



RPC Executive Committee

Meeting Minutes

Wednesday, October 10, 2019

Regional Design Center, 315 N. Main Street, Rockford, IL 61101

1. **CALL TO ORDER, ROLL CALL AND REPRESENTATION:** Meeting was called to order by Mayor Chamberlain with a quorum present at 7:33am
2. **ROLL CALL**
MEMBERS PRESENT: City of Belvidere, City of Loves Park, Village of Machesney Park, North Park Public Water. Winnebago County arrived at 7:35am.
City of Rockford arrived at 7:40am.
MEMBERS NOT PRESENT: Boone County.
OTHERS PRESENT: Mike Dunn, Julia Halsted, Christina Washington, RPC.
3. **PUBLIC COMMENT:**
None.
4. **APPROVAL OF MEETING MINUTES**
Motion to approve the July 17, 2019 RPC Executive Committee Open Session meeting minutes was made by the Village of Machesney Park seconded by City of Loves Park. Motion carried unanimously.
Motion to approve the July 17, 2019 RPC Executive Committee Closed Session meeting minutes was made by the Village of Machesney Park seconded by the North Park Public Water. Motion carried unanimously.
5. **Items Presented for Information and Discussion and New Initiative Updates**
 - a) **Meeting Agendas**
 - i. **Guest Speakers**
Mr. Dunn indicated he met with Mayor Chamberlain, Ms. Halsted and Ms. Fettes regarding the format of R1PC 2020 meetings going forward. Mr. Dunn provided a brief summary on the tasks ahead for R1PC in 2020 and the importance of member's participation and input will be critical on projects such as EDD CEDS, Land Bank, and Census.
 - ii. **Committee Reports**
Mr. Dunn inquired on the member's availability for 2020 R1PC Executive Committee meeting. There was a consensus amongst members that an early morning meeting works best for their schedules.
 - b) **Resolution Amending the Bylaws of the Region 1 Joint Regional Planning Commission, Article 5 Meetings and Rules**
Mr. Dunn suggested the R1PC Board meet less and meet on a quarterly basis; and the R1PC Executive Committee meet more on a bi-monthly basis. Mr. Dunn stated the Bylaws of R1PC will need to be amended to reflect the 2020 R1PC meeting schedule.

Mayor Chamberlain entertained a motion to approve Resolution Amending the Bylaws of Region 1 Joint Regional Planning Commission. First motion was made by City of Rockford; second motion was made by City of Loves Park. Motion approved unanimously.

c) 2019-2020 Regular Meeting Schedule

Mr. Dunn referenced the R1PC 2020 Meeting Dates Memorandum provided to members and indicated that the R1PC Board meet at 8:00am on a quarterly basis and the Committee meetings meet at 7:30am on a bi-monthly basis. There was a consensus amongst members that early Friday morning would work best for their scheduled regarding Committee meetings.

d) FY2019 4th Quarter Financials

Mr. Dunn provided a brief summary and details regarding the FY19 4th Quarter Financials:

- Beat our revenue budget by \$51K
- Revenue miss of \$185K is responsible WinGIS budget changes
- RAEDC \$100K contract only collect \$67K
- Expenses – able to save approximately \$161K on what was projected as Labor Costs
- Travel expenses stayed within budget
- Contractual services ICJIA was a little higher but it was offset because ICJIA funds received were higher than projected. WinGIS had an out of budget \$50K expense for Software Licenses. The Direct Consultant Professional services for accounting was higher than expected due to GATA.
- IT budget was a little higher than expected; i-fiber is rolled up in the IT cost which inflated the actual cost for FY19.
- Rent stayed within budget
- Training & Education stayed within budget
- Miscellaneous stayed within budget
- For direct cost we spent \$91K less than what was expected and if you take and our indirect cost we basically beat our budget by \$150K and ended the year with \$136K surplus

Mr. Dunn held a brief Q&A with members regarding the FY19-Q4 and possible hires needed for future projects. Labor is the main issue.

6. Convene in Closed Session

A motion was made by the City of Loves Park to go into closed session as permitted by 5ILCS 120/2(c)(1), seconded by the City of Loves Park. Motion approved unanimously.

8. Reconvene in Open Session

After a discussion a motion was made by the North Park Public Water to go back into open session, seconded by the City of Loves Park. Motion approved unanimously. No action was taken in closed session. The Committee reconvened in open session at 8:13am.

9. OTHER BUSINESS

Mayor McNamara asked Mr. Dunn to forward him the recent Coyote Public Information Initiative R1PC Staff provided at a prior R1PC Board meeting

Responsive to an update request from Mr. Haney, Mr. Dunn confirmed that there have been no further personnel-based inquiries by a Winnebago County Board Member.

Mr. Dunn stated that current priority is placed on projects and initiatives that are multi-jurisdictional, are State or Federal relevant, and are long-term. He requested direction from the Committee for prioritization in 2020.

The Committee discussed the latest status of the Winnebago County Trustee Program. Consensus was reached to request the original proposal be voted on by the Board within the next 2-4 weeks.

10. ADJOURNMENT:

As there was no further business, City of Loves Park made a motion to adjourn, seconded by the City of Rockford. Approved unanimously. The meeting was adjourned at 8:36PM.