. Actuals: Statement of Activity**  
For the month of August - Budget Vs Actuals 8 Months Ended

|                                           | Total             |                        |                  |                       |
|-------------------------------------------|-------------------|------------------------|------------------|-----------------------|
|                                           | Monthly<br>Actual | Actual Year to<br>Date | Annual<br>Budget | % of Annual<br>Budget |
| <b>Revenue</b>                            |                   |                        |                  |                       |
| 5000 PROPERTY TAX REVENUE                 | -                 | -                      | -                |                       |
| 5001 DANE COUNTY PROP TAX-OTH             | 96,747            | 773,973                | 1,160,959        | 66.67%                |
| <b>Total 5000 PROPERTY TAX REVENUE</b>    | <b>96,747</b>     | <b>773,973</b>         | <b>1,160,959</b> | <b>66.67%</b>         |
| 5100 STATE/FEDERAL GRANTS                 | -                 | -                      | -                |                       |
| 5101 EPA/DNR WATER PLANNING               | 9,917             | 79,333                 | 134,000          | 59.20%                |
| 5102 EPA/DNR GRANT FUNDS                  | -                 | 8,664                  | -                |                       |
| 5103 WEM/FEMA/HMGP GRANT FUNDS            | 23,916            | 78,610                 | 125,000          | 62.89%                |
| 5104 WisDOT PLAN INTEGRATION              | 1,046             | 8,367                  | 7,093            | 117.96%               |
| <b>Total 5100 STATE/FEDERAL GRANTS</b>    | <b>34,879</b>     | <b>174,974</b>         | <b>266,093</b>   | <b>65.76%</b>         |
| 5150 OTHER GRANTS                         | -                 | 15,000                 | -                |                       |
| <b>5200 PASS THROUGH REVENUE</b>          | <b>-</b>          | <b>-</b>               | <b>-</b>         |                       |
| 5201 WisDOT RURAL WORK PROGRAM            | 367               | 996                    | 5,457            | 18.25%                |
| 5220 COOP WATER RESOURCE MONITORING       | 14,813            | 92,500                 | 68,200           | 135.63%               |
| <b>Total 5200 PASS THROUGH REVENUE</b>    | <b>15,179</b>     | <b>93,496</b>          | <b>73,657</b>    | <b>126.93%</b>        |
| 5300 FEES REVENUE                         | -                 | -                      | -                |                       |
| 5301 FEES - SEWER EXTENSIONS              | 5,200             | 24,400                 | 45,000           | 54.22%                |
| 5302 FEES - USA/LSA APP REVIEW            | -                 | 11,878                 | 65,000           | 18.27%                |
| <b>Total 5300 FEES REVENUE</b>            | <b>5,200</b>      | <b>36,278</b>          | <b>110,000</b>   | <b>32.98%</b>         |
| 5400 SERVICES REVENUE                     | -                 | -                      | -                |                       |
| 5401 LOCAL & REGIONAL PLAN ASSISTANCE     | 7,591             | 49,945                 | 140,000          | 35.68%                |
| <b>Total 5400 SERVICES REVENUE</b>        | <b>7,591</b>      | <b>49,945</b>          | <b>140,000</b>   | <b>35.68%</b>         |
| 5500 OTHER REVENUE                        | -                 | -                      | -                |                       |
| 5208 LAND USE CODE ASSESSMENT             | -                 | -                      | -                |                       |
| 5501 INTEREST INCOME                      | 1,781             | 15,201                 | 32,000           | 47.50%                |
| 5502 MISCELLANEOUS REVENUES               | 7                 | 3,416                  | 3,123            | 109.39%               |
| 5505 WI SALT WISE                         | 6,250             | 57,165                 | 140,000          | 40.83%                |
| <b>Total 5500 OTHER REVENUE</b>           | <b>8,038</b>      | <b>75,782</b>          | <b>175,123</b>   | <b>43.27%</b>         |
| 7000 REVENUE REFUNDS                      | -                 | -                      | -                |                       |
| <b>Total Revenue</b>                      | <b>167,634</b>    | <b>1,219,448</b>       | <b>1,925,832</b> | <b>63.32%</b>         |
| <b>Gross Profit</b>                       | <b>167,634</b>    | <b>1,219,448</b>       | <b>1,925,832</b> | <b>63.32%</b>         |
| <b>Expenditures</b>                       | <b>-</b>          | <b>-</b>               | <b>-</b>         |                       |
| 6000 SALARIES AND LEAVE TIME              | -                 | -                      | -                |                       |
| 6001 DIRECT SALARIES & WAGES              | 69,213            | 598,291                | 903,822          | 66.20%                |
| 6002 COMPENSATED LEAVE TIME               | 20,763            | 175,783                | 198,400          | 88.60%                |
| <b>Total 6000 SALARIES AND LEAVE TIME</b> | <b>89,976</b>     | <b>774,074</b>         | <b>1,102,222</b> | <b>70.23%</b>         |
| 6050 FRINGE BENEFITS                      | -                 | -                      | -                |                       |
| 6051 FICA BENEFITS                        | 6,647             | 54,253                 | 82,115           | 66.07%                |
| 6052 LIFE INSURANCE                       | 27                | 19                     | 309              | 6.12%                 |
| 6053 HEALTH INSURANCE                     | 22,480            | 188,265                | 329,364          | 57.16%                |
| 6054 DENTAL INSURANCE                     | 2,354             | 9,870                  | 15,369           | 64.22%                |
| 6055 WRS-ER CONTRIBUTION                  | 6,054             | 49,726                 | 73,440           | 67.71%                |
| 6056 DISABILITY INSURANCE                 | 173               | 224                    | 534              | 41.88%                |
| 6057 COMMUTE CARDS                        | 40                | 269                    | 200              | 134.43%               |
| 6058 UNEMPLOYMENT                         | 13                | 539                    | 1,000            | 53.86%                |

|                                          |               |                |                |                |
|------------------------------------------|---------------|----------------|----------------|----------------|
| 6059 WORKER'S COMPENSATION               | -             | 4,375          | 2,771          | 157.89%        |
| <b>Total 6050 FRINGE BENEFITS</b>        | <b>37,788</b> | <b>307,539</b> | <b>505,102</b> | <b>60.89%</b>  |
| 6100 OCCUPANCY                           | -             | -              | -              |                |
| 6101 RENT                                | 4,382         | 35,059         | 51,833         | 67.64%         |
| <b>Total 6100 OCCUPANCY</b>              | <b>4,382</b>  | <b>35,059</b>  | <b>51,833</b>  | <b>67.64%</b>  |
| 6200 CONTRACTED SERVICES                 | -             | -              | -              |                |
| 6201 EXTERNAL PROGRAMS                   | -             | 19,092         | -              |                |
| 6202 LEGAL SERVICES                      | -             | 3,186          | 6,000          | 53.09%         |
| 6203 COMMISSION OPERATIONS               | -             | -              | 21,000         | 0.00%          |
| 6204 MARKETING AND COMMUNICATIONS        | -             | 12,991         | -              |                |
| <b>Total 6200 CONTRACTED SERVICES</b>    | <b>-</b>      | <b>35,268</b>  | <b>27,000</b>  | <b>130.62%</b> |
| 6300 FINANCIAL SERVICES                  | -             | -              | -              |                |
| 6301 AUDIT                               | -             | 11,850         | 15,435         | 76.77%         |
| 6302 PAYROLL FEES                        | 682           | 5,616          | 5,250          | 106.97%        |
| 6303 FINANCIAL SERVICES                  | 1,970         | 17,915         | 42,000         | 42.65%         |
| <b>Total 6300 FINANCIAL SERVICES</b>     | <b>2,652</b>  | <b>35,381</b>  | <b>62,685</b>  | <b>56.44%</b>  |
| 6400 TRAVEL AND TRAINING                 | -             | -              | -              |                |
| 6401 EMPLOYEE TRAVEL                     | 572           | 6,296          | 13,349         | 47.16%         |
| 6402 MEALS                               | 17            | 116            | 907            | 12.83%         |
| 6403 CONFERENCES & MEETINGS              | 1,454         | 4,366          | 9,638          | 45.30%         |
| 6404 TRAINING                            | -             | -              | 3,000          | 0.00%          |
| <b>Total 6400 TRAVEL AND TRAINING</b>    | <b>2,043</b>  | <b>10,778</b>  | <b>26,894</b>  | <b>40.08%</b>  |
| 6500 OFFICE EXPENSES                     | -             | -              | -              |                |
| 6501 SUPPLIES                            | 1,191         | 5,619          | 3,860          | 145.58%        |
| 6502 PRINTING                            | 543           | 976            | 1,558          | 62.67%         |
| 6503 POSTAGE                             | -             | 161            | 105            | 153.22%        |
| 6504 EQUIPMENT                           | -             | 3,703          | 8,925          | 41.50%         |
| 6505 TELEPHONE                           | 182           | 1,379          | 1,500          | 91.92%         |
| 6506 ADMINISTRATIVE FEES                 | -             | 388            | 442            | 87.82%         |
| 6902 CONTRIBUTIONS & DONATIONS           | -             | 1,000          | 2,500          | 40.00%         |
| <b>Total 6500 OFFICE EXPENSES</b>        | <b>1,916</b>  | <b>13,227</b>  | <b>18,890</b>  | <b>70.02%</b>  |
| 6600 INFORMATION TECHNOLOGY              | -             | -              | -              |                |
| 6601 WEBHOSTING                          | -             | 321            | 368            | 87.28%         |
| 6602 SOFTWARE                            | 2,683         | 12,713         | 17,220         | 73.82%         |
| 6603 IT SERVICES                         | 490           | 10,987         | 8,000          | 137.33%        |
| <b>Total 6600 INFORMATION TECHNOLOGY</b> | <b>3,173</b>  | <b>24,020</b>  | <b>25,588</b>  | <b>93.87%</b>  |
| 6700 COMMISSION                          | -             | -              | -              |                |
| 6701 COMMISSION PER DIEMS                | 550           | 3,200          | 8,000          | 40.00%         |
| 6702 COMMISSION TRAVEL                   | -             | 320            | 840            | 38.07%         |
| <b>Total 6700 COMMISSION</b>             | <b>550</b>    | <b>3,520</b>   | <b>8,840</b>   | <b>39.82%</b>  |
| 6800 PASS THROUGH EXPENSES               | -             | -              | -              |                |
| 6801 WATER RESOURCE MONITORING           | 53,087        | 186,353        | 68,200         | 273.25%        |
| 6802 WisDOT PLANNING SERVICES            | -             | 3,005          | 5,457          | 55.07%         |
| <b>Total 6800 PASS THROUGH EXPENSES</b>  | <b>53,087</b> | <b>189,359</b> | <b>73,657</b>  | <b>257.08%</b> |
| 6900 OTHER                               | -             | -              | -              |                |
| 6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS      | 34            | 3,504          | 7,186          | 48.76%         |
| 6903 EDUCATION/INFO/OUTREACH             | -             | 2,406          | 1,500          | 160.42%        |
| 6904 RECRUITMENT                         | -             | 150            | 1,050          | 14.29%         |
| 6905 INSURANCE                           | -             | 7,366          | 4,709          | 156.42%        |
| 6906 DEPRECIATION                        | -             | -              | -              |                |
| 6907 AMORITIZATION EXPENSE               | 34            | 270            | 608            | 44.42%         |
| <b>Total 6900 OTHER</b>                  | <b>68</b>     | <b>13,696</b>  | <b>15,053</b>  | <b>90.99%</b>  |
| Uncategorized Expense                    | -             | -              | -              |                |

|                       |          |           |           |           |
|-----------------------|----------|-----------|-----------|-----------|
| Total Expenditures    | 195,634  | 1,441,922 | 1,917,764 | 75.19%    |
| Net Operating Revenue | (28,000) | (222,474) | 8,068     | -2757.49% |
| Net Revenue           | (28,000) | (222,474) | 8,068     | -2757.49% |

**Capital Area Regional Planning Commission**  
**A/R Aging Summary**  
**As of August 31, 2026**

|                                                            | <b>Current</b>    | <b>1 - 30</b> | <b>31 - 60</b> | <b>61 - 90</b> | <b>91 and over</b> | <b>Total</b>      |
|------------------------------------------------------------|-------------------|---------------|----------------|----------------|--------------------|-------------------|
| Ayers Associates, Inc.                                     |                   |               |                |                | 1,000              | 1,000             |
| Dane County                                                |                   |               |                |                |                    | 0                 |
| Dane County Land and Water Resources Department            | 98,750            |               |                |                |                    | 98,750            |
| <b>Total Dane County</b>                                   | <b>\$ 98,750</b>  | <b>\$ -</b>   | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ -</b>        | <b>\$ 98,750</b>  |
| Department of Planning, Community and Economic Development |                   |               |                |                | 2,869              | 2,869             |
| Jewell Associates Engineers, Inc.                          |                   |               |                |                | 400                | 400               |
| JSD PROFESSIONAL SER                                       |                   |               |                |                | 400                | 400               |
| JT Engineering, Inc.                                       | 1,200             |               |                |                |                    | 1,200             |
| MSA Professional Services, Inc.                            |                   |               | 400            |                | 1,000              | 1,400             |
| Outagamie County Highway                                   |                   |               |                |                | 500                | 500               |
| PINNACLE ENGINEERING                                       |                   |               |                |                | 400                | 400               |
| Professional Engineering, LLC                              | 400               |               |                |                |                    | 400               |
| Snyder & Associates, Inc.                                  | 400               |               |                |                |                    | 400               |
| State of Wisconsin                                         |                   |               |                |                |                    | 0                 |
| WI Department of Natural Resources                         |                   |               |                |                | 2,190              | 2,190             |
| 243104-BRIC Stream Crossing Inventory                      | 16,104            |               |                |                |                    | 16,104            |
| <b>Total WI Department of Natural Resources</b>            | <b>\$ 16,104</b>  | <b>\$ -</b>   | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ 2,190</b>    | <b>\$ 18,294</b>  |
| Wisconsin Department of Transportation                     |                   |               |                |                |                    | 0                 |
| WISDOT, Bureau of Plan & Econ                              | 367               |               |                |                |                    | 367               |
| <b>Total Wisconsin Department of Transportation</b>        | <b>\$ 367</b>     | <b>\$ -</b>   | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ -</b>        | <b>\$ 367</b>     |
| <b>Total State of Wisconsin</b>                            | <b>\$ 16,471</b>  | <b>\$ -</b>   | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ 2,190</b>    | <b>\$ 18,661</b>  |
| Urban Tree Alliance                                        |                   |               |                |                |                    | 0                 |
| 243502 - South Side Urban Forestry Project                 | 2,500             |               |                |                |                    | 2,500             |
| <b>Total Urban Tree Alliance</b>                           | <b>\$ 2,500</b>   | <b>\$ -</b>   | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ -</b>        | <b>\$ 2,500</b>   |
| VANDE HEY                                                  |                   |               |                |                | 800                | 800               |
| Vierbicher                                                 |                   |               |                |                | 800                | 800               |
| Village of Deforest                                        |                   |               |                |                | 3,070              | 3,070             |
| Wyser Engineering, LLC                                     |                   |               |                |                | 400                | 400               |
| <b>TOTAL</b>                                               | <b>\$ 119,721</b> | <b>\$ -</b>   | <b>\$ 400</b>  | <b>\$ -</b>    | <b>\$ 13,829</b>   | <b>\$ 133,950</b> |

**Re: Agreement with the Village of Oregon and Town of Oregon for CARPC to Provide Boundary Agreement Planning Assistance, up to \$30,000 for 2026-2027 (*actionable item*)**

**Requested Action:**

Recommendation to authorize Executive Director to execute agreement.

**Background:**

None

**Staff Comments:**

The Town and Village are each interested in pursuing a cooperative boundary agreement and have requested CARPC assistance. Through this agreement CARPC would assist with meeting facilitation, mapping, and agreement drafting.

**Attachments:**

1. Agreement Between Village of Oregon, Town of Oregon and the Capital Area Regional Planning Commission for Boundary Planning Assistance Services

**Staff Contact:**

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

**Next Steps:**

Execute agreement.



## AGREEMENT BETWEEN VILLAGE OF OREGON, TOWN OF OREGON AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR BOUNDARY PLANNING ASSISTANCE SERVICES

**Parties:** This agreement (“Agreement”) is by and between the VILLAGE OF OREGON, 101 Alpine Parkway, Oregon, WI 53575, hereafter “VILLAGE”, the TOWN OF OREGON, 1138 Union Road, Oregon, WI 53575, hereafter “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:** The term of this Agreement is November 1, 2026 (or date of signing) through March 1, 2028. This Agreement shall only be renewed by written agreement between the Parties. Any party may terminate this Agreement by providing thirty (30) days written notice to the other parties. In the event this Agreement is terminated, the VILLAGE and TOWN 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 between the Village and Town, assistance with public meetings, and assistance with maps, illustrations and text for boundary agreement drafting, as described in *Attachment A – Proposal to the Village of Oregon and Town of Oregon for 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.

- Additional Working Group or public meetings
- Additional map or agreement revisions, beyond those described in the Proposal
- Other services not specified in Attachment A

**Payment:** Total cost for the required elements to be provided by CARPC will not exceed \$30,000. CARPC will invoice the VILLAGE quarterly for staff time on the project at the rate of \$125/hour, plus the actual cost of any direct costs such as mileage or printing. Payment from VILLAGE to CARPC will be due within 30 days of the date of the invoice. VILLAGE will invoice TOWN for 20% of the amount invoiced by CARPC. Payment from TOWN to VILLAGE 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.

**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 Village:

Village Clerk  
101 Alpine Parkway  
Oregon, WI 53575

If to Town:

Town Clerk  
1138 Union Road, Oregon  
Oregon, WI 53575

If to CARPC:

Executive Director  
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.

**TOWN OF OREGON**

**VILLAGE OF OREGON**

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

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

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

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

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

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

Town of Oregon

Village of Oregon

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

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

**CAPITAL AREA REGIONAL PLANNING COMMISSION**

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

Jason Valerius

Executive Director

Capital Area Regional Planning Commission

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



September 25, 2026

## **Proposal to the Village of Oregon and Town of Oregon for Growth Area and Boundary Planning Assistance**

### **OVERVIEW**

The Village of Oregon is growing, from a 2020 population of about 12,000 to a projected 2050 population of about 17,500. While some of this population growth will continue to be accommodated within existing developed areas through infill and redevelopment, the Village is also growing outward.

The Village's primary growth opportunities are to the south and west, into lands currently in the Town of Oregon. The Village is bordered on the north by the City of Fitchburg and on the east (in the Town of Dunn) by lands generally too wet to be suitable for development. Annexation, development, and road maintenance have been topics of interest between the Village and the Town of Oregon. Both parties have requested assistance with the development of a Cooperative Boundary Plan that could help limit conflict and make more predictable future annexation, development and infrastructure decisions.

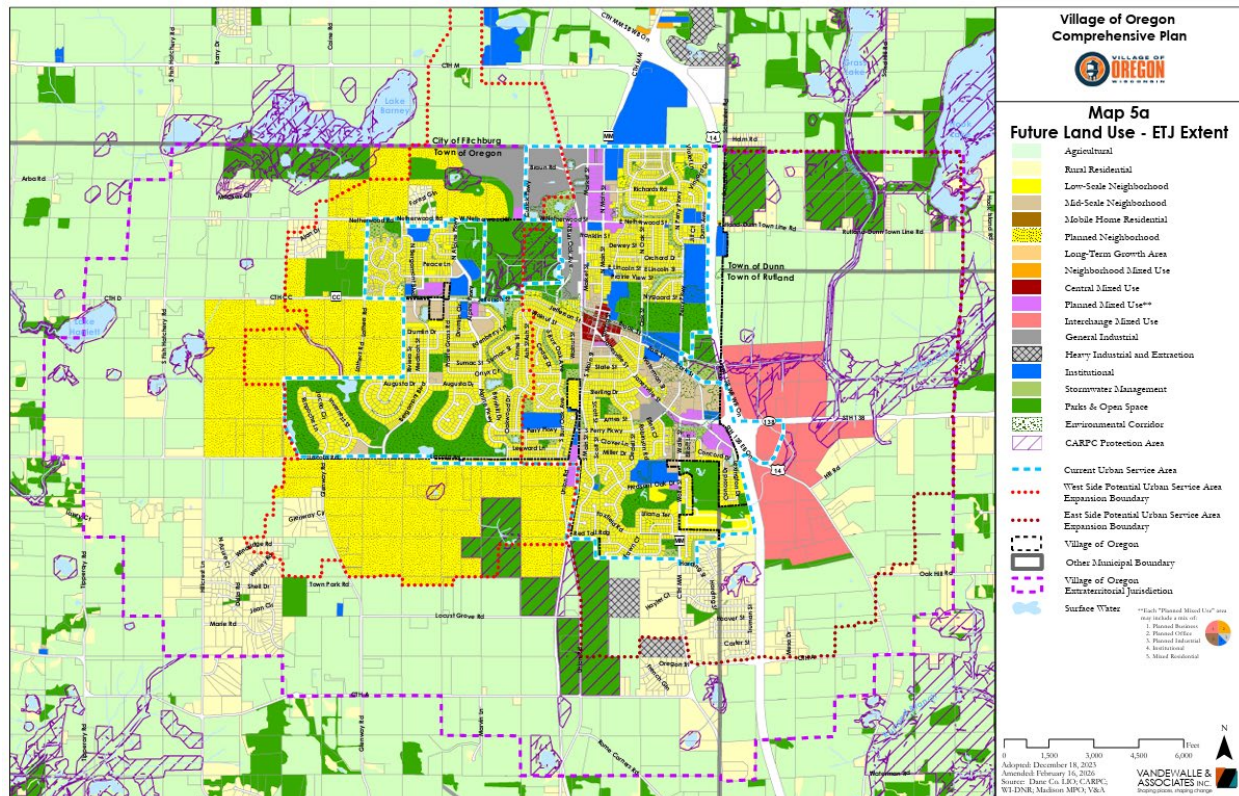
### **PROPOSAL**

#### **Staff**

The scope described here will be completed primarily by several CARCP staff, including Jason Valerius, AICP, Sean Higgins, AICP, and Matt Krempely, AICP, in collaboration with Village and Town 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 is approximately the Village's 1.5-mile extraterritorial plat review jurisdiction (see the purple boundary on the map below), though this may be modified in response to the long-term planning interests of the two parties. The planning area is not a “growth area,” per se, but rather the area for which mutually-agreeable policies will be developed on a variety of topics.



## Planning Topics

Issues of interest identified by one or both of the parties in a staff-level scoping discussion included:

- Annexation and development of undeveloped land
- Existing developed lands in the Town, including lands that could become “town islands”
- Current and future Town Hall locations
- Shared roads maintenance
- Traffic and development around the Fish Hatchery/CTH D intersection
- Utility planning
- Communication expectations related to development proposals and other topics addressed in the plan

The above list is not comprehensive; other topics may arise and be considered for inclusion in the cooperative plan.

## **Task 1 – Meetings**

We suggest a series of Working Group meetings with representatives of the Village and the Town. Representation could include 2-4 people from each jurisdiction, including at least one elected official from each.

Suggested meetings:

- **Working Group Meeting 1** (2 hours) – 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; review of a working map to consider the area that would be subject to the plan; preliminary discussion about policy categories to be mapped in the cooperative Boundary Plan; and review of the meeting formats and schedule for the remainder of the process.
  - CARPC will provide: agenda, working map, initial draft plan outline, process schedule, meeting summary
- **Working Group Meeting 2** (2 hours) – Recap of Meeting 1, consideration of preliminary boundary plan map categories, first-time application of those categories to the working map.
  - CARPC will provide: agenda, working map, meeting summary
- **Working Group Meeting 3** (2 hours) – Recap of Meeting 2, consideration of draft boundary plan map, preparation for the Open House and Joint Board Meeting.
  - CARPC will provide: agenda, draft plan map, draft map categories, meeting summary
- **Open House and Joint Board Meeting** (3 hours) – A 2-hour open house with opportunity for stakeholders to review preliminary policy ideas and working maps and offer comments on both, then a joint meeting of the village Board and Town Board to discuss the same content, raise questions, and offer feedback to the Working Group.
  - CARPC will provide: poster draft plan map, poster draft map categories, poster of other policy ideas, agenda content to be posted by the Village and Town, meeting summary
- **Working Group Meeting 4** (2 hours) – Recap of the Open House and Joint Board Meeting; consideration of revisions to the draft plan map; review of draft plan document, section by section.
  - CARPC will provide: agenda, draft plan map, draft plan document, meeting summary
- **Working Group Meeting 5** (2 hours) – Recap of Meeting 4; consideration of revisions to the draft plan map; review of draft plan document, section by section; preparation for Plan Review Listening Sessions.
  - CARPC will provide: agenda, draft plan map, draft plan document, meeting summary

- **Plan Review Listening Sessions** (90 minutes, one hosted by the Town, one by the Village) – CARPC+Village+Town presentation summarizing the draft plan, then public feedback (format TBD)
  - CARPC will provide: draft plan map, draft plan document, presentation, meeting summary
- **Working Group Meeting 6** (2 hours) – Recap of Plan Review Listening Sessions; consideration of revisions to the draft plan and/or map; preparation for the Joint Public Hearing.
  - CARPC will provide: draft plan map, draft plan document, meeting summary
- **Joint Public Hearing (2 hours)** – (2 hours) - CARPC+Village+Town presentation summarizing the draft plan, then public hearing
  - CARPC will provide: draft plan map, draft plan document, presentation
- **Village Board and Town Board consideration of the proposed Cooperative Boundary Plan** (separate meetings)

Meeting coordination notes:

- CARPC staff will coordinate meeting times and locations with Village and Town staff.
- Village and Town staff will post agendas if/when necessary to comply with open meetings law requirements, and will conduct outreach as desired to invite resident participation

## **Task 2 – Mapping and Boundary Plan Drafting**

This task would occur in coordination with the meetings of Task 1.

Deliverables:

- Boundary Plan base mapping, including land use, environmental corridors, and soils
- Boundary Plan policy map showing preferred boundaries and planned categories of development and/or protection from development
- Boundary Plan text, first as an outline, then with specific text; revised once before each meeting.

## **Suggested Schedule**

- Working Group Meeting 1 – November 2026
- Working Group Meeting 2 – January 2027
- Working Group Meeting 3 – February 2027
- Open House and Joint Board Meeting – March 2027
- Working Group Meeting 4 – April 2027
- Working Group Meeting 5 – May 2027
- Plan Review Listening Sessions – June 2027

- Working Group Meeting 6 – July 2027
- Joint Public Hearing – September 2027
- Village and Town vote on plan adoption – October/November 2027

### **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 \$125/hour, discounted for intergovernmental cooperation support. The total project cost estimate is 240 hours and \$30,000, including the following tasks:

#### Task 1 – Meetings:

- Estimated CARPC time commitment: Up to 150 hours (~20/working meeting and ~30 per public meeting)
- Estimated cost: \$18,750

#### Task 2 – Mapping and Boundary Plan Drafting:

- Estimated CARPC time commitment: Up to 90 hours
- Estimated cost: \$11,250

Invoices will be issued to and paid by the Village of Oregon, billed quarterly on a “time and materials, not to exceed” basis. The Village will in turn invoice the Town for 20% of the total cost (\$6,000).

Capital Area Regional Planning Commission



Jason Valerius  
Executive Director

**Re: Agreement with the City of Madison for the MPO to Provide Transportation Planning Services, up to \$4,183.47 for 2027 (*actionable item*)**

**Requested Action:**

Motion to authorize Executive Director to execute agreement.

**Background:**

CARPC's annual Work Program includes the Regional Transportation-Land Use Planning Integration Program, as approved by the Wisconsin Department of Transportation ("WisDOT") through the Rural Transportation Work Program. The Total funding for this program in Dane County is \$13,945 which includes federal, state, and 10% local match. CARPC uses a portion of the federal and state funding to contract with the MPO for planning services and supporting regional land use and transportation planning integration. The other funds pay for a portion of CARPC staff time.

**Staff Comments:**

MPO staff services include conducting analyses of the impact of proposed Sewer Service Area amendments in the county on the multi-modal transportation system, providing assistance in preparing the transportation element of comprehensive plan updates for communities or providing other transportation-related local planning assistance, working with CARPC staff to integrate regional land use and transportation planning generally, and coordinating performance measure tracking and outreach and education efforts.

The portion of CARPC's RTWP funding passed through to the MPO is again planned to be 33% of the total funding, or \$4,183.47.

**Attachments:**

1. CARPC-MPO Transportation Planning Services Agreement

**Staff Contact:**

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

**Next Steps:**

Coordinate with MPO to adopt terms of 2026 Transportation Planning Services agreement.

**AGREEMENT BETWEEN  
CITY OF MADISON ON BEHALF OF THE GREATER MADISON MPO  
AND THE  
CAPITAL AREA REGIONAL PLANNING COMMISSION  
FOR 2027 TRANSPORTATION PLANNING SERVICES**

**Parties:** This agreement is by and between the City of Madison, hereafter “City,” and Capital Area Regional Planning Commission, hereafter “CARPC.”

**Term:** The term of this agreement is January 1, 2027 through December 31, 2027.

**Scope of Services by City/MPO:** The city will provide transportation planning services to CARPC. These services will be provided by city staff to the Greater Madison MPO (Metropolitan Planning Organization) housed within the city’s Planning Division. These planning services will consist of:

(1) conducting analyses of the impact of proposed Sewer Service Area amendments in the county on the multi-modal transportation system, including an assessment of the capacity to handle the traffic to be generated, ability to serve the development with public transit, accommodations for pedestrians and bicyclists, other design issues, and overall consistency with the goals, policies, and recommendations in the MPO’s Regional Transportation Plan (RTP), *Connect Greater Madison 2050*;

(2) provide assistance in preparing the transportation element of comprehensive plan updates for communities or providing other transportation related local planning assistance;

(3) provide assistance in preparing regional plan (RTP and Regional Development Framework) consistency reviews of comprehensive plans;

(4) work with CARPC staff to integrate regional land use and transportation planning generally and coordinate performance measure tracking and outreach efforts; and

(5) engage in any other joint planning initiatives.

**Payment:** The City of Madison will bill CARPC on a quarterly basis for the 80% federal funding share of providing the transportation planning services. The city will cover the required 20% local match to the federal funding. The city will provide a progress report on services provided, which will be submitted with the quarterly invoice. The total cost of MPO transportation planning services will not exceed \$4,648 (including the local 10% match) for calendar year 2027.

**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.

**Liability:** CARPC shall be responsible for injuries, claims and losses arising from or caused by the acts or omissions of its officers, employees, agencies, boards, commissions and representatives. The city shall be responsible for injuries, claims and losses arising from or caused by the acts or omissions of its officers, employees, agencies, boards, commissions and representatives. The obligations of the parties under this paragraph shall survive the expiration or termination of this 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**

By: \_\_\_\_\_  
Jason Valerius  
Agency Executive Director

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

**CITY OF MADISON**

By: \_\_\_\_\_  
Satya Rhodes-Conway  
Mayor

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

By: \_\_\_\_\_  
Lydia McComas  
City Clerk

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

Countersigned:

By: \_\_\_\_\_  
David Schmiedicke  
City Finance Director

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

Approved as to Form:

By: \_\_\_\_\_  
Michael Haas  
City Attorney

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

**Re: Agreement with the Bock Foundation for CARPC to Develop a Conservation Program Finder Tool, \$8,000 for 2026-2027 (*actionable item*)**

**Requested Action:**

Motion to authorize Executive Director to execute agreement.

**Background:**

The John C. Bock Foundation provides grants to fund education, research, and conservation activities in support of preservation and protection of landscapes containing mature woodlands. CARPC prepared an application in support of a conservation program finder tool in May 2026.

**Staff Comments:**

CARPC received a draft award letter for \$8,000 in support of our proposal to develop a web-based tool to connect rural landowners with conservation programs and land trust partners. Conservation easements are one of the most effective ways to preserve natural resources, protecting land in the long-term or even in perpetuity. This tool will be valuable for rural landowners and organizations that facilitate conservation programs throughout Dane County. Funds under this award will be utilized in 2026 and 2027 with a projected completion date in May 2027.

**Attachments:**

1. Bock Foundation Agreement

**Staff Contact:**

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

**Next Steps:**

Execute agreement.



## John C. Bock Foundation

Quarles & Brady LLP  
Martin Childs IV  
155 North Wacker Drive  
Suite 3200  
Chicago, IL 60606  
(312) 715-5000

Email: [martin.childs@quarles.com](mailto:martin.childs@quarles.com)

September 18, 2026

### *VIA EMAIL*

Matt Noone  
Capital Area Regional Planning Commission  
100 State St, Suite 400  
Madison, WI 53703-2573  
[mattn@capitalarearpc.org](mailto:mattn@capitalarearpc.org)

Dear Matt Noone,

I am writing to inform you that the Trustees of the John C. Bock Foundation (the “Foundation”), have approved a grant in the amount of \$8,000 (the “Grant”) to Capital Area Regional Planning Commission (the “Grantee”). This Grant is intended to provide continued support for the Conservation Program Finder project. The Grant funds, and income earned thereon (collectively, the “Grant Funds”), are to be used in accordance with the proposal dated 5/31/2026 (the “Approved Proposal”).

Payment of the Grant will be made after receipt by the Foundation of a copy of this letter (this “Agreement”) countersigned by an authorized officer of the Grantee. To facilitate your receipt of the Grant, please indicate on the countersigned copy of this Agreement the name of the person in your organization to whom the check should be sent.

The Grant is subject to the following terms and conditions:

1. Use of Grant Funds. The Foundation encourages, whenever feasible, the deposit of Grant Funds in an interest-bearing account. The Grant Funds may be expended only for charitable, religious, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder (collectively, the “Code”). This Grant is made only for such purposes. The Grant Funds shall be used for support for the work detailed previously, and it is understood that the Grant Funds will be used for such purpose in accordance with the Approved Proposal. It also is understood that no substantial variances will be made from the Approved Proposal without the Foundation’s prior approval in writing.

2. Return of Unused Funds. Any Grant Funds not expended or committed for the purposes of the Grant by September 30, 2027, shall be returned to the Foundation.

3. Required Reports. A written report, signed by an appropriate officer of the Grantee (the “Report”), must be furnished to the Foundation no later than **March 31, 2027**. The Report must include (1) a short narrative of the activities financed by the grant, including a description of the progress made by the Grantee toward achieving the purposes of the Grant, and (2) a financial statement showing all Grant Funds received and expended as well as the purposes of such expenditures. The Report does not guarantee that future grants will be awarded, however, as the Foundation reviews grant proposals independently each year. Failure to submit the Report required hereunder may result in (a) termination of the Grant, and (b) loss of any future funding by the Foundation to the Grantee.

4. Evaluation and Monitoring. The Foundation may monitor and conduct an evaluation of operations under the Grant, which may include a visit from Foundation Trustees or other personnel to observe the Grantee’s use of the Grant Funds, discuss such use with Grantee personnel, and review financial and other records and materials relating to the activities financed by the Grant.

5. Publicity. The Foundation may include basic information about the Grant in its public reports and may also refer to the Grant in a press release. If there are special considerations concerning the public announcement of the Grant, or if you would like to coordinate a public announcement of the Grant with the Foundation’s announcement, we encourage you to contact Martin Childs IV to discuss your concerns.

6. Tax Status. By countersigning this Agreement, the Grantee confirms that (a) it has been determined by the Internal Revenue Service (the “IRS”) to be an organization described in Section 501(c)(3) of the Code, (b) it has been determined by the IRS to be a public charity described in Section 509(a)(1) or 509(a)(2) of the Code, and (c) these determinations have not been revoked or modified and continue in full force and effect. If either of these determinations is revoked or modified, the Grantee shall notify the Foundation immediately. No payment shall be required to be made at any time after the Grantee ceases to be an organization that is described in Section 501(c)(3) of the Code and is further classified as a public charity described in Section 509(a)(1) or 509(a)(2) of the Code.

7. Compliance with U.S. Law. By countersigning this Agreement, the Grantee agrees that it will comply with all applicable U.S. laws.

8. Termination. Failure to comply with any term of this Agreement, including, but not limited to, the reporting requirements set forth herein, may result in termination of the Grant and require the return of all Grant Funds to the Foundation, each within the sole discretion of the Foundation. The Foundation reserves the right to terminate this Agreement if, in its sole discretion, the Foundation determines that the Grantee has made any misrepresentations, has in any way misappropriated Grant Funds, or has failed to comply with the terms and conditions of this

Agreement. The Foundation shall be entitled to a return of any misappropriated Grant Funds up to and including the full amount of the Grant.

9. Entire Agreement and Amendment. This Agreement sets forth all terms of the Grant and replaces all prior understandings and agreements, oral or written, with respect to the Grant. Any modification or amendment of this Agreement must be in writing and signed by each of the Grantee and the Foundation.

10. Headings. The headings in this Agreement are inserted for convenience of reference only and shall not be considered part of, or affect the interpretation of, this Agreement.

11. Governing Law and Venue. This Agreement shall be construed in accordance with the internal laws, and not the laws of conflicts, of the State of Wisconsin, and any claims or causes of action shall be adjudicated exclusively in the courts of the State of Wisconsin.

If this Agreement correctly sets forth your understanding of the terms of the Grant, please indicate your agreement to such terms by having this Agreement countersigned by an authorized officer of your organization and returned to the Foundation to the attention of Martin Childs IV.

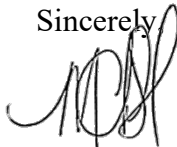
The countersigned Agreement and future summaries should be submitted to:

Quarles & Brady LLP  
Attn: John C. Bock Foundation  
c/o Martin Childs, IV  
155 North Wacker Drive, Suite 3200  
Chicago, IL 60606  
[martin.childs@quarles.com](mailto:martin.childs@quarles.com)

This Agreement may be executed and delivered in one or more counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which, when taken together, shall constitute one and the same agreement. To the extent signed and delivered by means of a facsimile machine or other means of electronic transmission, this Agreement shall be treated in all manner and respects and for all purposes as an original and shall have the same binding legal effect as if it were the original signed version thereof delivered in person.

Thank you for your submission. We wish you success.

Sincerely



Martin Childs IV,  
on behalf of the Trustees of the  
JOHN C. BOCK FOUNDATION

**ACCEPTED AND AGREED:**

Grantee: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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

Payment check should be mailed to the attention of:

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

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

Address: \_\_\_\_\_

\_\_\_\_\_

## JOHN C. BOCK FOUNDATION 2026 Grant Application

### Grant Application Instructions:

**This application form does not save automatically as you complete it. Please keep this page/window/tab open until you have provided all information and submitted the application.** If you are not prepared to provide all the information requested below, return when you are ready to complete all fields and then click SUBMIT at the bottom of this form.

**The due date to submit your grant application is May 31, 2026. Your application will be reviewed after submission and your organization will be informed of the John C. Bock Foundation Board of Trustee's final decision regarding your grant request before August 31, 2026.**

If you have any questions, please contact Thomas Polk: [thomas.polk@quarles.com](mailto:thomas.polk@quarles.com).

**1. Organization Name:** Capital Area Regional Planning Commission

**2. Contact Name:** Matt Noone

**3. Contact's Title:** Senior Environmental Resource Planner

**Street Address and Suite/Unit:** 100 State St, Suite 400, Madison, WI 53703-2573

**5. Contact's Phone Number:** (608) 474-6017

**6. Contact's Email:** mattn@capitalarearpc.org

**7. Name of Chief Executive of the Organization:** Jason Valerius

**8. Title of Chief Executive of the Organization:** Executive Director

**9. Email Address of Chief Executive of the Organization:** jasonv@capitalarearpc.org

**10. Project Title:** Conservation Program Finder

**11. Amount Requested:** \$10,000

**12. Project Budget:** \$10,000.00

**13. Estimated Project Start Date:** 11/01/2026

**14. Estimated Project End Date:** 9/01/2027

## **15. Summarize the purpose of the Organization's request:**

Given the expected population growth in Dane County, forward-thinking approaches are needed today to preserve woodlands and old-growth forests for future generations. The Regional Data Group estimates that by 2050, the population of Dane County will reach 887,000 – about a 58% increase from the 2020 Census population count of 561,504. The development footprint to accommodate the increasing population is projected to urbanize 60 additional square miles of rural lands (based on internal projections using current land use consumption rates), putting existing rural woodlands and old-growth forests at risk (see attachment figures).

We propose creating Conservation Program Finder, a web-based tool that connects rural landowners with conservation programs and land trust partners. Conservation easements are one of the most effective ways to preserve natural resources, protecting land in the long-term or even in perpetuity. Conservation easements typically require management plans, ensuring proper stewardship of protected resources. Other conservation programs fund woodland management, protect streambanks, fund restoration and enhancement activities, or promote regenerative agriculture practices, which help improve soil health and water quality, ultimately benefiting a wide range of natural resources. Privately owned woodlands are particularly vulnerable to development pressures – conservation programs provide a unique opportunity to educate landowners and sustain long-term woodland preservation and management.

CARPC mapping shows that Dane County has about 195 square miles of rural woodlands that are unprotected (i.e. not in an easement, parkland, or environmental corridor), with roughly 60 square miles of these woodlands classified as old-growth forest. These woodlands currently lack protection from development pressures. There are numerous conservation programs available to Dane County residents that can help protect private woodlands, with a wide range of eligibility requirements, rules, and benefits to participating landowners. It can be very challenging for landowners to navigate this complex web of opportunities, especially as there is no central location to browse all conservation programs and opportunities and provide connections to land trusts and easement programs.

The Conservation Program Finder tool will significantly reduce these barriers, empowering rural landowners to easily find conservation program opportunities. Many programs limit eligibility by region, municipality, or watershed – Conservation Program Finder will combine the boundaries of each program into a GIS database, so that a full list of opportunities can be determined with a simple address search. It will also include a short survey to further match programs based on non-spatial eligibility requirements and landowner goals. The tool will provide users with: a list of conservation programs they are likely eligible for; the

program coordinator contact and webpage, a summary of each program, including the next steps to apply; and contact information for land trust partners (like Groundswell Conservancy, Driftless Conservancy, Prairie Enthusiasts, Southern Wisconsin Bird Alliance, Ice Age Trail Alliance) who can provide further assistance.

While landowners will be the primary audience for Conservation Program Finder, it will also be a valuable tool for organizations that facilitate conservation programs. Dane County land trusts and municipal conservation programs would be able to use the tool for targeted outreach, identifying valuable woodlands on private lands and educating the owners about conservation opportunities. To support a wider range of users, Conservation Program Finder will also have a browsable web map which can be filtered by a specific program.

Land easement and conservation programs are an essential strategy to sustainably protect woodlands and old-growth forests. The development footprint of Dane County is expected to expand significantly over the next 25 years, threatening these irreplaceable natural resources. There is currently no tool in Wisconsin that allows landowners to easily browse and discover conservation opportunities. Conservation Program Finder will address this service gap, supporting the preservation, maintenance, and enhancement of woodlands throughout Dane County. The tool will also serve as an educational resource for land trusts, municipal planners, and landowners, helping them understand what conservation options exist on parcels they are considering for development — supporting site planning that maintains mature trees and healthy ecosystems, consistent with the Foundation’s mission.

#### **16. Estimated timeframe in which the Funds will be used:**

Grant funds will be deployed beginning November 2026. The project is estimated to require approximately six months to complete, with Conservation Program Finder launching publicly by May 2027. The \$10,000 budget will be allocated primarily to staff time for GIS database development (~30%), web application programming (~15%), partner coordination and data gathering (~35%), and ongoing public outreach (~20%).

#### **Activity Timelines:**

Database development: November 2026 – January 2027

Partner coordination and data gathering: November 2026 – March 2027

Web application development: March 2027 – May 2027

Public outreach: May 2027 – ongoing

Conservation Program Finder tool launch: May 2027

**17. Describe the Organization's other sources of funding for the proposed project:**

The Conservation Program Finder tool will require regular updates to ensure that the conservation program information stays up to date. CARPC will use staff time to maintain the tool beyond the grant period on a twice-yearly review schedule, and on an as-needed basis when conservation programs are added or removed. Additionally, CARPC will partner with local land trusts such as the Driftless Conservancy, Groundswell, Gathering Waters, and the Nature Conservancy to refine future versions of Conservation Program Finder, ensuring the tool remains a valuable public resource. CARPC will also maintain modifications to the tool and provide ongoing support and outreach as needed.

**18. Explain how the Organization will measure the effectiveness of its activities for the proposed project:**

The effectiveness of this project will be measured using concrete, trackable indicators. Web traffic analytics will be monitored on the Conservation Program Finder website, with a target of 500 unique users within the first 12 months of launch. CARPC will promote the completed tool in our newsletter and an accompanying press release. We will also work with partner organizations, including local land trusts, municipalities, and Dane County, to conduct an outreach campaign that expands public awareness of the tool. The tool will be built so that it can be embedded in any of our partners' websites.

**19. Describe the Organization's criteria for assessing the success of the proposed project:**

The project will be considered successful when it achieves measurable adoption and contributes to conservation outcomes. Specific success criteria include: (1) 500 or more unique users within the first 12 months of launch; (2) the tool is embedded in or actively promoted by at least three land trust partner websites; and (3) collection of 3 testimonials reporting how specific landowners were assisted by Conservation Program Finder as part of achieving their conservation goals. CARPC will solicit structured annual feedback from partner land trusts to track these outcomes, identify barriers users encounter, and guide future improvements to the tool.

**20. Describe the results the Organization expects to have achieved by the end of the funding period:**

CARPC will create and host Conservation Program Finder, a web application that connects rural landowners with conservation easement and funding opportunities. This will support landowners in protecting, enhancing, and preserving privately owned woodlands. The project will achieve the following results:

- 1- Connect rural landowners with conservation programs that match their eligibility and goals.
- 2- Connect landowners with land trust organizations that could assist with potential land easement transitions.
- 3- Provide land trusts and other organizations coordinating conservation programs with a tool to perform targeted outreach and further assist landowners.
- 4- Connect landowners with CARPC's database of grant opportunities that are focused on environmental and sustainability issues.
- 5- Serve as a model for other counties interested in connecting rural landowners to conservation opportunities. The web application code will be made freely available for other organizations to use and modify.

Below is a subset of Conservation Programs available to Dane County to residents that this tool will enable and streamline landowners to enroll and participate in:

**Federal conservation programs:**

Yahara River Watershed Plan of Operations: RCPP-NRCS,  
Conservation Stewardship Program (CSP): NRCS  
Mississippi River Basin Healthy Watershed Initiative (MRBI), NRCS  
Improving Oak Ecosystem Health in the Great Lakes (RCPP): NRCS  
American Farmland Trust: RCPP-NRCS  
Environmental Quality Incentives Program (EQIP), NRCS  
Regional Conservation Partnership Program (RCPP), NRCS  
Dane County LWRD - Improving Soil Health and Water Quality: RCPP-NRCS

**County Conservation Programs:**

Continuous Cover Program: Dane County  
Wetland Restoration Program: Dane County  
Conservation Fund Grant Program: Dane County  
Land Purchase and Conservation Easement program: Dane County L&W

**State Conservation Programs:**

Farm Land Preservation Tax Credits: DATCP  
Streambank Protection Program: WI DNR

Forest Legacy Program (FLP): USFS/WI DNR

Wisconsin Forest Landowner Grant Program (WFLGP): WI DNR

Managed Forest Law (MFL): WI DNR

### **Non-Profit Conservation Programs**

Trout Unlimited: Driftless Area Habitat for the Wild and Rare

Improving Working Lands for Monarch Butterflies

### **21. Does your Organization have a determination letter from the IRS stating that it is described in section 501(c)(3)?**

No, a previous inquiry with the Bock Foundation determined CARPC would be eligible to apply for the grant opportunity.

CARPC is a regional planning commission established by Executive Order of the Governor of Wisconsin under Wis. Stat. § 66.0309, and operates as a unit of Wisconsin state and local government. As a governmental entity, CARPC is not required to obtain 501(c)(3) status and is recognized as a tax-exempt public body under federal law. Contributions to and grants received by governmental units are deductible under IRC § 170(c)(1).

### **21a. If YES, please indicate the public charity/foundation status reflected in your Organization's determination letter by checking the appropriate box below: \***

### **22. Describe the Organization's history, overall goals, and objectives:**

The Regional Planning Commission was created on May 2, 2007, by Executive Order of Wisconsin Governor James Doyle, pursuant to Wisconsin's regional planning statute (§ 66.0309). The Executive Order identified the need for regional planning in the greater Madison region:

*"Local units of government need to work together to meet challenges that transcend municipal boundaries and effectively protect the natural resources and beauty of the capital area, as well as promote economic growth and sound land development practices."*

The Governor's order was issued in response to adopted resolutions from local units of government in Dane County representing over 87% of the population and equalized property valuation. The resolutions identified the need to "pool scarce resources to create a public agency which can act as a resource for community development efforts of local units of government in the capital area of Wisconsin." Local governments petitioned the Governor to create the Regional Planning Commission as "the agency capable of developing effective areawide water quality plans for Dane County. . . [which] define areas

that should be protected from development . . . and can be developed with measures to protect, restore or minimize degradation of water quality.”

The Capital Area Regional Planning Commission (CARPC) is one of nine commissions in Wisconsin established to coordinate planning and development among area municipalities. Our planning region includes over 560,000 people living in Dane County and its 8 cities, 20 villages, and 32 towns with incorporated areas. The region’s water resources include 69 named lakes and ponds, over 475 miles of streams and rivers, and more than 52,000 acres of wetlands.

### **23. Describe the Organization’s current programs and activities: \***

CARPC works with communities and organizations in three key roles.

- 1- **Climate Resilience Planning** – CARPC has developed individualized Tree Canopy Reports for each municipality in Dane County, mapping existing canopy, old-growth forest patches, and savanna remnants, along with the economic value (ecosystem services) the canopy provides. A model Tree Preservation Ordinance, developed by the Dane County Tree Board, accompanies these reports — giving municipal leaders both an understanding of their environmental resources and a pathway to pursue formal tree protection if their community chooses to do so. Completion of the Conservation Program Finder tool would build on this prior work, providing municipal leaders with additional options available to residents for protecting forest lands. Together, these tools form a comprehensive approach to preserving Dane County's forests and urban tree canopy.
- 2- **Regional Development Planning** - Per Wisconsin statutes, one of CARPC’s core responsibilities is “preparing and adopting a master plan for the physical development of the region.” We implemented the 2050 Regional Development Framework by examining local zoning codes. We work on town comprehensive plans, lake and forest management plans, and boundary agreements, and released several special data and mapping products.
- 3- **Water Quality Planning** - The second major component of our planning responsibilities is administering the Dane County Water Quality Plan. This involves planning and modifying sewer service areas, along with reviewing sewer extension requests and stormwater management plans. We continued our work with communities and stakeholders in the Starkweather Creek watershed to implement a chloride management plan.

**24. Describe any formal and informal relationships the Organization has with other organizations:**

CARPC has partnerships and collaborations with numerous local organizations:

- Dane County Cities' and Villages' Association
- Dane County Land & Water Resources Department
- Dane County Office of Energy & Climate Change
- Dane County Planning & Development
- Dane County Towns Association
- Dane County Tree Board
- Driftless Area Land Conservancy
- Friends of Starkweather Creek
- Groundswell Conservancy
- Madison Rotary Club
- Operation Fresh Start
- Schools: Schenk, Thoreau, Shabazz, Cambridge, Sun Prairie & Nuestro Mundo
- Sustain Dane
- The Nature Conservancy
- Gathering Waters

**25. Summarize the Organization's mission:**

CARPC Mission: The Capital Area Regional Planning Commission strengthens the region by engaging communities through planning, collaboration and assistance.

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

**26. Provide the name of, and amount contributed by, each of the Organization's 5 largest funders during the Organization's most recently completed fiscal year (i.e. ACME Funding, Inc. \$5,000): \***

Dane County - \$1,173,808; WI Department of Natural Resources - \$109,033; WI Department of Military Affairs - \$56,621; City of Madison - \$35,360; Rock County - \$32,570

**27. Organizational Budget (last fiscal year): Revenue \$ \***

**Please use this format - \$5000.00**

\$2,067,860

**28. Organizational Budget (last fiscal year): Expenses \$ \***

**Please use this format - \$5000.00**

\$1,948,374

**29. Organizational Budget (current fiscal year): Revenue \$ \***

**Please use this format - \$5000.00**

\$1,915,832

**30. Organizational Budget (current fiscal year): Expenses \$ \***

**Please use this format - \$5000.00**

\$1,911,669

**Required and Additional Documents**

Required and Additional Documents

**ALL** of the documents below are required to be submitted with your application:

1. A signed copy of the Organization's most recently filed Form 990, 990-PF, or 990-EZ (or a confirmation that the Organization filed Form 990-N, if applicable)
2. A copy of the Organization's IRS Determination Letter
3. A Letter of Good Standing from the state in which the Organization is incorporated/organized (or a screenshot of the state's webpage confirming that the Organization is in good standing), **dated no more than three (3) months prior to the date on which this Application is submitted.**

As a regional government agency, the letter of good standing from the state is not relevant.

If you would like to provide additional information or documents regarding your project, you can also upload them here.

Please upload all required documents in the field below titled:

**File Upload.**

**File Upload**

**Drop your files here**

Browse

**31. Did you submit all of the documents? \***

**32. Name of Authorized Representative of Organization (this will serve as your electronic signature for certification):**

Jason Valerius

*I hereby certify that I am authorized to represent the Organization with respect to this Application and that the information set forth in this Application is true and correct to the best of my knowledge.*

**33. Title of Authorized Representative**

Executive Director

---

Send me a copy of my responses

Submit

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**Re: Agreements with Dane County, the Town of Westport, the Cities of Madison and Middleton, and the United States Geological Survey (“USGS”) for the Provision of Water Quality Monitoring Services to Dane County Communities, \$368,920 for January 1, 2027 to December 31, 2028 (actionable item)**

**Requested Action:**

Authorize Executive Director to Execute a Joint Funding Agreement with USGS and Ancillary Agreements with Each of the Funding Partners for the Dane County Cooperative Water Resources Monitoring Program within the Yahara River Watershed for 2027-2028.

**Background:**

For many years, CARPC has coordinated an annual monitoring program among the United States Geological Survey (USGS) and local units of government to provide water quality and quantity monitoring on streams and lakes, predominantly within the Yahara River Watershed. The program is a cornerstone of water quality improvement and lake management efforts in the region. CARPC serves as the program facilitator to allow USGS to contract with a single entity, collecting revenues from the local funding partners (City of Madison, City of Middleton, Town of Westport, and Dane County) to fund the program, but does not contribute funding directly. Wisconsin DNR (WDNR) provides funding and support for the program through lab analyses at the State Lab of Hygiene. The program is described in more detail within the attached Summary of USGS Monitoring in the Yahara River Watershed.

**Staff Comments:**

The current agreement/s end December 31, 2026. The total share of local contributors, which will pass through CARPC, is \$368,920 for 2027-2028. USGS will provide matching funds in the amount of \$154,470. The attached Joint Funding Agreement provides further details of the agreement between USGS and CARPC as well as details of the scope of work and contractual obligations of the various funding partners.

To allow time for local approval processes, CARPC has drafted agreements for each of the four contributing parties. The local funding partner agreements for the Town of Westport and the Cities of Madison and Middleton are two-year agreements for Dane County Cooperative Water Resources Monitoring Program. The partner agreement for Dane County is a one-year agreement and combines the Dane County Cooperative Water Resources Monitoring and the Black Earth Creek Watershed Monitoring Programs.

**Attachments:**

1. Joint Funding Agreement (USGS)
2. Local Funding Partner Agreements (Dane County, C-Madison, C-Middleton, and T-Westport)

**Staff Contact:**

Melissa Michaud  
Environmental Planner  
[MelissaM@CapitalAreaRPC.org](mailto:MelissaM@CapitalAreaRPC.org)  
(608) 474-6020

**Next Steps:**

Execute agreements.



# United States Department of the Interior

U.S. GEOLOGICAL SURVEY  
Upper Midwest Water Science Center  
1 Gifford Pinchot Drive  
Madison, WI 53726

September 25, 2026

Melissa Michaud  
Environmental Resources Planner  
Capital Area Regional Planning Commission  
100 State Street Suite 400  
Madison, WI 53703

Dear Melissa Michaud:

Enclosed is our standard joint-funding agreement 27NKJFA026 between the U.S. Geological Survey Upper Midwest Water Science Center and Capital Area Regional Planning Commission for negotiated deliverables (see attached), during the period January 1, 2027 through December 31, 2028 in the amount of \$368,920 from your agency. U.S. Geological Survey contributions for this agreement are \$154,470 for a combined total of \$523,390. Please sign and return one fully-executed original to Todd Stuntebeck at [tdstunte@usgs.gov](mailto:tdstunte@usgs.gov).

This is a fixed cost agreement to be billed quarterly via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact Lisa Meicher at [lmeicher@usgs.gov](mailto:lmeicher@usgs.gov).

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

Steven M Peterson  
Center Director

Enclosure  
27NKJFA026 (2)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 6000008630  
Agreement #: 27NKJFA026  
Project #: GC26NK00LZD0200  
TIN #:

Fixed Cost Agreement YES[ X ] NO[ ]

THIS AGREEMENT is entered into as of January 1, 2027, by the U.S. GEOLOGICAL SURVEY, Upper Midwest Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the Capital Area Regional Planning Commission party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for negotiated deliverables (see attached), herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$154,470 by the party of the first part during the period  
January 1, 2027 to December 31, 2028
- (b) \$368,920 by the party of the second part during the period  
January 1, 2027 to December 31, 2028
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs,  
in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be  
determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters  
between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/office-of-science-quality-and-integrity/fundamental-science-practices>).

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 6000008630  
Agreement #: 27NKJFA026  
Project #: GC26NK00LZD0200  
TIN #:

9. Billing for this agreement will be rendered quarterly. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

**USGS Technical Point of Contact**

Name: Todd Stuntebeck  
Supervisory Physical Scientist  
Address: One Gifford Pinchot Drive  
Madison, WI 53726  
Telephone: (608) 367-5090  
Fax: (608) 821-3817  
Email: tdstunte@usgs.gov

**Customer Technical Point of Contact**

Name: Melissa Michaud  
Environmental Resources Planner  
Address: 100 State Street Suite 400  
Madison, WI 53703  
Telephone: (608) 474-6020  
Fax: (n/a)  
Email: melissam@capitalarearpc.org

**USGS Billing Point of Contact**

Name: Lisa Meicher  
BUDGET ANALYST  
Address: 6006 Schroeder Road  
Madison, WI 53711  
Telephone: (608) 270-2410  
Fax: (608) 270-2415  
Email: lmeicher@usgs.gov

**Customer Billing Point of Contact**

Name: Matthew Kozlowski  
Address: 100 State Street Suite 400  
Madison, WI 53703  
Telephone: (608) 474-6017  
Fax: (n/a)  
Email: mathewkoz@capitalarearpc.org

U.S. Geological Survey  
United States  
Department of Interior

Capital Area Regional Planning Commission

Signature

By \_\_\_\_\_ Date: 9/25/2026  
Name: Steven M Peterson  
Title: Center Director

Signatures

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

## 2027-28 Dane County Cooperative Water Resources Monitoring Program

| Data Collection Site and Scope of Work                                                                                                                              | USGS          | Dane<br>County | DNR  | Westport     | Madison       | Middleton     | Total         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|------|--------------|---------------|---------------|---------------|
| <b>1. Spring Harbor Storm Sewer</b>                                                                                                                                 |               |                |      |              |               |               |               |
| - Continuous water level and discharge, precipitation                                                                                                               |               |                |      |              |               |               |               |
| - Water quality sampling for daily loads computation (via uvGAM) and adherence to WisCALM sampling guidelines                                                       |               |                |      |              |               |               |               |
| - ~40 samples/yr. analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid directly by DNR)                                                  |               |                |      |              |               |               |               |
| - ~15 samples/yr. analyzed for chloride for regression-based load computations (MMSD lab, paid directly by Yahara WINS)                                             |               |                |      |              |               |               |               |
| - Continuous conductance and water temperature data collected for the computation of chloride loads <sup>1</sup>                                                    |               |                |      |              |               |               |               |
| <b>Subtotal</b>                                                                                                                                                     | <b>14,520</b> |                |      |              | <b>34,680</b> |               | <b>49,200</b> |
| <b>2. Pheasant Branch at Parmenter St.</b>                                                                                                                          |               |                |      |              |               |               |               |
| - Continuous water level and discharge                                                                                                                              |               |                |      |              |               |               |               |
| - Water quality sampling for daily loads computation (via uvGAM) and adherence to WisCALM sampling guidelines                                                       |               |                |      |              |               |               |               |
| - ~40 samples/yr. analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid directly by DNR)                                                  |               |                | ---- | <sup>2</sup> |               |               |               |
| <b>Subtotal</b>                                                                                                                                                     | <b>15,450</b> | <b>5,530</b>   |      |              |               | <b>31,350</b> | <b>52,330</b> |
| <b>3. Yahara River at Windsor</b>                                                                                                                                   |               |                |      |              |               |               |               |
| - Continuous water level and discharge                                                                                                                              |               |                |      |              |               |               |               |
| - Water quality sampling for daily loads computation (via uvGAM) and adherence to WisCALM sampling guidelines                                                       |               |                |      |              |               |               |               |
| - ~40 samples/yr. analyzed for total P, dissolved ortho-P, suspended sediment, ammonium-N, nitrate+nitrite-N, and total Kjeldahl-N (WSLH lab, paid directly by DNR) |               |                | ---- | <sup>2</sup> |               |               |               |
| <b>Subtotal</b>                                                                                                                                                     | <b>16,550</b> | <b>39,530</b>  |      |              |               |               | <b>56,080</b> |
| <b>4. Yahara River at Hwy113</b>                                                                                                                                    |               |                |      |              |               |               |               |
| - Continuous water level and discharge via index-velocity methods                                                                                                   |               |                |      |              |               |               |               |
| - Water quality sampling for daily loads computation (via uvGAM) and adherence to WisCALM sampling guidelines                                                       |               |                |      |              |               |               |               |
| - ~40 samples/yr. analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid directly by DNR)                                                  |               |                | ---- | <sup>2</sup> |               |               |               |
| <b>Subtotal</b>                                                                                                                                                     | <b>6,400</b>  | <b>7,640</b>   | ---- | <sup>3</sup> | <b>7,640</b>  |               | <b>21,680</b> |

Continued on P. 2

## 2027-28 Dane County Cooperative Water Resources Monitoring Program, con't.

| Data Collection Site and Scope of Work                                                                                                                                                                                                                                | USGS           | Dane<br>County | DNR               | Westport      | Madison       | Middleton      | Total          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|-------------------|---------------|---------------|----------------|----------------|
| <b>5. Baseflow Sampling (4 sites/yr., rotating annual schedule, 3x/yr.)</b>                                                                                                                                                                                           |                |                |                   |               |               |                |                |
| - Discharge, dissolved oxygen, pH, specific conductance, and temperature measurements. Analysis of <i>E. Coli</i> and suspended sediment at WSLH, analysis of phosphorus, nitrogen, and chloride at USGS National Water Quality Lab. All analysis costs paid by USGS. |                |                |                   |               |               |                |                |
| <b>Subtotal</b>                                                                                                                                                                                                                                                       | <b>8,140</b>   | <b>19,430</b>  |                   |               |               |                | <b>27,570</b>  |
| <b>6. Lake Level Gages</b>                                                                                                                                                                                                                                            |                |                |                   |               |               |                |                |
| - Continuous water levels for Mendota, Monona, Kegonsa, and Waubesa                                                                                                                                                                                                   |                |                |                   |               |               |                |                |
| <b>Subtotal</b>                                                                                                                                                                                                                                                       | <b>12,350</b>  | <b>29,490</b>  |                   |               |               |                | <b>41,840</b>  |
| <b>7. Streamflow Gages</b>                                                                                                                                                                                                                                            |                |                |                   |               |               |                |                |
| - Continuous water level and discharge for: Yahara River at Madison (index-velocity), McFarland (index-velocity), and Stoughton (index-velocity); Black Earth Creek at Black Earth (standard stage-discharge)                                                         |                |                |                   |               |               |                |                |
| <b>Subtotal</b>                                                                                                                                                                                                                                                       | <b>42,810</b>  | <b>102,220</b> |                   |               |               |                | <b>145,030</b> |
| <b>8. Dane County Water-Quality Dashboard / Publishing uvGAM model and archival</b>                                                                                                                                                                                   |                |                |                   |               |               |                |                |
| - Dashboard would be similar to the Great Lakes Basin River Water-Quality Trends (and upcoming Milwaukee Met dashboard). uvGAM model and archive necessary before loads can be published via uvGAM                                                                    |                |                |                   |               |               |                |                |
| <b>Subtotal</b>                                                                                                                                                                                                                                                       | <b>7,360</b>   | <b>4,410</b>   |                   | <b>4,410</b>  | <b>4,410</b>  | <b>4,410</b>   | <b>25,000</b>  |
| <b>9. Pheasant Branch N. Fork and S. Fork</b>                                                                                                                                                                                                                         |                |                |                   |               |               |                |                |
| - Continuous water level and discharge                                                                                                                                                                                                                                |                |                |                   |               |               |                |                |
| - Water quality sampling for daily loads computation (via uvGAM) and adherence to WisCALM sampling guidelines                                                                                                                                                         |                |                |                   |               |               |                |                |
| - ~40 samples/yr./site analyzed for total P, dissolved ortho-P, and suspended sediment (WSLH lab, paid directly by Middleton).                                                                                                                                        |                |                |                   |               |               |                |                |
| <b>Subtotal</b>                                                                                                                                                                                                                                                       | <b>30,890</b>  |                |                   |               |               | <b>73,770</b>  | <b>104,660</b> |
| <b>Grand Totals</b>                                                                                                                                                                                                                                                   | <b>154,470</b> | <b>208,250</b> | ---- <sup>2</sup> | <b>12,050</b> | <b>39,090</b> | <b>109,530</b> | <b>523,390</b> |

<sup>1</sup> Funding for data collection and chloride loads provided through separate agreement between USGS and Madison Met Sewerage District.

<sup>2</sup> Lab analyses performed by the State Lab of Hygiene through separate agreement between the lab and DNR.

<sup>3</sup> Partial funding for this monitoring station provided through separate agreement between USGS and DNR.

**Cooperative Agreement Between Capital Area Regional Planning Commission  
and the County of Dane for Dane County Cooperative Water Resources Monitoring Program and Black  
Earth Creek Watershed Monitoring Activities**

This agreement is by and between the County of Dane, hereinafter the "County," and the Capital Area Regional Planning Commission, hereinafter "CARPC."

LET IT BE RESOLVED that the parties do mutually agree as follows:

1. Purpose. State and local municipalities in Dane County, Wisconsin, have joined together to conduct the systematic monitoring of water resources within Dane County, formally known as the Dane County Cooperative Water Resources Monitoring program. In addition, regional municipalities and other non-governmental entities within the Black Earth Creek Watershed in Dane County, Wisconsin, have joined together to support the monitoring of water resources within Black Earth Creek and Brewery Creek (a tributary to Black Earth Creek), collectively being referred to as the Black Earth Creek Watershed Monitoring program. These programs are conducted by the United States Geological Society, hereinafter "USGS," and funded by the participants and USGS.
2. Term and Renewal. The term of this agreement is January 1, 2027, through December 31, 2027. Upon mutual agreement of the parties, the agreement may be renewed for successive calendar years.
3. Scope of Services. The County's participation in the Dane County Cooperative Water Resources program is to partially fund the stream monitoring and related activities conducted on the Pheasant Branch at Parmenter St, Yahara River at Windsor, Yahara River at Hwy 113, baseflow sampling, lake level gages, streamflow gages, and strategic planning. The County's participation in the Black Earth Creek Watershed Monitoring program is to partially fund the stream monitoring and related activities as part of that program (USGS Station IDs: [05406469](#), [05406457](#), [05406479](#), and [05406500](#)). CARPC will serve as program facilitator. The County will have access to data collected at any of the monitoring stations within the programs, as well as the maps, records, or reports that may come out of the data collection. Notwithstanding, the County acknowledges that scientific information and data developed as a result of the Scope of Work are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-sciencepractices>). Collection sites and contributions by the various participants are set forth in Attachment A, which is hereby incorporated by reference.
4. Payment. The County shall contribute an amount equal to \$104,125 in 2027 to the total cost of the Dane County Cooperative Water Resources Monitoring program and contribute a share not to exceed \$[Unknown] in 2027 to the total cost of the Black Earth Creek Watershed program, which shall be paid to CARPC and then dispersed to USGS via a separate agreement between CARPC and USGS. The combined amount of \$104,125 shall be paid to CARPC within thirty (30) days upon the County's receipt of an invoice from CARPC, which shall be issued no later than July 1 of each year.

**FOR THE CAPITAL AREA REGIONAL PLANNING COMMISSION**

|                |                    |
|----------------|--------------------|
| <hr/>          |                    |
| Signature      | Date               |
| <hr/>          |                    |
| Jason Valerius | Executive Director |
| Name           | Title              |

**FOR THE COUNTY OF DANE**

|           |       |
|-----------|-------|
| <hr/>     |       |
| Signature | Date  |
| <hr/>     |       |
| <hr/>     |       |
| Name      | Title |

**COOPERATIVE AGREEMENT BETWEEN  
CAPITAL AREA REGIONAL PLANNING COMMISSION AND  
THE CITY OF MADISON FOR  
DANE COUNTY COOPERATIVE WATER RESOURCES MONITORING PROGRAM**

**CY2027-2028 RENEWAL**

This agreement is by and between the City of Madison, hereinafter the "City," and the Capital Area Regional Planning Commission, hereinafter "CARPC."

WHEREAS, the parties have an ongoing relationship to cooperate in the monitoring of the water resources within Dane County and wish to continue this cooperation through 2028.

NOW, THEREFORE, LET IT BE RESOLVED that the parties do mutually agree as follows:

1. Purpose. State and local municipalities in Dane County, Wisconsin, have joined together to conduct the systematic monitoring of water resources within Dane County, formally known as the Dane County Cooperative Water Resources Monitoring Program. This program is conducted by the United States Geological Society, hereinafter "USGS," and funded by the participants, matched by USGS.
2. Term and Renewal. The term of this agreement is January 1, 2027, through December 31, 2028. Upon mutual agreement of the parties, the agreement may be renewed for successive calendar years.
3. Scope of Services. The City's participation in the program is to fund activities conducted on the Spring Harbor storm sewer and strategic planning. The City will have access to data collected at any of the monitoring stations within the program. Notwithstanding, the City acknowledges that scientific information and data developed as a result of the Scope of Work are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-sciencepractices>). Collection sites and contributions by the various participants are set forth in Attachment A, which is hereby incorporated by reference.
4. Payment. The City shall contribute an amount equal to \$19,545 in 2027 and \$19,545 in 2028 to the total cost of the water resources program, which shall be paid to CARPC and then dispersed to USGS via a separate agreement between CARPC and USGS. This amount shall be paid to CARPC within thirty (30) days upon the City's receipt of an invoice from CARPC, which shall be issued no later than July 1 of each year.
5. Nondiscrimination. In the performance of the services under this agreement, the parties agree to abide by their own respective affirmative action plans and in doing so agree not to discriminate, in violation of any state or federal law, against any employee or applicant because of race, religion, marital status, age, color, gender, disability, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs, or student status. The parties further agree not to discriminate against any subcontractor or person who offers to subcontract on this agreement because of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs.
6. Liability. Each party shall be responsible for all injuries, claims, or losses, including attorney's fees, arising from or caused by the acts or omissions of its agents or employees. The obligations of the parties under this paragraph shall survive the expiration or termination of this agreement.

IN WITNESS WHEREOF, the parties do hereby affix their hands.

**CITY OF MADISON**

\_\_\_\_\_  
Satya Rhodes-Conway, Mayor                      Date

\_\_\_\_\_  
Lydia McComas, City Clerk                      Date

\_\_\_\_\_  
Michael Haas, City Attorney                      Date

\_\_\_\_\_  
David Schmiedicke, Finance Director                      Date

\_\_\_\_\_  
Eric Veum, Risk Manager                      Date

**CAPITAL AREA REGIONAL PLANNING COMMISSION**

\_\_\_\_\_  
Jason Valerius, Executive Director                      Date

## CY 2027-2028 RENEWAL

### **Cooperative Agreement Between Capital Area Regional Planning Commission and the City of Middleton for Dane County Cooperative Water Resources Monitoring Program**

The Capital Area Regional Planning Commission (“CARPC”) has specified, through attachments hereto, the scope of the cooperative water resources monitoring program between the CARPC and the City of Middleton (“City”), which is an integral part of the Dane County Cooperative Water Resources Monitoring Program.

This agreement shall include the City’s participation in funding monitoring activities on Pheasant Branch Creek and strategic planning as specified in Attachment A, which is hereby incorporated by reference. The specified monitoring will be undertaken by the U.S. Geological Survey (“USGS”), which will provide matching funds, in cooperation with the Wisconsin Laboratory of Hygiene, which will conduct the phosphorus and nitrogen laboratory analyses. The Capital Area Regional Planning Commission will coordinate the monitoring activity.

This agreement covers the period from January 1, 2027, to December 31, 2028.

The City shall have at its disposal available data from any of the stations in the Dane County Water Resources Monitoring Program. Notwithstanding, the City acknowledges that scientific information and data developed as a result of the Scope of Work are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-sciencepractices>).

Under this agreement, the City shall contribute a share of the costs of operation of included stations and activities on Pheasant Branch Creek and strategic planning for the larger effort. This share shall be equal to \$54,765 for the period January 1 to December 31, 2027, and \$54,765 for the period January 1 to December 31, 2028.

This amount shall be paid to CARPC within thirty (30) days upon the City’s receipt of an invoice from CARPC, which shall be issued no later than July 1 of each year.

Entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

FOR THE CAPITAL AREA REGIONAL PLANNING COMMISSION

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Jason Valerius, Executive Director

FOR THE CITY OF MIDDLETON

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Emily Kuhn, Mayor

**Cooperative Agreement Between Capital Area Regional Planning Commission  
and the Town of Westport for Dane County Cooperative Water Resources Monitoring Program**

This agreement is by and between the Town of Westport, hereinafter the "Town," and the Capital Area Regional Planning Commission, hereinafter "CARPC."

LET IT BE RESOLVED that the parties do mutually agree as follows:

1. Purpose. State and local municipalities in Dane County, Wisconsin, have joined together to conduct the systematic monitoring of water resources within Dane County, formally known as the Dane County Cooperative Water Resources Monitoring Program. This program is conducted by the United States Geological Society, hereinafter "USGS," and funded by the participants with partial match by USGS.
2. Term and Renewal. The term of this agreement is January 1, 2027, through December 31, 2028. Upon mutual agreement of the parties, the agreement may be renewed for successive calendar years.
3. Scope of Services. The Town's participation in the program is to partially fund the stream monitoring and related activities conducted on the Yahara River at Hwy 113 and strategic planning. CARPC will serve as program facilitator. The Town will have access to data collected at any of the monitoring stations within the program, as well as the maps, records, or reports that may come out of the data collection. Notwithstanding, the Town acknowledges that scientific information and data developed as a result of the Scope of Work are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-sciencepractices>). Collection sites and contributions by the various participants are set forth in Attachment A, which is hereby incorporated by reference.
4. Payment. The Town shall contribute an amount equal to \$6,025 in 2027 and \$6,025 in 2028 to the total cost of the water resources program, which shall be paid to CARPC and then dispersed to USGS via a separate agreement between CARPC and USGS. This amount shall be paid to CARPC within thirty (30) days upon the Town's receipt of an invoice from CARPC, which shall be issued no later than July 1 of each year.

**FOR THE CAPITAL AREA REGIONAL PLANNING COMMISSION**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Jason Valerius Executive Director  
Name Title

**FOR THE TOWN OF WESTPORT**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name Title

**Re: Agreement with the Wisconsin Local government Climate Coalition for CARPC to Provide Mapping Services, \$9,000 for 2026-2027 (*actionable item*)**

**Requested Action:**

Motion to authorize Executive Director to execute agreement.

**Background:**

The Wisconsin Local Government Climate Coalition (WLGCC) is a statewide coalition of local governments that have partnered together to reduce the barriers to decarbonization and collaborate on clean energy and climate solutions. WLGCC membership includes 32 local governments across the state, representing over forty percent of the state's population. Formed in 2020, the organization achieved 501c(3) status in 2024. Currently, WLGCC employs two full-time staff: an Executive Director and a Sustainability Advisor.

**Staff Comments:**

WLGCC has requested CARPC assistance with mapping products. Many of the coalitions member communities are located in Dane County and the mission of the organization is consistent with CARPC's climate resilience goals as identified in the Regional Development Framework.

**Attachments:**

1. Agreement Between Wisconsin Local Government Climate Coalition and the Capital Area Regional Planning Commission for Mapping Services

**Staff Contact:**

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

**Next Steps:**

Execute agreement.



## AGREEMENT BETWEEN WISCONSIN LOCAL GOVERNMENT CLIMATE COALITION AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR MAPPING SERVICES

**Parties:** This agreement ("Agreement") is by and between the Wisconsin Local Government Climate Coalition, [insert address], hereafter "WLGCC" 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 October 8, 2026, through June 1, 2027. This Agreement shall only be renewed by written agreement between the Parties.

**Scope of Services:** The goal of this project is to provide relevant and accurate maps for WLGCC member reference and for incorporation into WLGCC's website, videos, and reports. This resulting maps will be design-forward, WLGCC-branded, and may be static or interactive and web-hosted. Maps may include:

- Energy-related information such as current and planned transmission lines, power plant locations, renewable energy sites, data center sites, EV infrastructure, natural gas pipelines, utility service areas, net metering activity, etc.
- Infrastructure information such as building age and type, bridges, roads, public transit, water and wastewater treatment, housing, etc.
- Environmental information such as water features, flood zones, heat risk, brownfields, land use etc.
- WLGCC Member information such as member location, local climate goals and projects, etc.
- Other information including demographics, economic development, and project-specific data

**Cost and Payment:** Total cost for the mapping services to be provided by CARPC will not exceed \$9,000. Hourly rates are \$85 for Matt Krempely (estimated 60% of hours), \$87 for Liz Levy (estimated 35% of hours), and \$158 for Jason Valerius (estimated 5% of hours). Estimated hours: 100.

CARPC will invoice the WLGCC quarterly for the actual hourly salary plus fringe and indirect costs (included in the above rates). Payment from WLGCC 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

WLGCC 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, WLGCC 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 WLGCC'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 WLGCC 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 WLGCC, nor will WLGCC 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**

**WISCONSIN LOCAL GOVERNMENT CLIMATE COALITION**

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

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

Jason Valerius

Ellen Tyler

Executive Director

Executive Director

Capital Area Regional Planning Commission

Wisconsin Local Government Climate Coalition

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

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

DRAFT

**Re: Agreement with Johnson Block to Provide Audit Services to CARPC for the 2026 Audit (*actionable item*)**

**Requested Action:**

Motion to authorize Executive Director to execute agreement.

**Background:**

Each year, CARPC contracts for an outside audit of its accounting and financial statements to validate financial data and statements were presented fairly and accurately.

**Staff Comments:**

Staff continue to be satisfied with the value and quality of the audit services Johnson Block has been providing. Their annual review continues to help us identify refinements in our accounting practices.

**Attachments:**

1. Engagement Letter

**Staff Contact:**

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

**Next Steps:**

Execute agreement.



October 8, 2026

Capital Area Regional Planning Commission  
Jason Valerius, Executive Director  
100 State Street, Suite 400  
Madison, Wisconsin 53703

The following represents our understanding of the services we will provide the Capital Area Regional Planning Commission.

You have requested that we audit the financial statements of the business-type activities of the Capital Area Regional Planning Commission, as of December 31, 2026, and for the year then ended and the related notes, which collectively comprise the Capital Area Regional Planning Commission's basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit of the financial statements 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 opinions. 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 auditing standards generally accepted in the United States of America (GAAS), will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and 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.

Accounting principles generally accepted in the United States of America, as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, 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. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America.. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Wisconsin Retirement System Schedules
- 2) Local Retiree Life Insurance Fund Schedules
- 3) Management's Discussion and Analysis

### **Auditor Responsibilities**

We will conduct our audit in accordance with GAAS. As part of an audit of financial statements in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. 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 controls.
- Obtain an understanding of the system of internal control 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 entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- 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, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, 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 a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements of noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Capital Area Regional Planning Commission's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

## **Management Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements including the disclosures such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit;
  - iii. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence;
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials,
- j. For the accuracy and completeness of all information provided,
- k. For taking reasonable measures to safeguard protected personally identifiable and other sensitive information; and
- l. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

### ***Nonattest Services***

With respect to any nonattest services we perform, at the end of the year, we agree to perform the following:

- Preparation of financial statements
- Maintaining lease information, if requested or applicable

We will not assume management responsibilities on behalf of the Capital Area Regional Planning Commission. However, we will provide advice and recommendations to assist management of the Capital Area Regional Planning Commission in performing its responsibilities.

The Capital Area Regional Planning Commission's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitor the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

### **Reporting**

We will issue a written report upon completion of our audit of the Capital Area Regional Planning Commission basic financial statements. Our report will be addressed to the Commissioners of the Capital Area Regional Planning Commission. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

## **Other**

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

## **Provisions of Engagement Administration, Timing and Fees**

We will maintain various physical, electronic, policy, and procedural safeguards to guard your information and personal data. We may communicate with you and /or store data through email, facsimile, third-party vendor secured portals or cloud environments, or other electronic means. If a more secure medium of communication is desired, we will provide you with various electronic alternatives. Electronic data that is confidential may be transmitted and/or stored using these methods and you authorize us to do so. Notwithstanding the security measures and safeguards employed by us and/or our third-party vendors, you accept that we have no control over the unauthorized interception or breach of communications and/or data. All confidential, proprietary, and personally identifiable information should be transmitted through secure means which we have available. We may communicate with you or your other representatives through unencrypted email and you authorize us to do so. Emails can be intercepted and read, disclosed, or otherwise used or shared with an unintended third party, or may not be delivered to each of the parties or persons to whom they were originally directed. As such we cannot guarantee emails will be read only by the intended recipient(s). In the event of a data breach, each of us agrees to notify each other in the most expedient time possible and without unreasonable delay. We specifically disclaim and waive any liability or responsibility whatsoever for the unauthorized interception and/or disclosure of confidential or proprietary information transmitted in connection with the performance of this engagement, except to the extent determined as a result from our gross negligence or willful misconduct.

### **Provisions of Engagement Administration, Timing and Fees (Continued)**

Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and certain of those banks have mandated the use of this service. Further, such third-party confirmation requests processors also provide for the electronic (and manual) processing of other confirmation types (e.g. legal, accounts receivable, and accounts payable). To the extent applicable, the Capital Area Regional Planning Commission hereby authorizes Johnson Block & Company, Inc. to participate in such confirmation processes, including through the third party's website (e.g. by entering the Capital Area Regional Planning Commission bank account information to initiate the process and then accessing the bank's confirmation response), and agrees that Johnson Block & Company, Inc. shall have no liability in connection therewith.

Brett Hofmeister, CPA is the engagement partner for the audit services specified in this letter. The engagement partner's responsibilities include supervising Johnson Block & Company, Inc.'s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Based on our preliminary estimates, the total fees and expenses should approximate the following:

Our fees for these services will be at our standard hourly rate plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$11,450.

This letter was prepared under the assumption that a single audit performed in accordance with the Uniform Guidance will not be required. If we are requested or required by governmental agencies to audit additional funds or programs not included in our proposal, our time performing these services would be billed at our standard hourly rates. The amount of time spent on a single audit is dependent on the type of major programs to be tested.

Our invoices for these fees will be rendered as work progresses and are payable upon presentation. In accordance with firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, you will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Third-party confirmation providers for certain financial institutions may invoice us for responding to confirmation requests and we will pass those costs through to you.

### **Provisions of Engagement Administration, Timing and Fees (Continued)**

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to the Agency Director the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Johnson Block and Company, Inc. and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Johnson Block and Company Inc.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

### **Changes in Accounting and Audit Standards**

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in this letter increases due to such changes, our fee may need to be adjusted.

## **Unanticipated Services**

We do not anticipate encountering the need to perform additional services beyond those described in this letter. However, below are listings of services considered to be outside the scope of our engagement. If any such service needs to be completed before the audit can proceed in an efficient manner, we will determine whether we can provide the service and maintain our independence. If appropriate, we will notify you and provide a fair and reasonable price for providing the service. We will bill you for the service at periodic dates after the additional service has been performed.

### Bookkeeping services

Bookkeeping services are not audit services. Bookkeeping services include but are not limited to the following activities:

- Preparation of a trial balance
- Account or bank statement reconciliations
- Capital asset accounting (e.g., calculating depreciation, identify capital assets for additions and deletions), unless previously agreed to as part of services to be provided
- Significant additional time spent calculating accruals
- Processing immaterial adjustments through the financial statements requested by management
- Adjusting the financial statements for new activities and new disclosures

### Additional work resulting from unanticipated changes in your organization or accounting records

If your organization undergoes significant changes in key personnel, accounting systems, and/or internal control, we are required to update our audit documentation and audit plan. The following are examples of situations that will require additional audit work:

- Deterioration in the quality of the entity's accounting records during the current-year engagement in comparison to the prior-year engagement
- Significant new accounting issues, significant changes in your volume of business or new or unusual transactions
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Implementation or adoption of new or existing accounting, reporting, regulatory, or tax requirements and any applicable financial statement disclosures



Capital Area Regional Planning Commission  
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Please sign and return this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

*Johnson Block & Company, Inc.*

Johnson Block & Company, Inc.

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Capital Area Regional Planning Commission by:

Management Signature: \_\_\_\_\_

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

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

Governance Signature: \_\_\_\_\_

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

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

## **ADDENDUM A CONSULTING AGREEMENT**

This Consulting Agreement dated this 8<sup>th</sup> day of October, 2026 (this “Agreement”) is entered into by and between the Capital Area Regional Planning Commission, 100 State Street, Suite 400, Madison, WI 53703 (“CARPC”), and Johnson Block & Company, 9701 Brader Way, Suite 202, Middleton, WI 53562 (“JBC”) (“Consultant” and collectively, the “Parties”).

### **RECITALS**

**WHEREAS**, CARPC is required to complete a financial audit on an annual basis.

**WHEREAS**, CARPC selected Consultant through a competitive bidding process in 2019 and CARPC contracted with Consultant to prepare CARPC audits for 2019 through 2025.

**WHEREAS**, Consultant satisfactorily completed audits for each year under the terms of the contract between CARPC and JBC.

**WHEREAS**, CARPC wishes to secure audit services from Consultant for an audit for 2026 and Consultant wishes to provide those audit services.

**WHEREAS**, The Consultant represents that it has sufficient knowledge and experience to perform the services described in this Agreement.

**WHEREAS**, CARPC and the Consultant intend to be bound by the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the above recitals, which are contractual, the Parties agree as follows:

1. **Consulting Services.** The Consultant will provide the services and products described in the attached Scope of Services and timeline, which is marked **Exhibit A** and incorporated by reference (“Scope of Services”). The Consultant shall have the complete professional, managerial, or technical responsibility for the validity, accuracy, and reliability of the Scope of Services. CARPC and the Consultant will cooperate with each other and provide timely information and timely status to the other party regarding their efforts in order to facilitate the success of the Scope of Services. The Consultant’s services shall include all activities necessary to its performance of the Scope of Services. CARPC shall have the right, from time to time, by written supplement, to make changes in or additions to the Scope of Services, and Consultant agrees to comply with such changes. If such changes cause a material increase or decrease in the Consultant’s cost or in the time for performance, an equitable adjustment in the price and time for the performance shall be made. Any claims for adjustment must be asserted by Consultant in writing within thirty (30) days after the cause of such claim has occurred. If a dispute arises as to the equitable adjustment, the Consultant shall, at the direction of CARPC, proceed with the Scope of Services, as adjusted, pending resolution of the dispute.

2. **Payment.** In consideration of the services to be performed by Consultant, CARPC shall pay to Consultant fees in the amounts shown in Exhibit A and as set forth in this Section 2. CARPC will pay all undisputed charges to the Consultant within thirty (30) days of the receipt of the Consultant's written invoice. Any payments not received by Consultant within the established timeframe will be subject to an interest rate of 1.5% per month or a fraction thereof from date of receipt of Consultant's written invoice by CARPC. Any additional compensation for services performed by Consultant outside the Scope of Services must be approved in advance by CARPC in writing. If CARPC terminates this Agreement, CARPC is responsible for the payment of fees and authorized reimbursable expenses incurred by the Consultant through the date of its termination notice. For any reimbursable third-party expenses and products, Consultant will provide reasonable documentation as requested by CARPC.

3. **Term.**

- a. This Agreement shall commence upon execution by the Parties and, unless terminated as described below, shall continue in full force and effect until satisfactory completion of the Scope of Services has been achieved by the Consultant or June 30, 2026, whichever comes first. Regardless of the above, CARPC reserves the right to terminate this Agreement without penalty at any time, with or without cause, upon the giving of five (5) days' written notice to the Consultant. Upon completion of Consultant's services, or at such other time as may be requested by CARPC, Consultant shall provide to CARPC all documents, records, photos, videos and notebooks, including copies thereof, whether prepared by Consultant or others, in the Consultant's possession relating to the Scope of Services.
- b. The Consultant shall have the right to stop performing services under this Agreement during any period when CARPC is in default, but only after
- c. giving two (2) business days' written notice to CARPC, specifying the default and stating the Consultant's intention to stop performing services.

4. **Standard of Performance.** Consultant shall perform its services with care, skill and diligence, in accordance with the applicable professional standards currently recognized by the Consultant's profession, and shall be responsible for the professional quality, technical accuracy, completeness, and coordination of all reports, designs, drawings, plans, information, specifications, and other items and services furnished under this Agreement. If Consultant fails to meet applicable professional standards, Consultant shall, without additional compensation, correct or revise any errors or deficiencies in its reports, drawings, specifications, designs and other items or services.

5. **Independent Contractor.** It is the intention of the Parties that Consultant shall be an independent contractor in the performance of the Scope of Services, and that nothing contained in this Agreement shall be construed to be inconsistent with the Consultant's status as an independent contractor. It is understood that the fees or any other amounts CARPC pays Consultant under this Agreement shall not be considered salary for pension purposes, and Consultant will not be entitled to any of the other fringe and supplemental benefits of CARPC nor will CARPC withhold any social security (FICA) or similar contributions from Consultant's fee. Consultant 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.

6. **Intellectual Property.** Consultant acknowledges and agrees that the work performed by the Consultant as described in the Scope of Services shall be the sole property of CARPC. Consultant does hereby assign to CARPC all rights, title, and interest in and to the work performed under the Scope of Services, including, without limitation, all copyrights and other proprietary rights therein. Upon CARPC's request, Consultant shall execute all papers and documents and perform all other acts necessary or appropriate to evidence CARPC's ownership of the work product and the abovementioned proprietary rights. CARPC shall have unrestricted authority to publish, disclose, distribute, and other use, copyright, or patent any such material produced by Consultant under this Agreement.

7. **Warranties.** Consultant hereby represents and warrants that it has all authority, licenses, permits, and consents necessary to enter into and perform its obligations under this Agreement, and will fully comply with all applicable federal, state, and local laws, ordinances, codes, and regulations in performing its services.

8. **Indemnification.** To the fullest extent permitted by law, the Consultant agrees to save, indemnify, hold harmless CARPC, its officers, directors, commissioners, 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 Consultant's performance of the duties under this Agreement.

9. **Limitation of Liability.** Notwithstanding anything to the contrary contained in this Agreement or provided for under any applicable law, CARPC shall not be liable to Consultant or Consultant's subcontractors or suppliers for incidental, indirect, special, exemplary, or consequential damages arising out of this Agreement, whether in tort, strict liability, breach of contract, breach of express or implied warranty, or any other claim permitted under applicable law.

10. **Insurance.** During the term of this Agreement, Consultant shall provide and maintain at its own expense the following kinds of insurance with limits of liability as set forth below:

| <u>Insurance</u>                 | <u>Limits of Liability</u> |
|----------------------------------|----------------------------|
| Workers Compensation             | Statutory                  |
| Commercial general liability     | \$2,000,000                |
| Automobile liability             | \$1,000,000                |
| Professional errors and omission | \$1,000,000                |

Consultant agrees to provide CARPC with a Certificate of Insurance evidencing the coverages required above. This Certificate of Insurance shall also provide for thirty (30) days' prior written notice to CARPC in the event of cancellation.

11. **Public Announcement.** Consultant shall not make any announcement or release of information concerning the Scope of Services or the existence of this Agreement until such release has been submitted to and approved in writing by CARPC.

12. **Non-Assignability.** Consultant shall not subcontract or assign this Agreement, or otherwise dispose of its right, title, or interest therein, without obtaining the prior written consent of CARPC. CARPC retains the right to approve or disapprove the assignment at its discretion.

13. **Non-Discrimination, Affirmative Action, and Civil Rights Compliance.** Both parties agree not to discriminate against any person involved with this engagement, in any manner, on the basis of age, race, religion, color, sex, national origin, or ancestry, handicap (as defined in Section 504 and the Americans with Disabilities Act), physical condition, developmental disability, arrest or conviction record (as defined in Wis. Stat. § 111.32), sexual orientation, marital status, or military participation.

14. **Liquidated Damages.** If Consultant does not finalize the services as shown in the Scope of Services by November 30, 2026, as indicated on the timeline in Exhibit A, through no fault of CARPC, CARPC shall receive a credit of five percent (5%) of the total contract price for every five (5) days, or portion thereof, that the services are not completed per the terms of this Agreement. Such amount shall be treated as liquidated damages and not as a penalty for the loss of the use of any products in a final completed state. It is hereby understood that the liquidated damages provided for herein shall be in addition to any other direct and/or consequential losses or damages that CARPC may incur by reason of such delay.

15. **Supervision.** Consultant will report to and be under the supervision of Mike Rupiper, Deputy Agency Director and Director of Environmental Resources Planning.

16. **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.

17. **Attorneys' Fees.** If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to its reasonable attorneys' fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

18. **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.

19. **Arbitration.** 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 part to the other, all disputes, claims, questions, or differences shall be finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of its Commercial Arbitration Rules. The number of arbitrators shall be three (3). The place of arbitration shall be Madison, Wisconsin. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction thereof.

20. **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.

21. **Conflicting Terms.** In the event of conflict or inconsistencies between the terms and conditions of the main body of this Agreement and such additional terms and conditions included in the **Exhibits**, the terms of the main body of this Agreement shall govern and control.

22. **Entire Agreement.** This Agreement, together with the **Exhibits**, which are incorporated into this Agreement by reference, supersedes any previous agreement or undertakings. This Agreement may not be modified except in writing executed by both Parties.

## **EXHIBIT A**

### **SCOPE OF SERVICES**

CARPC 2026 Fiscal Year Audit

#### **PROJECT SCOPE AND TIMELINE**

##### Project Milestones

|                   |                                                                       |
|-------------------|-----------------------------------------------------------------------|
| January 15, 2027  | Bank confirmations completed                                          |
| January 15, 2027  | Items list to CARPC and Accounting Service Provider                   |
| March 2027        | Audit field work started / schedule for mid-March                     |
| April 2027        | Draft audit completed                                                 |
| May 12, 2027      | Draft audit review completed by CARPC and Accounting Service Provider |
| May 15 - 26, 2027 | Final audit review / close-out meeting                                |
| June 7, 2027      | Audit presentation / CARPC Executive Committee meeting                |

#### **FEES**

**Actual Cost Not to Exceed \$11,450** for the financial portion of the audit.

**Re: Draft RFP for Commission Insurance Brokerage Services – Staff Presentation and Discussion****Requested Action:**

None.

**Background:**

CARPC currently utilizes Arthur J. Gallagher Risk Management Services for the brokerage of the Commission's risk management and insurance products. In 2026, CARPC has conducted a review of our insurance products and determined that other options may be available for improving the services the agency receives for insurance brokerage.

**Staff Comments:**

Following the Executive Committee's review, staff will publish a Request for Proposals on our website and conduct outreach to insurance brokerage services. The RFP includes a request for key proposal components for:

1. Robust Customer Service and Dedicated Agent(s)
2. Cost-Effective Pricing
3. Understanding of Government Insurance Needs

**Attachments:**

1. Draft RFP 261001

**Staff Contact:**

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

**Next Steps:**

Publish RFP, conduct outreach to brokerages, and review responses.



## **CAPITAL AREA REGIONAL PLANNING COMMISSION**

### **REQUEST FOR PROPOSAL – CARPC 20261001**

#### **INSURANCE BROKERAGE SERVICES**

**Date Issued: October 14, 2026**

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# Introduction and Purpose

## Background

Capital Area Regional Planning Commission (“CARPC”) is an independent unit of government, one of nine commissions in Wisconsin established to coordinate planning and development among area municipalities. CARPC was created on May 2<sup>nd</sup>, 2007 by Executive Order pursuant to Wisconsin’s regional planning statute (Wis. Stat. § 66.0309). CARPC develops and promotes regional plans, provides objective information, and supports local planning efforts.

## Purpose of Request

Capital Area Regional Planning Commission is seeking proposals to serve as the primary vendor for insurance brokerage services to the Commission.

## Scope of Services and Duration

Capital Area Regional Planning Commission hasn’t established a definite period for services resulting from this process. The provider selected from this process will act as the Commission’s primary brokerage for worker’s compensation, general liability, directors and officers, employment practices, and other forms of insurance coverage.

## Reasonable Accommodations

Capital Area Regional Planning Commission will provide reasonable accommodations, including the provision of informational material in an alternative format for individuals requesting an accommodation for a disability. To request an accommodation, please contact Matt Koz, Administrative Services Manager, at [Accounting@CapitalAreaRPC.org](mailto:Accounting@CapitalAreaRPC.org), (608) 474-6017, or by mail to:

Capital Area Regional Planning Commission  
ATTN: Matt Kozlowski, Administrative Services Manager  
100 State St, Ste 400  
Madison, WI 53703

## Termination of Services

Capital Area Regional Planning Commission reserves the right to cancel the resulting procurement of services from this process for any reason by giving sufficient written notice to the provider.

Capital Area Regional Planning Commission may discontinue this service, in part or in whole, without penalty at any time due to loss of available funds.

# Proposal Procedures and Instructions

## Submission Methods

Capital Area Regional Planning Commission is accepting bids electronically via [Accounting@CapitalAreaRPC.org](mailto:Accounting@CapitalAreaRPC.org). Proposals may also be submitted in writing via mail to

Capital Area Regional Planning Commission  
ATTN: RFP CARPC 20260401  
100 State St, Ste 400  
Madison, WI 53703

## Calendar of Events

| Date               | Event                                                  |
|--------------------|--------------------------------------------------------|
| October 14th, 2026 | RFP Issued                                             |
| October 21st, 2026 | Deadline to Request Reasonable Accommodations          |
| October 23rd, 2026 | Deadline to Request Additional Information             |
| October 26th, 2026 | Additional Information Supplied to Prospective Vendors |
| November 3rd, 2025 | Deadline to Submit Proposals                           |

## Format of Proposals

Proposals may be submitted electronically as a PDF or similar file format.

## Incurring Costs in Proposals

Capital Area Regional Planning Commission is not liable for any costs incurred by a vendor in the process of responding to this RFP.

## Proposal Evaluations

Proposals submitted in this process will be evaluated by Capital Area Regional Planning Commission staff based on the services and financial products included in the proposal.

## Proposal Details

### Summary

Capital Area Regional Planning Commission is seeking insurance brokerage services and related products to safeguard the Commission's assets, facilitate the Commission's stewardship of public funds, and to properly analyze the Commission's risks to ensure adequate insurance coverage.

### Key Proposal Components

A successful proposal will address the following services and needs:

- ❖ Robust customer support features, including the ability to assign a dedicated agent who can provide 'plain language' descriptions of insurance products and offerings
- ❖ Ability to address needs for workers compensation, directors and officers, employment practices, general liability, and similar insurance policy needs
- ❖ Understanding of local government insurance needs
- ❖ Ability to effectively market risks to secure cost-effective pricing

Note: Capital Area Regional Planning Commission currently receives medical, dental, life insurance, and disability insurance products in partnership with Dane County. Proposals need not address these products to be successful.

## Selection Notifications

Following the evaluation of proposals submitted in this process, Capital Area Regional Planning Commission will notify all companies that submit proposals in writing via email. Limited feedback on proposals may be provided at the discretion of Capital Area Regional Planning Commission following the final selection from this process.