

MINUTES OF MEETING
Springfield-Sangamon County Regional Planning Commission
May 16, 2018

1. CALL TO ORDER.

Chairman Val Yazell called the meeting to order at 9:31 AM.

2. ROLL CALL.

Mary Jane Niemann called the roll.

JULY 2017	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY 2018	FEBRUARY	MARCH	APRIL	MAY	JUNE	COMMISSION MEMBERS
X	X	X	X	X	X	X		X	X	X		
	X	X	X						X	X		Larry Hamlin, Vice-Chairman
X	X	X	X	X	X	X	X	X	X	X		Joe Gooden, Secretary
		X	X	X	X		X	X	X	X		Mayor Jim Langfelder – <u>B. Drew</u>
X	X	X	X	X	X	X	X	X	X	X		Andy Van Meter – <u>B. McFadden</u>
X	X	X	X	X	X	X	X	X	X	X		Alderman Joe McMenamain
	X	X			X	X						Alderman Andrew Proctor
X		X		X	X	X						Greg Stumpf – J. Stone
	X	X	X	X	X	X	X	X	X	X		George Preckwinkle – <u>C. Stratton</u>
	X	X		X		X		X				Leslie Sgro – E. McKinley
X	X		X	X	X	X	X	X	X	X		Frank Vala – <u>R. Blickensderfer</u>
X	X		X	X	X	X	X	X	X	X		Brian Brewer – <u>F. Squires</u>
X	X	X	X	X	X	X	X	X	X	X		Dick Ciotti – <u>G. Humphrey</u>
X	X	X	X		X	X	X	X	X	X		Jeff Vose – <u>L. Wind</u>
X	X	X	X	X	X	X				X		Kenneth Springs
X	X	X	X	X	X	X	X	X	X	X		Greg Kruger
X		X		X	X		X	X	X			Eric Hansen

Others

Trustin Harrison

Staff

Molly Berns

Ethan Hendricks

Steve Keenan

Jordan Leaf

Mary Jane Niemann

Joe Zeibert

3. **MINUTES OF MEETING.**

Chairman Yazell asked if there were any additions or corrections to the minutes of the April 18, 2018 Regional Planning Commission meeting. There were none. The minutes were accepted as mailed.

4. **MINUTES OF THE EXECUTIVE POLICY BOARD.**

Chairman Yazell stated that the Executive Policy Board met on April 18, 2018 regarding the appointment of the Executive Director's position. The Executive Policy Board recommended Molly Berns for the position with an annual salary of \$103,000. Copies of the draft minutes of the Executive Policy Board meeting were available near the sign-in sheets. (See attached).

Executive Policy Board member Larry Hamlin moved to approve the April 18, 2018 Executive Policy Board minutes. Executive Policy Board member representative Gregg Humphrey seconded the motion and the vote of Executive Policy Board members was unanimous.

5. **REPORT OF OFFICERS.**

Chairman Val Yazell officially welcomed Molly Berns as Executive Director of the Springfield-Sangamon County Regional Planning Commission and looked forward to working with her for many years to come.

6. **REPORT OF THE EXECUTIVE DIRECTOR.**

- A. **Annual Meeting** – Molly Berns stated that the June Regional Planning Commission meeting is the Annual Meeting. She encouraged members to attend as election of officers will take place.
- B. **Annual Report** – Berns noted that staff has begun work on the Annual Report. It is expected to be presented at the July Regional Planning Commission meeting.
- C. **Economic Activity by Building Permits** - Berns stated that she has begun looking at building permits from the city and county to see if there is a way to come up with data that Joe McMenamin suggested last month. McMenamin had inquired about who might help report on economic activity within the City of Springfield and Sangamon County as measured by building permits. Berns said update at a later date will be provided.

7. **CORRESPONDENCE.**

There was no correspondence.

8. **PUBLIC HEARING.**

There was no one who wished to address the Commission.

9. **COMMITTEE REPORTS.**

Land Subdivision Committee (LSC) – Berns stated that there are no projects that require action.

For informational purposes, Joe Zeibert provided a summary of projects reviewed at the May 3, 2018

Land Subdivision Committee meeting.

Koke Mill East PUD – Partial Plat of Vacation

Zeibert stated there is a lot within Koke Mill East PUD, 16th Plat located off Spring Mill Creek Drive, east of Koke Mill Road and west of West White Oaks Drive which the developer would like to divide a duplex into two fee simple lots. He noted that this is a common practice that occurs in the Planning Commission office through the tract survey process. When that plat came through, it was discovered that the building encroached into the front yard building setback. If a setback is platted through the subdivision process, it needs to be removed through the subdivision process. If not, it is in violation. The partial plat of vacation was approved by the Land Subdivision Committee contingent upon zoning being approved by the City Council. It is expected to come up for action by the City Council in July.

The Countryside – Final Plat

Zeibert noted that this development consists of approximately 10 acres located off of Tuxhorn Road to be divided into four lots. The development is in accordance with the Comprehensive Plan and all essential services are available to serve the site. Zeibert stated that this plat will not receive final signature until Tuxhorn Road has been improved or security for the road improvement has been received by the township highway road commissioner. Once the security is received, the plat will be approved by the City Traffic Engineer. The Land Subdivision Committee recommended approval of the final plat.

10. UNFINISHED BUSINESS.

There was no unfinished business.

11. NEW BUSINESS.

There was no new business.

12. SPECIAL ANNOUNCEMENTS.

There were no special announcements.

13. ADJOURNMENT.

Chairman Yazell noted that the next Regional Planning Commission meeting will be held on June 20, 2018.

There being no further business, Commissioner Larry Hamlin moved to adjourn. Frank Squires seconded the motion and the meeting adjourned at 9:38 AM.

Respectfully Submitted,

MJN

Mary Jane Niemann
Recording Secretary

MINUTES OF MEETING
SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
EXECUTIVE POLICY BOARD
PLANNING COMMISSION CONFERENCE ROOM
9:50 AM – April 18, 2018

Members Present at the Meeting:

Val Yazell, SSCRPC Chairman
Larry Hamlin, SSCRPC Vice-Chairman
Joe Gooden, SSCRPC Secretary
Brian McFadden, repr. Andy Van Meter, Chairman, Sangamon County Board
Bonnie Drew, repr. Jim Langfelder, Mayor, City of Springfield
Gregg Humphrey, repr. Dick Ciotti, Sangamon County Water Reclamation District
Eric Hansen, Member-at-Large

Also Attending:

Mary Jane Niemann, Accounting Technician, SSCRPC

Chairman Val Yazell called the meeting of the Executive Policy Board to order at 9:50 AM, a quorum being present.

Appointment of the Executive Director's Position

Val Yazell noted that she, Brian McFadden, Charlie Stratton and Gregg Humphrey reviewed the five applications submitted for the Executive Director's position. They chose three of the five applicants to be interviewed. Those interviewed were Sungman Kim, Molly Berns and Bob Innis. She noted that Innis had a lot of transportation knowledge, but not a lot of depth. Kim might have known, but had a hard time conveying his knowledge. Yazell stated that the review committee recommends Molly Berns for the position and are recommending that her name be forwarded to the Sangamon County Board for approval.

Larry Hamlin asked if Berns was okay with the salary. Brian McFadden said the salary needs to be discussed.

McFadden felt that due diligence was done as to the nationwide search via various websites and we landed back to where we initially thought we would be. McFadden felt the questions Stratton came up with were spot on. Yazell said he had worked with former Executive Director Norm Sims to come up with questions. Humphrey felt that the other two applicants interviewed fell short on their responses.

McFadden noted that the SSCRPC is not a part of the county's pay program which includes pay levels, even though it is part of the county for budget purposes. There is latitude on the salary. He noted Sims' ending pay was \$121,000; Berns pay as Assistant Director was \$85,000 and her acting up pay is \$110,000. He said the recommended salary is \$103,000.

Yazell asked if there was a plan to bring on an Assistant Director. McFadden said when he talked to Berns about taking the acting up position, she had some very specific ideas on how she wanted to reorganize. He told her at that time to bring them up in the interview and said she did, but not in

detail as he expected. The policy of the county is that restructuring is possible, as long as it is run through the proper channels. He stated that there had not been an Assistant Director position before. Yazell thought Berns' vision was to break down some of the silos and get more expertise within each area so it would be just certain people reporting up to her.

Hamlin asked McFadden if he thought she would be okay on her own without an Assistant Director. McFadden said he thought so, if that was the way she wanted to go. Humphrey said she had strong people on staff. Mary Jane Niemann noted that there had been a filled assistant director position for years until not long after Sims came. McFadden said it is good to prime people to take over when one leaves, even though one doesn't necessarily know who will follow them. Yazell said Berns' wants to do cross training and has been having meetings so that staff can learn what other staff responsibilities are for each department.

Larry Hamlin made a motion to recommend Molly Berns to the Sangamon County Board to fill the position of the Executive Director. Eric Hansen seconded the motion and the vote was unanimous.

Eric Hansen made a motion to approve an annual salary of \$103,000. Larry Hamlin seconded the motion and the vote was unanimous.

McFadden noted that per the bylaws, the Executive Policy Board makes a recommendation to the Sangamon County Board. The above recommendations are scheduled to be acted on at the May 8, 2018 County Board meeting.

There being no further business, the meeting adjourned at 10:01 AM.

Respectfully submitted,

Mary Jane Niemann
Recording Secretary