

EXECUTIVE BOARD MEETING
Mike Hinrichsen, CHAIRMAN – EXECUTIVE BOARD
(Crawford, Phelan, Menold, White, Rosenbohm, Nagel, Proehl, and, Logan)

Monday, June 21, 2021
5:15 p.m.

VIRTUAL/ IN PERSON MEETING

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

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Access Code: 291-023-189

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve May 17, 2021 minutes
5. Executive Director report
6. Motion to approve and forward to Full Commission for approval FY22 Budget (Resolution21-45)
7. Motion to approve and forward to Full Commission the approval of Appreciation Resolution for PPUATS Policy members and Commission members departing (Resolution 21-44)
8. Motion to approve and forward to Full Commission for approval of appointments to Commission (Resolution 21-43)
9. Motion to approve and forward to Full Commission for approval of appointments to committees (Resolution 21-42)
10. Updates of merger activities
11. Other
12. Adjournment

EXECUTIVE BOARD MEETING
Mike Hinrichsen, CHAIRMAN – EXECUTIVE BOARD
(Crawford, Phelan, Menold, White, Rosenbohm, Nagel, Proehl, and Logan)

Monday, May 17, 2021
5:15 p.m.

Minutes

1. Call to Order
Chairman Mike Hinrichsen called the meeting to order at 5:15 p.m.
2. Roll Call
Present: Mike Hinrichsen, Paul Rosenbohm, Barry Logan, Don White, Greg Menold, Chuck Nagel, and Nancy Proehl. Absent: Mike Phelan, and Russ Crawford. Staff present: Eric Miller, Ray Lees, and Debbie Ulrich
3. Public Input- none
4. Motion to approve April 19, 2021 minutes
Barry Logan moved to approve April 19, 2021 minutes and Don White seconded.
Roll call: Mike Hinrichsen, Paul Rosenbohm, Barry Logan, Don White, Greg Menold, Chuck Nagel, and Nancy Proehl. All ayes. Motion carried.

Russ Crawford arrived at 5:25 p.m.
5. Executive Director report
Eric Miller reported on the following:
 - Thanked Tazewell County for passing merger resolution 17 to 3.
 - In coordinating with Gorenz for bookkeeping services it has been 3 weeks and has gone thru all our cycles. Feedback from Libby and Lisa Stone who is working with Debbie Stratton mentioned this is more than typical bookkeeping. Will continue with the transition.
 - Monthly newsletter is a big success.
 - Don White asked how to subscribe to newsletter and Eric Miller and Debbie Ulrich said to send request to either of them and they will get on list to receive.
 - RFQ's are going out this week for Health and General Liability insurance's and required to be back by 1st of next month.
 - Island workshop is a go with Corp of Engineer. The timeframe is September.
 - Tentative approval for Hanna City Trail grant for \$1.7 million.
 - HSTP will receive \$4 million guardrail improvement grant.
 - Wednesday PPUATS Technical will discuss \$870,000 Covid Relief funding
 - Information for call for projects for 5310
 - No word on ITEP funding grant

6. Review of DRAFT FY22 Budget (Handout)- not completed

7. Updates of merger activities

- Eric Miller mentioned that Tazewell County approved the merger resolution and is going to Woodford County board meeting with Mike Hinrichsen tomorrow night and that Peoria County board meeting is May 24th.
- Eric Miller said he got a call from Peoria County highway engineer with questions for local match used for Motor Fuel Tax? Will this work with across the board for matches and identify each community's use of funds?
- Eric Miller replied there will be a tally spreadsheet on money from each area and keep a record of how much is in each and what used for.
- Greg Menold asked if this will hang up the merger until explained.
- Eric Miller explained that Peoria County meets 1 month before and that 2 resolutions will be giving for approval of dissolution of PPUATS Policy, and Commission as MPO at the May meetings.
- Barry Logan mentioned that if there is a holdup we will just keep going and carry on.

8. Other

Russ Crawford explained the 2 phases for nominations for committees. # 1 is the pool of persons and phase 2 is completion.

9. Adjournment

Adjourned at 5:54 p.m.

Submitted by:

Eric Miller, Executive Director

Transcribed by:

Debbie Ulrich, Office Manger

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date: June 18, 2021
 Subject: Executive Director Report for June, 2021

Project	Activity	Status
Administrative		
Headlines	Attended public meeting regarding Interplay Park Concept in Peoria	Ongoing
	Continued transition with Gorenz and Assoc. Accounting for bookkeeping and accounting services	Ongoing
	Continued meeting with Transport HOI Regional Port District in response to IDOT grant cycle	Ongoing
	Monitored progress of Hanna City Trail Grant	Complete
	Continued employee recruitment for Accounting position	Ongoing
	Prepared annual Commission budget	
	Continued coordination of TCRPC/PPUATS Merger	
	Began project selection process for Covid Relief Funding for MPO	
Audit	Signed Engagement letter	Complete
Commission vendor selection	Received Response to RFQ's from Health Insurance Broker, began evaluation	Ongoing
	Received Response to RFQ's from General Liability Insurance Broker, began evaluation	Ongoing
	Requested proposals for Copier	
	Developed RFQ's for Legal services	Ongoing
Personnel	Annual staff reviews ongoing	Ongoing
Financial Report		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
	Discussion with USACE regarding Island Design Workshop -Engineering with Nature national program	Ongoing
	Discussion with members regarding organization	Ongoing
Census	Attended meeting with FHWA regarding changes to the Urban boundary as a result of the Census	Ongoing
Village of Dunlap Comp Plan	Work has commenced	Ongoing
Village of Tremont Comp Plan	Work has commenced	Ongoing
Regional Water Supply Planning	Continued work for Regional Water Supply Planning contract/ applied for Contract Extension	Ongoing
Watershed Planning	Worked with Stakeholder in developing interest in Watershed plan for Kickapoo Creek	Ongoing
Village of Peoria Heights Housing grant assistance	Worked with Peoria Heights in developing required surveys for Housing grant	
Online Collaboration Platform	Evaluation of ARC Hub Citizen Engagement Platform	
GIS Projects/ Asset Management		
Village of Elmwood	Dunlap	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
Maintained COVID-19 dashboard for Woodford County Health Dept.		Ongoing
MPO/Transportation		
SPR Grant applications	Coordinate with IDOT on Execution of Contracts for SPR	complete
Transportation Improvement Program	Development of FY 22 Transportation Improvement Program	Complete
	Created web based TIP document application	
	Processed FY 21 TIP Amendments	Ongoing
STU project Selection	Review of projects for STBG Preservation program, Recommendation approved by Policy Committee	Complete
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	Developing guardrail inventory for submittal as HSIP project	Ongoing
Special Transportation Studies		
Village of Morton bicycle Master Plan	Project Complete	Ongoing
City of East Peoria Riverfront Bikeway study	Consultant Selection completed Project underway	Ongoing
Woodford County Pavement evaluation	Consultant Selection completed/ Project Underway	Ongoing
FY 21 State Planning and Research Funding		
Asset Management software	Consultant Selection process complete	Ongoing
Activity Based Travel Demand Model	Development of RFP and consultant scope of work	Ongoing
FY20 State Planning and Research Funding	Recommended for Funding- Data Planimetrics /Transit Gray Area	Ongoing
Grey Area Study	Work ongoing -Staff is reviewing draft report	Ongoing
GIS Planimetric data acquisition	consultant is completing final edits, Under staff review	Ongoing
Public Participation Plan Update	In public review	Ongoing
Title VI Plan Update	In public review	Ongoing

RESOLUTION 21-45

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE FISCAL YEAR 2022 BUDGET.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, routinely seeks funding from a variety of sources to perform projects that are beneficial to the region and/or to the individual communities in the region, and

WHEREAS, the Commission creates and uses a consolidated budget to manage its programs and monitor its finances, and

WHEREAS, the Executive Board recommends the attached budget,

WHEREAS, the Ways and Means Committee has reviewed the FY2022 Budget and recommends approval.

NOW THEREFORE BE IT RESOLVED, that the Tri-County Regional Planning Commission hereby approves and adopts the FY 2022 Budget for the period from July 1, 2021, to June 30, 2022 and authorizes the Executive Director to take such actions as necessary to implement the budget within the confines of the Commission policy.

Presented this 24^h day of June 2021

Adopted this 24th day of June 2021

Michael Hinrichsen, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

Tri-County Regional Planning Commission Budget for FY22

Revenue By Fund	Total Contract Amount	FY21 Budget	FY21 Amended Budget	FY22 Budget
FY22 UWP	681,421			681,421
UWP State Match	170,355			170,355
FY22 Local Funds	170,355			170,355
FY21 UWP	681,421	681,421	681,421	99,897
SPF FY21 Annual for PPUATS Match	170,355	170,355	170,355	24,976
FY20 State Planning Funds	140,000	50,000	140,000	140,000
SPR Funds - Planimetrics	149,000	149,000	149,000	5,760
SPR Funds Match - Peoria, Tazewell, Woodford, Logan Co	37,250	37,250	37,250	1,440
SPR Funds - Asset management Software	192,323			192,323
SPF Funds - Asset management Software	48,081			48,081
Local Funds - Asset management Software	15,864			15,864
SPR Funds Activity Based Travel Demand Model	384,000			384,000
SPF Funds Activity Based Travel Demand Model	96,000			96,000
FTA 519 Kickapoo Creek				31,092
HSTP	136,638	94,000	94,785	68,319
FTA Paratransit Study		10,000	2,000	1,997
5310 Admin	10,000		1,000	10,000
GIS Staffing - GPSD		28,000	28,000	28,000
GIS - Woodford County		42,000	42,000	42,000
GIS - Washburn		500	475	475
GIS - Regional Server	9,000	9,000	9,000	9,000
Planning Review - Tazewell Co	9,045	9,045	9,045	9,045
Land Use Plan - Village of Tremont	10,000			10,000
Interest		1,200	1,200	350
Total Revenue	2,555,857	3,044,783	2,026,787	2,240,750

Tri-County Regional Planning Commission Budget for FY22

Expenses	FY21 Budget	FY21 Budget	FY22 Budget
Computer Expenses:			
Computer Hardware & Supplies	60,000	60,000	80,000
Computer Software & Support	20,000	20,000	40,000
Total Computer Expenses	80,000	80,000	120,000
Outside Services:			
Consultants			115,440
Contract Services - Special Projects	1,182,109	1,182,109	880,143
Total Outside Services	1,182,109	1,182,109	995,583
Depreciation	8,800	8,800	157
Employee Benefits:			
Health Insurance	89,000	89,000	98,130
Parking	9,000	9,000	9,180
Payroll Taxes	47,000	47,000	45,312
Retirement	28,289	28,289	27,715
Workers Compensation Insurance	1,959	1,959	1,416
Total Employee Benefits	175,248	175,248	181,754
Office Administration:			
Bank Service Charges			192
Copier Expense	7,000	7,000	6,480
Vehicle (Fuel & Parking)	900	900	1,497
Internet & Phones	8,229	8,229	8,205
Professional Liab & Auto Ins	5,299	5,299	5,076
Office Supplies	5,500	5,500	1,965
Postage	600	600	294
Repairs & Maintenance	2,000	2,000	1,611
Subscriptions	3,492	3,492	120
Office Water	600	600	365
Total Office Administration	33,620	33,620	25,805
Miscellaneous Projects Costs:			
Regional Planning Fund(TBD)			120,000
Community Events	500	500	750
Dues (APA)		-	1,500
Legal Publications	3,000	3,000	1,000
Meeting Expenses		-	500
Other Miscellaneous Expenses	1,000	1,000	1,000
Total Miscellaneous Project Costs	4,500	4,500	124,750
Professional Fees			
Accounting/Audit			82,500
Legal Fees			3,000
Total Professional Fees	43,500	43,500	85,500
Facility Costs			
Office Rent	35,298	35,298	35,400
Office Cleaning	1,980	1,980	2,148
Property & Casualty Insurance	2,025	2,025	4,358
Utilities	3,832	3,832	1,982
Total Facility Costs	43,135	43,135	43,888
Salaries & Wages	554,248	554,248	589,910
Travel and Training:			
APWA Conference	7,500	7,500	7,500
Other Travel, Training & Conferences	27,500	27,500	20,000
Mileage Reimbursements	350	350	1,000
Total Travel and Training	35,350	35,350	28,500
TOTAL EXPENSES	2,160,510	2,160,510	2,195,847

RESOLUTION 21-44

Appreciation Resolution thanking each departing member of both PPUATS Policy and the Commission.

Whereas, several individuals have served PPUATS Policy and the Tri-County Regional Planning Commission in the past,

PPUATS Policy: Terrissa Worsfold, Phil Salzer, Sam Goddard, Greg Longfellow, Mark Rothert, Ty Livingston, Nick Stoffer, Ross Black, Andrea Klopfenstein, Leon Ricca, Bob Lawless, Kinga Krider, Jeff Kauffman, Dustin Sutton, Mike Casey, Fred Lang, Dennis Carr, and Doug Roelfs.

Commissioners: Matt Bender, Don Gorman, Paul Rosenbohm, Wayne Altpeter, Sam Goddard, William Hauter, Brandon Hovey, Nancy Proehl, Roy Bockler, Autumn Jones, Ben Kingdon, Eric Lind, and Jim Miller.

Whereas, Tri County hereby publicly thanks these members for their dedicated service,

Whereas, Tri County Regional Planning Commission and Staff wants to recognize that they were a part of this team. Their advice was always put in the context of what was needed for the Tri County Region. Their quiet leadership and tireless work will be missed by Tri County Regional Planning Commission. They have earned our respect and admiration for their knowledge and efficiency.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: On behalf of Tri County Regional Planning Commission and staff, we want to thank them and express sincere gratitude and appreciation along with heartfelt thanks and best wishes for many years of health and happiness.

Presented this 24th day of June 2021.

Adopted this 24th day of June 2021

Mike Hinrichsen, Chairman
Tri County Regional Planning Commission

ATTEST:

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

RESOLUTION 21-43

Whereas, the source of all appointments is the chief elected official (Mayor or County Board Chairman), the Chair of Greater Peoria Mass Transit District (GPMTD) and the Illinois Department of Transportation (IDOT) District Engineer for Districts 4-5,

Whereas, although some official Resolutions may arrive later, it is the practice of the Commission that the authority resides with the leaders as stated above.

Whereas, the reorganized Tri -County Regional Planning Commission will become effective July 1, 2021 with the following 21 representatives:

City of Peoria: 3 Representatives
Mayor Rita Ali
City Manager Patrick Urich
Public Works Director Rick Powers

Germantown Hills: 1 Representative
Former Mayor Mike Hinrichsen

Peoria County: 2 Representatives
Board Chairman Andrew Rand
Chillicothe former Mayor Don White

Morton: 1 Representative
Village Board Member Nate Parrott

Tazewell County: 2 Representatives
County Board Member Russ Crawford
County Board Member Greg Menold

Peoria Heights: 1 Representative
Mayor Michael Phelan

Woodford County: 2 Representatives
County Board Member Chuck Nagel
County Board Member Barry Logan

Pekin: 1 Representative
Mayor and State Rep Mark Luft

Bartonville: 1 Representative
Mayor Leon Ricca

Washington: 1 Representative
Mayor Gary Manier

Chillicothe: 1 Representative
Mayor Mike Hughes

West Peoria: 1 Representative
Mayor James Dillon

Creve Coeur: 1 Representative
Village Board Member Ron Talbot

IL Dept of Transportation: 1 Representative
Karen Dvorsky

East Peoria: 1 Representative
Mayor John Kahl

GPMTD: 1 Representative
Board member: Sharon McBride

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: This resolution to be adopted on June 24, 2021, includes all new appointments to the Tri-County Regional Planning Commission from all include municipalities and counties, GPMTD and IDOT effective as of July 1, 2021.

Presented this 24th day of June 2021.
Adopted this 24th day of June 2021.

Mike Hinrichsen, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

RESOLUTION 21-42

A Resolution of the Tri-County Regional Planning Commission to Adopt the Slate of Officers and Committee Members for a Period from July 1, 2021-June 30, 2022.

Whereas, the Nominations Committee of the Tri-County Regional Planning Commission, hereafter referred to as the Commission is to prepare a slate of nominations for the Commission Officers, Executive Board and Committee Members, as per Commission bylaws; and

Whereas, the Nominations Committee of the Commission has contacted all appointees and received their permission for said appointments; and

Whereas, the Nominations Committee recommends the following Commission Officers, Executive Board and Committee Members.

Therefore Be It Resolved By the Commission as Follows: That beginning July 1, 2021-June 30, 2022, the following shall be the Commission Officers, Executive Committee and Committee Member Appointments:

Executive Board:

Chairman Mike Hinrichsen- At-Large
Vice-Chairman Don White-Peoria
Treasurer Greg Menold-Tazewell
Russ Crawford-Tazewell
Rita Ali-Peoria City
Andrew Rand-Peoria
Barry Logan-Woodford
Chuck Nagel-Woodford

Personnel Committee:

Chairman Don White-Peoria
Greg Menold-Tazewell
Barry Logan-Woodford

Ways & Means Committee:

Chairman Greg Menold-Tazewell
Andrew Rand-Peoria
Chuck Nagel-Woodford

Nominations:

Chairman Mike Hinrichsen-Woodford/At-L
Russ Crawford-Tazewell
Rita Ali-Peoria

Commission Leadership Rotation*:

Woodford (2020-2022)-Peoria (2022-2024)-Tazewell (2024-2026)

*All official terms are one year with the possibility of one additional year to be determined by the Nominations Committee recommendation

Presented this 24th day of June, 2021

Adopted this 24th day of June, 2021

Mike Hinrichsen, Chairman,
Tri-County Regional Planning Commission

ATTEST:

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