



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

## **EXECUTIVE BOARD MEETING**

**456 Fulton St. Suite 401**

**Peoria, IL 61602**

**Mike Hinrichsen, CHAIRMAN**

**(Don White, Greg Menold, Russ Crawford, Rita Ali, Andrew Rand, Barry Logan, Chuck Nagel)**

***Monday, April 18, 2022***

***9:00 a.m.***

<https://global.gotomeeting.com/join/291023189>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 291-023-189

## **AGENDA**

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve March 21, 2022 minutes
5. Executive Director report
6. Review of Commission FY23 Draft Budget
7. Discussion and recommendation of Commission policy for member participation via virtual meetings
8. Update on Hanna City Trail
9. Update on Strategic Planning meeting
10. Other
11. Adjournment



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Mike Hinrichsen, CHAIRMAN

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**Monday, March 21, 2022**

**9:00 a.m.**

## MINUTES

1. Call to Order  
Chairman Mike Hinrichsen called the meeting to order at 9:00 a.m.
2. Roll Call  
Present: Mike Hinrichsen, Don White, Greg Menold, and Andrew Rand. Virtual: Russ Crawford, Rita Ali, Barry Logan, and Chuck Nagel. Staff: Eric Miller, Debbie Ulrich, and Ray Lees.
3. Public Input- none
4. Motion to approve January 21, 2022, minutes  
Don White moved to approve the January 21, 2022, minutes and Andrew Rand seconded. Motion carried.
5. Executive Director report  
Eric Miller reported on the following:
  - FHWA Review (Production Meeting). They had no corrective actions but had a couple ideas for planning and accommodations.
    - Mike Hinrichsen asked for the status of when we will get feedback report, and Eric Miller said at a later date.
    - Mike Hinrichsen mentioned he is impressed with the TCRPC team of pulling together after the passing of Ryan Harms.
    - Don White expressed his concern of not getting much public input
  - Eric Miler said we do have the Public Participation Plan (PPP) document and that it is a challenge to get public input.
  - Eric Miller updated on the STBG process of \$4.1m annually with 20% set aside for preservation.
  - Updated on Passenger Rail. In discussion with Amtrack Rail system.
  - Comprehensive Plan updates on communities.
6. Recommend to Commission the FY 23 Unified Planning Work Program (UPWP)  
Russ Crawford moved to recommend to Commission the FY23 Unified Planning Work Plan (UPWP) and Barry Logan seconded.

- Eric Miller updated on the draft UPWP. We presented to the Feds based on our work to increase staff for 1 member and want to secure another staff member. Recruiting is an issue. Motion carried.
7. Discussion of application for IDOT State Planning and Research (SPR) Funding on behalf of the Heart of IL Regional Port District- Port Master Plan
- Eric Miller updated on the PORT request for TCRPC staff will apply on behalf of the Port District for the referenced task. If we are successful in the award of funds the Tri County staff will manage all aspects of the grant implementation for a 10% administrative fee.
- Mike Hinrichsen said may be a fair amount of work. Eric Miller replied that they will hire a consultant.
  - Russ Crawford mentioned this will not be done if grant is not approved.
  - Eric Miller said we are just now in collaborating with organization at this time.
  - Andrew Rand added that Port will be doing most of the work after grant is received.
  - Russ Crawford gave history of ports.
  - Eric Miler asked if there were any objectives for moving on and there were no replies.
8. Discussion of other IDOT SPR projects
- Eric Miller explained this is a Statewide Planning and research activity. The funds are used to establish a cooperative, continuous, and comprehensive framework for making transportation investment decisions and to carryout transportation research throughout the state. The funding available for the program in FY23 is around \$10 million. A 20% non-federal match is required. Eric Miller updated on the 3 projects we would like to submit:
- Aerial Photography (Peoria, Tazewell, and Woodford Counties, and possibly Logan County)
  - Asset Management Project to drive local streets on pavement conditions.
  - Comprehensive Plans for Chillicothe, Germantown Hills, Pekin, and East Peoria
9. Discussion and recommendation of Commission policy for member participation via virtual meetings
- Eric Miller expressed that the Governor has extended virtual meeting so far to April 2, 2022. We do not have a policy for virtual meetings to continue if it is not extended. We are going by OMA (Open Meetings Act) rules currently.
- Greg Menold expressed his concern of going to back struggling to get quorum for meetings.
  - Eric Miller said we can set our own rules for virtual attendance.
  - Mike Hinrichsen asked quorum or face to face. With virtual we lose connecting to person.
  - Greg Menold asked if there is a cost and Eric Miller said not at this time. Is virtual important for public input currently?
  - Don White added with gas prices on the rise and that quorum is important.

- Barry Logan added he agrees with chairman to have virtual available in case of illness, work, etc. Allow virtual but not to make quorum.
- Mike Hinrichsen added we may need to add you have to be 1 person a certain percentage.
- Andrew Rand agreed to have in person, as did Chuck Nagel.
- Greg Menold mentioned mayors need to attend meetings
- Rita Ali said yes, she has not attended in person yet. Virtual option is convenient, and we seem to get more participation instead of in person.
- Mike Hinrichsen asked Eric to come back to meeting next month after he discusses with our attorney.

10. Update on Strategic Planning meeting

Eric Miller reported that the save the date cards have gone out. Speakers will be Chris Setti-Greater Peoria EDC, Kurt Bialobreski – Hanson Professional, Ursula Towne, and Ron Rasberry Co-Chairs for Joint Commission on Racial Justice & Equity. Also, Ray LaHood, Secretary of Transportation. Please forward onto your stakeholders to attend. This is a public meeting.

11. Other

12. Adjournment

Adjourned

Submitted by:

Eric Miller, Executive Director

Transcribed by:

Debbie Ulrich, Office Manager

**To: Members of the Commission**  
**From Eric W. Miller, Executive Director**  
**Date: April 18, 2022**  
**Subject: Executive Director Report for April 2022**

Project	Activity	Status
<b>Administrative</b>		
Headlines	Working with Consultant regarding regional transportation meeting and strategic planning meeting	Ongoing
	Working with stakeholders with guardrail agreements	Ongoing
	Submitted four SPR grants valued at greater than \$1m	Complete
	Working with stakeholders with guardrail agreements	Ongoing
	Coordination with Stakeholders regarding Hanna City Trail implementation	Ongoing
	Outreach Coordination with Bradley OLLI program	Ongoing
	Continued support of regional freight transportation through the Heart of Illinois Regional Port District	Ongoing
Commission vendor selection	Developing RFQ for legal services	Ongoing
Personnel	Annual staff reviews ongoing	Ongoing
Indirect Cost Rate(ICR)	Work on FY21 ICR with State of Illinois GOMB	Complete
Website	Content review of website.	Ongoing
<b>Planning issues</b>		
Illinois River Issues	Continued coordination of Beneficial Use of Dredged Material Pilot project	Ongoing
	Continued coordination and outreach regarding Asian Carp	Ongoing
	Continued discussion with stakeholders re: Island Design Workshop -USACE Engineering with Nature (nationa	Ongoing
	Discussion with members regarding organization	Ongoing
Village of Goodfield Comp Plan	Continued discussion with Village board regarding Scope of work	On hold
Village of Dunlap Comp Plan	Work is complete	Complete
Village of Tremont Comp Plan	Work is ongoing	Ongoing
Village of Germantown Hills Comp Plan	Continued discussion with Village board regarding scope of work	Ongoing
Village of Minonk Comp Plan	Presented scope of work and Contract to Village Board	Ongoing
Village of Eureka park mapping project	Work is ongoing	Ongoing
Village of Creve Coeur	Continued discussion with Village board regarding scope of work	Ongoing
Village of Bartonville	Continued discussion with Village board regarding scope of work	Ongoing
City of Chillicothe	Continued discussion with Village board regarding scope of work	Ongoing
Village of Brimfield	Continued discussion with Village board regarding scope of work	Ongoing
Watershed Planning	Submitted Scope of Work and IEPA 319 Grant Submittal for a Watershed plan in Kickapoo Creek WS	Ongoing
Hazard Mitigation Plan	Submitted full proposal to update Hazard mitigation plan, Coordination with IEMA and Stakeholders	Ongoing
Online Collaboration Platform	Implementation of ARC Hub Citizen Engagement Platform	ongoing
<b>GIS Projects/ Asset Management</b>		
Village of Elmwood	Dunlap	Ongoing
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Ongoing
Bartonville		
Logan County GIS technical assistance	Presented Scope of work for review	Ongoing
Maintained COVID-19 dashboard for Woodford County Health Dept.		Ongoing
<b>MPO/Transportation</b>		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program	Development of FY 23 Transportation Improvement Program	Complete
	Creation of web based TIP document application	
	Processed FY 22 TIP Amendments	Ongoing
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	on hold
Highway Safety Improvement Program Guardrails	working with Stakeholders to identify project lead for implementation	Ongoing
<b>Special Transportation Studies</b>		
City of East Peoria Riverfront Bikeway study	Project is complete	Complete
Woodford County Pavement evaluation	Project is complete	Complete
Hanna City Trail -Taylor Road, South Side Connection Study	Consultant selection is underway	Ongoing
Passenger Rail multimodal Center location study	Project has started	Ongoing
		Ongoing
FY 21 State Planning and Research Funding		
Asset Management software	Project is underway, coordinating with consultant	Ongoing
Activity Based Travel Demand Model	Project is underway, coordinating with consultant	Ongoing
Congestion Management Plan	Project is underway, coordinating with consultant	Ongoing
FY20 State Planning and Research Funding		
Grey Area Study	Report is complete	Complete
GIS Planimetric data acquisition	Project is complete	Complete
<b>HSTP/Transportation</b>		
5310 program Grant	work with 5310 Grant recipients to ensure commitment to project	Ongoing
HSTP meetings		

**Tri-County Regional Planning Commission Budget for FY23**

<b>Revenue By Fund</b>	<b>FY23 Budget</b>			
	<b>Estimate</b>	<b>FY23 Federal</b>	<b>FY23 State</b>	<b>FY23 Local</b>
FY23 UWP Federal	<b>814,198.91</b>	814,198.91		
FY23 UWP State Match	<b>203,549.73</b>		203,549.73	
FY23 PPUATS Local Projects - TO BE PROGRAMMED	<b>158,549.73</b>			158,549.73
FY22 UWP Federal	<b>86,779.45</b>	86,779.45		
FY22 UWP State Match	<b>21,694.86</b>		21,694.86	
FY23 IDOT Asset Mgmt Software Federal	<b>62,086.80</b>	62,086.80		
FY23 IDOT Asset Mgmt Software State Match	<b>34,384.20</b>		34,384.20	
FY23 IDOT Asset Mgmt Software Local Match	<b>4,600.00</b>			4,600.00
FY23 IDOT Activity Based TDM Federal	<b>380,000.00</b>	380,000.00		
FY23 IDOT Activity Based TDM State Match	<b>95,000.00</b>		95,000.00	
FY23 HSTP	<b>71,546.07</b>	71,546.07		
Hazard Mitigation - Federal	<b>88,250.00</b>	88,250.00		
GIS - GPSD	<b>4,500.00</b>			4,500.00
GIS - Woodford County	<b>21,375.00</b>			21,375.00
GIS - Logan County	<b>19,875.00</b>			19,875.00
County Dues from PPUATS Funds	<b>45,000.00</b>			45,000.00
Planning Review - Tazewell Co	<b>9,045.00</b>			9,045.00
Land Use Plan - NEW	<b>10,000.00</b>			10,000.00
Interest	<b>150.00</b>			150.00
<b>Total Revenue</b>	<b>2,130,584.75</b>	<b>1,502,861.23</b>	<b>354,628.79</b>	<b>273,094.73</b>

DRAFT

Tri-County Regional Planning Commission Budget for FY23

E nses		FY22 E Y Estimate	FY23 Budget Estimate
<b>Com uter E nses</b>			
	Com uter Hardware Su lies		17,200.00
	Com uter Software Su ort		16,000.00
	<b>Total Com uter E nses</b>	<b>72,843.00</b>	<b>33,200.00</b>
<b>utside Services</b>			
	Com uter Su ort Contracts		96,244.00
	Consultants		935,153.65
	Contract Services - S ecial Projects		-
	<b>Total utside Services</b>	<b>246,393.95</b>	<b>1,031,397.65</b>
<b>eciation</b>			
<b>Em loyee Benefits</b>			
	Health Insurance		72,887.58
	Par ing		11,220.00
	Payroll Ta es		51,235.02
	Retirement		32,662.90
	Wor ers Com ensation Insurance		1,353.00
	<b>Total Em loyee Benefits</b>	<b>165,998.03</b>	<b>169,358.50</b>
<b>ffice dministration</b>			
	Ban Service Charges		185.00
	Co ier E nse		5,014.92
	ehicle Fuel Par ing		2,900.00
	Internet Phones		8,040.00
	Professional Lia Auto Ins		2,088.96
	Office Su lies		1,500.00
	Postage		100.00
	Re airs Maintenance		1,000.00
	Su cri tions		59.00
	Office Water		500.00
	<b>Total ffice dministration</b>	<b>22,974.26</b>	<b>21,387.88</b>
<b>Miscellaneous Pro ects Costs</b>			
	Advertising		2,500.00
	Dues APA		2,000.00
	Legal Pu lications		50.00
	Other Miscellaneous E nses		2,429.80
	<b>Total Miscellaneous Pro ect Costs</b>	<b>6,213.48</b>	<b>6,979.80</b>
<b>Professional Fees</b>			
	Accounting Audit		24,500.00
	HR Consultant		4,700.00
	Legal Fees		7,500.00
	S ea ers		25,000.00
	<b>Total Professional Fees</b>	<b>45,458.19</b>	<b>61,700.00</b>
<b>Facility Costs</b>			
	Office Rent		35,400.00
	Office Cleaning		2,232.00
	Pro erty Casualty Insurance		4,358.04
	Utilities		3,200.00
	<b>Total Facility Costs</b>	<b>45,080.24</b>	<b>45,190.04</b>
<b>Salaries ages</b>			
<b>Travel and Training</b>			
	APWA Conference		7,500.00
	Other Travel, Training Conferences		15,390.72
	Meeting E nses		3,360.00
	Mileage Reim ursements		4,913.76
	<b>Total Travel and Training</b>	<b>13,512.92</b>	<b>31,164.48</b>
<b>T T LE PE SES</b>		<b>618,474.07</b>	<b>2,055,378.35</b>
<b>S RPL S EF CT</b>			<b>75,206.40</b>

# RE: OMA question [HRVA-HRVA.FID2329026]

External

Inbox



**Andrew J. Keyt**

10:17 AM (11 minutes ago)

to me, Andrew, T7589

Thanks Debbie.

If I understand the question it's whether the TCRPC board members can permanently attend meetings virtually.

The short answer is no. See below for a detailed discussion.

The Open Meetings Act allows entirely virtual attendance so long as a disaster proclamation from the state (governor or director of public health) is in effect for the entire state or location the public body. If so, then the head of the public body must declare an in person meeting not practical or prudent because of the disaster. Then the meeting can proceed virtually with some particular requirements for the meeting itself. That change to the OMA came in 2020 in response to the COVID pandemic to allow for public business to continue. However, if there is no disaster proclamation then the virtual attendance is only allowed in limited circumstances. Virtual attendance is then limited to individual members who are not able to attend due to illness, work obligations, family or other emergencies. In those circumstances, virtual attendance is only allowed when a physical quorum is present at the meeting site. See 5 ILCS 120/7.

There's more to the requirements for conducting virtual meetings, but in terms of whether entirely virtual attendance can continue is dependent upon whether the disaster proclamation continues. Eventually it will be lifted and when it is then entirely virtual attendance will not be allowed. It's still in effect pursuant to E.O. 2022-10 but it's anticipated it may be lifted in the near future. The Governor is issuing new orders on the issue on a monthly basis. The current Executive Order (which continues the disaster proclamation) is in effect thru 4/30.

Let me know if you have questions. I could have someone attend the meeting in person or by phone if need be.

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**Andrew J. Keyt**  
Shareholder

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