

MINUTES

McLEAN COUNTY REGIONAL PLANNING COMMISSION REGULAR MEETING

WEDNESDAY, February 7th, 2018, 4:00 P.M.
GOVERNMENT CENTER, ROOM 404
115 EAST WASHINGTON STREET, BLOOMINGTON, ILLINOIS

Members Present:

Mary Jefferson, Chair; Michael Buragas, Vice Chair; Joseph Cleary; Linda Olson; Carl Teichman; Carl Olson; Mark Wylie

Members Absent:

Michael Gorman, Executive Committee Representative; Mary Kramp; Glen Ludwig

Others Present:

McLean County Regional Planning Commission - Emily Lutz, Assistant Planner; Jordan Brown, Office Manager; Daniel Handel, Assistant Planner; Jennifer Sicks, Planner; Vasudha Pinnamaraju, Executive Director

Call To Order:

Ms. Jefferson called the meeting to order at 4:04 p.m. and noted the presence of a quorum.

Public Comment:

None

Consent Agenda:

Ms. Jefferson call for a motion to approve the Consent Agenda.

Mr. Wylie noted an error in the minutes that showed him in attendance.

Mr. Teichman moved for approval of the consent agenda with the changes to the minutes.
Mr. Buragas seconded the motion, which passed unanimously.

Regular Agenda:

Amendment of Bylaws

Ms. Pinnamaraju provided an overview of the bylaws including the changes that were presented to the Executive Committee and approved. Changes include: verbiage change from Chairman to Chairperson, formal addition of the Transportation Technical Committee and Transportation Policy Committee to the MCRPC structure. Ms. Jefferson inquired if those two committees needed to do anything. Ms. Pinnamaraju clarified that as the official Committees over the MPO action, they have both been part of MCRPC structure. This addition to the bylaws formalizes this relationship.

Another major change was restructuring the Executive Committee. The current bylaws identify the two City Managers and the County Administrator as voting members. The proposed revision identifies them as non-voting advisory members. This change is in line with the MCRPC enabling legislation. It also eliminates any potential issues with Open Meetings Act as the three of them meet regularly. Mr. Wylie and Mr. Teichman asked for clarification about the two City Managers and the County Administrator meeting outside of the Executive Committee violating OMA. Ms. Pinnamaraju explained that it was because they were voting members on the committee before this change. Mr. Cleary added that MCRPC bylaws had created a situation where if the three met it would be considered a quorum. Mr. Wylie questioned the bylaws state if the two City Managers and the County Administrator can set a representative. Ms. Pinnamaraju stated that this can be added and clarified.

She then discussed the changes to the term limits. The County does not impose term limits on County appointments. Mr. Buragas questioned the wording on this change. Mr. Wylie suggested changing the wording to "All officers shall be eligible for election for up to three consecutive years for the same office."

Ms. Pinnamaraju pointed out the deletion of Commissioners being non-elected officials. In the past, elected officials have served on the Commission. Mr. Olson requested to change Central Illinois Regional Airport Authority to Bloomington Normal Airport Authority. Ms. Pinnamaraju noted the change.

Ms. Pinnamaraju pointed out an addition to review the bylaws every three years. Mr. Wylie questioned if there needed to be more than one reading of the bylaws. Mr. Teichman stated that according to the bylaws, there does not need to be more than one reading. Ms. Pinnamaraju stated that the changes have been reviewed by the County's Attorney's Office for consistency with the enabling legislation.

Ms. Olson noted a typo on page 3. It should be advise not advice. Ms. Pinnamaraju noted the change.

Ms. Jefferson called for a motion to approve the bylaws with the recommended changes. Mr. Teichman moved for approval. Mr. Cleary seconded the motion, which passed unanimously.

Adopting Accounting Controls for Electronic Fund Transfer

Ms. Pinnamaraju informed the Commission that there have been situations that require some small check amounts. MCRPC was advised by their auditor to put a procedure in place for electronic fund transfers. Ms. Brown reviewed the process that was recommended by the auditor. Mr. Wylie questioned if this will save Ms. Brown time. Ms. Brown did not think so. Ms. Pinnamaraju noted that MCRPC staff has not checked with

others to see if there is a more efficient procedure. Mr. Olson recommended coming up with a version of the policy to give Ms. Brown the ability to process invoices electronically without Ms. Pinnamaraju's approval up to a certain dollar amount.

Ms. Jefferson called for a motion to approve the accounting controls for EFT but MCRPC staff will look into a more efficient procedure. Mr. Wylie moved for approval. Mr. Teichman seconded the motion, which passed unanimously.

Adopting temporary MCRPC logo for 2018 Celebrating 50 years

Ms. Pinnamaraju announced that in 1968 MCRPC was formalized as a Regional Planning Commission. MCRPC staff worked with Krista Kanushi, a local graphic designer to create a temporary local to celebrate 50th anniversary.

Ms. Jefferson called for a motion to approve the 50 year MCRPC logo to be used in 2018. Mr. Buragas moved for approval. Mr. Cleary seconded the motion, which passed unanimously.

Items of Information or Discussion:

Information Forum Subcommittee update

Mr. Teichman gave a brief update of the Information Forum. He confirmed the event location as the new Radisson Hotel in Normal. He also noted our general satisfaction with the new partnership with McLean County Chamber of Commerce. He said the sub-committee, MCRPC staff and the Chamber staff are actively seeking sponsorships for the event. Any "profits" will be earmarked for future information forum events. Mr. Teichman explained that in order to increase the attendance numbers, more marketing will be taking place. Discussion ensued.

MPO Agreement Update

Ms. Pinnamaraju clarified that the Commission does not need to take action on this until all of the stakeholders have reviewed and made changes. Ms. Sicks and Ms. Pinnamaraju explained why this is being brought to the Commission now. Mr. Wylie questioned if the two Mayors met would it be in violation with OMA. Ms. Pinnamaraju explained that they would not make the quorum. Mr. Wylie noted the need to allow their designees to represent them in their absence. Ms. Sicks noted the change. She also reminded the Commission that this is still a draft. Ms. Pinnamaraju pointed out the timelines and checklist provided with the agreement.

Website Update

Ms. Pinnamaraju explained that the RFQ was extended due to lack of responses when the original RFQ was posted. She thanked Mr. Gorman, Teri Legner from Town of Normal, Michael Straza local entrepreneur, and Zach Dietmeier from the EDC for their service on a small technical committee put together to issue the RFQ, evaluate the proposals and . Cybernautic Design, a local web development firm, was selected for the project. She

anticipates the new website being up and running in May. Ms. Pinnamaraju then pointed out the website outline. Discussion ensued.

Regional Housing Advisory Committee Update

Ms. Pinnamaraju explained that this committee is still a work in progress and it will be presented to the Executive Committee in February.

Strategic Planning Process Update

Ms. Pinnamaraju explained that as MCRPC celebrates 50 years, it is good for us to think about the next several years and prioritize strategically. During BringItOn Bloomington and PlanIt Normal planning processes, MCRPC staff noticed gaps in service areas. Some of these gaps can be fulfilled by MCRPC, although some might require additional funding to do so. She also explained that the strategic priorities will be presented to the Executive Committee in February and the Commission in March. MCRPC's goal is to get this adopted before beginning the work on the UWP.

That which may arise

Ms. Pinnamaraju added to the Monthly Report that the physical office has been downsized. A lot of cleaning, filing, and recycling have been happening for MCRPC staff.

Ms. Pinnamaraju informed the Commissioners that each of them have received a copy of the Town of Normal Comprehensive Plan.

Adjournment:

Ms. Jefferson called for a motion to adjourn the meeting. Mr. Burgas moved for adjournment. Mr. Teichman seconded the motion, and the meeting adjourned at 4:54 p.m.

Respectfully submitted,
Jordan Brown
Office Manager