

Minutes
McLEAN COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE COMMITTEE MEETING
Tuesday, February 23rd, 2021, 10:00 A.M.
[Virtual and Live-Streamed]

Members Present:

Mary Kramp, MCRPC Chairperson
Diana Hauman, MCRPC Vice Chairperson
Bart Bittner, MCRPC Designee

Advisory Members Present:

Camille Rodriguez, County Administrator – McLean County
Tim Gleason, City Manager – City of Bloomington
Raymond Lai, MCRPC Executive Director

Members Absent:

Pamela Reece, City Manager – Town of Normal

Others Present:

MCRPC Staff: Melissa Robinson; Alyssa Cooper

1. Call to Order:

Ms. Kramp called the meeting to order at 10:02 a.m. noting the presence of a quorum.

2. Attendance

See Above

3. Public Comment:

None

Ms. Kramp welcomed Ms. Hauman as the new MCRPC Vice-Chairperson and Mr. Bittner as the new MCRPC member of the executive committee. She also thanked previous Vice-Chairperson, Mr. Fruin, for his time serving on the Executive Committee.

4. Minutes:

A. Approval of the minutes of the September 29th, 2020 Executive Committee meeting

Ms. Hauman pointed out a correction to the draft September meeting minutes - a grammatical error on the first page. It was written that the November 2019 Executive Committee meeting minutes “was approved” which should be “were approved”. Following a motion by Ms. Hauman for approval of said minutes with that one correction, and a second by Mr. Bittner, the minutes were approved uniamously.

5. Items of Business:

A. Proposed amendments to the Commission Bylaws

Mr. Lai discussed the proposed amendments to the MCRPC bylaws included in the agenda packet. Every three years, MCRPC staff are supposed to review and make recommendations to the current bylaws as needed. Mr. Lai stated that most of the proposed edits were minor clean-ups and technical revisions, but went over those with substantive changes. On p.1, Article III Section 2, the Officer Election Procedure was clarified. Previously, elections were held on the last meeting of the calendar year but staff are proposing that the elections be held on the first meeting of the calendar year. These elections were also previously held with secret nominations and election ballots. However, with the advice and guidance by legal counsel, elections are not to be held by secret nominations and ballots, MCRPC staff is proposing edits accordingly.

Another proposed change to the bylaws (Article IV. Section 1) was made to simplify the procedure for cancelling meetings. Meeting cancellation is often hard to predict a month in advance, so staff was proposing that commission meetings can be cancelled upon consultation by the Executive Director with the Chairperson when there are no action items. Ms. Kramp asked if that process is still in compliance with the Open Meetings Act (OMA). Mr. Lai responded yes, as staff would still be posting the meeting cancellation notices.

Another proposed change of substance to the bylaws was regarding the audit process. Previously, the MCRPC received audits from an independent professional firm, yet about two years ago the MCRPC became part of the County government structure, so MCRPC is now covered by and subject to the County's audit process.

Ms. Kramp expressed that in the past there was an auditor giving presentation in a commission meeting and asked if that would not be happening again. Mr. Lai answered that there would not be, as the MCRPC no longer receives audits from outside firms. MCRPC is audited by the accounting firm the County hires.

Ms. Rodriguez added that the County hires CliftonLarsonAllen (CLA) to conduct these audits. She is more than happy to share any concerns that they find to the executive committee members. Audit findings go through the entire County committee structure, not straight to the County Board, so there are many steps that the final audit report from CLA has to go through before being approved.

Mr. Bittner asked if audit findings would be taken to the Executive Committee and Commission as discussion items. Mr. Lai responded that if there were any major findings that seem relevant, the MCRPC staff would.

Ms. Kramp wanted to make sure that the Commission members could provide input on items if necessary. She gave the example if the budget was to tighten, how is the

commission involved or does that fall onto the County. Mr. Lai responded that if there were revenue changes from the state, staff would see it first as they worked on and signed an agreement with IDOT. Budget amendments would be reviewed and brought to the attention of the Commission, County Administration, and IDOT. Additionally, Mr. Lai noted that MCRPC staff have started working on the proposed FY2022 budget with IDOT.

Mr. Lai concluded that the remainder of the proposed bylaw amendments were primarily minor cleanup and technical edits.

Ms. Kramp called for a motion for a recommendation to approve the proposed amendments to the Commission bylaws. Ms. Hauman moved for a recommendation of approval. Mr. Bittner seconded the motion, which passed unanimously. Mr. Lai noted that the recommendation as approved will be forwarded to the full Planning Commission for consideration of final approval.

6. Discussion Items:

None

7. Adjournment:

With no action to be taken or further business to discuss, Mr. Bittner moved the meeting to adjourn. Ms. Hauman seconded the motion which passed unanimously, and the meeting was adjourned at 10:28 a.m.

Respectfully submitted,
Melissa Robinson
Office Manager