

**EXECUTIVE BOARD MEETING**  
**TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD**  
**(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender**  
***Thursday, March 26, 2020***  
***5:30 p.m.***

**Agenda**

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve January 20, 2020 and February 27, 2020 minutes
5. Executive Director report
6. Ways & Means Report
  - a. Motion to approve February Financial Statements and Billings (Resolution 20-41)
  - b. Motion to approve credit card with Morton Community Bank (Resolution 20-44)
7. Personnel
  - a. Motion to approve Employee Promotions in Place (Resolution 20-42)
8. Other
9. Adjournment

**Call in Information:**

**Phone number**  
**1-646-749-3122**

**Access Code**  
**979-074-797**

**Please join our meeting from your computer, tablet, or smartphone:**  
**<https://global.gotomeeting.com/install/979074797>**

**EXECUTIVE BOARD MEETING**  
**TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD**  
**(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender**  
***Monday, January 20, 2020***  
***5:15 p.m.***

1. Call to Order  
Chairman Neuhauser called the meeting to order at 5:15 pm
2. Roll Call  
Present: Neuhauser, Hinrichsen, Smith, Sundell, Kingdon, and Bender. Absent: Crawford, Phelan, and Rosenbohm. Staff: Lees, and Miller
3. Public Input- none
4. Motion to approve September 16, 2019, Oct. 5, 2019, and October 21, 2019 minutes  
Bender moved to approve the following minutes: September 16, 2019, Oct. 5, 2019, and October 21, 2019 and Sundell seconded. Motion carried.
5. Executive Director report  
Miller reported on the following:
  - Census grant for \$500,000 which includes a 9-county region. Peoria County was not included but is within a local agency. Will be working with the agency who received Peoria County.
  - Michael Bruner is working with consultants in monitoring the sub consultants and to make sure reports are complete and on time.
  - Director Callahan is corresponding with PLBA on the Illinois River issues along with Marshall Plumley of ACOE and Doug Blodgett of the Department of Natural Resources.
  - Will be changing banks to Associated Bank
  - December was negative by \$13,000 due to PTO taken.
  - Hazard Mitigation Plan is closed out
  - Preparing for LRTP meeting on Feb. 7 @ 9:00 am
  - Michael Bruner is writing a grant for Hanna City Trail. It will be a \$2 million grant for resources.
6. Motion to recommend to Full Commission Executive Director to enter renewing contract with The Cleaning Source, Inc. for a monthly amount of \$172.00 or annually \$2064.00 (Resolution 20-25)  
Hinrichsen moved to approve to recommend to Full Commission Executive Director enter renewing contract with The Cleaning Source Inc. for a monthly amount of \$172.00 or annually \$2064.00 (Resolution 20-25) and Smith seconded. Motion carried.
7. Motion to recommend to the Full Commission Employee Health Insurance package (Resolution 20-26)  
Sundell moved to recommend to the Full Commission Employee Health Insurance package (Resolution 20-26) and Hinrichsen seconded. Motion carried.
8. Motion to recommend to the Full Commission Liability Insurance (Resolution 20-27)  
Sundell moved to recommend to the Full Commission Liability Insurance (Resolution 20-27) and Bender seconded. Motion carried.

9. Motion to recommend to the Full Commission FY 20 Budget Amendment (Resolution 20-28) *Handout*  
Smith moved to recommend to the Full Commission FY20 Budget Amendment (Resolution 20-28) and Sundell seconded. Motion carried.

Miller explained the following:

- Income has adjusted 3 projects numbers to budget
- Expense
  - Indirect cost- no profit on grants
  - Explained the GATA process

Smith asked if this will be the last adjustment and Kingdon asked if the hourly rate is compared to other agencies.

Miller explained the rate process.

10. Discussion of Illinois Waterway Ports & Terminals - Port Statistical Area (PSA)  
Lees explained that COL Robert Sinkler is the Senior Advisor, Dawson & Assoc in the Quad Cities for the Corn Belt Ports Concept. This is important to keep on radar for the ACOE. We are the MPO for this region. This is information only at this point
- Hinrichsen asked what the benefit is?
  - Miller answered to be included in the application and is not sure what the benefits are. We are a non-functioning port district. It is to just give awareness to the Commission of this subject.

11. Other

12. Adjournment

Adjourned at 6:10 pm

Submitted by:

Eric Miller

Executive Director

Recorded and transcribed by Debbie Ulrich



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

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PEORIA, IL 61602

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[www.tricountyrpc.org](http://www.tricountyrpc.org)

Ways & Means Committee.....4:30 p.m., February 27, 2020

Full Commission/**Executive Board (in lieu of Lack of Quorum)** ...5:30 p.m., February 27, 2020

**MINUTES**

**1. Call to Order, Welcome, Recognition of Audience**

Chairman Neuhauser called the meeting to order at 5:30 pm

**2. Roll Call**

Commissioner	P	A	Commissioner	P	A
Jim Miller IDOT		x	Russ Crawford Tazewell Co.		x
Mike Hinrichsen Woodford Co.		x	Joe Wolfe, Tazewell Co.		x
Eric Lind Woodford Co.		x	Brandon Hovey, Tazewell Co.		x
Ben Kingdon Woodford Co.	x		Tammy Stimson, Tazewell Co.		x
Michael Smith Woodford Co.	x		Don Gorman, Peoria Co.		x
Roy Bockler Woodford Co.		x	Vacant Peoria Co..		
Russ Cotton, Woodford Co.		x	Matthew Bender, Peoria Co.		x
Barry Logan Woodford Co.		x	Vacant, Peoria Co.		x
Sue Sundell Tazewell Co	x		Michael Phelan Peoria Co..		x
Tim Neuhauser Tazewell Co	x		Paul Rosenbohm Peoria Co..	x	
Greg Menold Tazewell Co.		x	Donald White Peoria Co.		x

Staff: Miller, Stratton, Lees, Bruner, Martin, and Harms

**3. Public Input-none**

**4. Motion to approve January 23, 2020 minutes**

Rosenbohm moved to approve January 23, 2020 minutes and Sundell seconded. Motion carried.

**5. Executive Director report**

Miller reported on the following:

- Staff reviews are completed
- 1 promotion in place will be Britney West to Specialist II

- Change banking has been discussed in Ways & Means and Morton Community Bank was chosen. We contacted Associated and Morton Community Bank and Ways & Means chose Morton Community Bank.
  - Sundell asked if we checked CEFCU Business and Stratton said no.
- Smith mentioned that Morton Community Bank has \$700,000 FDIC while Busey only has \$250,000 FDIC, plus Morton Community Bank will be a Sweep Account.

## 6. Ways and Means Report

- Motion to approve January Financial Statements and Billings (Resolution 20-36)  
Smith moved to approve January Financial Statements and Billings (Resolution 20-36) and Rosenbohm seconded. Motion carried.
  - Stratton reported on the following:
    - Total cash \$904,79 Operating Cash decreased \$32,949 and our Restricted Cash accounts increased by \$949 which means we reduced our overall cash position by \$32,030 during January.
    - Accounts receivables 245,971-\$97, 257 is federal funds, \$122,097 is state funds \$9,660 is local GIS and planning services, \$2,082 is for annual PPUATS billings, and \$14,875 is member dues.
    - Accounts Payable \$141,066- \$129,953 of that is for contract services, \$7500 is APWA, which is now paid, and \$3,633 is regular monthly bills unpaid as if the 1<sup>st</sup> day of the month.
    - Total Billings for January were \$207,832. We had direct pass-throughs of \$125,865 = Operating Revenue \$81,967
    - Total Incoming Bills for January were \$200,862 – less pass-throughs of \$125,865 = Operating Expenses of \$74,997
    - Out bottom line for January is positive \$6,970 which improves our year to date surplus to \$24,113.

## 7. Unfinished Business-none

## 8. Administration-nothing

## 9. Planning

- Motion to approve adoption of the Tri County Multi-Jurisdictional Natural Mitigation Plan (Resolution 20-37)  
Sundell moved to approve adoption of the Tri County Multi-Jurisdictional Natural Mitigation Plan and Rosenbohm seconded. Motion carried.
  - Bruner explained that this is for 15 participating jurisdictions and has worked with consultant of American Environmental. The plan was submitted October 2019 and FEMA reviewed the plan. FEMA approved in October 23, 2019. The plan is good form October 23, 2019 – October 23, 2024. The funding is for pre-disaster projects. Tri- County will work with FEMA to apply for funding in 2022-23 for completing the next 5-year update.
  - Neuhauser asked what type of projects? Bruner replied generators, sirens, tornado shelters. Also, can be used for flood control.
  - Miller explained how to apply. Bruner will then need to prep the application for fall application.
  - Neuhauser asked is there a % limit on disaster and Bruner said 80%

- b. Motion to approve Executive Director to enter into agreement for additional Illinois Department of Human Services 2020 Census funding (Resolution 20-39)  
Smith moved to approve Executive Director to enter into an agreement for additional Illinois Department of Human Services 2020 Census funding (Resolution 20-39) and Rosenbohm seconded. Motion carried.  
Bruner explained that we have received the grant for \$500,000 for 9 areas but is applying for additional funds. Tri County is requesting 5% increase so we can expand the existing Media Marketing Campaign and \$75,000 for Geographic Gap to expand the Media Marketing Campaign into Peoria County.
- c. Motion to approve staff to attend “Walkability Action Institute” conference in Atlanta, GA (Resolution 20-38)
- d. Motion to approve Executive Director to enter into an agreement with National Association of Chronic Disease Directors (NACCD) as fiscal agent not to exceed \$10,374. (Resolution 20-40)  
Sundell moved to approve c & d and Kingdon seconded. Motion carried.
- Lees explained that a staff member has been identified as a team member for the National Association of Chronic Disease Directors (NACDD) Walkability Action Institute April 13-16, 2020 in Decatur, GA. This is to prepare interdisciplinary teams for MPO regions to pursue policy, systems, and environmental supports for walking and walkability. (Resolution 20-38)
  - Lees explained the Commission will serve as fiscal agent for the project team, producing and distributing travel expense reimbursement checks to individual team members in the amount of \$1,292.75. (Resolution 20-40)
- e. Illinois River Issues Report
- Beneficial Use of Dredged Materials  
Lees explained of 2 dredge material projects
  - IDNR Asian Carp fishing program  
Lees explained there is a need for a cooler to preserve carp. They have a couple investors to move forward on purchasing a cooler along the Illinois River.
    - Miller added that the City of East Peoria is stepping up to make this work.
  - Corn Belt Port Statistical Area  
Lees explained that Rock Island Corp of Engineers wants a portion of the Mississippi and Illinois River to be recognized as Ports.

## 10. Transportation

- a. PPUATS Report  
Bruner explained that TCRPC is helping Village of Hanna City to apply for IDNR recreational Trails Program grant. The Hanna City Trail is a 24.7-mile-long corridor along inactive Union Pacific railroad. It runs from Kickapoo Creek in Peoria County to about 5 miles west of Farmington in Fulton County. Hanna City hired a consultant to complete an appraisal of the corridor. The appraisal showed an aggregated value of \$1,862,000. Union Pacific Railroad Real Estate Manager completed an internal review which resulted in a recommended sale price of \$2,300,000. To determine the request for this grant, based on recommendations from the Village of Hanna City and IDNR staff, Tri County used an average of the two and came up with \$2,081,000. The State request is \$1,664,800 and a local match of \$416,200.
- b. Discussion of State Planning & Research Announcement
- c. Discussion of UPWP Development and Planning Projects  
Harms updated on b&c .
- There are 2 calls for projects, Surface Transportation and Resurfacing Projects
  - April 10<sup>th</sup> is when 23/24 STBG funds is due
  - SPR funding of Planning projects and IDOT Multi jurisdiction projects
  - PL preliminary is to IDOT for review

**11. GIS**

**12. Executive Session**

**13. Any action coming out of Executive Session**

**14. Other**

Miller updated that we have more PL funds, so we are going to hire an additional Planner I

**15. Adjournment**

Adjourned at 6:30 pm

Submitted by:

Eric Miller

Executive Director

Recorded and transcribed by Debbie Ulrich

**March 2020 MEETING SCHEDULE**

<b>PPUATS Policy</b>	<b>Wednesday, March 4 2020</b>	<b>9:00 a.m.</b>
Executive Board	Monday, March 16, 2020	5:15 p.m.
<b>PPUATS Technical</b>	<b>Wednesday, March 18, 2020</b>	<b>9:00 a.m.</b>
Ways & Means	Thursday, March 26, 2020	4:30 p.m.
<b>Full Commission</b>	<b>Thursday, March 26, 2020</b>	<b>5:30 p.m.</b>

To: Members of the Commission  
 From Eric W. Miller, Executive Director  
 Date: March 13, 2020  
 Subject: Executive Director Report for March, 2020

Project	Activity	Status
<b>Administrative</b>		
<b>Outreach Activities</b>		
	Teleconference with IDNR regarding Asian Carp Holding facility	Complete
	Attended Pekin Chamber Transportation Committee Meeting	Complete
	Met with Peoria Heights Business owner Regarding Trailhead project	Complete
	Attended Peoria Heights Comp Plan Stakeholder meeting and public meeting	Complete
	Met with IDOT MPO Manager	Complete
	Met with Chillicothe and IDOT to discuss Funding for Viaduct Project	Complete
	Attended TRANSport Meeting	Complete
	Met with Wind Energy Coalition spokesperson	Ongoing
Audit	FY19 Activities Complete	Complete
Personnel	Staff Reviews Ongoing	Ongoing
Financial Report	February results \$ not available	Ongoing
Indirect Cost Rate(ICR)	Work on FY21 ICR with State of Illinois GOMB	Ongoing
Website	Updated website.	Ongoing
<b>Planning issues</b>		
PLBA	Ongoing Discussions with Professor Tim Stark ICT Grant Recipient	Ongoing
	Prioritized CCP projects/work activities with Committee	Ongoing
	Submitted 2 projects to GPEDC for inclusion in CEDS Hydro Study BUDM Business Plan	Ongoing
	Development of Communications plan and Adaptive(Change) management plan	Ongoing
Village of Princeville Comp Plan	Work has commenced	Ongoing
Village of El Paso Comp Plan	Work has commenced	Ongoing
Beneficial Use of Dredge Material	Continued Outreach with Stakeholders	Ongoing
	Coordination with ADM and Better Earth Compost for dredge material	Ongoing
	Discussions with ICC Dept. of Ag Chair	Ongoing
Regional Water Supply Planning	Continued work for Regional Water Supply Planning contract/ applied for Contract Extension	Ongoing
Watershed Planning	Awaiting Decision to Woodford County SWCD to update Walnut Creek Watershed Plan	Ongoing
<b>GIS Projects/ Asset Management</b>		
Village of Elmwood		complete
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
<b>PPUATS/ Transportation</b>		
FY 21 UPWP Development	Created Draft for Review	Ongoing
		2
SPR Grant applications	Discussion and coordination of two applications- Activity based model and asset management expansion	complete
Transportation Improvement Program	Finalized FY 20 TIP Document Processed TIP Amendments	Ongoing
STU project Selection	Call for Project underway	Ongoing
Eastern Bypass Coalition	No activity	
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	In Progress
Transportation Alternatives Program	No Activity	Ongoing
Special Transportation Studies	Continued Consultant procurement with Communities on selected projects Received proposals for FY 20 Special Transportation Studies	Ongoing
State Planning and Research Funding		
Digital ortho project	Aerial photos have been acquired, post processing has begun. Extension requested	Ongoing
Regional Pavement management Expanded	Outreach to stakeholders	Ongoing
FY20 SPR	Recommended for Funding- Data Planimetrics /Transit Gray Area	Ongoing
FY 19 Rural Planning Funds	Working with Village of Hanna City Non-motorized Transportation Study Working with City of Eureka Non-motorized Transportation Study Working With the City of Delavan Non-motorized Transportation Study Working with the City of El Paso Non-motorized Transportation Study	ongoing ongoing ongoing ongoing
FY17 State Planning Funds	Regional Pavement Condition Ratings Survey-Work will begin in June	ongoing
FY17 Rural Planning Funds	Metamora /Germantown Hills Trail- Scheduled Committee Meeting	ongoing
FY19 State Planning Funds	Region wide Guardrail inventory LRTP public engagement tools Performance Measures Dashboard web tool Regional bicycle map	ongoing ongoing ongoing ongoing

**RESOLUTION 20-41**

**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 2020, 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 2020 are approved.

Presented this 26th day of March 2020

Adopted this 26<sup>th</sup> day of March 2020

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Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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

Morton Community Bank  
Commercial Credit Card  
Borrowing Resolution  
**20-44**

**RESOLUTION OF Tri-County Regional Planning Commission  
ORGANIZED AND EXISTING UNDER THE LAWS OF ILLINOIS,  
EFFECTIVE AS OF March 26, 2020**

WHEREAS, at a meeting of the Board of Commissioners of Tri-County Regional Planning Commission, a government entity organized and existing under the laws of Illinois was called and held on the 26<sup>th</sup> day of March, 2020;

WHEREAS, the Commission desires to obtain Commercial VISA credit cards ("Cards) for the Commission from the Morton Community Bank;

NOW THEREFORE, BE IT:

RESOLVED, that Morton Community Bank Commercial VISA Card Agreement ("Agreement") and the issuance of Cards pursuant to the Agreement are approved and authorized.

FURTHER RESOLVED that the following (hereafter referred to as "Authorized Person" of the Commission)

Timothy Neuhauser, Chairman Signature: \_\_\_\_\_

Michael Smith, Treasurer Signature: \_\_\_\_\_

Is hereby authorized to secure from Morton Community Bank, one or more Cards on behalf of the Company which may be used by any cardholder named by such Authorized Personal to initiate those transactions as authorized and described in the Agreement with respect to the

Cards. Such Authorized Persons be, and each of them here is, further authorized to execute and deliver in the name and on behalf of the Company, the Agreement and supporting documentation governing the issuance and use of such Cards wit such changes, if any, as Authorized Persons executing the same shall approve, and to otherwise conduct business whatsoever relative to the Cards as may be necessary or advisable in order to carry out the full intent and purpose of the Agreement and of these Resolutions.

The Authorized Persons of the Commission, and any other person hereafter authorized on behalf of the Commission, may exercise all of the rights and privileges of the Commission with regard to any account linked to the Card.

FURTHER RESOLVED that this Resolution shall continue in full force and effect until written notice of revocation has been received by Morton Community Bank and Morton Community Bank has had reasonable time and opportunity to act thereon.

I, Eric W Miller, the Executive Director of the Commission certify that Commission has full power and lawful authority to adopt the foregoing Resolutions and to confer the powers herein granted to the Authorized Persons.

Executed this \_\_\_\_\_ day of March 2020.

By \_\_\_\_\_  
Eric W Miller

**RESOLUTION 20-42**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2020 WAGE ADJUSTMENTS FOR EMPLOYEE PROMOTION IN PLACE**

**WHEREAS**, the Tri-County Regional Commission, hereafter referred to as the Commission, employs a staff of administrators, planners, and specialists, and

**WHEREAS**, the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2020 Overall Work Program, and

**WHEREAS**, The Commission's policy is to encourage employee retention and to recognize and reward employees for excellent work and,

**WHEREAS**, the Personnel Committee has directed the Executive Director to evaluate employees and consider a promotion in place plan, and

**WHEREAS**, The Executive Director has reviewed employees and has met with Personnel Committee, and

**WHEREAS**, The Personnel committee has recommended to the Full Commission the promotions in place, and

**WHEREAS**, the FY 2020 Budget accounts for the sum of the increase for the staff promotions, and

**THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:** That the Commission approves a lump sum amount of \$1,938.00 for FY 2020 for the purpose of Employee Promotions.

Presented this 26th day of March 2020

Adopted this 26th day of March 2020

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Tim Neuhauser, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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

# Staff Memo

TCRPC Executive Board

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**DATE: March 26, 2020**

**ISSUE: Promotion in Place for certain Commission employees**

Discussion regarding promotions and salary increases for certain Commission employees

**ACTION NEEDED BY EXECUTIVE BOARD:**

- Make recommendation to Full Commission

**BACKGROUND:**

In August of 2018 the Personnel Committee discussed the results of a salary and benefits study performed by an outside consultant. The discussion centered on employee retention and means to recognize and reward employees for excellent work above and beyond of the annual cost of living increase. The Committee recommended the Executive Director develop a promotion in place program to reward employees by promoting them and accordingly adjust their salary.

I have undertaken this task, conducting mid-year reviews with staff for the purpose of staff development and recommendations for employee promotions. After much discussion between the Planning Program Manager and myself, I recommend to you that you consider the following:

Promoting:

Britney West GIS Specialist I to GIS Specialist II

All promotions would carry a 5 % salary adjustment. The overall salary increase to the Commission would be \$1938 plus corresponding employment taxes and retirement increases. This increase is included in the FY20 budget. Salary costs are reimbursable to the Commission on contracts that pay salary + fringe +overhead. As for contracts that pay a fixed hourly amount, upon renewal, new hourly rates will be adjusted (if appropriate) to cover personnel expense.