

# MINUTES

## Meeting of the Executive Committee of the Capital Area Regional Planning Commission

February 12, 2009

City-County Building Rm 315, 210 Martin Luther King Jr Blvd, Madison WI

6:30 p.m.

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Present: Kristine Euclide, Martha Gibson, Steve Hiniker, John Murray, Phil Van Kampen

Absent: Jeff Miller

Staff Present: Chris Gjestson, Kamran Mesbah

### 1. Roll Call

Vice-Chair Euclide called the meeting to order at 6:32 p.m.; roll was recorded.

### 2. Approval of minutes of the meetings of November 13, 2008, December 18, 2008 and January 22, 2009

Motion by Mr. Hiniker, seconded by Mr. Van Kampen, to approve the minutes of the meetings of November 13 and December 18, 2008, and January 22, 2009. Motion carried.

### 3. Review of agenda

None.

### 4. Public comment

None.

### 5. Approval of disbursements and Treasurer's Report for March 2009

Provided at members' places were the list of March voucher bills (in the amount of \$56,208.73), the Treasurer's Report for March 2009, and the January 31, 2009 draft year-end revenues and expenditures report. Mr. Gjestson stated that Treasurer Van Kampen had reviewed the Report prior to the meeting. Moved by Mr. Van Kampen, seconded by Ms. Hiniker, to approve the disbursements and Report. Motion carried unanimously.

### 6. Report on 2008 financial status of CARPC

Mr. Gjestson referred to the materials provided in the meeting packet, and stated that the expected year-end funds available to serve as operating reserves were approximately \$136,000; the 2009 budget anticipated a \$50,000 reserve. Mr. Mesbah stated that the under-expenditures were mostly due to hiring employees later than anticipated, not hiring an Executive Director, and under-expending on legal services, contractual services and recruitment. He stated that a portion of the unexpended funds could be used to pay the Commission's share of the Dane County Fly Dane project; he could speak with County Executive staff to gauge how receptive the Budget and Personnel Panel might be to a budget amendment. Ms. Euclide asked staff to discuss the matter with the County Executive's staff and propose the amendment for discussion among Commissioners.

### 7. Consideration of hiring third party firm to conduct 2008 financial audit

Mr. Gjestson stated that Schenck Business Solutions had conducted the 2007 audit within the budgeted amount, and would likely be able to do the same for the 2008 audit.

Other Wisconsin RPCs often hired firms on three-year cycles. Motion by Mr. Van Kampen, seconded by Mr. Hiniker, to hire Schenck to conduct the 2008 financial audit. Motion carried unanimously on voice vote.

**8. Report on 4Q 2008 staff work activities**

Mr. Mesbah referred to materials provided in the meeting packet.

**9. Deputy Director report and discussion on staff work activities and meetings**

No report or discussion.

**10. Consideration of a motion to convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, because competitive or bargaining reasons require a closed session; and 19.85(1)(g) to confer with legal counsel for CARPC who is rendering oral or written advice concerning strategy to be adopted by CARPC with respect to litigation in which it is or is likely to become involved over CARPC's denial of a proposed addition to the Mazomanie Urban Service Area**

Ms. Euclide stated that it there was nothing to report and was not necessary to convene in closed session. There were no objections.

**11. Reconvene into open session**

Not required.

**12. Communications**

None.

**13. Future agenda items**

None discussed

**14. Adjournment**

Moved by Ms. Gibson, seconded by Mr. Hiniker, to adjourn. Motion carried at 6:58 p.m.

Recorded by Chris Gjestson