



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

EXECUTIVE BOARD MEETING

456 Fulton St. Suite 401

Peoria, IL 61602

Mike Hinrichsen, CHAIRMAN

(Don White, Greg Menold, Russ Crawford, Rita Ali, Andrew Rand, Barry Logan, Chuck Nagel)

Monday, March 21, 2022

9:00 a.m.

<https://global.gotomeeting.com/join/291023189>

You can also dial in using your phone.

United States: +1 (408) 650-3123

Access Code: 291-023-189

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve January 21, 2022 minutes
5. Executive Director report
6. Recommend to Commission the FY 23 Unified Planning Work Program (UPWP)
7. Discussion of application for IDOT State Planning and Research (SPR) Funding on behalf of the Heart of IL Regional Port District- Port Master Plan
8. Discussion of other IDOT SPR projects
9. Discussion and recommendation of Commission policy for member participation via virtual meetings
10. Update on Strategic Planning meeting
11. Other
12. Adjournment



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MINUTES

1. Call to Order

Chairman Mike Hinrichsen called the meeting to order at 9:00 a.m.

2. Roll Call

Present: Mike Hinrichsen, Don White, Greg Menold, and Chuck Nagel. Virtual: Russ Crawford, and Rita Ali. Absent: Andrew Rand. Staff: Eric Miller, Debbie Ulrich, and Ray Lees. Also present: Tim Neuhauser- Envision Insurance

3. Public Input- none

4. Motion to approve November 15, 2021, minutes

Don White moved to approve the November 15, 2021, minutes and Greg Menold seconded. Motion carried.

5. Executive Director report

Eric Miller reported on the following:

- Strategic Planning Meeting
- Recruitment for Planners is tough time getting person. We do have a couple coming in next week but will not be available until March or April.
- Working on planning marks from IDOT OPP that are up 20%/ developing draft UWP
 - Greg Menold asked if we could bank hours because we are down a planner
 - Eric Miller said we cannot bank hours
- Last step on Hanna City Trail signed agreement now in process of purchasing right of way.
- Working on grant for Peoria Heights housing problem for CDB grant for HUD for lead abatement
- Passenger rail- Mayor Rita Ali did a presentation at City of Peoria meeting this week.
- Working on 4-year MPO certification which is due in March/April timeframe

6. Motion to recommend to the Full Commission in place promotion(s) (Resolution 22-28)
Barry Logan moved to recommend to Full Commission in place promotion(s) (Resolution 22-28) and Don White seconded.

- Eric Miller explained that with the loss of three key employees, Hannah Martin, Andrew Hendon, and Ryan Harms, our current GIS Specialist and two planners have stepped up and taken responsibility of their roles. Eric Miller then explained the history of developing a promotion in place program to reward employees by promoting them and adjust their salary. He said the recipients will be Britney West- GIS Specialist II and Reema Abi-Akar and Michael Bruner to Planner III with salary adjustments.
- Don White asked if we do a salary survey of other MPO's, and Eric Miller said yes.
- Russ Crawford said this is a positive thing to do.

Motion carried.

7. Motion to recommend to the Full Commission Employee Health Insurance package (Resolution 22-29)

Greg Menold moved to recommend to Commission Employee Health Insurance package (Resolution 22-29) and Chuck Nagel seconded.

- Eric Miller mentioned the current insurance package expires the end of February and Tim Neuhauser presented the new package.
- Tim Neuhauser- Envision Insurance Group presented current rates and new rates from Blue Cross Blue Shield. Going with Blue Cross we will save \$1,533.01 per month with similar coverage. Also, Delta Dental rates have not changed, and Guardian Life has only gone up 5.5% due to claim.

Motion carried.

8. Motion to recommend to the Full Commission Liability Insurance renewal (Resolution 22-30)

Greg Menold moved to recommend to Commission Liability Insurance renewal (Resolution 22-30) and Chuck Nagel seconded.

- Eric Miller updated on the renewal of Liability Insurance as well as the cost.
 - Tim Neuhauser of Envision Insurance Group updated that the liability insurance will not change from Cincinnati will not change and that it is a carryover from last year and that this is a 3-year term from 2022 to 2025 guarantee.

Mike Hinrichsen asked about Terrorism

Tim Neuhauser said that back when 9/11 happened they offered terrorism coverage and that all policies were offered.

- Chuck Nagel asked does this include cyber
- Tim Neuhauser explained basic cyber security records.

Motion carried.

9. Discussion of Executive Director Performance review (Handout)

Chairman Don White of Personnel Committee explained the process of Eric Miller's review and reviewed the objectives and developed his performance evaluation. With Eric Miller's review of objectives and signature. The objectives for him for next year are stated.

10. Discussion of Strategic Planning meeting (Handout)

Eric Miller explained the Planning Session. The allotment is to discuss Federal pots of money for area in two sessions:

- Session one is for stakeholders and to focus on prioritizing goals
- Session two is for Commissioners and to gather data and review goals given. 80% of our issues are transportation. He then discussed their role as commissioners and to summarize state and Federal policy and focus on recent funding packages.
- Eric Miller said he has \$20,000 to execute this meeting and is hoping to have the 1st of March 2022.
- Mike Hinrichsen asked if this will be in person and Eric Miller replied yes
- Don White suggested to contact Ray LaHood asap for both committee meetings before he gets booked up.

11. Other

12. Adjournment

Chuck Nagel moved to adjourn at 10:00 a.m. and Don White seconded. Motion carried.

Submitted by:
Eric Miller, Executive Director

Transcribed by:
Debbie Ulrich, Office Manager

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date: March 21, 2022
 Subject: Executive Director Report for March 2022

Project	Activity	Status
Administrative		
Headlines	Working with Consultant regarding regional transportation meeting and strategic planning meeting	Ongoing
	Working with stakeholders with guardrail agreements	Ongoing
	Participated in Federal Certification Review	Complete
	Working with stakeholders with guardrail agreements	Ongoing
	Review of IDOT State Planning and Research Funds Call for projects	Ongoing
	Working with stakeholders with guardrail agreements	Ongoing
	Started STBG Funding Round	Ongoing
	Support to various communities for grant applications	Ongoing
	Coordination with Stakeholders regarding Hanna City Trail implementation	Ongoing
	Coordination with City of Peoria and stakeholders regarding response to Federal Rail Administration Rail Corridor Identification program	Ongoing
	Outreach Coordination with Bradley OLLI program	Ongoing
		Ongoing
Commission vendor selection	Developing RFQ for legal services	Ongoing
Personnel	Annual staff reviews ongoing	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
	Continued discussion with stakeholders re: Island Design Workshop -USACE Engineering with Nature (national)	Ongoing
	Discussion with members regarding organization	Ongoing
Village of Goodfield Comp Plan	Continued discussion with village board regarding Scope of work	On hold
Village of Dunlap Comp Plan	Work is complete	Complete
Village of Tremont Comp Plan	Work has commenced	Ongoing
Village of Germantown Hills Comp Plan	Continued discussion with village board regarding scope of work	Ongoing
Village of Minonk Comp Plan	Presented scope of work and Contract to Village Board	Ongoing
Village of Eureka	Discussion with Village regarding recreational planning	Ongoing
Watershed Planning	Submitted Scope of Work and IEPA 319 Grant Submittal for a Watershed plan in Kickapoo Creek WS	Ongoing
Hazard Mitigation Plan	Submitted full proposal to update Hazard mitigation plan, Coordination with IEMA and Stakeholders	Ongoing
Online Collaboration Platform	Implementation of ARC Hub Citizen Engagement Platform	ongoing
GIS Projects/ Asset Management		
Village of Elmwood	Dunlap	Ongoing
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
Bartonville		
	Maintained COVID-19 dashboard for Woodford County Health Dept.	Ongoing
MPO/Transportation		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program	Development of FY 23 Transportation Improvement Program	Complete
	Creation of web based TIP document application	
	Processed FY 22 TIP Amendments	Ongoing
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	on hold
Highway Safety Improvement Program Guardrails	working with Stakeholders to identify project lead for implementation	Ongoing
Special Transportation Studies		
City of East Peoria Riverfront Bikeway study	Project is complete	Complete
Woodford County Pavement evaluation	Project is complete	Complete
Hanna City Trail -Taylor Road, South Side Connection Study	Consultant selection is underway	Ongoing
Passenger Rail multimodal Center location study	Project has started	Ongoing
		Ongoing
FY 21 State Planning and Research Funding		
Asset Management software	Project is underway, coordinating with consultant	Ongoing
Activity Based Travel Demand Model	Project is underway, coordinating with consultant	Ongoing
Congestion Management Plan	Project is underway, coordinating with consultant	Ongoing
FY20 State Planning and Research Funding		
Grey Area Study	Report is complete	Complete
GIS Planimetric data acquisition	Project is complete	Complete
HSTP/Transportation		
5310 program Grant	work with 5310 Grant recipients to ensure commitment to project	Ongoing
HSTP meetings		

**TRI-COUNTY REGIONAL PLANNING
COMMISSION
(TCRPC)**

Unified Planning Work Program (UPWP)

FISCAL YEAR 2023

Unified Planning Work Program (UPWP)

for the

Tri-County Regional Planning Commission

Fiscal Year 2023

July 1, 2022, through June 30, 2023

Prepared by

Tri-County Regional Planning Commission (TCRPC) Staff

in cooperation with

Illinois Department of Transportation (IDOT)

Federal Highway Administration (FHWA)

Federal Transit Administration (FTA)

Approved by the Commission on XXXX

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TRI-COUNTY MEMBERSHIP AND STAFF

Commission

Peoria County

Andrew Rand
Don White

Tazewell County

Russ Crawford
Greg Menold

Woodford County

Barry Logan
Chuck Nagel

City of Peoria

Rita Ali
Patrick Ulrich
Rick Powers

City of Pekin

Mark Luft

City of East Peoria

John Kahl

City of Washington

Gary Manier

Village of Bartonville

Leon Ricca

City of West Peoria

James Dillon

Village of Morton

Nate Parrott

Village of Peoria Heights

Mike Phelan

Village of Creve Coeur

Ron Talbot

City of Chillicothe

Mike Hughes

Village of Germantown Hills

Mike Hinrichsen - Chair

CityLink

Sharon McBride

IDOT

Karen Dvorsky

Technical Committee

Peoria County

Amy Benecke-McLaren
Jeff Gilles

Tazewell County

Craig Fink - Chair
Dan Parr

Woodford County

Conrad Moore

City of Peoria

Andrea Klopfenstein
Alyssa McCain
Sie Maroon

City of Pekin

Justice Reiese

City of East Peoria

Ric Semonski

City of Washington

Dennis Carr

Village of Bartonville

Patrick Meyer

City of West Peoria

Kinga Krider – Vice-Chair

Village of Morton

Craig Loudermilk

Village of Peoria Heights

Chris Chandler

Village of Creve Coeur

Terry Koegel

City of Chillicothe

Kenneth Coulter

Village of Germantown Hills

Rich Brecklin

CityLink

Nick Standefer

IDOT

Terrisa Worsfold

Greater Peoria Airport

Gene Olson

TCRPC

Eric Miller

TCRPC Staff

Eric Miller

Executive Director

Ray Lees

Planning Program Manager

Reema Abi-Akar

Planner III

Michael Bruner

Planner III

Gabriel Guevara

Planner I

Britney West

GIS Specialist II

Logan Chapman

GIS Specialist I

Debbie Ulrich

Office Manager

Rebecca Eisele

Accountant

*As of December 14, 2021

INTRODUCTION

The Unified Planning Work Program (UPWP) identifies the funds and activities to be conducted by the Peoria-Pekin Urbanized Area Metropolitan Planning Organization (MPO) during Fiscal Year 2022, the period of July 1, 2022 to June 30, 2023. The UPWP coordinates planning related to highways, transit, and other transportation modes. MPO staff develops the UPWP with direction from the Tri-County Regional Planning Commission governing board, known as the Commission, the MPO Technical Committee, the Greater Peoria Mass Transit District (CityLink), and the Illinois Department of Transportation (IDOT).

The MPO

The Tri-County Regional Planning Commission (TCRPC) is recognized as the MPO for the Peoria-Pekin Urbanized Area. As the MPO, TCRPC provides technical and policy level decision-making leadership for transportation planning and programming within the Urbanized Area and the 20-Year Metropolitan Planning Boundary.

MPO Organization and Duties

The MPO is comprised of two boards: the Commission and Technical Committee.

The Commission directs the transportation planning activities of the urbanized area. The Commission is responsible for adopting and implementing policies and plans to meet federal guidelines, including but not limited to the Long-Range Transportation Plan, the Transportation Improvement Program, and the annual Unified Planning Work Program. It is comprised of elected leaders and senior administrators of the urbanized area's major jurisdictions.

The Technical Committee provides technical expertise to the planning process under the direction of the Commission. The Technical Committee prepares, reviews, and recommends actions to the Commission for their approval. The Technical Committee is composed of staff from the urbanized area's jurisdictions.

FUNDING AND WORK ELEMENTS

TCRPC actively monitors both the development and the implementation of the UPWP. Annual development and periodic updates of the UPWP ensure that the planning work detailed inside (1) is in keeping with Federal and State requirements, (2) addresses the region's transportation needs, and (3) is performed in a cost-effective manner.

PL Funding

The UPWP includes federal funding for transportation planning provided by FHWA Section 5305(d) and FTA Section 5305(e), along with the local match typically provided by the MPO member communities. Together, FHWA funds and FTA funds make up MPO PL funding for FY23. The total amount of funding available for FY23 is:

Description	Total
PL Funds	\$814,198.91
Required Match	\$203,549.73
Total	\$1,017,748.64

FY 2022 Accomplishments

The primary accomplishments of the MPO in FY 2022 included:

- Worked with municipalities, counties, and IDOT to process amendments to the FY2021-2024 TIP
- Continued to utilize Travel Demand Modeling (TDM) capabilities to serve the region
- Continued to work with the Human Services Transportation Plan Committee to coordinate transportation needs in the urbanized area
- Continued the Regional Server Partnership, which provided local government organizations with a low-cost location to store and disseminate spatial (GIS) data
- Hosted internet mapping sites that allow internal and external (public) access to organizational data
- Continued implementation of the Long-Range Transportation Plan 2020-2045
- Continued implementation of *BikeConnect HOI: Heart of Illinois Regional Bicycle Plan*
- Completed the Gray Area Mobility Enhancement and Expansion Study
- Oversaw special transportation planning studies, performed by consultants:
 - East Peoria Riverfront Trail Corridor and Feasibility Study
 - Woodford County Pavement Evaluation and Management Project
 - City of Peoria Passenger Rail Station Location Study
 - Peoria County Hanna City Trail Connection Study
- Monitored and participated in efforts to acquire the Hanna City trail corridor
- Coordinated the usage of regional pavement data through software analysis
- Monitored ground level ozone statistics and followed USEPA revisions to regulations
- Performed asset management for Village of Peoria Heights, Village of Bartonville, City of West Peoria, Village of Hanna City, and other communities as needed
- Completed guardrail inventories for communities throughout the region (HSIP submittal)
- Researched and adopted Statewide performance measure targets

- Presented transportation-related topics for nationwide, statewide, and regional conferences and student populations
- Updated Commission/MPO website
- Submitted applications for IDOT Statewide Planning and Research Funds
- Applied for and received FTA Section 5310 funding to provide transit and paratransit services in the urbanized area
- Analyzed 2020 census redistricting data
- Participated in Illinois Marine Transportation System Plan development
- Coordinated with local and regional stakeholders in the restructuring of the Heart of Illinois Port District
- Coordinated with local and regional stakeholders in establishing the Port Statistical Area (PSA)
- Coordinated update of regional Intelligent Transportation System (ITS) Architecture
- Keep attuned to the Connected and Autonomous Vehicles Policy and Design Guidelines – IDOT ICT
- Participated in Walkability Action Institute steering committee
- Participated in a Complete Street Popup Demonstration
- Coordinated with IDOT and local and regional stakeholders for pedestrian improvements along the Bob Michel Bridge
- Coordinated regional Statewide Planning and Research (SPR) grant applications
- Reviewed and prepared for the FHWA/FTA certification

Work Program

In FY 2023, the MPO will undertake specific transportation planning tasks in four major categories:

Task 1: Management and Administration

Task 2: Data Development and Maintenance

Task 3: Long Range Planning

Task 4: Short Range Planning

This Work Program was developed using the ten Planning Factors found at 23 CFR 450.306. The Planning Factor or Factors addressed by each Task on the following pages are indicated in parentheses after the Task Description. The Planning Factors are identified by their two-letter abbreviations.

Planning Factor	Abbreviation
Support Economic Vitality of the Metropolitan Area	EV
Increase Transportation System Safety for Motorized and Non-Motorized Users	SS
Increase Transportation System Security for Motorized and Non-Motorized Users	TS
Increase Accessibility and Mobility of People and Freight	AM
Protect and Enhance the Environment	EE
Enhance the Connectivity and Integration Between Modes	CI
Promote Efficient System Management and Operation	MO
Emphasize the Preservation of the Existing System	PE

Improve the Resiliency and Reliability of the Transportation System and Reduce or Mitigate Stormwater Impacts of Surface Transportation	RR
Enhance Travel and Tourism	ET

Ladders of Opportunity

FTA established the Ladders of Opportunity program to expand transit service for the purpose of connecting disadvantaged and low-income individuals, veterans, seniors, youths, and others with local workforce training, employment centers, health care, and other vital services. The program goals are:

- **Enhancing access to work** for individuals lacking ready access to transportation, especially in low-income communities
- **Supporting economic opportunities** by offering transit access to employment centers, educational and training opportunities, and other basic needs
- **Supporting partnerships and coordinated planning** among state and local governments and social, human service, and transportation providers to improve coordinated planning and delivery of workforce development, training, education, and basic services to veterans, seniors, youths, and other disadvantaged populations

The Tri-County Regional Planning Commission has embraced these goals and will continue to do so. In the past, TCRPC was the Designated Recipient for Job Access Reverse Commute (JARC) funds and New Freedom funds in the urbanized area. TCRPC is currently the co-designated recipient, along with IDOT’s Office of Intermodal Project Implementation (OIPI), for FTA Section 5310 funds.

Tasks included in this UPWP that address the goals of the Ladders of Opportunity Program are:

- Implement the Human Service Transportation Plan (HSTP) for the urbanized area
- Update the Human Service Transportation Plan (HSTP)
- Continued implementation of the Gray Area Mobility Enhancement and Expansion Study
- Programmed FY20 and American Rescue Plan Act FTA 5310 funds based on the goals of the HSTP
- Provided planning and technical support to transit and para-transit providers

IDOT State Planning Funds

The UPWP also includes state funding for transportation planning provided by IDOT, known as State Planning Funds. These funds are meant to supplement the MPO’s federal transportation funds, helping the MPO to fulfill its transportation planning obligations. State Planning funds do not require match, and they may be used as match for Metropolitan Planning (PL) funds and Statewide Planning and Research (SPR) funds. The total funding available for FY23 is estimated to be **\$203,549.73**.

Recently TCRPC has utilized State Planning Funds to create regional plans, engage consultants for special studies, and as a match for transportation grants. These activities are recorded in the annual UPWP. For FY 2023, TCRPC will utilize this available state resources to match PL funds.

Activity	Total
Match for PL funds FY 2023	\$203,549.73
Total	\$203,549.73

TASK 1: MANAGEMENT AND ADMINISTRATION

TCRPC must ensure that the transportation process is conducted in conformity with applicable federal and state regulations. The Tri-County Regional Planning Commission governing board, known as the Full Commission, oversees the transportation planning process and makes final decisions on the activities of Peoria-Pekin Urbanized Area MPO.

Previous Work

- Organized and provided support for MPO Technical Committee and Full Commission meetings
- Prepared monthly status reports for Full Commission and IDOT
- Prepared quarterly financial and progress reports for federal grants through FTA
- Maintained MPO database of media, consultants, and state and local officials
- Recruited and hired TCRPC staff as needed
- Recruited and hired interns to collect data and do research as needed
- Developed materials and information to support decisions by MPO committees
- Purchased and upgraded software (including GIS) in support of planning activities
- Purchased and upgraded computer equipment to enhance transportation planning activities
- Maintained TCRPC's website
- Prepared grant applications for federal and state funding
- Prepared Indirect Cost Rate Proposal
- Maintained financial management system
- Processed invoices and payroll
- Contracted for Annual Compliance Audit
- Administered Personnel, Affirmative Action, EEO Programs, and other agency policies
- Registered with GATA, completed the required questionnaire, and ensured compliance

Objectives

Peoria-Pekin Urbanized Area MPO must conduct federal and state mandated program administration requirements by supporting the functions of the Policy (Full Commission) and Technical Committees and any subcommittees in carrying out the transportation planning process. Specific objectives are:

- To establish administrative procedures for the organization of the planning process
- To coordinate the planning activities of the MPO with other transportation agencies
- To ensure that the transportation process is conducted in conformity with applicable federal and state regulations
- To maintain accounting records in conformity with applicable federal and state regulations

Products and Staff Activities

(These Activities Support All Ten Planning Factors)

- Prepare monthly and annual financial and performance reports for the transportation planning program
- Amend, if necessary, the FY23 UPWP
- Develop the FY24 UPWP
- Provide staff support for MPO Technical Committee and Full Commission
- Provide staff support for Human Service Transportation Plan – Urban Subcommittee
- Administer (provide quarterly reports, process invoices, etc.) Section 5310 projects that have not been closed out
- Recruit and hire new MPO personnel (if necessary) and prepare employee evaluations
- Administer the Personnel, Affirmative Action, EEO Program, Title VI, and other agency policies
- Serve as a liaison between local governments and state and federal agencies
- Provide general program management and supervisory functions
- Monitor the UPWP budget
- Administer requests for proposals/qualifications and consultant selection for special studies
- Perform an audit of the FY22 Financial Statements of TCRPC
- Purchase software and hardware to support transportation planning functions
- Support Full Commission and MPO Technical Committee with agendas, minutes, and reports
- Maintain technical and professional subscriptions and association membership dues
- Maintain and update MPO information on the TCRPC website
- Organize meetings and public hearings as necessary
- Form and administer advisory committees as necessary
- Participate in local, state and federal conferences, meetings, seminars, and training programs related to transportation
- Develop the Annual Listing of Federally Obligated Projects
- Implement objectives of the updated Public Participation Plan

Task 1 Budget

Description	Total
PL Funding	\$199,159.76
State Planning Funds	\$49,789.94
Total	\$248,949.69

All work will be performed by staff, except the financial audit, which will be performed by an independent auditor.

TASK 2: DATA DEVELOPMENT AND MAINTENANCE

Objective

Information is crucial to the planning process. This Task has been established to gather, maintain, and disseminate social, economic, and transportation data in an efficient and logical manner. Surveillance and database management activities have been integral aspects of the transportation planning process since the initial MPO plan was completed in 1970. The effective maintenance of these activities provides the basis from which all transportation planning and policies will evolve in the future.

These work elements define the areas of concentration for database development, information collection, and information dissemination. Maintaining and building an effective comprehensive planning database and network is the focus for this element of the UPWP.

Products and Staff Activities

- Coordinate activities for a comprehensive region-wide land use, demographic, economic and transportation database for analyzing trends in the long-range planning process **EV**
- Coordinate and collaborate with regional and local entities to provide requested transportation data/information **SS, MO**
- Continue a process designed to lead to the development of a regional GIS capability **MO**
- Continue in structuring, expanding, updating, and maintaining transportation data layers in a Geographic Information System (GIS) **MO**
- Lead and assist communities in developing GIS transportation applications that will benefit the region at large, including asset inventories and management tools **MO, RR**
- Coordinate with IDOT and other state agencies on statewide GIS development **MO**
- Ensure that the Urbanized Area boundary and Planning Boundary remain accurate **MO**
- Continue to use the Travel Demand Model (TDM) to project future transportation volumes for proposed surface transportation improvements **MO, PE**
- Update the TDM with current ADT information and signal timing information **MO, SS, EE**
- Develop or acquire regional land use projections for TDM **MO, PE**
- Continue the Regional Server Partnership which provides local government organizations with a low-cost location to store and disseminate spatial (GIS) data **MO**
- Continue to host internet mapping sites that allow both internal and external (public) access to organizational data **MO, RR**
- Administer regional pavement management system for MPO members **SS, TS, MO, PE, RR**
- Coordinate with consultant on activity-based travel demand model **MO, PE**

Task 2 Budget

Description	Total
PL Funds	\$187,123.35
State Planning Funds	\$46,780.84
Total	\$233,904.19

All work will be performed by staff, except for TDM, which will be performed by a consultant.

TASK 3: LONG RANGE PLANNING

Objective

Manage and support a planning process that incorporates an appropriate level of involvement and understanding by local governmental agencies, special interests, and the general citizenry in the activities and policies associated with the continuing, comprehensive, and coordinated (3-C) local transportation planning process.

Products and Staff Activities

- Implement the FY 2020-2045 Metropolitan Transportation Plan **EV, SS, TS, AM, EE, CI, MO, PE**
- Update the *BikeConnect HOI: Heart of Illinois Regional Bicycle Plan* **EV, SS, TS, AM, EE, CI**
- Monitor and update Performance Management targets and programming as required by MAP-21/FAST Act **SS, TS, MO, PE**
- Update Safety Performance Measures **SS, TS, MO, PE, RR**
- Update Road/Bridge Condition Performance Measures **SS, TS, MO, PE, RR**
- Update System Performance/Freight/CMAQ Measures **EV, AM, CI**
- Update Transit Asset Management Measures **MO**
- Continue non-motorized transportation planning, including bike/ped traffic counts, trail plans in small communities **AM, CI**
- Coordinate with the Greater Peoria Economic Development Council on transportation elements of the Comprehensive Economic Development Strategy (CEDS), a requirement of the Economic Development Administration (EDA) **EV**
- Work with local agencies to develop policies that apply storm water management best practices to transportation projects **EE, RR**
- Organize seminars regarding the future of various transportation modes in the region **MO**
- Implement the Human Service Transportation Plan (HSTP) for the Urbanized Area **AM**
- Update the HSTP **EV, SS, TS, AM, EE, CI, MO**
- Promote passenger/commuter rail for the region **EV, AM, EE**
- Coordinate with regional stakeholders to promote smart mobility in the region **EV, SS, TS, AM**
- Continue to dedicate resources to freight transportation planning **EV, AM, CI**
- Continue to support and coordinate with regional stakeholders to promote the regional port district **EV, AM, CI**
- Coordinate with regional stakeholders to promote multimodal freight transportation options for the region as related to surface transportation **EV, AM, CI**

Task 3 Budget

Description	Total
PL Funds	\$216,456.96
State Planning Funds	\$54,114.24
Total	\$270,571.20

All work will be performed by staff, except for Special Projects, for which consultants will be hired and the future transportation seminars, which will be led by outside subject experts.

TASK 4: SHORT RANGE PLANNING

Objective

TCRPC must continually fulfill various state and federal requirements in support of regional and local projects. Short-range planning functions are those that address near-term needs or requirements.

Products and Staff Activities

- Develop the FY2023-2026 Transportation Improvement Program (TIP) **EV, SS, TS, AM, EE, CI, MO, PE**
- Amend the adopted TIP as needed **EV, SS, TS, AM, EE, CI, MO, PE, RR, ET**
- Update the Congestion Management Process **SS, TS, MO**
- Program FY21 and FY22 FTA Section 5310 funds in the urbanized area, both capital and non-capital funds, based on the goals of the Human Service Transportation Plan **AM**
- Coordinate and implement the Gray Area Mobility Enhancement and Expansion Study **AM, CI**
- Maintain/update the Surface Transportation Block Grant (STBG) program of projects as needed **MO, PE**
- Program STBG and other federal transportation capital funds as available **MO, PE**
- Program/administer Transportation Alternatives Program (TAP) funds **AM, CI**
- Promote alternative transportation modes such as transit, walking, and bicycling **AM, CI**
- Coordinate and implement planning efforts for East Peoria Riverfront Trail **AM, CI**
- Assist with an implementation plan for the Hanna City Trail **AM, CI**
- Assist communities with ADA transition plans **SS, AM, CI, PE**
- Continue to monitor air quality issues as they relate to transportation planning (Note: As of February 2022, the region is in attainment) **EE**
- Develop a regional model Complete Streets policy (awareness and education vs. model ordinance) **EV, SS, AM, EE, PE, RR, ET**
- Coordinate regional safety asset management effort resulting in annual HSIP applications **SS, TS, MO, PE, RR**
- Develop and coordinate a highway safety committee **SS, TS, MO, PE, RR**
- Oversee completion of FY22 Special Projects **AM, MO**
- Program and administer FY23 Special Transportation Planning Studies **EV, SS, TS, AM, EE, CI, MO, PE**
- Provide technical support to transit and paratransit providers **AM**

Task 4 Budget

Description	Total
PL Funds	\$211,458.84
State Planning Funds	\$52,864.71
Total	\$264,323.55

All work will be performed by staff except for development and data collection for the pavement management system, which will be completed by a consultant.

EXHIBIT I: WORK PROGRAM COST DISTRIBUTION

Program Year FY23 PL Funds

Task	UWP Category	Total costs	PL	State
1	Management and Administration	\$ 450,402.15	\$ 360,321.72	\$ 90,080.43
2	Data Development and Maintenance	\$ 193,153.82	\$ 154,523.06	\$ 38,630.76
3	Long-Range Planning	\$ 155,208.81	\$ 124,167.05	\$ 31,041.76
4	Short-Range Planning	\$ 218,983.86	\$ 175,187.09	\$ 43,796.77
Total		\$1,017,748.64	\$ 814,198.91	\$ 203,549.73

EXHIBIT II: LINE ITEM BUDGET

Program Year FY23 PL Funds

Item	Annual Salary	Rate	Total PL	80% Federal	20% State
Personnel					
Salaries					
Full-Time					
Executive Director	\$118,145	78%	\$92,153	\$73,722	\$18,431
Planning Program Manager	\$104,283	79%	\$82,383	\$65,907	\$16,477
Planner II	\$53,550	46%	\$24,633	\$19,706	\$4,927
Planner II	\$53,550	90%	\$48,195	\$38,556	\$9,639
Planner I	\$45,423	47%	\$21,349	\$17,079	\$4,270
Planner I (New Hire)	\$42,000	77%	\$32,340	\$25,872	\$6,468
Planner I (New Hire)	\$42,000	77%	\$32,340	\$25,872	\$6,468
GIS Specialist I	\$42,000	68%	\$28,560	\$22,848	\$5,712
GIS Specialist II	\$48,487	68%	\$32,971	\$26,377	\$6,594
Office Administrator	\$50,453	22%	\$11,100	\$8,880	\$2,220
Subtotal Full-Time			\$406,024	\$324,819	\$81,205
Part-Time/Temporary					
Interns	\$12,000	100%	\$12,000	\$9,600	\$2,400
Subtotal Part-Time/Temporary			\$12,000	\$9,600	\$2,400
Subtotal Salaries			\$418,024	\$334,419	\$83,605
Fringe Benefits		31.50%	\$127,898	\$102,318	\$25,580
Indirect Costs		36.05%	\$196,805	\$157,444	\$39,361
Subtotal Personnel			\$742,726	\$594,181	\$148,545
Other Direct Costs					
Travel and Conferences			\$9,500	\$7,600	\$1,900
Equipment			\$8,000	\$6,400	\$1,600
Contractual Services			\$60,844	\$48,675	\$12,169
Consultant Services and Expenses			\$148,000	\$118,400	\$29,600
Occupancy			\$33,207	\$26,566	\$6,641
Training and Education			\$14,650	\$11,720	\$2,930
Miscellaneous			\$822	\$657	\$164
Subtotal Other Direct Costs			\$275,023	\$220,018	\$55,005
Total			\$1,017,749	\$814,199	\$203,550

EXHIBIT III: LABOR DISTRIBUTION

Program Year FY23 PL Funds
 Number of Work Weeks Programmed

Position	Management and Administration	Data Dev't and Maintenance	Long-Range Planning	Short-Range Planning	Total
Executive Director	35.10	-	-	-	35.10
Planning Program Manager	35.55	-	-	-	35.55
Planner III	3.38	-	4.54	12.78	20.70
Planner III	0.97	4.51	19.56	15.46	40.50
Planner I	6.74	1.75	5.96	6.70	21.15
Planner I (New Hire)	5.07	0.59	10.31	18.68	34.65
Planner I (New Hire)	5.07	0.59	10.31	18.68	34.65
GIS Specialist II	-	30.60	-	-	30.60
GIS Specialist I	-	30.60	-	-	30.60
Office Administrator	9.90	-	-	-	9.90
Part-Time and Interns	1.50	7.61	7.61	7.61	24.33
Total	103.28	76.25	58.29	79.91	317.73

EXHIBIT IV: ACCOUNTING NARRATIVE

Program Year FY23

MPO funds are administered by the Tri-County Regional Planning Commission as follows:

Separate accounts have been established in the general ledger. The account records identify the receipt and expenditure of funds for each grant and/or provide documentation that support the entry and provide accurate and current financial reporting information.

Costs within the accounting system are classified into the following groups:

1. Direct labor costs
2. Non-labor costs directly related to a specific program
3. Indirect costs (both labor and non-labor)

Direct labor hours are charged to the specific general ledger account and work elements within that account based upon actual work hours spent. Work elements of the UPWP are numerically coded and are utilized in preparing staff time sheets. The payroll computer printout accumulates staff names, hours, and cost for each work element within the grant account. Non-labor costs are those incurred as being directly related to a specific program, e.g., Transportation. Typical non-labor costs directly chargeable to the appropriate programs include:

- Costs of goods acquired, consumed, or expended specifically for the purpose of the grant
- Services and contractual items specifically related to the grant program

These costs are chargeable to the appropriate grant program based on source documentation maintained by the accounting system evidencing the nature and purpose of the charges. Once charged to the transportation program, these costs will be distributed to the various program work elements according to the proportion of direct salaries charged to each work element during the period.

The indirect costs (labor and non-labor) are those incurred which cannot be directly associated with the transportation program, but which support the overall functioning of the Commission. These costs are charged to an indirect cost account. The indirect cost rate utilized in the budget is a projection based upon anticipated activity, as well as historical experience. The Indirect Cost Rate for FY23 has been approved by IDOT.

EXHIBIT V: PL MATCH

Program Year FY23

MPO Community	2021 MFT Allotment	%	Cost Share
Peoria County	\$2,163,028	22.30%	\$44,537
Tazewell County	\$1,716,677	17.70%	\$35,346
Woodford County	\$609,932	6.29%	\$12,558
City of Peoria	\$2,522,577	26.00%	\$51,940
City of Pekin	\$747,822	7.71%	\$15,398
City of East Peoria	\$513,302	5.29%	\$10,569
City of Washington	\$363,361	3.75%	\$7,482
Village of Bartonville	\$141,936	1.46%	\$2,922
Village of West Peoria	\$102,191	1.05%	\$2,104
Village of Morton	\$356,802	3.68%	\$7,347
Village of Peoria Heights	\$135,026	1.39%	\$2,780
Village of Creve Coeur	\$119,563	1.23%	\$2,462
City of Chillicothe	\$133,732	1.38%	\$2,754
Village of Germantown Hills	\$75,409	0.78%	\$1,553
CityLink	N/A	N/A	\$3,800
Required PL Match			\$203,550

Note: The MPO will use IDOT State Planning Funds for match in FY23.



Mr. Eric Miller, Executive Director
Tri-County Regional Planning Commission
456 Fulton St, Suite 401
Peoria, IL 61602

Re: Statewide Planning & Research Application/Funding
Heart of Illinois Regional Port District (HIRPD) - Port Master Plan

Dear Mr. Miller

This letter and enclosure serve as a formal request to submit an application on behalf of the Port District for the referenced Planning task. Upon the successful award of funding, Tri-County will manage all aspects of the grant and project implementation for an administrative fee. This project will develop a Port Master Plan and associated implementation strategy for the Regional Port District. Additionally, the plan addresses the Port District's role and responsibilities as the non-federal sponsor for the Illinois Waterway Port Statistical Area. This request is in response to a memorandum from Illinois Department of Transportation (IDOT), subject: Statewide Planning and Research Funds (SPR) call for projects on February 25, 2022. The IDOT provided a Notice of Funding Opportunity (23-1439-01).

The enclosed slides provide specific guidance pertaining to the project (objectives of the plan and project scope and associated deliverables) application. Upon award of the grant, the board is prepared to provide additional guidance to Tri-County Regional Planning Commission and selected consultant.

This effort is long overdue and much needed for the economic development of region. We greatly appreciate your continued support. Thank you.

Please feel free to contact our Water Resources Infrastructure Director, Robert Sinkler, at Robert.sinkler@cornbeltports.com; or at 309.230.8790 if you have any questions or need additional information.

Sincerely,

Dan Silverthorn
Chairman of the Board
Heart of Illinois Regional Port District (TransPORT)
401 NE Jefferson Avenue
Peoria, IL 61603
Phone: 309.264.8941
Email: dansilverthorn45@gmail.com

Enclosed: Planning Guidance for the Port Master Plan SPR Submission



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois 62764

February 25, 2022

CIRCULAR LETTER 2022-05

STATEWIDE PLANNING AND RESEARCH FUNDS (SPR) CALL FOR PROJECTS

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS / MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS / METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS / TOWNSHIP HIGHWAY COMMISSIONERS / CONSULTING ENGINEERS

The Illinois Department of Transportation (IDOT) provided a Notice of Funding Opportunity (NOFO) on February 23, 2022. The Funding Opportunity Number is 23-1439-01. This program is listed in the [Catalog of State Financial Assistance](#) (CSFA) as 494-00-1439.

Program guidance can be found on the IDOT [Planning website](#).

Statewide Planning and Research Program (SPR) funds are federal funds for planning and research activities. The funds are used to establish a cooperative, continuous, and comprehensive framework for making transportation investment decisions and to carryout transportation research activities throughout the State. The funding available for this program in FY 2023 is approximately \$10 Million. A 20 percent non-federal match is required for these federal funds, except in certain circumstances including if the project benefits a disadvantaged/economically distressed community.

All proposed projects should be related to studying or implementing a goal, strategy, or objective within the state's Long-Range Transportation Plan (LRTP), or one of its associated plans, implementing performance-based program development, implementing asset management, or benefiting a disadvantaged/economically distressed community. IDOT will evaluate proposed projects based on those criteria.

The program schedule is as follows, which includes a link to register for an Informational Webinar :

- **February 25, 2022** - Call for Projects Opened
- **March 16, 2022** – Informational Webinar 10:00-12:00 p.m. ([Webinar](#))
- **March 30, 2022** - Applications due 11:59:59 CDT
- **July 1, 2022** - Awards Announced

February 25, 2022

Any updates or changes to the schedule will be officially announced through the Grant Accountability and Transparency Act (GATA) website via the NOFO. In addition, further details on this program are available on the program's website.

If you have any questions regarding this circular letter or on the opportunity, please contact Michael Vanderhoof at (217) 782-8080 or Michael.vanderhoof@illinois.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. A. Tapas".

George A. Tapas, P.E., S.E.
Engineer of Local Roads and Streets

A handwritten signature in blue ink, appearing to read "Michael E. Vanderhoof".

Michael Vanderhoof
Bureau Chief, Planning

RESOLUTION 13-03

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ALLOW COMMISSIONERS TO PARTICIPATE AND VOTE IN ALL MEETINGS OF THE COMMISSION VIA TELEPHONE AND INTERNET CONNECTIONS.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has regular meetings to discuss and take action on matters that are important to the region, and

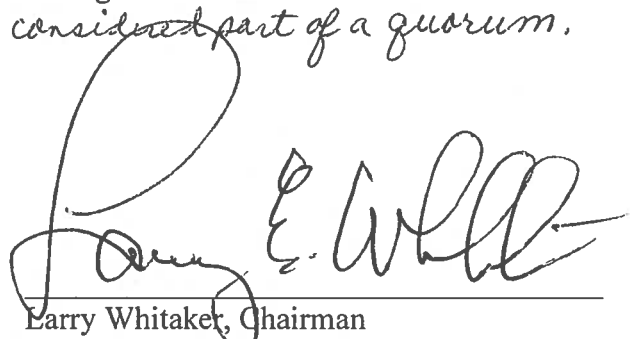
WHEREAS, on occasion Commissioners are not able to attend Commission meetings in person.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That while the Commission encourages attendance in person, it is the policy of the Commission to allow Commissioners to participate and vote in all meetings of the Commission and its Committees via telephone and internet connections *but is not considered part of a quorum.*

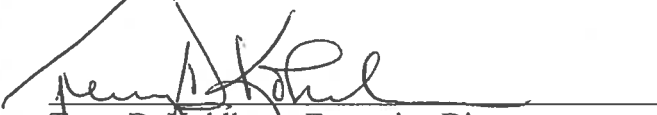
Presented this 23rd day of August 2012

Adopted this 23rd day of August 2012



Larry Whitaker, Chairman
Tri-County Regional Planning Commission

ATTEST:


Terry D. Kohlbus, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 14-56

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AMEND RESOLUTION 13-03

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, passed Resolution 13-03 on August 23, 2012, and

WHEREAS, Resolution 13-03 established a policy that Commissioners may participate and vote in all meetings of the Commission and its Committees via telephone and internet connections; however, the Commissioner is not considered part of the quorum, and

WHEREAS, the Peoria County State's Attorney has offered an opinion that, per the Open Meetings Act, 5 ILCS 120/1 et seq., a Commissioner may participate only if the following conditions are met:

- a majority of the public body may allow a member of that body to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency.
- If a member wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting unless advance notice is impractical."

WHEREAS, the opinion of the Peoria County State's also states that the Commission is allowed to place greater restrictions on such attendance but is not allowed to pass less restrictive requirements than are stated above, and

WHEREAS, the Executive Board, at their May 5, 2014 meeting, passed a resolution recommending that the Commission amend Resolution 13-03 to comply with the opinion of the Peoria County State's Attorney.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That Resolution 13-03 be amended to comply with the opinion of the Peoria County State's Attorney to state that a Commissioner will be allowed to attend Commission meetings, Executive Board meetings, and Commission sub-committee meetings by telephone and/or internet only if the Commissioner is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the public body; or (iii) a family or other emergency; and further, that the member must notify the recording secretary and Commission chair before the meeting unless advance notice is impractical. The Commission must vote to allow the Commissioner to so attend.