

EXECUTIVE BOARD MEETING
TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD
(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender
Monday, June 17, 2019
5:15 p.m.

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes May 20, 2019
5. Executive Director Report
6. Recommendation to Commission FY20 Final Draft Budget
7. Discussion of Strategic Planning Session
8. Discussion of potential grants and projects
9. Review of June 27, 2019 Commission Agenda (***Handout***)
10. Other
11. Executive Session
12. Any action as a result of Executive Session
13. Adjournment

EXECUTIVE BOARD MEETING
TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD
(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender
Monday, May 20, 2019
5:15 p.m.

1. Call to Order

Chairman Neuhauser called the meeting to order at 5:20 p.m.

2. Roll Call

Present: Neuhauser, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender. Absent: Hinrichsen, and Smith

3. Public Input-none

4. Approval of Minutes April 15, 2019

Bender moved to approve the April 15, 2019 minutes and Sundell seconded. Motion carried.

5. Executive Director Report

Miller reported on the following:

- Good attendance for Peoria Heights- Strong Town Event
- Staff is reinforcing community planning with El Paso, and Princeville
- Staff is working on transportation planning with Delavan, El Paso, Eureka, and Hanna City
- He is monitoring Capital Bill
- US24 is at the top of the list according to Senator Koehler

6. Motion to forward to Full Commission to authorize Executive Director to execute lease with City of Peoria for Commission offices (Resolution 19-48)

Sundell moved to forward to Full Commission to authorize Executive Director to execute lease with the City of Peoria for Commission offices (Resolution 19-48) and Kingdon seconded. Motion carried.

7. Discussion of FY2020 Draft Budget

Miller explained the FY2020 proposed budget. Will be reviewing again and bring back for approval.

8. Discussion of USDOT ADS grant application

- Miller reported we have not heard yet from USDOT Officials on the grant. Mentioned he may attend meeting in Washington DC for discussion of USDOT grant with Officials. Phelan suggested he needs to attend.
- PILOT is going to move forward in Peoria. McLean RPC is interested in the project and would like to be involved also.
- Ms. Ulrich was asked to create a Resolution for the Executive Director for out of state meeting in Washington D.C. with the USDOT Officials .

9. Discussion of Strategic Planning Session

Miller said this is held over from last month for date suggestions. After discussion the proposed dates are September 27th, or 28th and October 4th, or 5th. Miller said he would contact facilitator and see if any of these dates would work.

10. Discussion of new projects and grant applications

- Miller reported that all fund requests have been submitted by April 30th and that we will find out results in a few weeks. Match will be paid by the Commission. This will require reconfiguration of priorities. We may have to seek funds from outside funding to cover match if needed.
- He also reported there are a few additions from Farnsworth Group for the City of El Paso Comp Plan in Land Use for \$6,000 and the Village of Princeville Comp Plan.

11. Review of May 23, 2019 Commission Agenda (*Handout*)-ok

12. Other

Rosenbohm said there will be a Nominations meeting after this meeting to reappoint current committees and officers. Crawford suggested to send out an email to current committees and see if they want to recommit.

13. Executive Session

14. Any action as a result of Executive Session

15. Adjournment

Adjourned at 6:00 p.m.

Submitted by:

Eric Miller

Executive Director

Recorded and transcribed by Debbie Ulrich

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date: June 13, 2019
 Subject: Executive Director Report for June, 2019

Project	Activity	Status
Administrative		
Outreach Activities		
	Hannah City Trail meeting	Complete
	Bob Michel Bridge Bike Ped study outreach meeting	Complete
	Peoria Heights STEM program	Complete
	Peoria Heights Planning and Zoning Code meeting	Complete
	City Link Transit Operations study stakeholder meeting	Complete
	USDOT ADS grant DC prep meetings	Complete
	Meeting with Commissioner Brandon Hovey	Complete
	Attended Pekin/Peoria Chamber Transportation meetings	Complete
	Met with Luke Headley, Con. Bustos ,Peoria liaison	Complete
	Made contact with IDNR Director/staff for meeting re: TCRPC environmental transportation issues	Complete
	Meeting with East Peoria Mayor John Kahl	Complete
	Tracked Capital Bill progress	Complete
Audit	Prep for FY 19 audit	Ongoing
Personnel	Met with Bradley, ICC re: staff development programs	Ongoing
Financial Report	May results \$14k	Ongoing
Indirect Cost Rate(ICR)	Work on FY20 ICR with State of Illinois GOMB	Ongoing
Website	Updated website.	Ongoing
Planning issues		
PLBA		
	Continued scoping work for Hydrology Study	Ongoing
	Research of UMRR projects for grant submittal	
	Development of Communications plan and Adaptive(Change) management plan	Ongoing
Village of Princeville Comp Plan	Met with Village officials to discuss Comp Plan	Ongoing
Village of El Paso Comp Plan	Met with Village officials to discuss Comp Plan	Ongoing
Beneficial Use of Dredge Material		
	Continued Outreach with Stakeholders	Ongoing
	Coordination with IDOT and contractor on dredge material from McCluggage Bridge Construction	
	Coordinating participants for response to Illinois Center for Transportation Study (ICT) RFP	Ongoing
	Planning Activities started for September BUDM Symposium	Ongoing
	Coordination with H. Wayne Wilson regarding September "At Issue" program	
Regional Hazard Mitigation Plan	Waiting on IEMA and FEMA review	Ongoing
Regional Water Supply Planning	Began work for Regional Water Supply Planning contract	Ongoing
Watershed Planning	Resubmitted proposal to Woodford County SWCD to update Walnut Creek Watershed Plan	Ongoing
University of Illinois Collaboration	awaiting decision on ICT funding opportunities for Beneficial Use study	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
PPUATS/ Transportation		
FY 20 UPWP Development	Complete -Signed IDOT PL IGA	Ongoing
SPR Grant applications		
Transportation Infrastructure Funding	submitted 6 spr grant applications to IDOT totaling 600k-Awarded 2 projects	complete
Transportation Improvement Program	Presented Testimony at Transportation Subcommittee - State Infrastructure Plan - Public Hearing	Ongoing
	Amendments processed	Ongoing
STU project Selection		
Eastern Bypass Coalition	Continued work on New STU selection program	Ongoing
Intelligent Transportation Systems	No activity	
	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	Ongoing
State Planning and Research Funding		
Digital ortho project	Aerial photos have been acquired, post processing has begun.	Ongoing
Regional Pavement management Expanded		
FY20 SPR	Outreach to stakeholders	Ongoing
	Recommended for Funding- Data Planimetrics /Transit Gray Area	Ongoing

FY 19 Rural Planning Funds	Developed planning framework and started to meet with rural communities	
FY17 State Planning Funds	Regional Pavement Condition Ratings Survey-Work will begin in June	In Progress
FY17 Rural Planning Funds	Metamora /Germantown Hills Trail Planning Data Collection is ongoing	In Progress
FY19 State Planning Funds	Region wide Guardrail inventory	ongoing
	LRTP public engagement tools	ongoing
	Performance Measures Dashboard web tool	ongoing
	Regional bicycle map	ongoing

Tri-County Regional Planning Commission

FY 2020 Proposed Budget

June 2019

Revenue:	FY19 Final	FY20 Proposed	Increase /(Decrease)	Comments
UWP: FHWA	\$546,021	\$613,226	\$67,205	Includes estimated \$91,703 carryover from FY19
UWP: FTA	\$145,144	\$163,131	\$17,987	Includes estimated \$24,377 carryover from FY19
UWP: PPUATS MATCH	\$172,791	\$197,859	\$25,068	Includes estimated \$29,020 carryover from FY19
SPR: Roadway Asset Management - IDOT Share	\$188,000	\$188,000	\$0	
SPR: Roadway Asset Management - PPUATS Share	\$47,000	\$47,000	\$0	
SPR: Digital Photography - IDOT Share	\$192,000	\$156,799	-\$35,201	
SPR: Digital Photography - Counties Share		\$39,200	\$39,200	
Regional/Local	\$41,250	\$41,250	\$0	
Woodford County GIS	\$45,000	\$42,000	-\$3,000	
Woodford County Planning & Zoning	\$500	\$500	\$0	
Tazewell County Planning & Zoning	\$9,045	\$9,045	\$0	
Human Services Transportation Plan - Rural	\$73,810	\$62,108	-\$11,702	
Regional Server Partnership	\$9,000	\$9,000	\$0	
JARC - ciCarpool - (Driving Change/Air Quality)	\$9,800	\$0	-\$9,800	
GPSD GIS Staffing	\$25,000	\$28,000	\$3,000	
City of El Paso GIS	\$3,425	\$1,000	-\$2,425	
Village of Washburn GIS	\$1,000	\$500	-\$500	
IDOT State Planning Funds Annual	\$130,000	\$160,000	\$30,000	
IDOT Metro - GIS Guardrail Inv/Spec Trans Studies/LRTP/Dashboard Web Tool/Symposium/Bicycle Map		\$82,204	\$82,204	
IDOT State Planning Funds FY17	\$100,082	\$0	-\$100,082	
IDOT RPF - Model Bicycle/Ped & Transit Plan	\$0	\$30,000	\$30,000	
IDOT - Rural Planning FY19	\$14,762		-\$14,762	
Minonk GIS	\$4,240		-\$4,240	
Elmwood GIS	\$3,674		-\$3,674	
Hanna City/Minonk/Delavan GIS (not Bicycle/Ped)		\$2,100	\$2,100	
Hazard Mitigation Plan	\$23,139	\$0	-\$23,139	
Interest Income	\$1,000	\$1,200	\$200	
FTA JARC & New Freedom (Pass Through)	\$71,390	\$25,000	-\$46,390	
FTA Paratransit Study	\$10,000	\$10,000	\$0	
FTA 5310 Administration Fee	\$10,000	\$0	-\$10,000	
Tremont Gis	\$0	\$0	\$0	
Water Supply Planning	\$0	\$25,000	\$25,000	
Total Income	\$1,877,073	\$1,934,122	\$57,049	

Tri-County Regional Planning Commission

FY 2020 Proposed Budget

June 2019

Expense:	FY19 Final	FY20 Proposed	Increase /(Decrease)	Comments
Advertising/Legal Notices	\$1,800	\$3,000	\$1,200	
Community Events	\$0	\$500	\$500	
Contractual Services:			\$0	
Bartonville Street Light Inventory		\$14,076	\$14,076	
Water Supply Planning - NCICG		\$4,150	\$4,150	
Regional Digital Inclusion Plan		\$4,076	\$4,076	
Special Projects funds		\$15,924	\$15,924	
Pekin Traffic Signal Modernization		\$48,000	\$48,000	
City of Peoria Thoroughfare Plan & Map		\$40,000	\$40,000	
IDOT - UWP - New Contracts		\$90,000	\$90,000	
SPR Digital Photography (Pictometry)		\$139,250	\$139,250	
SPR - Roadway Asset Management		\$235,000	\$235,000	
Hazard Mitigation	\$23,139		-\$23,139	
ci Car Pool	\$9,800		-\$9,800	
New Freedom	\$71,390	\$25,000	-\$46,390	
TCRPC Pavement Contract	\$100,082		-\$100,082	
IDOT State Planning Funds FY18	\$497,000		-\$497,000	
IDOT PL Funds - Unallocated	\$90,000		-\$90,000	
IDOT FY18 Carryover to 12/31/18	\$46,539		-\$46,539	
IDOT - SPF - Annual - Unallocated		\$160,000	\$160,000	
Copying and Printing	\$6,000	\$6,000	\$0	
Repairs and Maintenance	\$2,000	\$4,000	\$2,000	
Computer Software and Support	\$32,000	\$34,000	\$2,000	
Computer Hardware	\$20,000	\$30,000	\$10,000	
Group Health Insurance, Vision, Life, Disability	\$82,000	\$87,036	\$5,036	
Insurance - Property, General Liab, Crime, Auto, Umbrella	\$7,100	\$7,324	\$224	
Insurance - Workers Compensation	\$2,700	\$1,959	-\$741	
Memberships and Subscriptions	\$3,000	\$3,000	\$0	
Miscellaneous	\$2,500	\$2,500	\$0	
Office Supplies	\$4,000	\$5,500	\$1,500	
Postage	\$500	\$500	\$0	
Space Costs - Rent	\$34,184	\$35,298	\$1,114	
Space Costs - Cleaning	\$1,980	\$1,980	\$0	
Space Costs - Utilities	\$3,832	\$3,831	-\$1	
Space Costs - Parking	\$11,400	\$11,100	-\$300	
Retirement	\$28,000	\$28,289	\$289	
Salaries	\$555,000	\$575,305	\$20,305	
Telephone	\$2,688	\$5,400	\$2,712	
Conference Travel	\$2,500	\$0	-\$2,500	Combined w/new account for consistency
Local Travel	\$1,700	\$3,600	\$1,900	
Conferences Registration	\$10,000	\$0	-\$10,000	Combined w/new account for consistency
Training & Conferences		\$31,400	\$31,400	Includes \$7500 APWA previously reported as memberships
Professional Services - Legal	\$10,000	\$20,000	\$10,000	
Professional Services - Accounting/Audit	\$29,400	\$24,000	-\$5,400	
Professional Services Compensation and benefits Study	\$5,000	\$0	-\$5,000	
Employer Taxes	\$49,000	\$50,961	\$1,961	
Depreciation Expense	\$9,800	\$9,980	\$180	
Total Expense	\$1,756,034	\$1,761,937	\$5,903	
Excess rev. over exp.	\$121,039	\$172,184	\$51,145	