

MINUTES
McLEAN COUNTY REGIONAL PLANNING COMMISSION (MCRPC)
REGULAR MEETING (Virtual and Live-Streamed)
WEDNESDAY, March 3, 2021, 4:00 P.M.

Members Present:

Mary Kramp, Chairperson; Bart Bittner; John Burrill; Jim Fruin; Diana Hauman; Taunia Leffler; Carl Olson; Carl Teichman; Mark Wylie; Michael Pettorini

Members Absent:

None

Others Present:

MCRPC Staff – Melissa Robinson; Alyssa Cooper; Lauren Gibson; Timothy Riley; Jennifer Sicks, Raymond Lai; Melissa Quimby

Others – Caitlin Kelly, Assistant City Planner, City of Bloomington

1. Call To Order:

Ms. Kramp called the meeting to order at 4:00 p.m. and noted the presence of a quorum.

Ms. Kramp announced that this would be Ms. Leffler's last meeting as she was stepping down from the MCRPC. Ms. Leffler joined the Commission in May 2019 and Ms. Kramp thanked her for all she has done with the Commission and wished her luck in her next endeavors. Ms. Leffler responded that she enjoyed working with those on the Commission.

Mr. Lai also thanked Ms. Leffler for all she has done during her time with the Commission.

[Ms. Leffler left the meeting at 4:03pm]

2. Attendance:

See above

3. Public Comment:

None

4. Consent Agenda:

- A.** Minutes of the February 3rd, 2021 Commission meeting
- B.** Financial Reports
- C.** MCRPC Staff Report

Ms. Kramp called for a motion to approve the Consent Agenda as presented. Mr. Teichman moved for approval. Ms. Hauman seconded the motion, which passed unanimously.

5. Regular Agenda:

a. Proposed amendments to the Commission Bylaws

Mr. Lai discussed the proposed amendments to the MCRPC bylaws which were sent electronically to the commission members prior to the meeting, Mr. Lai noted that the bylaws sent was missing page five inadvertently somehow due to a technical issue. Mr. Lai shared his screen so that everyone would be able to see the recommended amendments. In February, the bylaws were evaluated by staff as required every three years changes may be recommended as needed. Mr. Lai explained that these proposed amendments were presented to the executive committee on February 23rd, 2021 and approved while most of the proposed edits made are minor clean up and technical changes, Mr. Lai discussed several major recommended revisions.

The first major edit was on p.1, Article III Section 2. The MCRPC staff are proposing the officer election process to take place on the first meeting of the calendar year rather than the last meeting of the calendar year. It was also previously written that the election process for officers was to be held through secret election ballots and nominations. Per guidance of the legal counsel, these are not to be held in this manner, so the MCRPC staff have suggested changes to that process, making it more transparent.

There was also a proposed change to Article IV. Section 1 of the bylaws, regarding the procedure for meeting cancellation. Since cancellation of a meeting is often undecided until about a week prior to the scheduled commission meeting depending on whether there are any action items, staff is proposing that the commission meetings can be cancelled upon consultation by the MCRPC Executive Direction with the MCRPC Chairperson when there are no action items. This edit was made to simplify and streamline the meeting cancellation process.

Mr. Lai explained another proposed change to the bylaws in regards to the audit process. He explained that about two years ago, MCRPC became part of the McLean County government structure. So MCRPC has since been covered by the County's audit process. Previously, MCRPC was subject to audits by an independent accounting/auditing firm commissioned by MCRPC.

Mr. Olson asked if the annual audit being completed under the McLean County satisfies the state and federal audit requirements. Mr. Lai responded that this obligation is satisfied as the County hires their own external firm which reviews and audits the MCRPC operation in terms of its financial matters. As this process is different than what the MCRPC used to in the past, Mr. Lai stated that there will not be a presentation of our audit results to the commissioners, but are incorporated in the County's audit process.

Mr. Teichman asked if the MCRPC needs to allocate funding for this audit or if it is covered by the County. Mr. Lai answered that the audit is provided by the County and is not a budgeted

item. MCRPC is funded primarily with grants by local, state, and federal governmental entities, staff are required to keep a clean and good record of the finances.

Mr. Lai concluded by going over p.5 of the bylaws. He explained that on this page, and throughout the entirety of the proposed MCRPC bylaws, there are just minor technical and formatting changes.

Ms. Kramp called for a motion for recommendation to approve the proposed amendments to the commission bylaws. Mr. Wylie moved for a recommendation of approval. Ms. Hauman seconded the motion, which passed unanimously.

Items removed from the Consent Agenda (if any)

None

6. Items of Information or Discussion:

a. Regional Housing Initiatives Update

Ms. Gibson provided an update on the Regional Housing Initiatives. Since May 2020, the Housing Coalition has distributed over \$2.6 million to those who needed rental, mortgage, and utility assistance. An upcoming primary focus for the Housing Assistance Coalition will be marketing the local and state assistance programs. Illinois is going to have a new rental assistance program which will allow both tenants and landlords to apply for assistance. Ms. Gibson estimated that this will begin within the next month.

Ms. Gibson explained that for homeowners, the mortgage forbearance program for federally backed mortgages has been extended to June 30, 2021. She also stated that the Housing Assistance Coalition is monitoring the updated COVID relief program that is going through the Senate.

The Coalition will also be working with the Bloomington Housing Authority to finalize the Housing Choice Voucher spatial analysis and research brief. There is now a completed draft of the Affordable Housing Location Map. They will be working with the Regional Housing Staff Committee to approve and finalize.

b. Vision Zero transportation safety project update

Ms. Sicks provided an update on the Vision Zero transportation safety project. She stated that they continue to be busy as it gets closer to the deadlines for the report and public outreach process. The Hile Group was finalizing a draft report, which the MCRPC staff is reviewing along the way. There will be a meeting on March 5th, 2021 of the Project Steering Committee, subject matter experts, Hile Group, and MCRPC staff. In this meeting, they will be discussing and reviewing the draft Action Plan report and the new project identity. The new project identity will be re-branded as "Go:Safe".

Furthermore, the staff, consultant, a web provider, and the Firebrand Cooperative (sub-consultant) are working together to create a designated Go:Safe project webpage on the

MCRPC website. The project page will have information about this project and the upcoming Community Conversations outreach events. The Community Conversations will be held on March 20th at 10am, March 23rd at 6pm, and March 24th at 8am. The purpose is to gain community input and participation. After these meetings, MCRPC staff and the Hile Group will be compiling the information and feedback from these three meetings for a final draft Action Plan report for the April 7th Commission meeting. Mr. Lai explained that the Hile Group and staff will be working diligently to promote the three Community Conversations. He will email the Go:Safe flyer to the Commission members for sharing this information with family, friends, and colleagues.

Ms. Kramp asked if the draft Action Plan report would be available for the commissioners to read and review. Mr. Lai responded that the initial draft report would be sent to the working groups of the project but the final draft report will be up for review by the Commission once the public meetings are completed.

Ms. Kramp asked if the Commissioners would get the draft Action Plan a week prior to the April 7th Commission meeting. Mr. Lai explained that they would be receiving this a week before the April meeting so that they have a chance to read the document thoroughly before voting on the report.

Ms. Kramp asked Ms. Sicks what the outreach methods are for the Community Conversations. Ms. Sicks responded that MCRPC staff and the Hile Group will be working within their networks to spread information on this project and public meetings. They also possibly will be working with media outlets, such as the radio, newspaper article, and Facebook posts. Ms. Sicks explained that they hope to have the Go:Safe project website page live on the MCRPC website by mid-March which will allow for the public to read all the project information, including the draft Action Plan report. MCRPC staff are also considering creating a public response function which allow for community members to ask questions, provide feedback, or receive project updates.

Mr. Lai commented that this project will not only affect those living in McLean County but also those visiting this area. It is important to get the word out early about this project and the Community Conversations through various partnerships.

c. Pavement Surface Evaluation and Rating (PASER) project update

Ms. Sicks explained that this project is ramping up as the Town of Normal (TON) staff is finalizing the project details. Ms. Sicks is currently working on a draft contractor contract which will be sent to the TON staff in the next few days. She is also working on providing documentation for the transportation management consortium, under which this project was launched. Ms. Sicks stated that this will go on through April and will present further updates.

e. That which may arise

Mr. Lai told the Commission that the MCRPC has started the process of recruitment to fill the assistant planner position.

7. Adjournment:

Ms. Kramp called for a motion to adjourn the meeting. Mr. Bittner moved to adjourn the meeting. Mr. Wylie seconded the motion, which passed unanimously and the meeting adjourned at 4:33 p.m.

Respectfully submitted,
Melissa Robinson
Office Manager/Executive Assistant