

# AGENDA

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

June 11, 2009

City-County Building Rm 201, 210 Martin Luther King Jr. Blvd., Madison WI

6:30 p.m.

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All CARPC Commissioners have been invited to this meeting, and a quorum of the full CARPC may be present. It is intended that actions at this meeting will be voted on by only those Executive Committee members present.

1. Roll Call
2. Approval of minutes of the meetings of May 14, 2009
3. Review of agenda
4. Public comment
5. Approval of disbursements and Treasurer's Report for June 2009
6. Discussion of process for reimbursement of Commissioner expenses and consideration of recommendation to CARPC
7. Consideration of 2010 Budget and Work Program
8. Communications
9. Future agenda items
10. Adjournment

<p>If you need a sign language interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact CARPC staff at 266-4137, or TDD 266-4529, at least 72 hours in advance of the meeting.</p>
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# MINUTES

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

May 14, 2009

City-County Building Rm 201, 210 Martin Luther King Jr Blvd, Madison WI

6:30 p.m.

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Present: Kristine Euclide, Martha Gibson, Steve Hiniker, Jeff Miller, Phil Van Kampen

Absent: John Murray

Staff Present: Chris Gjestson, Kamran Mesbah

### **1. Roll Call**

Mr. Miller called the meeting to order at 6:35 p.m.; roll was recorded.

### **2. Approval of minutes of the meetings of March 12, 2009**

Motion by Mr. Van Kampen, seconded by Ms. Gibson, to approve the minutes of the meetings of March 12, 2009. Mr. Hiniker stated that item #8 should be corrected to indicate the meeting re-convened in "open" session, rather than "closed"; recognized as friendly amendment without objection. Motion to approve as amended carried.

### **3. Review of agenda**

None.

### **4. Public comment**

None.

### **5. Approval of disbursements and Treasurer's Report for April and May 2009**

Provided at members' places were the list of April and May voucher bills (in the total amount of \$62,354.31) and Treasurer's Report, and the April 30, 2009 year-to-date revenues and expenditures report. Treasurer Van Kampen had reviewed the Report prior to the meeting. Moved by Mr. Van Kampen, seconded by Mr. Hiniker, to approve the disbursements and Report. Motion carried unanimously on voice vote.

### **6. Quarterly report (1Q 2009) on CARPC finances and work activities**

Members reviewed the quarterly reports provided at their places. Mr. Mesbah noted that most work activities in the first quarter had been in support of preliminary FUDA planning and USA amendments.

### **7. Communications**

None.

### **8. Future agenda items**

Mr. Miller stated that in response to a commissioner's query, the process for reimbursing commissioner expenses should be discussed at the next meeting.

### **9. Adjournment**

Moved by Mr. Hiniker, seconded by Ms. Gibson, to adjourn. Motion carried at 6:44 p.m.

Recorded by Chris Gjestson

**Re: Discussion of process for reimbursement of Commissioner expenses and consideration of recommendation to CARPC**

**Decision Items:**

1. Recommend to CARPC that it formalize the process of paying Commissioners

State law (§66.0309(4), Wis. Stats) and CARPC Bylaws (Article VII Section 6) allow for Commissioners to be paid a per diem and for their travel and meeting expenses to be reimbursed. The 2009 CARPC Budget provides that Commissioners are paid \$20 per diem for attendance at CARPC and committee meetings (maximum \$20 per day), plus \$0.55 per mile of estimated travel to and from those meetings.

There is no policy which guides the practice of paying Commissioners. Current practice is based on paying Commissioners for mileage to and from the home residence and the meeting place, as estimated using Mapquest.com. Staff relies on informal communication with Commissioners to be notified when actual mileage differs from this estimate. Commissioners are paid on a quarterly basis, and payment is accompanied with a summary of meetings attended and estimated travel. This practice has been designed to be the most efficient method of paying Commissioners: they do not need to spend time on preparing and submitting expense reports, and staff does not need to spend time collecting them. However, this efficiency may be achieved at the cost of accuracy.

Chair Miller has requested that the Executive Committee discuss this practice, and whether or not the Commission should consider a more formal approach.

**Staff recommendation.** In order to increase accuracy over current practices, staff recommends that prior to payment, it secure formal acknowledgement from each Commissioner that the payment is correctly based on actual expenses. Staff will generate quarterly estimated expense reports for each individual Commissioner for their review. Should the Commissioner find an entry in the report to be in error, he/she will manually change the entry. After review and/or editing, the Commissioner will sign the report and return it to staff. The receipt of a signed report by staff will initiate the corresponding payment.

Another alternative which could further increase accuracy (and decrease efficiency) would be for staff to seek signed expense reports from each Commissioner at each meeting.

**Materials Presented with Item:**

1. None

**Contact for Further Information:**

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