

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

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1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve May 18, 2020 minutes
5. Executive Director Report
6. Motion to recommend to Full Commission FY21 Budget
7. Discussion on DNR-Asian Carp fishing program
8. Review of June 25, 2020 Commission Agenda
9. Other
10. Executive Session
11. Any action as a result of Executive Session
12. Adjournment

EXECUTIVE BOARD MEETING
TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD
(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender
Monday, May 18, 2020
5:15 p.m.

Minutes

1. Call to Order
Chairman Neuhauser called the meeting to order at 5:15 pm
2. Roll Call
Present: Neuhauser, Hinrichsen, Sundell, Crawford, Smith, and Phelan. Absent: Kingdon, Rosenbohm, and Bender. Staff: Miller, and Lees
3. Public Input-none
4. Executive Director Report
Miller reported on the following:
 - Staff working remotely
 - Explained local match for PPUATS
 - Draft budget to Ways & Means and Full Commission
 - Village of Dunlap and Tremont Comprehensive Plan
 - Asian Carp
 - Beneficial Use- Rosenbohm said it is coming together
 - GIS- COVID-19 dashboard for Woodford County
 - LRTP- Public Hearings at PPAUTS and Full Commission
5. Motion to forward Slate of Officers and Committee Members to Full Commission for approval (Resolution 20-47)
Crawford moved to forward Slate of Officers and Committee Members to Full Commission for Approval (Resolution 20-47) and Sundell seconded. Motion carried.
Crawford explained the 4 filters:
 - Best qualified
 - Consistent with by-laws
 - County Board input
 - All persons were contacted and were all in agreement in designation
 - Neuhauser thanked Crawford for work
 - Crawford reported he did not put present Chairman on a committee because Neuhauser is not seeking re-election to Tazewell County Board.
 - Smith said his term with Woodford County expires the end of April of next year.
 - Hinrichsen thanked everyone for their vote of confidence to fill the term of Chairman of Full Commission.
6. Review of May 28, 2020 Commission Agenda
Miller mentioned the Public Hearing of LRTP and review of draft FY21 budget

7. Other
8. Executive Session
9. Any action because of Executive Session
10. Adjournment
Adjourned at 5:45 pm

Submitted by:
Eric Miller
Executive Director
Recorded and transcribed by Debbie Ulrich

DRAFT

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date: June 15, 2020
 Subject: Executive Director Report for June, 2020

Project	Activity	Status
Administrative		
Headlines		
	Staff transitioning work to office. Meetings will be remote	Ongoing
	All TCRPC/Commission meetings still being held Virtually	Ongoing
	Transitioning to paperless billing and payments	Ongoing
	Completed necessary forms to receive FY 21 Census grant from State 223k	Ongoing
	PPUATS Policy Committee adopted LRTP	Ongoing
	Met with Village of Dunlap re Comp Plan	Ongoing
	Completed Regional Safety grant for regional guardrail replacement project	Ongoing
	Worked with Staff on annual budget	Ongoing
	Working with regional group on Long term economic recovery	Ongoing
Audit	Executed Engagement Letter to Martin Hood for FY2020 Financial Audit	Complete
Personnel	Will begin annual staff reviews in July	Complete
Financial Report	May results positive 7k	Ongoing
Indirect Cost Rate(ICR)	Work on FY21 ICR with State of Illinois GOMB	Complete
Website	Updated website.	Ongoing
Planning issues		
PLBA	Ongoing Discussions with Professor Tim Stark ICT Grant Recipient	Ongoing
	Prioritized CCP projects/work activities with Committee	Ongoing
	Received feedback on 2 projects to GPEDC for inclusion in CEDS Hydro Study BUDM Business Plan	Ongoing
	Development of Communications plan and Adaptive(Change) management plan	Ongoing
	Participated in numerous meeting regarding IDNR Asian Carp Commercial Fishing program	Ongoing
	Participated in USACE calls regarding programming funds	
	Developed letter to USACE requesting additional planning for Peoria Lakes Islands	
	Learned Heartland Water Resources Council will undergo leadership changes	
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
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
GIS Projects/ Asset Management		
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
	Developed COVID-19 dashboard for Woodford County Health Dept.	Ongoing
PPUATS/ Transportation		
FY 21 UPWP Development	Submitted final UPWP to IDOT	Ongoing
SPR Grant applications	awaiting decision on SPR applications- Activity based model and asset management expansion	complete
Transportation Improvement Program	Began working on FY 21 TIP Document	Complete
	Processed FY 20 TIP Amendments	Ongoing
STU project Selection	Call for Project complete Staff/Committee Review	Ongoing
Eastern Bypass Coalition	No activity	
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	In Progress
Transportation Alternatives Program	No Activity	
Highway Safety Improvement Program	Coordinated Activities for regional guardrail replacement grant application to IDOT	Ongoing
Special Transportation Studies	Continued Consultant procurement with Communities on selected projects	Ongoing
State Planning and Research Funding		
Digital ortho project	Project is finished	Complete
Regional Pavement management Expanded	Outreach to stakeholders	Ongoing
FY20 SPR	Recommended for Funding- Data Planimetric /Transit Gray Area	Ongoing
Grey Area Study	Selected Consultant/ Kick off meeting held	Ongoing
GIS Planimetric data acquisition	RFP Developed and released	Ongoing
FY 19 Rural Planning Funds		
	Working with Village of Hanna City Non-motorized Transportation Study	ongoing
	Working with City of Eureka Non-motorized Transportation Study	ongoing
	Working With the City of Delavan Non-motorized Transportation Study	ongoing
	Working with the City of El Paso Non-motorized Transportation Study	ongoing
FY17 State Planning Funds	Regional Pavement Condition Ratings Survey-Work will begin in June	ongoing
FY17 Rural Planning Funds	Metamora /Germantown Hills Trail- project completed pending Scheduled Committee Meeting	ongoing
FY19 State Planning Funds	Region wide Guardrail inventory- Complete	complete
	LRTP public engagement tools	ongoing
	Performance Measures Dashboard web tool	ongoing
	Regional bicycle map	ongoing

Tri-County Regional Planning Commission Budget for FY21

Revenue By Fund	FY20 Budget	FY21 Budget
FY20 UWP	\$ 579,234	\$ 45,883
PPUATS Match	144,809	11,471
FY21 UWP		681,422
SPF FY21 Annual for PPUATS Match		170,354
State Planning Funds - LRTP, Web Tool, Spec Studies	57,000	-
SPF FY20 Annual - Unallocated	50,000	140,000
State Planning Funds - Grey Area Study Match	15,000	12,778
SPF Unallocated	238,125	-
Rural Planning Funds	10,940	-
SPR Funds - Grey Area Study	60,000	51,114
SPR Funds - GIS Mapping Data	-	149,000
SPR Funds Match - Peoria, Tazewell, Woodford, Logan Co	-	37,250
SPR Funds - Roadway Asset Mgmt	84,000	104,000
SPR Funds Match - Municipalities	21,000	26,000
SPR Funds - Digital Ortho Photo	156,799	-
SPR Funds Match - Peo, Taz, Wood, Logan	39,200	-
Water Supply Planning	25,000	19,799
HSTP	62,108	94,000
JARC/New Freedom	34,892	-
FTA Paratransit Study	10,000	2,000
5310 Admin		1,000
2020 Census	500,000	235,000
GIS Staffing - GPSD	28,000	28,000
GIS - Woodford County	42,000	42,000
GIS - Washburn	500	475
GIS - El Paso	1,000	-
GIS - Regional Server	9,000	9,000
Planning Review - Woodford Co	500	-
Planning Review - Tazewell Co	9,045	9,045
Land Use Plan - Princeville	10,000	-
Land Use Plan - El Paso	6,000	-
Peoria Co	16,000	16,000
Tazewell Co	14,050	14,050
Woodford Co	11,200	11,200
Interest	1,200	1,200
Total Revenue	\$ 2,236,602	\$ 1,910,842

Tri-County Regional Planning Commission Budget for FY21

Expenses	FY20 Budget	FY21 Budget
Computer Expenses:		
Computer Hardware & Supplies	\$ 60,000	\$ 5,000
Computer Software & Support	20,000	30,000
Total Computer Expenses	80,000	35,000
Outside Services:		
Consultants		381,773
Contract Services - Special Projects	1,182,109	492,153
Total Outside Services	1,182,109	873,926
Depreciation	8,800	2,000
Employee Benefits:		
Health Insurance	89,000	99,842
Parking	9,000	10,200
Payroll Taxes	47,000	48,664
Retirement	28,289	31,820
Workers Compensation Insurance	1,959	1,959
Total Employee Benefits	175,248	192,485
Office Administration:		
Bank Service Charges		592
Copier Expense	7,000	6,875
Vehicle (Fuel & Parking)	900	1,598
Internet & Phones	8,229	8,224
Professional Liab & Auto Ins	5,299	5,311
Office Supplies	5,500	4,158
Postage	600	681
Repairs & Maintenance	2,000	200
Subscriptions	3,492	239
Office Water	600	966
Total Office Administration	33,620	28,844
Miscellaneous Projects Costs:		
Community Events	500	-
Dues (APA)		-
Legal Publications	3,000	-
Meeting Expenses		-
Other Miscellaneous Expenses	1,000	624
Total Miscellaneous Project Costs	4,500	624
Professional Fees		
Accounting/Audit		24,000
Legal Fees		
Total Professional Fees	43,500	24,000
Facility Costs		
Office Rent	35,298	35,400
Office Cleaning	1,980	2,064
Property & Casualty Insurance	2,025	2,025
Utilities	3,832	2,985
Total Facility Costs	43,135	42,474
Salaries & Wages	554,248	624,683
Travel and Training:		
APWA Conference	7,500	7,500
Other Travel, Training & Conferences	27,500	20,649
Mileage Reimbursements	350	1,640
Meal Reimbursements		
Total Travel and Training	35,350	29,789
TOTAL EXPENSES	\$ 2,160,510	\$ 1,853,826
SURPLUS/(DEFICIT)	\$ 76,092	\$ 57,016

Memo

June 15, 2020

To: Tri-County Regional Planning Commission – Executive Committee

Re: Asian Carp Harvesting Initiative – Peoria Pool
Update on Equipment Purchasing

The Tri-County Regional Planning Commission has been an involved and active supporter of the Illinois River and Peoria Lakes conservation and economic development efforts for several years. This engagement is in alignment with the one of the Commission's Strategic Objectives to participate in various regional activities related to measures which improve the health and viability of the Illinois River and Peoria Lakes as valued resources.

This Memo is offered to inform the Commission of a current need and opportunity to further explore engagement with the Illinois Department of Natural Resources (IDNR) to meet the strategic objective referenced above. The basic task would be to assist IDNR in serving as a public agency through which funding would flow to purchase equipment needed to develop a fully functioning Asian Carp harvesting program. The pass through funding role Tri-County would play would not require any financial encumbrances on the part of the Commission.

With the Commission's approval, staff will examine a number of process, legal, procurement and other issues to determine if the Commission can, in fact, serve as a funding transfer agency interfacing with IDNR representatives and other possible funding sources. The Commission is but one of several agencies that might be able to assist with this task. The Commission has been asked to assist because of our known commitment to the Illinois River and the Asian Carp Harvesting initiative.

Submitted by: Eric Miller, Executive Director



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 401

PEORIA, IL 61602

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

www.tricountyrpc.org

VIRTUAL MEETING

Ways & Means Committee.....4:30 p.m., June 25, 2020

Full Commission/**Executive Board (in lieu of Lack of Quorum)** ...5:30 p.m., June 25, 2020

AGENDA

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1. Call to Order, Welcome, Recognition of Audience
2. Roll Call
3. Public Input
4. Presentation of Executive Board (Full Commission) May 28, 2020 minutes
5. Executive Director report
6. Ways and Means Report
 - a. Motion to approve May Financial Statements and Billings (Resolution 20-48)
 - b. Motion to approve FY2021 Budget (Resolution 20-49)
7. Administration
8. Planning
 - a. Discussion on DNR-Asian Carp fishing program
 - b. Motion to approve Executive Director to enter into contract with Village of Dunlap for Comprehensive Plan (Resolution 20-52)
 - c. Motion to approve Executive Director to enter into agreement for Illinois Department of Human Services 2021 Census funding (Resolution 20-53)
9. Transportation
 - a. PPUATS Report
 - b. Motion to approve FY21 Unified Work Program for transportation funds (Resolution 20-51)
10. GIS
 - a. Motion to approve purchase of maintenance for GIS software from Environmental Systems Research Institute (ESRI) Resolution 20-50)
11. Executive Session
12. Any action coming out of Executive Session
13. Other
14. Adjournment

July 2020 MEETING SCHEDULE

PPUATS Policy	No Meeting	9:00 a.m.
PPUATS Technical	Wednesday, July 15, 2020	9:00 a.m.
Executive Board	Monday, July 20, 2020	5:15 p.m.
Ways & Means	Thursday, July 23, 2020	4:30 p.m.
Full Commission	Thursday, July 23, 2020	5:30 p.m.