



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

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Minutes

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

Minutes

1. Call to Order, Welcome, Recognition of Audience
2. Roll Call

Commissioner	P	A	Commissioner	P	A
<b>Mike Hughes</b> Chillicothe	x		<b>Leon Ricca</b> Bartonville	x	
<b>Rita Ali</b> City of Peoria.		x	<b>Nate Parrott</b> Morton		x
<b>Patrick Urich</b> City of Peoria	x		<b>Autum Jones</b> Woodford Co		x
<b>Rick Powers</b> City of Peoria	x		<b>Chuck Nagel,</b> Woodford Co.	x	
<b>Ron Talbot</b> Creve Coeur	x		<b>Andrew Rand,</b> Peoria Co.		x
<b>John Kahl</b> East Peoria.	x		<b>Don White</b> Peoria Co.	x	
<b>Ann Sasso,</b> Germantown Hills	x		<b>Russ Crawford</b> Tazewell Co.	x	
<b>Mike Phelan,</b> Peoria Heights		x	<b>Greg Menold,</b> Tazewell Co.	x	
<b>Mark Luft</b> City of Pekin.		x	<b>Don Knox</b> CityLink	x	
<b>Gary Manier,</b> Washington	x		<b>Karen Dvorsky,</b> IDOT		x
<b>James Dillon</b> West Peoria	x				

Present: Eric Miller, Ray Lees, Debbie Ulrich, Francesca Lewis, Logan Chapman, Gabriel Guevara, Michael Bruner, Rebecca Eisele, and Reema Abi-Akar. Virtual: Mike Huddleson- IDOT, and Eric Arnold, City of Glasford. Also present: Brandon Geber- IDOT

**3. Public Input**

Eric Arnold from City of Glasford mentioned his concerns of Rt. 24 to Hanna City and wanted to learn the dynamics of the Commission.

**4. Motion to approve June 1, 2022, Commission minutes**

Ron Talbot moved to approve June 1, 2022, Commission minutes and John Kahl seconded. Motion carried.

**5. Chairman report- none**

## **6. Executive Director report**

Eric Miller reported on the following:

- New revenue for projects
- Rail consultant is finishing. The feasibility study is in final steps.
- Don White asked for TCRPC to look into environmental perspectives
- Ann Sasso asked about the grant approval of the SPR grant

## **7. Ways and Means Report**

a. Motion to approve May 2022 Financial Statements and Billings (Resolution 23-03)

Leon Ricca moved to approve May 2022 Financial Statements and Billings (Resolution 23-03) and Ron Talbot seconded.

Rebecca Eisele reported on the following:

- Operating Activities in May resulted in a net surplus of approximately \$7k.
- Balance Sheet
  - End of month Operating cash was \$772k, and net cash decreased in May by about (\$90k)
  - Accounts Receivable at the end of the month was \$244k. Of the A/R balance, \$169k was federal funds, \$66k was state funds, and \$8k was local funds.
  - Accounts Payable at the end of the month was \$67k, there was \$57k in unpaid pass-through expenses as of the end of May. The remaining \$10k A/P balance included regular monthly bills, including health, dental, vision, and life insurances.
- Income Statement
  - Total Current Billings for May were \$149k, minus direct pass-throughs of \$77k, resulting in Operating Revenue of approximately \$72k. May included 21 regular working days and 1 paid holiday.
  - Total Expenses for May were \$142k, minus direct pass-throughs of \$77k resulting in Operating Expenses of \$65k.
  - May ended with a net surplus of about \$7k, and FY22 has a year-to-date surplus of \$26k.

b. Motion to approve Morton Community Bank signatories (Resolution 23-04)

Russ Crawford moved to approve Morton Community Bank signatories (Resolution 23-04) and John Kahl seconded.

Motion carried.

## **8. Administration**

a. Motion to approve Consultant Contract for Compensation/Benefits Study (Resolution 23-08)

Rick Powers moved to approve Consultant Contract for Compensation/Benefits Study (Resolution 23-08) and Ron Talbot seconded.

Eric Miller discussed that Erik Christian will be doing a salary survey. Motion carried.

- b. Motion to approve Salary Ranges of Full-Time and Part-Time Employees (Resolution 23-02)  
John Kahl moved to approve Salary Ranges of Full-Time and Part-Time Employees (Resolution 23-02) and Leon Ricca seconded.

Eric Miller mentioned this is a practice of the Commission to review and adjust the Wage and Salary Schedules listed in the Employee Handbook. This adjustment is partially based on the U.S. Dept. of Labor's Consumer Price Index and input from other sources. The attached report from DOL indicates that the CPI ending in June 2022 has increased 8.6%. Last year, the schedules were adjusted upward of 3%. Based on the information, I am recommending Commission to adjust the wage and salary schedule by 4%.

Motion carried.

- c. Motion to approve Salary increases of Full-Time and Part-Time Employees (Resolution 23-01)

Leon Ricca moved to approve Salary increases of Full-Time and Part-Time Employees (Resolution 23-01) and Greg Menold seconded.

- Eric Miller explained that the Commission will be giving 6% to all employees. We have put 8% in our budget which will give us a chance to give more to those that go beyond of the duties.
- Russ Crawford added we give a lump sum to the Executive Director, and he has a 2-tier evaluation and can give COLA, and then recognize those that deserve more in a promotion in place or a promotion.
- Gary Manier asked if the hrFIT survey comes back with less do you take some away from employees and Eric Miller said no.

- d. Motion to approve agreement for IT administration and web hosting services (Resolution 23-05)

John Kahl moved to approve agreement for IT administration and web hosting services (Resolution 23-05) and Ron Talbot seconded.

Mike Bruner updated that we went through the procurement process to upgrade the Commission's Server and associated IT infrastructure. This is to allow the Executive Director to enter a contract with our IT vendor to administer the Commission's new server and associated IT infrastructure. The contract includes the Commission's phone number, backup internet, website hosting, and IT support. The cost of this contract has been accounted for in the Commission's FY23 budget. Motion carried.

- e. Motion to approve purchasing of technology and equipment upgrades (Resolution 23-06)

John Kahl moved to approve purchasing of technology and equipment upgrades (Resolution 23-06) and Ron Talbot seconded.

Michael Bruner updated that on an annual basis staff evaluates the Commission's computer hardware and software needs. The staff had identified a need for two new workstation computers and monitors. Additionally, the staff has identified a need to replace its video conferencing to upgrade to a wireless unit that improve sound quality and recording capabilities for Commission meeting. The cost for these purchases has been identified and budgeted in existing Commission contracts with IDOT: FY 2022 and 2023 UPWP.

Motion carried.

## 9. Planning

- a. Motion to approve the adoption of FY 2023-26 Transportation Improvement Program (Resolution 23-07)

Russ Crawford moved to approve the adoption of FY 2023-26 Transportation Improvement Program (Resolution 23-07) and John Kahl seconded.

Michael Bruner explained the following:

- Transportation Improvement Program (TIP) is one of our federally required documents and includes a listing of federally funded transportation projects in the Metropolitan Planning Area or MPA for the next 4 years (FY 2023-2026) and includes, roadway transit, and non-motorized projects.
- The TIP was out for a 30-day public comment period, which expired on June 30<sup>th</sup>. There were no public comments and Technical recommended the approval at their June 15<sup>th</sup> meeting which includes: MPO Self-Certification, Financial Plan, Project listing and Illustrative Project Listing. These are projects that would be funded if money would come available during the TIP four-year period, but currently have no federal funding associated with them.
  - Russ Crawford asked why to regenerate the list and Bruner said we chose to use TIP numbers. Brandon Geber said the goal is to prioritize the list. Russ Crawford suggested to prioritize the list better. Ron Talbot asked if we need to have the funds set aside and Brandon Geber said yes. Rick Powers said the list needs to be amended some projects are missing.

Motion carried.

- b. Discussion and approval of Safe Streets and Roads for All Discretionary Grant- Attachment  
Michael Bruner updated on the following:

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for all (SSA) discretionary program. This includes the following:

- Included \$5 billion in appropriated funds over the next 5 years and it support the National Roadway Safety Strategy and USDOT's goal of zero deaths and serious injuries on our nation's roadways.
- Eligible activities within the SS4A grant include developing or updating a Comprehensive Safety Action Plan (CSAP), Conducting supplemental planning activities for a CSAP, or implementing projects identified in CSAP to be eligible for an implementation grant, jurisdictions must have a CSAP. The grant is 80/20. Applications are due on September 15, 2022, at 4:00 p.m. CST.
- The staff proposes to apply for the region to have a consultant develop a Comprehensive Action Plan. This application will include both urban and rural areas in all three counties. Local match would either come from participating jurisdictions or membership dues. To encourage regional cooperation and collaboration, the FHWA recommends only one jurisdiction applies for funding (unless the scope is significantly different)

Ann Sasso asked the estimated cost and Michael Bruner said \$4 to \$5 hundred.

## 10. Updates

- Strategic Planning

Eric Miller updated the final report is complete and he will review and bring back to Commission.

- Congestion Management Plan

Reema Abi-Akar reported on the following:

As the MPO, Tri-County is required to develop a Congestion Management Process (CMP) as per the requirements of 23 Code of Federal Regulation (CFR) Part 450.322. The CMP maps the region's transportation network and identifies the areas with high traffic to be able to manage them effectively in the future.

We worked with our consultant Lochmueller Group for this plan. We are also working with them moving forward for our update Activity Based Travel Demand Model.

The plan identifies eight objectives across the sectors of public health, mobility and connectivity, freight, and environment (same as LRTP)

1. Reduce fatal and severe injury crashes
2. Improve travel time reliability for auto and trucks
3. Reduce recurring congestion
4. Increase mode share of non-SOV modes
5. Improve and expand pedestrian and bicycle infrastructure
6. Enhance transit services in the region
7. Reduce the amount of congested roadways in the network
8. Develop and maintain a signal retiming program.

There is a 30-day public comment period. July 1- July 31. We will hold a public meeting during the July Technical meeting: July 2 @ 9am. We have distributed this to 20 libraries in the region. You can find documents on the Document page of our website:

<https://tricountyrpc.org/documents/cmp-update-draft/>

- IDOT

Brandon Geber updated the State Research is 1 month behind.

- FHWA-nothing to report

## **11. Other**

Eric Miller said there is an Open House today at Gateway Building for Adams St. and Jefferson Ave proposed Two-Way Traffic Conversion from 4:00pm to 6:00pm

## **12. Adjournment**

Rick Powers moved to adjourn at 10:00 am and John Kahl seconded. Motion carried

Submitted by:

Eric Miller, Executive Director

Transcribed by:

Debbie Ulrich, Office Manager