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

Monday, November 9, 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.

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 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 October 5, 2026 Executive Committee Meeting *(actionable item)***

4. **Acknowledgement of Receipt – September 2026 Financial Management Report *(actionable item)***

5. **Agreement with Rock County to Provide Hazard Mitigation Planning Services, up to $21,205 for 2026 and 2027 *(actionable item)***

6. **Agreement with the City of Middleton to Provide Environmental Corridor Planning Services, up to $11,800 for 2027 *(actionable item)***

7. 2027 Meeting Calendar – Staff Presentation and Discussion

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

8. Future Agenda Items (next meeting is **Monday, November 30, 2026, in person at CARPC office, at 1:00 pm**)
    a. Executive Director Review (Joint Meeting with BPP, November 30)
    b. CARPC 2027 Budget Amendment (November 30)
    c. Recommendation on Resolution to Accept MadREP/USDA Rural Economic Development Fund (TBD)

9. Adjournment

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CARPC staff 608 474 6017 / TDD 608 474 6017

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

October 05, 2026 **Zoom Webinar** **5:15 pm**

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

Commissioners Absent: Maureen Crombie

Staff Present: Matt Kozlowski, Jason Valerius, Caitlin Shanahan

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 September 8, 2026 Executive Committee Meeting *(actionable item) (5:15 pm)***

   Motion: Vice Chair Murphy moved to approve minutes of the September 8, 2026 meeting. Commissioner Richson seconded.

   The motion carried unanimously.

4. **Acknowledgement of Receipt – August 2026 Financial Management Report *(actionable item) (5:16 pm)***

   Motion: Commissioner McKeever moved to acknowledge receipt of the August 2026 Financial Management Report. Commissioner Richson seconded.

   The motion carried unanimously.

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) (5:17 pm)***

   Jason Valerius provided an overview of the agreement.

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

   The motion carried unanimously.

6. **Agreement with the City of Madison for the MPO to Provide Transportation Planning Services, up to $4,183.47 for 2027 *(actionable item) (5:18 pm)***

   Jason Valerius provided an overview of the agreement and the context of the agreement.

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

The motion carried unanimously.

7. **Agreement with the Bock Foundation for CARPC to Develop a Conservation Program Finder Tool, $8,000 for 2026-2027** ***(actionable item) (5:20 pm)***

   Jason Valerius provided an overview of the funding agreement and the proposed conservation program search tool.

   Motion: Commissioner McKeever moved to recommend authorization of the agreement. Commissioner Richson seconded.

   Discussion: Commissioner McKeever noted that this project seems worthwhile, but highlighted a slight concern that keeping the tool up-to-date may require additional effort each year.

   The motion carried unanimously.

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) (5:22 pm)***

   Jason Valerius provided an overview of the agreements and the monitoring program.

   Motion: Commissioner Richson moved to recommend authorization of the agreement. Vice Chair Murphy seconded.

   Discussion: Commissioner McKeever asked if there is a chance USGS would lose funding or resources in a way that could impact this program. Jason Valerius answered that there isn't a good way to know, but that CARPC and the partners can adapt and react to any future changes if they were to arise.

   The motion carried unanimously.

9. **Agreement with the Wisconsin Local Government Climate Coalition for CARPC to Provide Mapping Services, $9,000 for 2026-2027** ***(actionable item) (5:26 pm)***

   Jason Valerius provided an overview of the agreement and the mapping services to be provided.

   Motion: Commissioner Richson moved to recommend authorization of the agreement. Vice Chair Murphy seconded.

   The motion carried unanimously.

10. **Agreement with Johnson Block to Provide Audit Services to CARPC for the 2026 Audit, $11,450 for 2027** ***(actionable item) (5:28 pm)***

    Jason Valerius provided an overview of the agreement.

    Motion: Commissioner Richson moved to recommend authorization of the agreement. Commissioner McKeever seconded.

    The motion carried unanimously.

11. Draft RFP for Commission Insurance Brokerage Services – Staff Presentation and Discussion *(5:29 pm)*

    Jason Valerius and Matt Kozlowski provided an overview of the proposed RFP and the parameters the agency

is seeking from an insurance broker.

12. Future Agenda Items (next meeting is **Monday, November 9, 2026**, via Zoom at 5:15 pm)
    a. Recommendations on Resolutions for MadREP/USDA (November)
    b. Executive Director Review (Joint Meeting with BPP, November 30)

13. Adjournment

    Motion: Commissioner Richson moved to adjourn. Vice Chair Murphy seconded.

    The motion carried unanimously. Meeting was adjourned at 5:36 pm.

CARPC EXECUTIVE COMMITTEE AGENDA COVER SHEET

November 09, 2026

Item 04

Re: Acknowledgement of Receipt – September 2026 Financial Management Report *(actionable item)*

Requested Action:

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

Staff Contact:

Matt Kozlowski
Administrative Services Manager
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 September 30, 2026

Prepared by
Berndt CPA

Prepared on
October 28, 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 September 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, $135,425 was recognized from deferred revenue related to contracts established at the beginning of the year. An additional $91,420 represents new invoiced revenue generated from current work not associated with deferred revenue contracts.

As of September month-end, the balance in account 3600 – Deferred Revenue is at $872,842 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 Sep 30, 2026

	Total	
	As of Sep 30, 2026	As of Aug 31, 2026 (PP)
Assets		
Current Assets		
Bank Accounts		
1000 OPERATING ACCOUNT	99,632	55,787
1001 MONEY MARKET ACCOUNT	44,976	30
1002 INVESTMENT ACCOUNT	302,624	501,398
1050 SUMMIT OPERATING ACCOUNT	118,602	14,246
1051 SUMMIT SAVINGS ACCOUNT	1	1
1052 SUMMIT CREDIT SAVINGS	1	1
1055 SUMMIT MONEY MARKET	491,496	490,211
Total Bank Accounts	**1,057,332**	**1,061,675**
Accounts Receivable		
1105 PROJECT AND GRANTS REC	171,944	133,950
Total Accounts Receivable	**171,944**	**133,950**
Other Current Assets		
1110 UNBILLED ACCOUNTS RECEIVABLE	616,667	488,907
1150 PREPAID EXPENSES	0	0
1153 PREPAID HEALTH INSURANCE	23,557	23,557
1157 PREPAID PARKING	171	171
1165 PREPAID LICENSES	1,879	2,505
Total for 1150 PREPAID EXPENSES	**25,606**	**26,233**
1170 UNDEPOSITED FUNDS	4,000	7,666
Total Other Current Assets	**646,273**	**522,805**
Total Current Assets	**1,875,549**	**1,718,429**
Fixed Assets		
1200 FURNITURE AND EQUIPMENT	7,172	7,172
1201 ACCUMULATED DEPRECIATION-FURNITURE/EQUIPMENT	(7,172)	(7,172)
Total for 1200 FURNITURE AND EQUIPMENT	**0**	**0**
1210 RIGHT OF USE ASSET	6,077	6,077
1211 ACCUMULATED AMORTIZATION	(4,001)	(3,967)
Total Fixed Assets	**2,076**	**2,110**
Total Assets	**1,877,625**	**1,720,539**
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
3000 ACCOUNTS PAYABLE	84,996	85,407
Total Accounts Payable	**84,996**	**85,407**
Credit Cards		
3002 PARK BANK CREDIT CARD	0	0
3003 CREDIT CARD	1,257	3,394
Total for 3002 PARK BANK CREDIT CARD	**1,257**	**3,394**
3004 SUMMIT CREDIT CARD	1,272	
Total Credit Cards	**2,529**	**3,394**

Other Current Liabilities		
3005 ACCRUED PAYROLL	53,658	45,767
3010 ACCRUED COOP WATER RESOURCE MONITORING	70,435	51,703
3015 ACCRUED PREPAID LIABILITIES	621	829
3202 WRS PENSION PLAN	11,912	12,107
3300 UNUSED VACATION, WELLNESS	55,218	54,908
3500 SICK LEAVE ACCRUAL PAY	121,797	118,400
3600 DEFERRED/UNEARNED REVENUE	872,842	805,746
3655 INVEST IN RIGHT OF USE	2,379	2,379
Total Other Current Liabilities	**1,188,862**	**1,091,840**
Total Current Liabilities	**1,276,387**	**1,180,640**
Total Liabilities	**1,276,387**	**1,180,640**
Equity		
3701 PRIOR YEAR FUND BALANCE	909,003	909,003
3702 CURRENT FUND BALANCE	200	200
3700 PRIOR YEAR BALANCE	(146,830)	(146,830)
Net Income	(161,135)	(222,474)
Total Equity	**601,238**	**539,899**
Total Liabilities and Equity	**1,877,625**	**1,720,539**

Capital Area Regional Planning Commission
Budget vs. Actuals: Statement of Activity
For the month of September - Budget Vs Actuals 9 Months Ended

	Total			
	Monthly Actual	Actual Year to Date	Annual Budget	% of Annual Budget
Revenue				
5000 PROPERTY TAX REVENUE	-	-	-	
5001 DANE COUNTY PROP TAX-OTH	96,747	870,719	1,160,959	75.00%
Total for 5000 PROPERTY TAX REVENUE	**96,747**	**870,719**	**1,160,959**	**75.00%**
5100 STATE/FEDERAL GRANTS	-	-	-	
5101 EPA/DNR WATER PLANNING	9,917	89,250	134,000	66.60%
5102 EPA/DNR GRANT FUNDS	-	8,664	-	
5103 WEM/FEMA/HMGP GRANT FUNDS	7,813	86,422	125,000	69.14%
5104 WisDOT PLAN INTEGRATION	1,046	9,412	7,093	132.70%
Total for 5100 STATE/FEDERAL GRANTS	**18,775**	**193,749**	**266,093**	**72.81%**
5150 OTHER GRANTS	-	15,000	-	
5200 PASS THROUGH REVENUE	-	-	-	
5201 WisDOT RURAL WORK PROGRAM	-	996	5,457	18.25%
5220 COOP WATER RESOURCE MONITORING	83,063	175,562	68,200	257.42%
Total for 5200 PASS THROUGH REVENUE	**83,063**	**176,559**	**73,657**	**239.70%**
5300 FEES REVENUE	-	-	-	
5301 FEES - SEWER EXTENSIONS	600	25,000	45,000	55.56%
5302 FEES - USA/LSA APP REVIEW	3,500	15,378	65,000	23.66%
Total for 5300 FEES REVENUE	**4,100**	**40,378**	**110,000**	**36.71%**
5400 SERVICES REVENUE	-	-	-	
5401 LOCAL & REGIONAL PLAN ASSISTANCE	14,888	64,834	140,000	46.31%
Total for 5400 SERVICES REVENUE	**14,888**	**64,834**	**140,000**	**46.31%**
5500 OTHER REVENUE	-	-	-	
5208 LAND USE CODE ASSESSMENT	-	-	-	
5501 INTEREST INCOME	2,517	17,718	32,000	55.37%
5502 MISCELLANEOUS REVENUES	506	3,922	3,123	125.59%
5505 WI SALT WISE	6,250	63,415	140,000	45.30%
Total for 5500 OTHER REVENUE	**9,273**	**85,055**	**175,123**	**48.57%**
7000 REVENUE REFUNDS	-	-	-	
Total Revenue	**226,845**	**1,446,293**	**1,925,832**	**75.10%**
Gross Profit	**226,845**	**1,446,293**	**1,925,832**	**75.10%**
Expenditures	-	-	-	
6000 SALARIES AND LEAVE TIME	-	-	-	
6001 DIRECT SALARIES & WAGES	80,418	678,709	903,822	75.09%
6002 COMPENSATED LEAVE TIME	17,716	193,499	198,400	97.53%
Total for 6000 SALARIES AND LEAVE TIME	**98,134**	**872,208**	**1,102,222**	**79.13%**
6050 FRINGE BENEFITS	-	-	-	
6051 FICA BENEFITS	6,535	60,788	82,115	74.03%
6052 LIFE INSURANCE	27	46	309	14.99%
6053 HEALTH INSURANCE	22,480	210,745	329,364	63.99%
6054 DENTAL INSURANCE	1,074	10,943	15,369	71.20%
6055 WRS-ER CONTRIBUTION	5,956	55,682	73,440	75.82%
6056 DISABILITY INSURANCE	37	261	534	48.84%
6057 COMMUTE CARDS	25	294	200	146.90%
6058 UNEMPLOYMENT	7	546	1,000	54.60%
6059 WORKER'S COMPENSATION	-	4,375	2,771	157.89%

Total for 6050 FRINGE BENEFITS	**36,141**	**343,680**	**505,102**	**68.04%**
6100 OCCUPANCY	-	-	-	
6101 RENT	4,382	39,442	51,833	76.09%
Total for 6100 OCCUPANCY	**4,382**	**39,442**	**51,833**	**76.09%**
6200 CONTRACTED SERVICES	-	-	-	
6201 EXTERNAL PROGRAMS	-	19,092	6,000	318.20%
6202 LEGAL SERVICES	302	3,487	21,000	16.60%
6203 COMMISSION OPERATION	-	-	-	
6204 MARKETING AND COMMUNICATIONS	-	12,991	-	
Total for 6200 CONTRACTED SERVICES	**302**	**35,570**	**27,000**	**131.74%**
6300 FINANCIAL SERVICES	-	-	-	
6301 AUDIT	-	11,850	15,435	76.77%
6302 PAYROLL FEES	682	6,298	5,250	119.96%
6303 FINANCIAL SERVICES	1,980	19,895	42,000	47.37%
Total for 6300 FINANCIAL SERVICES	**2,662**	**38,043**	**62,685**	**60.69%**
6400 TRAVEL AND TRAINING	-	-	-	
6401 EMPLOYEE TRAVEL	777	7,073	13,349	52.99%
6402 MEALS	13	130	907	14.28%
6403 CONFERENCES & MEETINGS	95	4,461	9,638	46.29%
6404 TRAINING	-	-	3,000	0.00%
Total for 6400 TRAVEL AND TRAINING	**886**	**11,664**	**26,894**	**43.37%**
6500 OFFICE EXPENSES	-	-	-	
6501 SUPPLIES	67	5,686	3,860	147.31%
6502 PRINTING	44	1,020	1,558	65.48%
6503 POSTAGE	-	161	105	153.22%
6504 EQUIPMENT	500	4,203	8,925	47.09%
6505 TELEPHONE	182	1,560	1,500	104.02%
6506 ADMINISTRATIVE FEES	50	438	442	99.13%
6902 CONTRIBUTIONS & DONATIONS	-	1,000	2,500	40.00%
Total for 6500 OFFICE EXPENSES	**842**	**14,069**	**18,890**	**74.48%**
6600 INFORMATION TECHNOLOGY	-	-	-	
6601 WEBHOSTING	-	321	368	87.28%
6602 SOFTWARE	1,761	14,474	17,220	84.05%
6603 IT SERVICES	490	11,476	8,000	143.46%
Total for 6600 INFORMATION TECHNOLOGY	**2,251**	**26,271**	**25,588**	**102.67%**
6700 COMMISSION	-	-	-	
6701 COMMISSION PER DIEMS	300	3,500	8,000	43.75%
6702 COMMISSION TRAVEL	96	416	840	49.47%
Total for 6700 COMMISSION	**396**	**3,916**	**8,840**	**44.29%**
6800 PASS THROUGH EXPENSES	-	-	-	
6801 WATER RESOURCE MONITORING	18,732	205,085	68,200	300.71%
6802 WisDOT PLANNING SERVICES	-	3,005	5,457	55.07%
Total for 6800 PASS THROUGH EXPENSES	**18,732**	**208,090**	**73,657**	**282.51%**
6900 OTHER	-	-	-	
6901 DUES/MEMBERSHIPS/SUBSCRIPTIONS	727	4,231	7,186	58.88%
6903 EDUCATION/INFO/OUTREACH	17	2,423	1,500	161.57%
6904 RECRUITMENT	-	150	1,050	14.29%
6905 INSURANCE	-	7,366	4,709	156.42%
6906 DEPRECIATION	-	-	-	
6907 AMORITIZATION EXPENSE	34	304	608	49.97%
Total for 6900 OTHER	**778**	**14,475**	**15,053**	**96.16%**
Uncategorized Expense	-	-	-	
Total Expenditures	**165,506**	**1,607,428**	**1,917,764**	**83.82%**

Net Operating Revenue	**61,339**	**(161,135)**	**8,068**	**-1997.21%**
Net Income	**61,339**	**(161,135)**	**8,068**	**-1997.21%**

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

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ayers Associates, Inc.					1,000	1,000
City of Evansville						
245402 - Evansville Bike-Ped Plan	10,337					10,337
Total for City of Evansville	**10,337**	**$0**	**$0**	**$0**	**$0**	**$10,337**
City of Fitchburg						
255104 - Fitchburg Oregon Intergovernmental Agreement	1,163					1,163
Total for City of Fitchburg	**1,163**	**$0**	**$0**	**$0**	**$0**	**$1,163**
City of Madison						
251701 - C-Madison Coop Monitoring	19,500					19,500
Department of Planning, Community and Economic Development					2,869	2,869
Total for City of Madison	**19,500**	**$0**	**$0**	**$0**	**2,869**	**$22,369**
City of Middleton						
251701 - C-Middleton Coop Monitoring	51,000					51,000
Total for City of Middleton	**51,000**	**$0**	**$0**	**$0**	**$0**	**$51,000**
City of Stoughton						
265102 - Stoughton Boundary Planning	1,905					1,905
Total for City of Stoughton	**1,905**	**$0**	**$0**	**$0**	**$0**	**$1,905**
City of Sun Prairie						
265103 - Sun Prairie Housing Dashboard	3,406					3,406
Total for City of Sun Prairie	**3,406**	**$0**	**$0**	**$0**	**$0**	**$3,406**
D'Onofrio Kottke and Associates	600					600
Jewell Associates Engineers, Inc.					400	400
JSD PROFESSIONAL SER					400	400
JT Engineering, Inc.		1,200				1,200
Outagamie County Highway					500	500
PINNACLE ENGINEERING					400	400
Rock County Planning, Economic & Community Development Agency						
245401 - Rock County Comp Plan	1,060					1,060
Total for Rock County Planning, Economic & Community Development Agency	**1,060**	**$0**	**$0**	**$0**	**$0**	**$1,060**
Snyder & Associates, Inc.		400				400
State of Wisconsin						
WI Department of Military Affairs						
Division of Emergency Management	53,268					53,268
Total for WI Department of Military Affairs	**53,268**	**$0**	**$0**	**$0**	**$0**	**$53,268**
WI Department of Natural Resources					2,190	2,190
Wisconsin Department of Transportation						
WISDOT, Bureau of Plan & Econ		$0				$0
Total for Wisconsin Department of Transportation	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Total for State of Wisconsin	**53,268**	**$0**	**$0**	**$0**	**2,190**	**$55,458**
Town of Berry						
255101 - T-Berry Comp Plan Update	7,953					7,953
Total for Town of Berry	**7,953**	**$0**	**$0**	**$0**	**$0**	**$7,953**

Town of Springfield						
265101 - T-Springfield TDR	3,324					3,324
Total for Town of Springfield	**3,324**	**$0**	**$0**	**$0**	**$0**	**$3,324**
Town of Westport						
251701 - T-Westport Coop Monitoring	4,000					4,000
Total for Town of Westport	**4,000**	**$0**	**$0**	**$0**	**$0**	**$4,000**
VANDE HEY					800	800
Vierbicher					800	800
Village of Deforest					3,070	3,070
Wyser Engineering, LLC					400	400
TOTAL	**157,515**	**1,600**	**$0**	**$0**	**12,829**	**$171,944**

CARPC EXECUTIVE COMMITTEE AGENDA COVER SHEET

November 12, 2026

Item 05

Re: Approval of Agreement with Rock County to Provide Hazard Mitigation Planning Services, up to $21,205 for 2026 and 2027 *(actionable item)*

Requested Action:

Motion to recommend authorization to execute agreement.

Background:

Rock County has requested CARPC assistance with the required 5-year update of the *Rock County Hazard Mitigation Plan*. In addition to guiding the County's approach to hazard mitigation, maintaining an updated plan makes participating communities eligible for certain FEMA grant programs.

Staff Comments:

CARPC previously assisted with the development of Rock County's current hazard mitigation plan, adopted in April 2023. Hazard mitigation planning activities align with the *Regional Development Framework* goal of fostering community resilience to climate change.

The draft contract is currently being reviewed by the County. The term of the agreement begins at execution, allowing preliminary process planning work to begin in the last few months of 2026, and extends through April 2028 to align with the adoption timeline established by FEMA. The agreement allows CARPC to invoice quarterly for staff time and mileage not to exceed $21,205.00. The cost estimate provided in Attachment A reflects 110% of 2027 staff bill rates as specified in CARPC's August 2025 Guidelines on Providing Services Outside Dane County.

Attachments:

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

Staff Contact:

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

Next Steps:

Commission approval in the consent agenda and execution of agreement.

Begin work in November/December of 2026.

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

ph: 608.474.6017
info@capitalarearpc.org

AGREEMENT BETWEEN ROCK COUNTY EMERGENCY MANAGEMENT AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR HAZARD MITIGATION PLANNING SERVICES

Parties: This agreement ("Agreement") is by and between Rock County Emergency Management, 200 E Highway 14, Janesville, WI, 53545, hereafter "Rock County," and the 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 12, 2026, through April 30, 2028. This Agreement shall only be renewed by written agreement between the Parties.

Scope of Services: Upon signature of this contract, CARPC staff will assist Rock County Emergency Management in updating the County's Hazard Mitigation Plan to fulfill FEMA's five-year update requirement and comply with current federal mitigation planning guidance. The contract will be considered complete upon approval of the updated Plan by Wisconsin Emergency Management (WEM).

The update process will begin in 2026 with a detailed assessment of the existing plan's alignment with current FEMA requirements and development of an outreach and engagement plan to guide 2027 activities. In 2027, CARPC will work with Rock County EM staff to gather feedback from participating communities, key stakeholders, and members of the public through meetings, an online survey, and direct communication, including engagement with each municipality in Rock County per FEMA requirements. Rock County will use the input on local hazards, critical assets, risk, and mitigation strategies collected through this process, along with other relevant data, to update the final document prior to the current plan's expiration date of April 19, 2028.

CARPC will be responsible for:

- Supporting compliance with current FEMA guidance and requirements.
- Supporting outreach to and engagement with Rock County municipalities, stakeholders, and the general public, including:
    - Preparing updated sections for each participating community
    - Helping organize and facilitate two in-person stakeholder meetings
    - Developing and analyzing the results of a public survey, including promotional materials (press release, flyer, social media graphic)
- Keeping confidential all materials deemed as such by the Rock County Emergency Management Director or other official designee.

Rock County Emergency Management will be responsible for:

- Collecting current data and updating Plan tables, figures, and maps.
- Reviewing the existing Plan, evaluating its mitigation strategies and projects, and updating relevant goals, strategies, and recommended actions to reflect the County's current priorities.
- Identifying contacts to represent participating communities and other stakeholder organizations and acting as the primary point of contact to arrange meetings, secure data and maps, and administer surveys and other planning materials as needed.
- Coordinating press releases, public meetings, public notices, and the local distribution of promotional materials as needed.
- Compiling the final plan and submitting it to Wisconsin Emergency Management for review and approval.

Payment: Total cost for the required elements to be provided by CARPC will not exceed **$21,205**. CARPC will invoice Rock County quarterly for the actual hourly salary plus fringe and indirect costs. Payment from Rock County to CARPC will be due within 30 days of the date of the invoice. A more detailed description of the cost of services is outlined in **Attachment A**.

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

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

Insurance: CARPC agrees that it will at all times during the existence of this contract indemnify the County against any and all loss, damages, and costs or expenses which the County may sustain, incur or be required to pay, including those arising from death, personal injury, or property loss resulting from participating in or receiving care, goods and/or and services furnished by CARPC under this contract. The County agrees that it will at all times during the existence of this contract indemnify CARPC against any and all loss, damages, and costs or expenses which CARPC may sustain, incur, or be required to pay which are caused by the County.

CARPC agrees that, in order to protect itself as well as the County under the indemnity provision set forth in the above paragraph, CARPC will at all times during the terms of this contract keep in full force and effect a liability insurance policy issued by a company authorized to do business in the State of Wisconsin and licensed by the Office of the Commissioner of Insurance. The types of insurance coverage and minimum amounts shall be as follows:

- Comprehensive General Liability: minimum amount $1,000,000
- Auto Liability (if applicable): minimum amount $1,000,000
- Professional Liability (if applicable): minimum amount $1,000,000 per occurrence and $3,000,000 for all occurrences in one (1) year
- Umbrella Liability (as necessary): minimum amount $1,000,000

Upon signing this contract, CARPC will furnish County with a Certificate of Insurance verifying the existence of such insurance. In the event of any action, suit, or proceedings against CARPC upon any matter indemnified against, CARPC shall notify the County by registered mail within five (5) business days.

Independent Contractor: Nothing in this contract shall create a partnership venture between the County and CARPC. CARPC is at all times acting as an independent contractor and is in no sense an employee, agent, or volunteer of the County.

Agreement Not Assignable. This agreement is not assignable, in whole or in part, by the County or CARPC.

Sub-Contracting. CARPC agrees that no sub-contract with a third party, for all or any part of CARPC's responsibilities identified in this agreement, may be entered into without prior written approval of the County. The County agrees not to withhold approval for CARPC to sub-contract, provided the sub-contractor abides by the terms and conditions of this agreement. Regardless of the participation of an approved sub-contractor, CARPC agrees to retain primary responsibility for the fulfillment of its obligations under this agreement.

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

By:_____

Jason Valerius
Executive Director
Capital Area Regional Planning Commission

Date:_____

ROCK COUNTY

By:_____

[signer for client party]:
[title]
[insert full name of client party]

Date:_____

2026-2027 Rock County Hazard Mitigation Plan Update

COST PROPOSAL

Scope Activity	Task	Estimated Cost
2026 Planning Process Preparation	Requirement review	$580
	Develop outreach/engagement plan (incl. 1 in-person meeting)	$1,215
	Subtotal	*$1,795*
2027 Community / Stakeholder Engagement	Q1 Stakeholder gathering (in-person)	$1,504
	Prep community plan sections	$8,700
	Q3 Stakeholder gathering (in-person)	$1,504
	Subtotal	*$11,708*
2027 Public Outreach	Public survey	$5,800
	Press releases, graphics, flyers	$580
	Subtotal	*$6,380*
2027 Final Plan Preparation	Plan edits/compliance check	$1,160
	Subtotal	*$1,160*
	Labor Subtotal	**$21,043**
	Mileage Subtotal	**$162**
	TOTAL	**$21,205**

CARPC EXECUTIVE COMMITTEE AGENDA COVER SHEET

November 09, 2026

Item 06

Re: Agreement with the City of Middleton to Provide Environmental Corridor Planning Services, up to $11,800 for 2027 *(actionable item)*

Requested Action:

Motion to authorize execution of agreement.

Background:

To proactively plan for development and redevelopment while prioritizing conservation of sensitive environmental systems, the City of Middleton (City) seeks a detailed review of Environmental Corridor (EC) boundaries within city limits and explanation of the elements each mapped area contains. The City also aims to better understand and communicate the underlying rationale for specific EC designations, what potential adjustments can be made in EC areas, and how well the City's zoning code characterizes and matches the mapped EC.

The proposed assessment would include a comprehensive review of EC boundaries across the city and refinement of mapped EC based on current best-available data and applicable policies. This process would also include clarification of the features included in each mapped area (e.g., wetlands, stream buffers, parks, etc.) and the resulting implications for potential development.

Staff Comments:

Staff have drafted an agreement between CARPC and the City to begin work on this project in 2027.

Attachments:

1. Agreement

Staff Contact:

Melissa Michaud
Environmental Resources Planner
MelissaM@CapitalAreaRPC.org
(608) 474-6020

Next Steps:

Execute agreement.

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

ph: 608.474.6017
info@capitalarearpc.org

AGREEMENT BETWEEN CITY OF MIDDLETON AND THE CAPITAL AREA REGIONAL PLANNING COMMISSION FOR PLANNING, MAPPING, AND DATA SERVICES

Parties: This agreement ("Agreement") is by and between the City of Middleton, 7426 Hubbard Avenue, Middleton, WI 53562, hereafter "the City" and Capital Area Regional Planning Commission, 100 State St, Ste 400, Madison, WI 53703-2573, hereafter "CARPC" (each, a "Party" and collectively, the "Parties").

Term: The term of this Agreement is January 1, 2027, through March 31, 2027. This Agreement shall only be renewed by written agreement between the Parties.

Scope of Services: CARPC will conduct a preliminary citywide assessment and a comprehensive review of Environmental Corridor (EC) boundaries across the city and refine mapped EC based on current best-available data and applicable policies. This process will also include clarification of the features included in each mapped area (e.g., wetlands, stream buffers, parks, etc.) and the resulting implications for potential development. CARPC will review how well the City's zoning code characterizes and matches the mapped EC.

An outline of deliverables is provided in the Preliminary Cost Proposal dated November 4, 2026, included here as **Attachment A.**

Additional Services Not Included in this Agreement:

- Assistance or analysis related to requests for a Major Change to the Environmental Corridor (a proposed EC change that would remove from EC lands that meet the criteria for required inclusion)
- Field assessments of environmental resources or site conditions

Payment: Total cost for the required elements to be provided by CARPC will not exceed $11,800. CARPC will invoice the City quarterly for the actual hourly salary plus fringe and indirect costs. Payment from the City to CARPC will be due within 30 days of the date of the invoice. A more detailed description of the cost of services is outlined in **Attachment A**.

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

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

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

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

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

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

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

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

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

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

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

CAPITAL AREA REGIONAL PLANNING COMMISSION

By:_____

Jason Valerius

Executive Director

Capital Area Regional Planning Commission

Date:_____

CITY OF MIDDLETON

By:_____

Lisa Janairo

Mayor

City of Middleton

Date:_____

City of Middleton
Comprehensive Environmental Corridor Review & Update

PRELIMINARY COST PROPOSAL

11/4/2026

Project Description

To proactively plan for development and redevelopment while prioritizing conservation of sensitive environmental systems, the City of Middleton (City) seeks a detailed review of environmental corridor (EC) boundaries within city limits and explanation of the elements each mapped area contains. The City also aims to better understand and communicate the underlying rationale for specific EC designations, what potential adjustments can be made in EC areas, and how well the City's zoning code characterizes and matches the mapped EC.

The proposed assessment would include a comprehensive review of EC boundaries across the city and refinement of mapped EC based on current best-available data and applicable policies. This process would also include clarification of the features included in each mapped area (e.g., wetlands, stream buffers, parks, etc.) and the resulting implications for potential development.

Background

The Policies & Criteria for Environmental Corridors (updated in August 2026) apply within all sewer service areas and are a critical component of regional water quality protections through the *Dane County Water Quality Plan*. Some areas are required for inclusion in EC and must be protected from development, while other areas are voluntarily included and can typically be adjusted as an administrative change by request. EC is mapped at the time an area is brought into the sewer service area using any data and development concepts available at that time. Later, when development occurs, the EC is updated to reflect revisions to the plat and/or more current or detailed data (e.g., a wetland delineation). EC mapping is infrequently updated to reflect new data unless an area is part of an active development/redevelopment process. Refer to the Environmental Corridors webpage for more details.

Scope of Work

Task 1. Zoning Code Review

The City's Environmental Corridor and Wetland Overlay Zoning Districts represent effective local implementation of CARPC's Environmental Corridors Report.

To ensure alignment between Middleton's ordinances and CARPC's 2026 EC Policy, CARPC staff will review the City's policy against the EC policy and suggest potential revisions to increase alignment with current practice.

Task 2. Preliminary Citywide Assessment

CARPC staff will delineate all required and voluntary elements of environmental corridors (to the extent that underlying data layers are available) across the City and prepare a "base layer" in GIS format. This layer can then be overlaid onto the currently mapped EC boundaries to identify which areas are appropriate for further review and possible revision.

CARPC will also provide a memo generally describing the possible revisions. Lands designated as EC that are no longer required for inclusion based on the current data and criteria will be identified as Voluntary EC; where appropriate, the memo will note any unique ecosystem value that Voluntary EC may contribute to the community.

Task 3. Detailed Citywide Assessment

Using the results of the Preliminary Citywide Assessment, CARPC staff will review all discrepancies between the "base layer" and the mapped EC boundaries to assess the reason for discrepancy through desktop analysis. In many cases, this will be evident through review of prior approvals and past/current development plans.

Some discrepancies may require investigating past decisions for voluntary inclusions. Where appropriate based on underlying resources or clear evidence of past decisions, updates will be made to the mapped EC layer. Other cases may require consultation with the City prior to updates. Through this assessment, staff will also ensure the mapped EC layer properly identifies the underlying resource(s) present within EC and whether it is a required/voluntary element (and whether it can be adjusted as an administrative change).

This task will result in a fully updated EC boundary that provides important information to allow City staff to better guide development as well as conservation of environmentally sensitive areas.

Task 4. Meetings & Coordination

CARPC staff will coordinate directly with City staff to provide periodic updates and coordinate on various aspects of the work. The following meetings are anticipated:

- **Initial Presentation (No Charge)** – CARPC staff attendance at (1) meeting with City officials (e.g., Plan Commission) to present an overview of Environmental Corridors, including the purpose of environmental corridors, which elements are included and why, differences between required and voluntary elements, and the benefits of flexibility in boundary delineation.

- **Final Presentation** – CARPC staff attendance at (1) meeting with City officials (e.g., Plan Commission) to present on the results of this project and highlights of any administrative changes completed, as well as offer guidance on the meaning of the various components of mapped EC.
- **Meetings with City staff** – Two (2) meetings between City staff and CARPC staff to review specific questions or issues identified during the work and provide updates on progress.

Information to be Provided by City

1. Current development concepts/proposals for undeveloped areas
2. GIS layers associated with Environmental Corridor and Wetlands Overlay Zoning Districts

Services Not Included

Generally, anything not described above is not included in the scope of work. Specifically, the following items are not included:

- Assistance or analysis related to requests for a Major Change to the Environmental Corridor (a proposed EC change that would remove from EC lands that meet the criteria for required inclusion)
- Field assessments of environmental resources or site conditions

Key Deliverables

1. Presentations at two (2) meetings with City officials
2. **Preliminary citywide assessment**: GIS data layer of all required and voluntary elements of environmental corridors (to the extent that underlying data layers are available) and memo generally describing the possible revisions
3. **Detailed citywide assessment**: GIS data layer containing a fully updated EC boundary
4. **Zoning code review**: Suggested revisions to Environmental Corridor Zoning Overlay District for alignment with CARPC EC Policies & Criteria
5. *(Optional Add-on)* Exhibit(s) in PDF format illustrating all required and voluntary elements of environmental corridors (to the extent that underlying data layers are available)

Cost Estimate

The following is a preliminary estimate to complete the above scope on a **Time & Expense** basis.

Note: these costs were estimated based on 2026 billing rates; actual charges will reflect billing rates in place at the time of work completion.

2026 Small-Scale Assistance		
Task 1. Zoning Code Review	Review City's Environmental Corridor and Wetland Overlay Zoning Districts for alignment with CARPC Environmental Corridor Policies & Criteria	**No charge**
2027 Fee-for-Service Assistance		
Task 2. Preliminary Citywide Assessment	Review required and voluntary EC elements to create 'base layer' for comparison against the mapped EC	$1,600
Task 3. Detailed Citywide Assessment	Comprehensive updates to mapped EC layer	$8,000
Task 4. Meetings & Coordination	Meetings and presentations to coordinate revisions and provide guidance/education on EC	$2,200
	TOTAL	**$11,800**

About CARPC

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

Our Mission

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

Our Vision

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

Who We Are

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

What We Do

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

Key Project Staff

- **Melissa Michaud, Environmental Resources Planner**
- Liz Levy, Environmental Resources Planner
- Caitlin Shanahan, AICP, Senior Community Planner

Contact

Melissa Michaud, Environmental Resources Planner
melissam@capitalarearpc.org
(608) 474-6020
100 State St, Ste 400
Madison, WI 53703-2573

CARPC EXECUTIVE COMMITTEE AGENDA COVER SHEET

November 09, 2026

Item 07

Re: 2027 Meeting Calendar – Staff Presentation and Discussion

Requested Action:

None

Background:

For 2027, the meeting calendar will be as follows:

January – Executive Committee: January 11th – Commission: January 14th
February – Executive Committee: February 8th – Commission: February 11th
March – Executive Committee: March 8th – Commission: March 11th
April – Executive Committee: April 5th – Commission: April 8th
May – Executive Committee: May 10th – Commission: May 13th
June – Executive Committee: June 7th – Commission: June 10th
July – Executive Committee: **TUESDAY** July 6th – Commission: July 8th
August – Executive Committee: August 9th – Commission: August 12th
September – Executive Committee: **TUESDAY**, September 7th – Commission: September 9th
October – Executive Committee: October 11th – Commission: October 14th
November – Executive Committee: November 8th – Commission: November 11th
December – Executive Committee: December 6th – Commission: December 9th

Staff Comments:

Following the typical schedule for meetings, the July and September Executive Committee meeting would normally fall on holidays. To accommodate, the meeting calendar has rescheduled these meetings to Tuesday of the corresponding months instead of Monday.

Attachments:

1. 2027 Meeting Calendar

Staff Contact:

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

Next Steps:

Publish 2027 Meeting Calendar.

Capital Area Regional Planning Commission
2027 Meeting Calendar

CARPC Holidays / Agency Closed
Executive Committee Meetings

Packet Item Deadlines
10 PHN Deadlines

CARPC Meetings

January 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	