



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330 FAX: 309-673-9802

www.tricountyrpc.org

Ways & Means Committee.....8:30 a.m., April 6, 2022
Full Commission/Executive Board (in lieu of Lack of Quorum) ...9:00 a.m., April 6, 2022

Please join my meeting from your computer, tablet or smartphone.

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

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United States: +1 (408) 650-3123

Access Code: 291-023-189

AGENDA

- 1. Call to Order, Welcome, Recognition of Audience**
- 2. Roll Call**
- 3. Public Input**
- 4. Motion to approve March 2, 2022 Commission minutes**
- 5. Chairman report**
- 6. Executive Director report**
- 7. Ways and Means Report**
 - a. Motion to approve February 2022 Financial Statements and Billings (Resolution 22-43)
- 8. Administration**
 - a. Motion to approve Planning Server Upgrades (Resolution 22-45)
- 9. Planning**
 - a. Motion to approve the FY 2023 Unified Planning Work Program (Resolution 22-44)
 - b. Motion to approve Bicycle Counting Equipment Purchase (Resolution 22-46)
 - c. FYs 2025-26 Surface Transportation Block Grant (STBG) Traditional Program
 - d. Discussion and Recommendation on the Hanna City Trail
- 10. Updates**
 - Federal MPO Certification Review
 - Transportation Improvement Program FYs 2023-26
 - Statewide Planning and Research (SPR) program
 - Strategic Planning
 - Passenger Rail
 - IDOT
 - FHWA
- 11. Other**
- 12. Adjournment**



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Ways & Means Committee.....8:30 a.m., March 2, 2022
Full Commission/Executive Board (in lieu of Lack of Quorum) ...9:00 a.m., March 2, 2022

MINUTES

1. Call to Order, Welcome, Recognition of Audience

2. Roll Call

Commissioner	P	A	Commissioner	P	A
Mike Hughes Chillicothe		x	Leon Ricca Bartonville		x
Rita Ali City of Peoria.	x		Nate Parrott Morton		x
Patrick Ulrich City of Peoria	x		Barry Logan Woodford Co	x	
Rick Powers City of Peoria	x		Chuck Nagel, Woodford Co.	x	
Ron Talbot Creve Coeur		x	Andrew Rand, Peoria Co.	x	
John Kahl East Peoria.	x		Don White Peoria Co.	x	
Mike Hinrichsen, Germantown Hills	x		Russ Crawford Tazewell Co.	x	
Mike Phelan, Peoria Heights		x	Greg Menold, Tazewell Co.	x	
Mark Luft City of Pekin.		x	Sharon McBride CityLink	x	
Gary Manier, Washington		x	Karen Dvorsky, IDOT		x
James Dillon West Peoria	x				

Present: Eric Miller, Rebecca Eisele, Ray Lees, Debbie Ulrich, Gabriel Guevara, Michael Bruner, Logan Chapman, and Reema Abi-Akar. Virtual staff: Britney West Also present: Brandon Geber- IDOT, Michael Vanderhoof- IDOT, and Betsy Tracy- FHWA. Also present: Fred Winteroth- Hanna City. Virtual: Cecilia Crenshaw- FTA, Region 5, Al Shebib- IDOT, Tim- WCBU, Shane Cullen, Terissa Worsford- IDOT, John Donovan.

3. Public Input- none

4. Motion to approve February 2, 2022, Commission minutes

Greg Menold moved to approve February 2, 2022, Commission minutes and John Kahl seconded. Motion carried.

5. Chairman report- nothing to report

6. Executive Director report

Eric Miller reported we are still having issues in hiring planners. We do have 1 person that will be an intern but will be hired fulltime when she graduates in the Spring with her degree. We still have 1 position open and are contacting ISU and U of I.

7. Ways and Means Report

a. Motion to approve January 2022 Financial Statements and Billings (Resolution 22-37)

John Kahl moved to approve January 2022 Financial Statements and Billings (resolution 22-37) and Greg Menold seconded.

Rebecca Eisele reported on the following:

- End of month Operating cash was \$635k. Net cash decreased in January by (\$28k). Operating Activities in January resulted in a net surplus of approximately \$21k.
- Accounts Receivable at the end of the month was \$378k. Of the A/R balance, \$250k was federal funds, \$97k was state funds, and \$31k was local funds.
- Accounts Payable at the end of the month was \$33k, there was \$23k in unpaid pass-through expenses as of the end of January. The remaining \$10k A/P balance included regular monthly bills, including health, dental, vision, and life insurances.
- Total Billings for January were \$86k, minus direct pass-throughs of \$19k, which resulted in Operating Revenue of \$67k. January included 20 regular working days, and 1 paid holiday.
- Total Expenses for January were \$65k, minus direct pass-throughs of \$19k which resulted in Operating Expenses of \$46k.
- January ended with a net surplus of about \$21k, and FY22 has a year-to-date surplus of \$9k.

Motion carried.

8. Administration

a. Motion to approve (1) Out of State Travel Request for staff member to attend American Planning Association Conference (Resolution 22-38)

John Kahl moved to approve (1) Out of State Travel Request for staff member to attend American Planning Association Conference (Resolution 22-38) and Rita Ali seconded.

- Ray Lees explained that one of many opportunities is to enhance the capabilities and performance of staff to have them attend and participate in Local, Regional and /or National Conferences focusing on planning issues with program content impacting and benefiting the Commission's Planning mission.

Motion carried.

9. Planning

a. FHWA/FTA Certification Review (Presentation)

- Betsy Tracy of FHWA presented the Certification Review of the Transportation Planning Process in Peoria/Pekin Transportation Management Area which is conducted by Federal Highway Administration- IL Division and Federal Transit Administration - FTA Region V
- Cecelia Crenshaw explained that this assists MPO in prioritizing regional needs and determining the best and most economical transportation solutions. It helps the foundation for the Peoria region's future transportation system.

- b. Discussion of FY2023 Draft Unified Planning Work Program (UPWP) (Attachment)
- Michael Bruner updated that every year, MPO staff is required to develop and submit a Unified Planning Work Program (UPWP) to Illinois Department of Transportation (IDOT) that includes the transportation planning work program and budget for the upcoming fiscal year.
- c. Discussion of FY 2025-26 STBG Programming (Attachment)
- Michael Bruner said he is working with IDOT Local Roads that has released the STBG allotments for FY23: \$4,184,028.33. For FY 2023-2024, the MPO programmed a total of \$6,286,526 of STBG funding for traditional projects. In addition, the MPO programmed a total of \$1,679,000 of STBG funding for maintenance projects. The criteria are enclosed.
 - Barry Logan does not think all monies should go to fulfill underfunded projects. He will not be in favor of this amendment. There is no opportunity for other projects.
- d. Motion to approve STBG Policy Amendment (Resolution 22-39)
- Greg Menold moved to approve STBG Policy Amendment (Resolution 22-39), and John Kahl seconded.

- Barry Logan moved to change resolution to consider making funds available to underfunded projects from previous year does not make it mandatory. We need to retain flexibility.
- Russ Crawford said we need to go along with Technical recommendation. We should not leave money on the table if not used we could lose it.
- Don White said Technical was in favor of this change to appropriate leftover STBG funds for underfunded projects.

Roll call vote: Ayes: Rita Ali, Patrick Urich, Rick Powers, John Kahl, Mike Hinrichsen, James Dillon, Chuck Nagel, Russ Crawford, and Sharon McBride. Nays: Barry Logan, Andrew Rand, and Greg Menold. 9 ayes, and 3 nays. Motion carried.

- e. Motion to authorize the Executive Director to enter a contract with the Village of Minonk for the purpose of developing a Comprehensive Plan (Resolution 22-40)
- Barry Logan moved to authorize the Executive Director to enter a contract with the Village of Minonk for the purpose of developing a Comprehensive Plan (Resolution 22-40) and Don White seconded. Motion carried.
- f. Motion to authorize the Executive Director to enter a contract with the City of Eureka to provide GIS support to Park Planning project (Resolution 22-42)
- Barry Logan moved to authorize the Executive Director to enter a contract with the City of Eureka to provide GIS support to Park Planning project (Resolution 22-42) and Don White seconded.
- Michael Bruner reported this is for Tri County to develop a scope of services and for the Commission to submit a proposal and budget to the City of Eureka for the scope of services.
- Motion carried.
- g. Motion to approve sponsorship of the 2022 American Public Works Association Illinois Chapter Conference for an amount not to exceed \$7,500 (Resolution 22-41)
- Greg Menold moved to approve sponsorship of the 2022 American Public Works Association Illinois Chapter Conference for an amount not to exceed \$7,500 (Resolution 22-41) and John Kahl seconded.

Eric Miller reported this is to sponsor the event of the APWA Illinois Chapter Conference, which allows MPO Members to attend at a reduced cost when they register before the deadline.

Motion carried.

10. Updates

- Strategic Planning
Eric Miller meeting will be April 28, 2022, from 5:00 p.m. to 7:30 p.m. at Scottish Rite Temple in Peoria, IL
- Passenger Rail
Patrick Ulrich reported they had 2 meetings with Federal R.A. Comments are due March 9, and that over 31,000 persons have responded. Local study is down to 3 sights. Mayor Rita Ali said she is excited, and that the feasibility will be completed by the end of April.
- HSIP Guardrail Grant
Mike Bruner reported that Tazewell County has submitted an Intergovernmental Agreement for all jurisdictions.
- Hanna City Trail
 - Mike Hinrichsen mentioned that Fred Winteroth is a true servant leader to his community.
 - Mike Winteroth explained the process and goals of the Hanna City Trail for hiking and biking.
 - Russ Crawford thanks Fred for his endeavors.
- Hazard Mitigation
Reema Abi-Akar explained the grant we had in the 2019 Plan and that there were 17 applicants. This is done every 5 years with annual checkups. This is for natural disasters assistance and there is no cost to local communities or any unit of government.
- IDOT-nothing added.
- FHWA
Betsy Tracy said that all Commission members are invited to Commission Certification Review meeting after this meeting.

11. Other-none

12. Adjournment

John Kahl moved to adjourn at 10:21 a.m. and Greg Menold seconded. Motion carried.

Submitted by:
Eric Miller
Executive Director

Transcribed by:
Debbie Ulrich
Office Manager

To: Members of the Commission
From Eric W. Miller, Executive Director
Date: March 21, 2022
Subject: Executive Director Report for March 2022

Project	Activity	Status
Administrative		
Headlines	Working with Consultant regarding regional transportation meeting and strategic planning meeting	Ongoing
	Working with stakeholders with guardrail agreements	Ongoing
	Participated in Federal Certification Review	Complete
	Working with stakeholders with guardrail agreements	Ongoing
	Review of IDOT State Planning and Research Funds Call for projects	Ongoing
	Working with stakeholders with guardrail agreements	Ongoing
	Started STBG Funding Round	Ongoing
	Support to various communities for grant applications	Ongoing
	Coordination with Stakeholders regarding Hanna City Trail implementation	Ongoing
	Coordination with City of Peoria and stakeholders regarding response to Federal Rail Administration	Ongoing
	Rail Corridor Identification program	
	Outreach Coordination with Bradley OLLI program	Ongoing
		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
Planning issues		
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 (national)	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 has commenced	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	Discussion with Village regarding recreational planning	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
GIS Projects/ Asset Management		
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	Pending
Bartonville		
Maintained COVID-19 dashboard for Woodford County Health Dept.		Ongoing
MPO/Transportation		
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
Special Transportation Studies		
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
HSTP/Transportation		
5310 program Grant	work with 5310 Grant recipients to ensure commitment to project	Ongoing
HSTP meetings		

RESOLUTION 22-43

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR FEBRUARY

WHEREAS the Tri-County Regional Planning Commission is required to establish and maintain proper accounting procedures and cash management records in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies, and

WHEREAS, on a monthly basis, the staff accountant prepares end-of-month financial reports and a listing of cash disbursements, and

WHEREAS, the Ways & Means Committee has reviewed the end-of-month financial statements and cash disbursements report for February 2022 and recommends that the Commission approve said reports.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the financial reports and cash disbursements for February 2022 are approved.

Presented this 6th day of April 2022

Adopted this 6th day of April 2022

Michael Hinrichsen, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller
Executive Director
Tri-County Regional Planning Commission

Tri-County Regional Planning Commission

Balance Sheet

As of February 28, 2022

	Current Month	Previous Month	Previous Year
	Feb 28, 22	Jan 31, 22	Feb 28, 21
ASSETS			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	752,648	634,835	615,881
Total 10000 · Cash - Unrestricted	752,648	634,835	615,881
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	198,896	166,301	51,224
11310 · MCB Checking - IL MPO Adv.	19,238	19,238	19,238
11410 · MCB Savings - Unvested Retirement	11,706	11,178	18,354
Total 11000 · Cash - Restricted	231,370	198,248	90,346
Total Checking/Savings	984,018	833,083	706,228
Accounts Receivable			
13000 · Accounts and Grants Receivable	208,377	377,959	349,512
Total Accounts Receivable	208,377	377,959	349,512
Other Current Assets			
15000 · Prepaid Expenses	31,587	25,130	23,764
Total Other Current Assets	31,587	25,130	23,764
Total Current Assets	1,223,983	1,236,172	1,079,504
Fixed Assets			
17100 · Computer Equipment	33,098	33,098	33,098
17101 · Accum. Deprec. - Computers	(33,098)	(33,098)	(32,313)
Total Fixed Assets	-	-	785
TOTAL ASSETS	1,223,983	1,236,172	1,080,288
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	14,811	32,787	36,777
20011 · MCB Credit Card	16	(9)	436
Other Current Liabilities			
21000 · Accrued Expenses	1,610	1,357	3,732
21100 · Accounts Payable - Employees	159	299	136
22100 · Accrued Wages Payable	21,231	20,793	23,200
22200 · Accrued Vacation/Personal Time	55,475	51,653	61,817
22300 · Unvested Retirement	11,876	11,375	18,606
22500 · Payroll Taxes and Withholdings	3,493	3,272	3,416
Total 22000 · Employer Liabilities	92,075	87,094	107,039
23000 · Unearned Revenue			
23100 · PPUATS	192,941	196,441	29,837
23200 · IL MPO	19,238	19,238	19,238
23250 · Walkability Funds	-	-	10,975

Tri-County Regional Planning Commission

Balance Sheet

As of February 28, 2022

	Current Month	Previous Month	Previous Year
	Feb 28, 22	Jan 31, 22	Feb 28, 21
23300 · Woodford County	-	-	8,400
23400 · Regional Server Partnership	3,000	3,750	3,000
23500 · Village of Washburn	488	488	488
Total 23000 · Unearned Revenue	215,667	219,917	71,937
Total Other Current Liabilities	309,511	308,666	182,845
Total Current Liabilities	324,338	341,444	220,059
Total Liabilities	324,338	341,444	220,059
Equity			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	678,902	678,902	619,810
Net Income	14,293	9,376	33,969
Total Equity	899,645	894,728	860,230
TOTAL LIABILITIES & EQUITY	1,223,983	1,236,172	1,080,288

Tri-County Regional Planning Commission

Profit & Loss

February 2022

	Current Month	Previous Month	FY22 - Current YTD	FY21 - Previous YTD
	Feb 22	Jan 22	Jul '21 - Feb 22	Jul '20 - Feb 21
Ordinary Income/Expense				
Revenue by Type				
41000 · Federal Grants and Awards	55,695	54,201	549,617	623,372
42000 · State Grants and Awards	13,140	23,867	174,751	337,951
43000 · Local Matching Contributions	1,286	-	(6,648)	83,819
44010 · GIS Support	2,073	2,786	17,661	44,612
44020 · Planning & Zoning Support	985	985	10,894	14,520
45000 · Member Dues	4,250	4,250	33,102	33,150
46000 · Interest Income	16	15	96	230
Total Income	77,446	86,104	779,472	1,137,653
Gross Profit	77,446	86,104	779,472	1,137,653
Expense by Account & Category				
Total 61000 · Computer Expenses	1,486	1,403	48,562	17,315
Total 61500 · Outside Services	2,053	453	164,263	382,216
Total 62000 · Depreciation	-	-	157	1,255
Total 63000 · Employee Benefits	12,676	13,336	110,665	119,384
Total 63500 · Office Administration	1,801	1,884	15,849	15,482
Total 64000 · Miscellaneous	-	249	(5,364)	14,859
Total 65000 · Professional Fees	1,786	-	39,521	133,884
Total 65500 · Facility Costs	4,112	3,751	30,407	28,330
Total 66000 · Salaries and Wages	48,131	41,547	352,111	389,693
Total 67000 · Travel and Training	484	2,651	9,009	1,264
Total Expense	72,529	65,273	765,179	1,103,683
Net Income	4,917	20,830	14,293	33,969

Tri-County Regional Planning Commission

Statement of Cash Flows

July 2021 through February 2022

	Feb 22	Jul '21 - Feb 22
OPERATING ACTIVITIES		
Net Income	4,917	14,293
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	169,582	230,526
15000 · Prepaid Expenses	(6,458)	(11,219)
20000 · Accounts Payable	(17,977)	(101,982)
20011 · MCB Credit Card	25	(35)
21000 · Accrued Expenses	254	619
21100 · Accounts Payable - Employees	(140)	33
22100 · Accrued Wages Payable	438	(1,193)
22200 · Accrued Vacation/Personal Time	3,821	(9,598)
22300 · Unvested Retirement	501	(2,876)
22503 · FICA & Medicare	292	157
22504 · IL Unemployment Taxes	202	513
22505 · 457 (b) Contributions	(281)	(85)
22520 · United Way	7	(7)
23100 · PPUATS	(3,500)	163,104
23250 · Walkability Funds	-	(10,975)
23300 · Woodford County	-	(4,667)
23400 · Regional Server Partnership	(750)	3,000
Net cash provided by Operating Activities	150,935	269,611
INVESTING ACTIVITIES		
17101 · Accum. Deprec. - Computers	-	157
Net cash provided by Investing Activities	-	157
Net cash increase for period	150,935	269,768
Cash at beginning of period	833,083	714,250
Cash at end of period	984,018	984,018

Tri-County Regional Planning Commission
Check Register - Operating Account
February 2022

Date	Num	Name	Memo	Amount
02/01/2022	ACH	Delta Dental	Dental Insurance	238.31
02/01/2022	ACH	Guardian	Life, Disability, and Vision Insurance	388.78
02/01/2022	ACH	United Healthcare	Health Insurance	7,438.50
02/04/2022	ACH	Staff - Payroll	Payroll 01/16/22 - 01/31/22	15,920.67
02/04/2022	ACH	Department of the Treasury	Payroll Taxes 01/16/22 - 01/31/22	5,194.02
02/04/2022	ACH	CEFCU	Payroll Liability 01/16/22 - 01/31/22	50.00
02/04/2022	ACH	Illinois Department of Revenue	Payroll Taxes 01/16/22 - 01/31/22	992.97
02/04/2022	ACH	Nationwide	Retirement 01/16/22 - 01/31/22	1,427.34
02/04/2022	ACH	Unvested Retirement Account	Retirement 01/16/22 - 01/31/22	250.67
02/04/2022	Transfer	PPUATS	Transfer of PPUATS Receipts - 01/2022	36,090.00
02/07/2022	ACH	Comcast	Phones and Internet	360.95
02/07/2022	ACH	ESRI, Inc.	IDOT UPWP FY22 - Consultant Services	400.00
02/07/2022	ACH	Facet Technologies, Inc.	GIS Server - HaaS Service 02/22 - 01/25	11,340.00
02/07/2022	ACH	Heartland Parking	Parking Validations	51.00
02/07/2022	ACH	Hinckley Springs	Water	63.16
02/07/2022	ACH	Lochmueller Group, Inc.	Grey Area Study - Contractual Services	4,461.00
02/07/2022	ACH	Quill Corporation	Office Supplies	82.47
02/07/2022	ACH	Quill Corporation	Office Supplies	80.91
02/07/2022	ACH	The Cleaning Source	Office Cleaning - 01/2022	186.00
02/07/2022	ACH	Verizon Wireless	Phones	309.29
02/07/2022	1219	City of Peoria	Rent - 02/2022	2,950.00
02/07/2022	1220	Xerox Financial Services	Copier	417.91
02/07/2022	1221	American Planning Association	Membership Dues - G. Guevara	99.00
02/16/2022	1222	Morton Community Bank	Credit Card Payment	570.10
02/16/2022	1223	Cincinnati Insurance	Work Comp Insurance	1,353.00
02/16/2022	1224	Cincinnati Insurance	Property, Liability, Auto, Crime, Umbrella Insurance	3,251.00
02/18/2022	ACH	Staff - Payroll	Payroll 02/01/22 - 02/15/22	15,787.03
02/18/2022	ACH	Department of the Treasury	Payroll Taxes 02/01/22 - 02/15/22	5,213.96
02/18/2022	ACH	CEFCU	Payroll Liability 02/01/22 - 02/15/22	50.00
02/18/2022	ACH	Illinois Department of Revenue	Payroll Taxes 02/01/22 - 02/15/22	1,001.67
02/18/2022	ACH	Nationwide	Retirement 02/01/22 - 02/15/22	1,487.12
02/18/2022	ACH	Unvested Retirement Account	Retirement 02/01/22 - 02/15/22	276.29
02/18/2022	ACH	Martin Hood	FY21 Audit	6,300.00
02/24/2022	1225	Envision Insurance Group	Professional Liability Insurance	4,358.00
02/28/2022	ACH	Morton Community Bank	Service Charge	19.00
Register			Total Checks	128,460.12

Tri-County Regional Planning Commission
Credit Card Register
February 2022

Date	Employee Card	Vendor	Memo	Amount
01/31/2022	Ulrich	Adobe	Adobe User Subscription - Accounting	15.93
02/05/2022	Ulrich	Adobe	Adobe User Subscription - Miller	15.93
02/06/2022	Ulrich	Adobe	Adobe User Subscription - Lees	15.93
02/08/2022	Bruner	Amazon Business	2 Laptop Stations	59.98
02/08/2022	Ulrich	Western IL University	Conference Registration - G. Guevara	50.00
02/09/2022	Ulrich	Qbox	QuickBooks File Management	12.00
02/09/2022	Ulrich	Amazon Business	Office Supplies	66.95
02/11/2022	Bruner	Elementor, Ltd.	Annual Elementor Pro Subscription	36.75
02/11/2022	Bruner	Elementor, Ltd.	Add-Ons for Elementor Pro Subscription	35.45
02/15/2022	Ulrich	Adobe	Adobe Main Account Subscription	52.99
01/16/2022	Bruner	ESRI, Inc.	Conference Registration - B. West	275.00
01/31/2022	N/A	Morton Community Bank	Finance Charges	0.00
Register			Total Charges	636.91

Date	Employee Card	Vendor	Memo	Amount
02/22/2022	Lees	Adobe	Adobe User Subscription - Lees	-15.93
02/22/2022	Abi-Akar	American Planning Association	2021 APA IL State Conference Credit	-25.00
Register			Total Refunds and Credits	-40.93

RESOLUTION 22-45

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO PURCHASE SERVER UPGRADES FOR THE MPO PLANNING SERVER FROM A SELECTED VENDOR.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area, and

WHEREAS, the Commission offers a wide range of services to its members which request the use of up-to-date computer operating systems and hardware, and

WHEREAS, the funding for this project comes from the Illinois Department of Transportation FY20 State Metropolitan Planning Funds with the total amount awarded for Server Upgrade equaling \$20,000, and

WHEREAS, the Commission's current server is approaching its lifetime expectancy after 10 plus years of service, and

WHEREAS, Commission staff are in the process of putting together a Request for Proposal (RFP) for selecting the best qualified vendor for the purchase of new server hardware and related components, and

WHEREAS, the Commission will grade RFP submissions according to the scope of services, quality of past work, and scheduling/fee structures to select the most suitable vendor, and

THEREFORE BE RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorizes the Executive Director to enter into an agreement with the selected consultant for the purchase and installation of a new server in an amount not to exceed \$20,000.

Presented this 6th day of April 2022

Adopted this 6th day of April 2022

Michael Hinrichsen, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 22-44

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE FISCAL YEAR 2023 UNIFIED PLANNING WORK PROGRAM AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE INTERGOVERNMENTAL AGREEMENT WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area, and

WHEREAS, the Commission has established a continuing, comprehensive and cooperative planning process to develop the FY 2023 Unified Planning Work Program (UPWP), and

WHEREAS, the UPWP development is an requirement of the MPO planning process as specified in 23 CFR 450.308, and

WHEREAS, the work tasks identified in the Commission's UPWP are in conjunction with the programs and planning emphasis areas of the Federal Highway Administration and Federal Transit Administration, and

WHEREAS, this UPWP was developed through a participatory process as prescribed in the Commission's 2021 Public Participation Plan, and

WHEREAS, on March 16, 2022, the Technical Committee recommended to the Commission the adoption of the FY 2023 Unified Planning Work Program, which specifies the Scope of Work and Budget for FY23 transportation planning funds provided by the Illinois Department of Transportation, and

WHEREAS, the Commission has reviewed the FY23 Unified Planning Work Program.

NOW THEREFORE BE IT RESOLVED, that the Tri-County Regional Planning Commission hereby approves and adopts the FY 2023 Unified Planning Work Program for the period from July 1, 2022, to June 30, 2023, and authorizes the Executive Director to execute the Intergovernmental Agreement and any amendments thereto with the Illinois Department of Transportation for federal transportation planning funding.

Presented this 6th day of April 2022

Adopted this 6th day of April 2022

Mike Hinrichsen, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

**TRI-COUNTY REGIONAL PLANNING
COMMISSION
(TCRPC)**

Unified Planning Work Program (UPWP)

FISCAL YEAR 2023

Unified Planning Work Program (UPWP)

for the

Tri-County Regional Planning Commission

Fiscal Year 2023

July 1, 2022, through June 30, 2023

Prepared by

Tri-County Regional Planning Commission (TCRPC) Staff

in cooperation with

Illinois Department of Transportation (IDOT)

Federal Highway Administration (FHWA)

Federal Transit Administration (FTA)

Approved by the Commission on XXXX

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TRI-COUNTY MEMBERSHIP AND STAFF

Commission

Peoria County

Andrew Rand
Don White

Tazewell County

Russ Crawford
Greg Menold

Woodford County

Barry Logan
Chuck Nagel

City of Peoria

Rita Ali
Patrick Ulrich
Rick Powers

City of Pekin

Mark Luft

City of East Peoria

John Kahl

City of Washington

Gary Manier

Village of Bartonville

Leon Ricca

City of West Peoria

James Dillon

Village of Morton

Nate Parrott

Village of Peoria Heights

Mike Phelan

Village of Creve Coeur

Ron Talbot

City of Chillicothe

Mike Hughes

Village of Germantown Hills

Mike Hinrichsen - Chair

CityLink

Sharon McBride

IDOT

Karen Dvorsky

Technical Committee

Peoria County

Amy Benecke-McLaren
Jeff Gilles

Tazewell County

Craig Fink - Chair
Dan Parr

Woodford County

Conrad Moore

City of Peoria

Andrea Klopfenstein
Alyssa McCain
Sie Maroon

City of Pekin

Justice Reeise

City of East Peoria

Ric Semonski

City of Washington

Dennis Carr

Village of Bartonville

Patrick Meyer

City of West Peoria

Kinga Krider – Vice-Chair

Village of Morton

Craig Loudermilk

Village of Peoria Heights

Chris Chandler

Village of Creve Coeur

Terry Koegel

City of Chillicothe

Kenneth Coulter

Village of Germantown Hills

Rich Brecklin

CityLink

Nick Standefer

IDOT

Terrisa Worsfold

Greater Peoria Airport

Gene Olson

TCRPC

Eric Miller

TCRPC Staff

Eric Miller

Executive Director

Ray Lees

Planning Program Manager

Reema Abi-Akar

Planner III

Michael Bruner

Planner III

Gabriel Guevara

Planner I

Britney West

GIS Specialist II

Logan Chapman

GIS Specialist I

Debbie Ulrich

Office Manager

Rebecca Eisele

Accountant

*As of December 14, 2021

INTRODUCTION

The Unified Planning Work Program (UPWP) identifies the funds and activities to be conducted by the Peoria-Pekin Urbanized Area Metropolitan Planning Organization (MPO) during Fiscal Year 2022, the period of July 1, 2022 to June 30, 2023. The UPWP coordinates planning related to highways, transit, and other transportation modes. MPO staff develops the UPWP with direction from the Tri-County Regional Planning Commission governing board, known as the Commission, the MPO Technical Committee, the Greater Peoria Mass Transit District (CityLink), and the Illinois Department of Transportation (IDOT).

The MPO

The Tri-County Regional Planning Commission (TCRPC) is recognized as the MPO for the Peoria-Pekin Urbanized Area. As the MPO, TCRPC provides technical and policy level decision-making leadership for transportation planning and programming within the Urbanized Area and the 20-Year Metropolitan Planning Boundary.

MPO Organization and Duties

The MPO is comprised of two boards: the Commission and Technical Committee.

The Commission directs the transportation planning activities of the urbanized area. The Commission is responsible for adopting and implementing policies and plans to meet federal guidelines, including but not limited to the Long-Range Transportation Plan, the Transportation Improvement Program, and the annual Unified Planning Work Program. It is comprised of elected leaders and senior administrators of the urbanized area's major jurisdictions.

The Technical Committee provides technical expertise to the planning process under the direction of the Commission. The Technical Committee prepares, reviews, and recommends actions to the Commission for their approval. The Technical Committee is composed of staff from the urbanized area's jurisdictions.

FUNDING AND WORK ELEMENTS

TCRPC actively monitors both the development and the implementation of the UPWP. Annual development and periodic updates of the UPWP ensure that the planning work detailed inside (1) is in keeping with Federal and State requirements, (2) addresses the region's transportation needs, and (3) is performed in a cost-effective manner.

PL Funding

The UPWP includes federal funding for transportation planning provided by FHWA Section 5305(d) and FTA Section 5305(e), along with the local match typically provided by the MPO member communities. Together, FHWA funds and FTA funds make up MPO PL funding for FY23. The total amount of funding available for FY23 is:

Description	Total
PL Funds	\$814,198.91
Required Match	\$203,549.73
Total	\$1,017,748.64

FY 2022 Accomplishments

The primary accomplishments of the MPO in FY 2022 included:

- Worked with municipalities, counties, and IDOT to process amendments to the FY2021-2024 TIP
- Continued to utilize Travel Demand Modeling (TDM) capabilities to serve the region
- Continued to work with the Human Services Transportation Plan Committee to coordinate transportation needs in the urbanized area
- Continued the Regional Server Partnership, which provided local government organizations with a low-cost location to store and disseminate spatial (GIS) data
- Hosted internet mapping sites that allow internal and external (public) access to organizational data
- Continued implementation of the Long-Range Transportation Plan 2020-2045
- Continued implementation of *BikeConnect HOI: Heart of Illinois Regional Bicycle Plan*
- Completed the Gray Area Mobility Enhancement and Expansion Study
- Oversaw special transportation planning studies, performed by consultants:
 - East Peoria Riverfront Trail Corridor and Feasibility Study
 - Woodford County Pavement Evaluation and Management Project
 - City of Peoria Passenger Rail Station Location Study
 - Peoria County Hanna City Trail Connection Study
- Monitored and participated in efforts to acquire the Hanna City trail corridor
- Coordinated the usage of regional pavement data through software analysis
- Monitored ground level ozone statistics and followed USEPA revisions to regulations
- Performed asset management for Village of Peoria Heights, Village of Bartonville, City of West Peoria, Village of Hanna City, and other communities as needed
- Completed guardrail inventories for communities throughout the region (HSIP submittal)
- Researched and adopted Statewide performance measure targets

- Presented transportation-related topics for nationwide, statewide, and regional conferences and student populations
- Updated Commission/MPO website
- Submitted applications for IDOT Statewide Planning and Research Funds
- Applied for and received FTA Section 5310 funding to provide transit and paratransit services in the urbanized area
- Analyzed 2020 census redistricting data
- Participated in Illinois Marine Transportation System Plan development
- Coordinated with local and regional stakeholders in the restructuring of the Heart of Illinois Port District
- Coordinated with local and regional stakeholders in establishing the Port Statistical Area (PSA)
- Coordinated update of regional Intelligent Transportation System (ITS) Architecture
- Keep attuned to the Connected and Autonomous Vehicles Policy and Design Guidelines – IDOT ICT
- Participated in Walkability Action Institute steering committee
- Participated in a Complete Street Popup Demonstration
- Coordinated with IDOT and local and regional stakeholders for pedestrian improvements along the Bob Michel Bridge
- Coordinated regional Statewide Planning and Research (SPR) grant applications
- Reviewed and prepared for the FHWA/FTA certification

Work Program

In FY 2023, the MPO will undertake specific transportation planning tasks in four major categories:

Task 1: Management and Administration

Task 2: Data Development and Maintenance

Task 3: Long Range Planning

Task 4: Short Range Planning

This Work Program was developed using the ten Planning Factors found at 23 CFR 450.306. The Planning Factor or Factors addressed by each Task on the following pages are indicated in parentheses after the Task Description. The Planning Factors are identified by their two-letter abbreviations.

Planning Factor	Abbreviation
Support Economic Vitality of the Metropolitan Area	EV
Increase Transportation System Safety for Motorized and Non-Motorized Users	SS
Increase Transportation System Security for Motorized and Non-Motorized Users	TS
Increase Accessibility and Mobility of People and Freight	AM
Protect and Enhance the Environment	EE
Enhance the Connectivity and Integration Between Modes	CI
Promote Efficient System Management and Operation	MO
Emphasize the Preservation of the Existing System	PE

Improve the Resiliency and Reliability of the Transportation System and Reduce or Mitigate Stormwater Impacts of Surface Transportation	RR
Enhance Travel and Tourism	ET

Ladders of Opportunity

FTA established the Ladders of Opportunity program to expand transit service for the purpose of connecting disadvantaged and low-income individuals, veterans, seniors, youths, and others with local workforce training, employment centers, health care, and other vital services. The program goals are:

- **Enhancing access to work** for individuals lacking ready access to transportation, especially in low-income communities
- **Supporting economic opportunities** by offering transit access to employment centers, educational and training opportunities, and other basic needs
- **Supporting partnerships and coordinated planning** among state and local governments and social, human service, and transportation providers to improve coordinated planning and delivery of workforce development, training, education, and basic services to veterans, seniors, youths, and other disadvantaged populations

The Tri-County Regional Planning Commission has embraced these goals and will continue to do so. In the past, TCRPC was the Designated Recipient for Job Access Reverse Commute (JARC) funds and New Freedom funds in the urbanized area. TCRPC is currently the co-designated recipient, along with IDOT's Office of Intermodal Project Implementation (OIPI), for FTA Section 5310 funds.

Tasks included in this UPWP that address the goals of the Ladders of Opportunity Program are:

- Implement the Human Service Transportation Plan (HSTP) for the urbanized area
- Update the Human Service Transportation Plan (HSTP)
- Continued implementation of the Gray Area Mobility Enhancement and Expansion Study
- Programmed FY20 and American Rescue Plan Act FTA 5310 funds based on the goals of the HSTP
- Provided planning and technical support to transit and para-transit providers

IDOT State Planning Funds

The UPWP also includes state funding for transportation planning provided by IDOT, known as State Planning Funds. These funds are meant to supplement the MPO's federal transportation funds, helping the MPO to fulfill its transportation planning obligations. State Planning funds do not require match, and they may be used as match for Metropolitan Planning (PL) funds and Statewide Planning and Research (SPR) funds. The total funding available for FY23 is estimated to be **\$203,549.73**.

Recently TCRPC has utilized State Planning Funds to create regional plans, engage consultants for special studies, and as a match for transportation grants. These activities are recorded in the annual UPWP. For FY 2023, TCRPC will utilize this available state resources to match PL funds.

Activity	Total
Match for PL funds FY 2023	\$203,549.73
Total	\$203,549.73

TASK 1: MANAGEMENT AND ADMINISTRATION

TCRPC must ensure that the transportation process is conducted in conformity with applicable federal and state regulations. The Tri-County Regional Planning Commission governing board, known as the Full Commission, oversees the transportation planning process and makes final decisions on the activities of Peoria-Pekin Urbanized Area MPO.

Previous Work

- Organized and provided support for MPO Technical Committee and Full Commission meetings
- Prepared monthly status reports for Full Commission and IDOT
- Prepared quarterly financial and progress reports for federal grants through FTA
- Maintained MPO database of media, consultants, and state and local officials
- Recruited and hired TCRPC staff as needed
- Recruited and hired interns to collect data and do research as needed
- Developed materials and information to support decisions by MPO committees
- Purchased and upgraded software (including GIS) in support of planning activities
- Purchased and upgraded computer equipment to enhance transportation planning activities
- Maintained TCRPC's website
- Prepared grant applications for federal and state funding
- Prepared Indirect Cost Rate Proposal
- Maintained financial management system
- Processed invoices and payroll
- Contracted for Annual Compliance Audit
- Administered Personnel, Affirmative Action, EEO Programs, and other agency policies
- Registered with GATA, completed the required questionnaire, and ensured compliance

Objectives

Peoria-Pekin Urbanized Area MPO must conduct federal and state mandated program administration requirements by supporting the functions of the Policy (Full Commission) and Technical Committees and any subcommittees in carrying out the transportation planning process. Specific objectives are:

- To establish administrative procedures for the organization of the planning process
- To coordinate the planning activities of the MPO with other transportation agencies
- To ensure that the transportation process is conducted in conformity with applicable federal and state regulations
- To maintain accounting records in conformity with applicable federal and state regulations

Products and Staff Activities

(These Activities Support All Ten Planning Factors)

- Prepare monthly and annual financial and performance reports for the transportation planning program
- Amend, if necessary, the FY23 UPWP
- Develop the FY24 UPWP
- Provide staff support for MPO Technical Committee and Full Commission
- Provide staff support for Human Service Transportation Plan – Urban Subcommittee
- Administer (provide quarterly reports, process invoices, etc.) Section 5310 projects that have not been closed out
- Recruit and hire new MPO personnel (if necessary) and prepare employee evaluations
- Administer the Personnel, Affirmative Action, EEO Program, Title VI, and other agency policies
- Serve as a liaison between local governments and state and federal agencies
- Provide general program management and supervisory functions
- Monitor the UPWP budget
- Administer requests for proposals/qualifications and consultant selection for special studies
- Perform an audit of the FY22 Financial Statements of TCRPC
- Purchase software and hardware to support transportation planning functions
- Support Full Commission and MPO Technical Committee with agendas, minutes, and reports
- Maintain technical and professional subscriptions and association membership dues
- Maintain and update MPO information on the TCRPC website
- Organize meetings and public hearings as necessary
- Form and administer advisory committees as necessary
- Participate in local, state and federal conferences, meetings, seminars, and training programs related to transportation
- Develop the Annual Listing of Federally Obligated Projects
- Implement objectives of the updated Public Participation Plan

Task 1 Budget

Description	Total
PL Funding	\$199,159.76
State Planning Funds	\$49,789.94
Total	\$248,949.69

All work will be performed by staff, except the financial audit, which will be performed by an independent auditor.

TASK 2: DATA DEVELOPMENT AND MAINTENANCE

Objective

Information is crucial to the planning process. This Task has been established to gather, maintain, and disseminate social, economic, and transportation data in an efficient and logical manner. Surveillance and database management activities have been integral aspects of the transportation planning process since the initial MPO plan was completed in 1970. The effective maintenance of these activities provides the basis from which all transportation planning and policies will evolve in the future.

These work elements define the areas of concentration for database development, information collection, and information dissemination. Maintaining and building an effective comprehensive planning database and network is the focus for this element of the UPWP.

Products and Staff Activities

- Coordinate activities for a comprehensive region-wide land use, demographic, economic and transportation database for analyzing trends in the long-range planning process **EV**
- Coordinate and collaborate with regional and local entities to provide requested transportation data/information **SS, MO**
- Continue a process designed to lead to the development of a regional GIS capability **MO**
- Continue in structuring, expanding, updating, and maintaining transportation data layers in a Geographic Information System (GIS) **MO**
- Lead and assist communities in developing GIS transportation applications that will benefit the region at large, including asset inventories and management tools **MO, RR**
- Coordinate with IDOT and other state agencies on statewide GIS development **MO**
- Ensure that the Urbanized Area boundary and Planning Boundary remain accurate **MO**
- Continue to use the Travel Demand Model (TDM) to project future transportation volumes for proposed surface transportation improvements **MO, PE**
- Update the TDM with current ADT information and signal timing information **MO, SS, EE**
- Develop or acquire regional land use projections for TDM **MO, PE**
- Continue the Regional Server Partnership which provides local government organizations with a low-cost location to store and disseminate spatial (GIS) data **MO**
- Continue to host internet mapping sites that allow both internal and external (public) access to organizational data **MO, RR**
- Administer regional pavement management system for MPO members **SS, TS, MO, PE, RR**
- Coordinate with consultant on activity-based travel demand model **MO, PE**

Task 2 Budget

Description	Total
PL Funds	\$187,123.35
State Planning Funds	\$46,780.84
Total	\$233,904.19

All work will be performed by staff, except for TDM, which will be performed by a consultant.

TASK 3: LONG RANGE PLANNING

Objective

Manage and support a planning process that incorporates an appropriate level of involvement and understanding by local governmental agencies, special interests, and the general citizenry in the activities and policies associated with the continuing, comprehensive, and coordinated (3-C) local transportation planning process.

Products and Staff Activities

- Implement the FY 2020-2045 Metropolitan Transportation Plan **EV, SS, TS, AM, EE, CI, MO, PE**
- Update the *BikeConnect HOI: Heart of Illinois Regional Bicycle Plan* **EV, SS, TS, AM, EE, CI**
- Monitor and update Performance Management targets and programming as required by MAP-21/FAST Act **SS, TS, MO, PE**
- Update Safety Performance Measures **SS, TS, MO, PE, RR**
- Update Road/Bridge Condition Performance Measures **SS, TS, MO, PE, RR**
- Update System Performance/Freight/CMAQ Measures **EV, AM, CI**
- Update Transit Asset Management Measures **MO**
- Continue non-motorized transportation planning, including bike/ped traffic counts, trail plans in small communities **AM, CI**
- Coordinate with the Greater Peoria Economic Development Council on transportation elements of the Comprehensive Economic Development Strategy (CEDS), a requirement of the Economic Development Administration (EDA) **EV**
- Work with local agencies to develop policies that apply storm water management best practices to transportation projects **EE, RR**
- Organize seminars regarding the future of various transportation modes in the region **MO**
- Implement the Human Service Transportation Plan (HSTP) for the Urbanized Area **AM**
- Update the HSTP **EV, SS, TS, AM, EE, CI, MO**
- Promote passenger/commuter rail for the region **EV, AM, EE**
- Coordinate with regional stakeholders to promote smart mobility in the region **EV, SS, TS, AM**
- Continue to dedicate resources to freight transportation planning **EV, AM, CI**
- Continue to support and coordinate with regional stakeholders to promote the regional port district **EV, AM, CI**
- Coordinate with regional stakeholders to promote multimodal freight transportation options for the region as related to surface transportation **EV, AM, CI**

Task 3 Budget

Description	Total
PL Funds	\$216,456.96
State Planning Funds	\$54,114.24
Total	\$270,571.20

All work will be performed by staff, except for Special Projects, for which consultants will be hired and the future transportation seminars, which will be led by outside subject experts.

TASK 4: SHORT RANGE PLANNING

Objective

TCRPC must continually fulfill various state and federal requirements in support of regional and local projects. Short-range planning functions are those that address near-term needs or requirements.

Products and Staff Activities

- Develop the FY2023-2026 Transportation Improvement Program (TIP) **EV, SS, TS, AM, EE, CI, MO, PE**
- Amend the adopted TIP as needed **EV, SS, TS, AM, EE, CI, MO, PE, RR, ET**
- Update the Congestion Management Process **SS, TS, MO**
- Program FY21 and FY22 FTA Section 5310 funds in the urbanized area, both capital and non-capital funds, based on the goals of the Human Service Transportation Plan **AM**
- Coordinate and implement the Gray Area Mobility Enhancement and Expansion Study **AM, CI**
- Maintain/update the Surface Transportation Block Grant (STBG) program of projects as needed **MO, PE**
- Program STBG and other federal transportation capital funds as available **MO, PE**
- Program/administer Transportation Alternatives Program (TAP) funds **AM, CI**
- Promote alternative transportation modes such as transit, walking, and bicycling **AM, CI**
- Coordinate and implement planning efforts for East Peoria Riverfront Trail **AM, CI**
- Assist with an implementation plan for the Hanna City Trail **AM, CI**
- Assist communities with ADA transition plans **SS, AM, CI, PE**
- Continue to monitor air quality issues as they relate to transportation planning (Note: As of February 2022, the region is in attainment) **EE**
- Develop a regional model Complete Streets policy (awareness and education vs. model ordinance) **EV, SS, AM, EE, PE, RR, ET**
- Coordinate regional safety asset management effort resulting in annual HSIP applications **SS, TS, MO, PE, RR**
- Develop and coordinate a highway safety committee **SS, TS, MO, PE, RR**
- Oversee completion of FY22 Special Projects **AM, MO**
- Program and administer FY23 Special Transportation Planning Studies **EV, SS, TS, AM, EE, CI, MO, PE**
- Provide technical support to transit and paratransit providers **AM**

Task 4 Budget

Description	Total
PL Funds	\$211,458.84
State Planning Funds	\$52,864.71
Total	\$264,323.55

All work will be performed by staff except for development and data collection for the pavement management system, which will be completed by a consultant.

EXHIBIT I: WORK PROGRAM COST DISTRIBUTION

Program Year FY23 PL Funds

Task	UWP Category	Total costs	PL	State
1	Management and Administration	\$ 450,402.15	\$ 360,321.72	\$ 90,080.43
2	Data Development and Maintenance	\$ 193,153.82	\$ 154,523.06	\$ 38,630.76
3	Long-Range Planning	\$ 155,208.81	\$ 124,167.05	\$ 31,041.76
4	Short-Range Planning	\$ 218,983.86	\$ 175,187.09	\$ 43,796.77
Total		\$1,017,748.64	\$ 814,198.91	\$ 203,549.73

EXHIBIT II: LINE ITEM BUDGET

Program Year FY23 PL Funds

Item	Annual Salary	Rate	Total PL	80% Federal	20% State
Personnel					
Salaries					
Full-Time					
Executive Director	\$118,145	78%	\$92,153	\$73,722	\$18,431
Planning Program Manager	\$104,283	79%	\$82,383	\$65,907	\$16,477
Planner II	\$53,550	46%	\$24,633	\$19,706	\$4,927
Planner II	\$53,550	90%	\$48,195	\$38,556	\$9,639
Planner I	\$45,423	47%	\$21,349	\$17,079	\$4,270
Planner I (New Hire)	\$42,000	77%	\$32,340	\$25,872	\$6,468
Planner I (New Hire)	\$42,000	77%	\$32,340	\$25,872	\$6,468
GIS Specialist I	\$42,000	68%	\$28,560	\$22,848	\$5,712
GIS Specialist II	\$48,487	68%	\$32,971	\$26,377	\$6,594
Office Administrator	\$50,453	22%	\$11,100	\$8,880	\$2,220
Subtotal Full-Time			\$406,024	\$324,819	\$81,205
Part-Time/Temporary					
Interns	\$12,000	100%	\$12,000	\$9,600	\$2,400
Subtotal Part-Time/Temporary			\$12,000	\$9,600	\$2,400
Subtotal Salaries			\$418,024	\$334,419	\$83,605
Fringe Benefits		31.50%	\$127,898	\$102,318	\$25,580
Indirect Costs		36.05%	\$196,805	\$157,444	\$39,361
Subtotal Personnel			\$742,726	\$594,181	\$148,545
Other Direct Costs					
Travel and Conferences			\$9,500	\$7,600	\$1,900
Equipment			\$8,000	\$6,400	\$1,600
Contractual Services			\$60,844	\$48,675	\$12,169
Consultant Services and Expenses			\$148,000	\$118,400	\$29,600
Occupancy			\$33,207	\$26,566	\$6,641
Training and Education			\$14,650	\$11,720	\$2,930
Miscellaneous			\$822	\$657	\$164
Subtotal Other Direct Costs			\$275,023	\$220,018	\$55,005
Total			\$1,017,749	\$814,199	\$203,550

EXHIBIT III: LABOR DISTRIBUTION

Program Year FY23 PL Funds
Number of Work Weeks Programmed

Position	Management and Administration	Data Dev't and Maintenance	Long-Range Planning	Short-Range Planning	Total
Executive Director	35.10	-	-	-	35.10
Planning Program Manager	35.55	-	-	-	35.55
Planner III	3.38	-	4.54	12.78	20.70
Planner III	0.97	4.51	19.56	15.46	40.50
Planner I	6.74	1.75	5.96	6.70	21.15
Planner I (New Hire)	5.07	0.59	10.31	18.68	34.65
Planner I (New Hire)	5.07	0.59	10.31	18.68	34.65
GIS Specialist II	-	30.60	-	-	30.60
GIS Specialist I	-	30.60	-	-	30.60
Office Administrator	9.90	-	-	-	9.90
Part-Time and Interns	1.50	7.61	7.61	7.61	24.33
Total	103.28	76.25	58.29	79.91	317.73

EXHIBIT IV: ACCOUNTING NARRATIVE

Program Year FY23

MPO funds are administered by the Tri-County Regional Planning Commission as follows:

Separate accounts have been established in the general ledger. The account records identify the receipt and expenditure of funds for each grant and/or provide documentation that support the entry and provide accurate and current financial reporting information.

Costs within the accounting system are classified into the following groups:

1. Direct labor costs
2. Non-labor costs directly related to a specific program
3. Indirect costs (both labor and non-labor)

Direct labor hours are charged to the specific general ledger account and work elements within that account based upon actual work hours spent. Work elements of the UPWP are numerically coded and are utilized in preparing staff time sheets. The payroll computer printout accumulates staff names, hours, and cost for each work element within the grant account. Non-labor costs are those incurred as being directly related to a specific program, e.g., Transportation. Typical non-labor costs directly chargeable to the appropriate programs include:

- Costs of goods acquired, consumed, or expended specifically for the purpose of the grant
- Services and contractual items specifically related to the grant program

These costs are chargeable to the appropriate grant program based on source documentation maintained by the accounting system evidencing the nature and purpose of the charges. Once charged to the transportation program, these costs will be distributed to the various program work elements according to the proportion of direct salaries charged to each work element during the period.

The indirect costs (labor and non-labor) are those incurred which cannot be directly associated with the transportation program, but which support the overall functioning of the Commission. These costs are charged to an indirect cost account. The indirect cost rate utilized in the budget is a projection based upon anticipated activity, as well as historical experience. The Indirect Cost Rate for FY23 has been approved by IDOT.

EXHIBIT V: PL MATCH

Program Year FY23

MPO Community	2021 MFT Allotment	%	Cost Share
Peoria County	\$2,163,028	22.30%	\$44,537
Tazewell County	\$1,716,677	17.70%	\$35,346
Woodford County	\$609,932	6.29%	\$12,558
City of Peoria	\$2,522,577	26.00%	\$51,940
City of Pekin	\$747,822	7.71%	\$15,398
City of East Peoria	\$513,302	5.29%	\$10,569
City of Washington	\$363,361	3.75%	\$7,482
Village of Bartonville	\$141,936	1.46%	\$2,922
Village of West Peoria	\$102,191	1.05%	\$2,104
Village of Morton	\$356,802	3.68%	\$7,347
Village of Peoria Heights	\$135,026	1.39%	\$2,780
Village of Creve Coeur	\$119,563	1.23%	\$2,462
City of Chillicothe	\$133,732	1.38%	\$2,754
Village of Germantown Hills	\$75,409	0.78%	\$1,553
CityLink	N/A	N/A	\$3,800
Required PL Match			\$203,550

Note: The MPO will use IDOT State Planning Funds for match in FY23.

RESOLUTION 22-46

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO PURCHASE BICYCLE COUNTING EQUIPMENT.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area, and

WHEREAS, the Commission offers a wide range of services to its members, including geographic information system (GIS) and data collection services and equipment, and

WHEREAS, asset management is emphasis area in the Fixing Americans Surface Transportation (FAST) Act and Bipartisan Infrastructure Law (BIL). Bicycle counting equipment will provide the Commission and its members with an effective tool to collect pedestrian and bicycle counts on trails and sidewalks, and

WHEREAS, the purchase of bicycle counting devices will allow the Commission and its members to utilize the equipment to accurately evaluate usage of existing walking and biking infrastructure and evaluate warrants for additional improvements, and

WHEREAS, the funding for this project comes from the Illinois Department of Transportation FY20 State Metropolitan Planning Funds with the total amount awarded for bicycle counting equipment \$5,000, and

WHEREAS, Commission staff are in the process of gathering quotes for selecting the best qualified vendor for the purchase of new bicycle counting equipment.

THEREFORE BE RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorizes the Executive Director to purchase this bicycle counting equipment for an amount not to exceed \$20,000.

Presented this 6th day of April 2022

Adopted this 6th day of April 2022

Michael Hinrichsen, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director
Tri-County Regional Planning Commission



MEMORANDUM

TO: Tri-County Regional Planning Commission
FROM: Staff
SUBJECT: Call for Projects: FYs 2025-2026 STBG Traditional Program
DATE: April 6, 2022

Action needed by Commission:

None. Information item only.

Background:

Tri-County Regional Planning Commission (TCRPC) is the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area. One of the responsibilities of the MPO is to program federal Surface Transportation Block Grant (STBG) funds allocated on an annual basis to the urbanized area through the Illinois Department of Transportation. It is the intent of TCRPC to direct the use of STBG funds toward projects which have regional significance, and which will have benefit to the entire region, rather than projects which benefit only single communities or small parts of the urbanized area.

Approximately \$8.2M will be programmed for the two fiscal years. For the FYs 2025-2026 Funding Years, the Preservation Set-Aside Program will continue to utilize 20% of the STBG funding pot. Therefore, \$6.56M will be available for roadway improvement projects and new roadway projects, and \$1.64M will be available for resurfacing projects. This call for projects includes only new roadway and existing roadway projects, referred to as the "Traditional Program." Resurfacing set-aside projects will be called for later in Calendar Year 2022.

Applications must be completed digitally and submitted to stbg@tricityrpc.org by Friday, April 29, 2022, at 4:00pm. Digital copies of the form will be distributed via email to each Technical Committee member on March 16, 2022 but may also be requested from TCRPC staff. The FY 2025-26 STBG Traditional Program selection schedule is as follows:

March 16, 2022	Staff issues Call for Projects
April 29, 2022	Applications due to staff, staff reviews project submissions
May 18, 2022	Match resolutions due to staff
May 18, 2022	Presentations to Technical Committee
June 2022	Subcommittee assigns Regional Significance scores; staff assigns project Tiers
July 2022	Subcommittee makes recommendation to Technical Committee, Technical develops recommendation to Commission
August 3, 2022	Commission makes final decision

Requirements for new roadway projects and existing roadway projects:

Eligible projects include:

1. Construction, reconstruction (defined as more than 50% removal and replacement), rehabilitation, or operational improvements of roadways.
2. Projects relating to intersections that have high accident rates and/or high levels of congestion.
3. Capital costs for transit projects eligible for assistance under Chapter 53 of Title 49,
4. Transportation alternatives, including recreational trails.

Furthermore, the following general requirements also apply:

1. Projects must be located in the MPO 20-Year Metropolitan Planning Area;
2. Roadways must have a Functional Classification of Minor Collector or above;
3. Projects must be listed in the *Long Range Transportation Plan*;
4. Projects must be ready to implement/construct by the programmed fiscal year;
5. The local match is 30%. The applicant must commit (through a resolution) to provide the local match according to the program schedule; and
6. Only dues-paying members of TCRPC are eligible to apply for funding; other local jurisdictions within the 20-Year Planning Boundary must be sponsored by a TCRPC member.

Surface Transportation Block Grant (STBG) New Roadways and Existing Roadways Application Instructions & Selection Criteria

Fiscal Years 2025-26

Tri-County Regional Planning Commission (TCRPC)

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Introduction

Tri-County Regional Planning Commission (TCRPC) is the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area. One of the responsibilities of the MPO is to program federal Surface Transportation Block Grant (STBG) funds allocated on an annual basis to the urbanized area through the Illinois Department of Transportation.

STBG funding is authorized by the *Fixing America's Surface Transportation Act* (FAST Act), which was signed into law on December 4, 2015, and reauthorized in the *Infrastructure Investment and Jobs Act*, (known as the Bipartisan Infrastructure Law or BIL) which was signed into law on November 15, 2021. The *FAST Act* rebranded the Surface Transportation Urban (STU) program, combining it with other transportation funding programs to form the STBG Program. Despite the rebranding, STBG functions similarly to STU and provides federal dollars for regionally significant transportation projects on Federal-Aid-eligible roadways. The BIL reauthorizes the STBG program and increases the funding levels by 15.2 percent.

Purpose of this Document

TCRPC intends to direct the use of STBG funds toward projects which will benefit the entire region, rather than projects which benefit only single communities or small parts of the urbanized area. Approximately \$6.56M total is available for New Roadway and Existing Roadway projects in FYs 25-26.

This document explains the procedures for applying for funding and establishes the evaluation criteria TCRPC will use to guide project selection. It is important to note that the evaluation criteria are a guide to aid members with the selection process. Selection criteria and project scores are not meant to be the sole determinant in project selection. TCRPC may choose a lower scoring project based on funding availability, significant regional priority, severe safety concerns, or other non-quantitative factors.

Preservation Set-Aside Program

For the FYs 2021-22 Funding Years, the MPO established a Pilot Program to set aside 20% of the region's STBG funds for resurfacing projects. The MPO established the program in response to the lack of state and local funds for road maintenance. Three (3) resurfacing projects received STBG funds through the FYs 21-22 Resurfacing Pilot Program. The MPO formalized this program during the FYs 2023-24 STBG program. Approximately \$1.64M will be available for resurfacing projects. Preservation set-aside projects will be called for later in Calendar Year 2022.

Project Requirements and Eligibility

The following rules and requirements govern all New Roadway and Existing Roadway projects. Applicants with questions regarding these rules should contact TCRPC staff.

General Requirements

All project must meet these general requirements to be considered for STBG funding.

1. Projects must be in the 20-Year Metropolitan Planning Area.
2. Roadways must have a Functional Classification of Minor Collector or above.
3. Projects must be listed in the *Long Range Transportation Plan*.
4. Projects must be ready to implement/construct by the programmed fiscal year.
5. Applicant must commit via resolution to provide a 30% local match at the time of application.
6. Only dues-paying members of TCRPC are eligible to apply for funding. Other local jurisdictions within the 20-Year Planning Boundary must be sponsored by a TCRPC member.
7. Applications must be submitted online.

Eligible Activities

The following activities (1) are eligible for STBG funding and (2) may be counted toward a project's local match requirement.

1. Construction, reconstruction (defined as more than 50% removal and replacement), rehabilitation, or operational improvements of roadways.
2. Projects relating to intersections that have high accident rates and/or high levels of congestion.
3. Capital costs for transit projects eligible for assistance under Chapter 53 of Title 49,
4. Transportation alternatives, including recreational trails.

Ineligible Activities

The following activities (1) are **not** eligible for STBG funding and (2) **cannot** be counted toward a project's local match requirement.

1. Engineering
2. Right-Of-Way Acquisition
3. Utility Relocation
4. All other activities otherwise eligible under 23 USC 133 Surface Transportation Block Grant Program

Submission Procedure

TCRPC will use the following procedure to solicit projects submissions, prioritize those submissions, and ultimately decide where the region's FYs 2025-26 STBG funds should be used.

1. Staff issues a Call for Projects for Fiscal Years 2025-26.
2. Staff reviews all received applications:
 - a. Evaluating them for eligibility (see Project Requirements and Eligibility);
 - b. To determine if all required information has been submitted; and
 - c. To verify the reasonableness of the points assigned under the Quantitative Criteria.
3. Each applicant makes a brief presentation at a MPO Technical Committee meeting. TCRPC Commissioners are encouraged to attend.
4. TCRPC establishes a Review Subcommittee to assign Regional Significance points, composed of Technical and Policy Committee members. They name a Chair, who serves as spokesperson for the subcommittee at Technical and Commission meetings. Staff keeps minutes of all meetings.
5. Staff tallies Quantitative and Regional Significance scores into final scores for each submitted project. Staff finds natural breaks in project scores to establish project "Tiers" (i.e. Tier 1, Tier 2).
6. Staff presents the final scores and tiers to the subcommittee. The subcommittee considers project scoring, available funding, and any other relevant information and recommends projects to the Technical Committee.
7. The Technical Committee considers the subcommittee's recommendation and makes their own recommendation to the Commission. Members of the public receive the opportunity to comment. The Commission considers Technical's recommendation and makes a final decision for STBG funding.
8. TCRPC adopts their final project selection(s) into the Transportation Improvement Program (TIP) for the appropriate fiscal year(s).

Schedule

March 16, 2022	Staff issues Call for Projects
April 29, 2022	Applications due to staff, staff reviews project submissions
May 18, 2022	Match resolutions due to staff
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August 3, 2022	Commission makes final decision

Questions

Potential applicants may contact staff at stbg@tricountyrpc.org with any questions regarding STBG or the application process.

Project Prioritization

The over-arching goal of TCRPC is to direct the use of STBG funds toward projects which are regionally significant. A regionally significant project is one that will benefit the entire region, instead of a single community or a small part of the urbanized area.

Priorities

Over the years, TCRPC has utilized several resources and spent countless hours to develop an objective project selection process. One essential resource remains the *FAST Act*, the Federal highway bill that enables the STBG program. The goals of the *FAST Act*, listed below, are the foundation upon which the MPO has built its STBG selection process.

- **Safety** – To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
- **Infrastructure Condition** – To maintain the highway infrastructure asset system in a state of good repair
- **Congestion Reduction** – To achieve a significant reduction in congestion on the National Highway System
- **System Reliability** – To improve the efficiency of the surface transportation system
- **Freight Movement and Economic Vitality** – To improve the National Highway Freight Network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development
- **Environmental Sustainability** – To enhance the performance of the transportation system while protecting and enhancing the natural environment
- **Reduced Project Delivery Delays** – To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.

Selection Criteria

The following scoring criteria are guides which will aid TCRPC with project prioritization for Existing Roadway and New Roadway project submissions, respectively. The criteria are organized by category.

Criteria in most categories are scored objectively, meaning that they are scored by matters-of-fact in the project application. For example, Average Daily Traffic is an objective criterion because we can measure it the exact same way for every project. Another example of an objective measure is Permeable Pavement; a project either includes permeable pavement or it does not.

Regional Significance criteria are the only ones scored differently. Regional Significance criteria are scored subjectively by the Review Subcommittee. The subcommittee will assign points for Regional Significance criteria based on narratives supplied by the applicants. These criteria address topics which are more difficult to measure, such as impacts on employment or proximity to important facilities. Definitions of all Regional Significance criteria may be found on the following page.

Existing Roadway Projects

Criterion	Points
Safety	
Crash Rate	10
Crash Severity	10
Subtotal Safety	20
Existing Conditions	
Average Daily Traffic	8
Volume/Capacity Ratio	7
Subtotal Existing Conditions	15
Multi-Modal	
Pedestrian	5
Bicycle	5
Transit	5
Freight	5
Subtotal Multi-Modal	20
Sustainability	
Roundabout or Road Diet	3
Permeable Pavement or Bioswales	2
Subtotal Sustainability	5
Regional Significance¹	
Regional Connector	8
Employment Center	8
Transportation Facility	8
Public Facility	8
Project Phasing Continuity	8
Subtotal Regional Significance	40
Total Available Points	100

New Roadway Projects

Criterion	Points
Local Priority	
Joint Project Bonus	15
Local Comprehensive Plan	15
Subtotal Local Priority	30
Multi-Modal	
Pedestrian Accommodations	5
Bicycle Accommodations	5
Transit	5
Freight Accommodations	5
Subtotal Multi-Modal	20
Sustainability	
Permeable Pavement	3
Bioswales	3
Roundabout	4
Subtotal Sustainability	10
Regional Significance¹	
Regional Connector	8
Employment Center	8
Transportation Facility	8
Public Facility	8
Project Phasing Continuity	8
Subtotal Regional Significance	40
Total Available Points	100

¹ Regional Significance Criteria Definitions

Regional Connector

Connects municipalities – the proposed project serves as a primary route between two municipalities, and/or connects major roads – the proposed project serves as a primary link between arterials

Employment Center

Improves movement of employees and/or shopping patrons

Freight Transportation Facilities

The proposed project serves as a primary route for freight, such as manufacturing or warehouse facilities, airports, intermodal terminals, etc.

Public Facility

The proposed project serves as a major connector to a school, medical center, government facility, library, etc.

Project Phasing Continuity

The proposed project is a supplementary phase of a project previously funding through STBG funds.