

**Minutes**  
**McLEAN COUNTY REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE MEETING**  
**Wednesday, August 18, 2021, 2:30 P.M.**  
**115 E. Washington St. M103, Bloomington IL, 61701**  
**[In-Person and Virtual]**

**Members Present:**

Mary Kramp, MCRPC Chairperson  
John Burrill, MCRPC Vice Chairperson \*  
Bart Bittner, MCRPC Designee

**Advisory Members Present:**

Cassy Taylor, Interim County Administrator – McLean County \*  
Tim Gleason, City Manager – City of Bloomington \*  
Pam Reece, City Manager – Town of Normal \*  
Raymond Lai, MCRPC Executive Director

**Members Absent:**

None

**Others Present:**

MCRPC Staff: Katie McShane, Jennifer Sicks, Cassidy Kraimer, Alyssa Cooper\*

\*Virtual Attendance

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**1. Call to Order:**

Ms. Kramp called the meeting to order at 2:36 p.m. noting the presence of a quorum.

**2. Attendance**

See Above

Mr. Lai explained the Opens Meeting Act provides Mr. Burrill to attend virtually due to “Family and Other Emergency” because a majority of the voting members are present in-person. Mr. Bittner and Ms. Kramp both agreed to allow Mr. Burrill to attend virtually.

Mr. Lai introduced the new Executive Committee members, Cassy Taylor, Interim County Administrator as a non-voting Advisory Member and Mr. Burrill, as recently elected Vice-Chairperson of the Regional Planning Commission. Mr. Lai also welcomed new MCRPC staff members Katie McShane as Office Manager/Executive Assistant and Cassidy Kraimer, new ISU Stevenson Fellow.

### **3. Public Comment:**

None

### **4. Minutes:**

#### A. Approval of the minutes of the February 23, 2021 Executive Committee meeting

Following a motion by Mr. Burrill and a second by Mr. Bittner, the minutes of February 23, 2021, Executive Committee Meeting were unanimously approved.

### **5. Items of Business:**

#### A. Proposed FY2022 Overall Work Program (OWP)

Mr. Lai provided a background of the Overall Work Program (OWP), including the five fiscal years the McLean County Regional Planning Commission (MCRPC) works with. The MCRPC created the Unified Work Program (UWP) for the Illinois Department of Transportation (IDOT), of which the fiscal year starts in July. The UWP was approved in June 2021 by the Transportation Policy Committee. Since the MCRPC was integrated into the County system over 2 years ago, with its fiscal year runs from January 1- December 31, the MCRPC has created the annual OWP for the purposes of the County budget process.

Mr. Lai explained the approval process for the FY2022 OWP, firstly a recommendation by the Executive Committee is needed, then the OWP will be presented at the September 1, 2021 MCRPC Meeting. Once approved, the OWP will be presented to the County Board Executive Committee, then to the full County Board for final approval.

Mr. Lai referenced the OWP document and the budget summary table and pie chart providing for the breakdowns of the proposed MCRPC budget. He stated that MCRPC Work Elements and projects are entirely local, state, and federal funded. Work Elements 100, 300, 400, 500, and 600 are funded through IDOT and federal grants. However, Work Elements 200 and 210 are locally funded and are reflected in the OWP.

Mr. Bittner asked how much fluctuation is there in the pie chart for the budget. Mr. Lai answered that it depends mostly on the type of grants. Ms. Sicks also mentioned the difference between FY21 and FY22 was due to two State Planning and Research grants, which are federal grants. There is \$80,000 federal dollars left from the PASER project and the Go Safe project funding has been spent. The State Metro Planning Grant stays constant, the allocation of which is based on our IDOT 3C Agreements. If more grants come up, we can add new funding in Work Element 800 because it is more flexible and doesn't affect our 3C Agreements.

Ms. Kramp asked about the indirect costs that were mentioned on page 17 of the OWP. Mr. Lai explained that indirect costs were worked out as an agreement between MCRPC and IDOT. Ms. Sicks further explained that this process was reached based on Grant Accounting and Transparency Act (GATA) requirements for transparency. Instead of claiming indirect rate costs, we now include those indirect costs in our Administration Work Element.

Ms. Kramp called for a motion for a recommendation to approve the proposed FY22 Overall Work Program. Mr. Bittner moved for a recommendation of approval. Mr. Burrill seconded the motion, which passed unanimously.

**6. Discussion Items:**

None

**7. Adjournment:**

With no action to be taken or further business to discuss, Mr. Bittner moved the meeting to adjourn. Mr. Burrill seconded the motion which passed unanimously, and the meeting was adjourned at 2:54 p.m.

Respectfully submitted,  
Katie McShane  
Office Manager/Executive Assistant