



# 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, May 16, 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 April 18, 2022 minutes
5. Executive Director report
6. Recommendation to Commission approval of FY23 Budget (Resolution 22-54)
7. Recommend to Commission Joint Funding Agreement FY 2023 (Resolution 22-55)
8. Recommendation to Commission FY23 Slate of Officers and Committee member for July 1, 2022 thru June 30, 2023 (Resolution 22-51)
9. Other
10. Adjournment



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## 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, April 18, 2022**

**9:00 a.m.**

## 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, and Barry Logan. Virtual: Greg Menold, and Russ Crawford.  
Absent: Rita Ali, Chuck Nagel, and Andrew Rand. Staff present: Eric Miller, Debbie Ulrich, and Ray Lees.
3. Public Input- none
4. Motion to approve March 21, 2022, minutes  
Barry Logan moved to approve the March 21, 2022, minutes and Don White seconded. Motion carried.
5. Executive Director report  
Eric Miller reported on the following:
  - Preliminary discussion on Port District, will help submit a grant. Will help with staff support.
  - TCRPC is helping several communities with Comprehensive Plans
  - Received a letter from IDHS for audit on our finances for Census process.
6. Review of Commission FY23 Draft Budget  
Eric Miller presented 1<sup>st</sup> draft FY23 budget. Will bring back to committee when completed.
7. Discussion and recommendation of Commission policy for member participation via virtual meetings
  - Eric Miller said he ran by the Commission attorney for continuing virtual meetings when Executive Order is no longer extended. The Commission attorney said this could be a misdemeanor if ignored according to Open Meetings Act. We need to have an in-person quorum.
  - Don White mentioned if we have quorum issues can we reduce quorum persons.
  - Mike Hinrichsen said he wants to take this to Commission to discuss further. We need to let persons know of the issues we may have if we cannot have virtual.

- Russ Crawford mentioned he had no comment at this time. He will be in person at meetings at a later time and will address this. He added that he will have doctor permission to attend virtual attendance.
- Greg Menold said he cannot think they would do anything against us legally, except bad press. In favor of virtual attendance.
- Don White said he was in favor of consistency, but it is the law of OMA, if we don't approve something in the proper form it may be not approved legally, and we need to follow our legal advice.
- Eric Miller added if we do not allow virtual, we could reduce amount of physical quorum present.

8. Update on Hanna City Trail

Eric Miller updated that Hanna City has pulled out of Hanna City Trail project. There are meetings going on with other alternatives. Corporation group of people are talking to IDNR and got an extension for 6 months. There is a grant 501C3 in existence that may help in the purchasing process.

9. Update on Strategic Planning meeting

Eric Miller updated that there are 100 registered so far for in person attendance. The second meeting of Commissioners only will be held Friday, June 3rd a 9:00 a.m. in Conference room 420.

10. Other

- Barry Logan asked why to have this meeting today except to approve minutes, what did we accomplish today? Mike Hinrichsen said we talked of virtual meetings and update on Hanna City Trail and the Strategic meeting. Barry asked are we going to discuss this again next month? Russ Crawford agreed with Barry 100%.
- Mike Hinrichsen said that the Nominations Committee consisting of Mike Hinrichsen, Russ Crawford, and Rita Ali need to meet to create a new board of committees. This needs to be done the 1<sup>st</sup> of May.

11. Adjournment

Barry Logan moved to adjourn, 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: May 16, 2022  
 Subject: Executive Director Report for May 2022

Project	Activity	Status
Administrative		
Headlines	Held first session of Strategic Planning Meeting	Ongoing
	Working with stakeholders with guardrail agreements	Ongoing
	Meeting with Members to discuss strategic Planning	Ongoing
	Working with members on support for federal grant programs	Complete
	Coordination with Stakeholders regarding Hanna City Trail implementation	Ongoing
	Continued support of regional freight transportation through the Heart of Illinois Regional Port District	Ongoing
	Working with Port District on DCEO funding	Ongoing
	Working with IDHS regarding Program Audit	Ongoing
	Meeting with Chillicothe reps. Regarding Rail Viaduct project	Ongoing
	Presenting to Downtown Rotary regarding Pedestrian and Bike Planning initiative	Ongoing
Commission vendor selection	Developing RFQ for legal services	Will begin in July
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 (nat)	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 is ongoing	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 park mapping project	Work is ongoing	Ongoing
Village of Creve Coeur	Continued discussion with Village board regarding scope of work	Ongoing
Village of Bartonville	Continued discussion with Village board regarding scope of work	Ongoing
City of Chillicothe	Continued discussion with Village board regarding scope of work	Ongoing
Village of Brimfield	Continued discussion with Village board regarding scope of work	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	Ongoing
Bartonville		
Logan County GIS technical assistance	Signed Contract, work has commenced	Ongoing
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
East Peoria Storm Sewer planning	Consultant Selection underway	Ongoing
Passenger Rail multimodal Center location study	Draft report received	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
FY 23 State Planning and Research Funding	4 proposals submitted awaiting award decision by IDOT	ongoing
HSTP/Transportation		
5310 program Grant	work with 5310 Grant recipients to ensure commitment to project	Ongoing
HSTP meetings		

**RESOLUTION 22-54**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE FISCAL YEAR 2023 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 FY2023 Budget and recommends approval.

**NOW THEREFORE BE IT RESOLVED**, that the Tri-County Regional Planning Commission hereby approves and adopts the FY 2023 Budget for the period from July 1, 2022, to June 30, 2023 and authorizes the Executive Director to take such actions as necessary to implement the budget within the confines of the Commission policy.

Presented this 1st day of June 2022

Adopted this 1st day of June 2022

\_\_\_\_\_  
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 FY23**

<b>Revenue By Fund</b>	<b>FY23 Budget Estimate</b>	<b>FY23 Federal</b>	<b>FY23 State</b>	<b>FY23 Local</b>
FY23 UWP Federal	<b>814,198.91</b>	814,198.91		
FY23 UWP State Match	<b>203,549.73</b>		203,549.73	
FY23 PPUATS Local Projects - TO BE PROGRAMMED	<b>158,549.73</b>			158,549.73
FY22 UWP Federal	<b>86,779.45</b>	86,779.45		
FY22 UWP State Match	<b>21,694.86</b>		21,694.86	
Complete	-			
Complete	-			
Complete	-			
FY23 IDOT Asset Mgmt Software Federal	<b>62,086.80</b>	62,086.80		
FY23 IDOT Asset Mgmt Software State Match	<b>34,384.20</b>		34,384.20	
FY23 IDOT Asset Mgmt Software Local Match	<b>4,600.00</b>			4,600.00
FY23 IDOT Activity Based TDM Federal	<b>380,000.00</b>	380,000.00		
FY23 IDOT Activity Based TDM State Match	<b>95,000.00</b>		95,000.00	
Complete	-			
FY23 IDOT District 4 TDM - NEW	<b>68,821.78</b>	68,821.78		
FY23 HSTP	<b>71,546.07</b>	71,546.07		
Complete	-			
Complete	-			
Hazard Mitigation - Federal - NEW	<b>88,250.00</b>			
GIS - GPSD	<b>4,500.00</b>			4,500.00
GIS - Woodford County	<b>21,375.00</b>			21,375.00
Complete	-			
GIS - Logan County - NEW	<b>19,875.00</b>			
Complete	-			
County Dues from PPUATS Funds	<b>45,000.00</b>			
Planning Review - Tazewell Co	<b>9,045.00</b>			9,045.00
Complete	-			
Land Use Plan - NEW	<b>10,000.00</b>			
Interest	<b>150.00</b>			150.00
<b>Total FY23 Budgeted Revenue</b>	<b>2,199,406.53</b>	<b>1,483,433.01</b>	<b>354,628.79</b>	<b>198,219.73</b>

**Tri-County Regional Planning Commission Budget for FY23**

<b>Expenses</b>	<b>FY22 EOY Estimate</b>	<b>FY23 Budget Estimate</b>
<b>Computer Expenses:</b>		
Computer Hardware & Supplies		17,200.00
Computer Software & Support		28,000.00
<b>Total Computer Expenses</b>	<b>72,843.00</b>	<b>45,200.00</b>
<b>Outside Services:</b>		
Computer Support Contracts		96,244.00
Consultants		1,003,975.43
Contract Services - Special Projects		-
<b>Total Outside Services</b>	<b>246,393.95</b>	<b>1,100,219.43</b>
<b>Depreciation</b>		
<b>Employee Benefits:</b>		
Health Insurance		72,887.58
Parking		11,220.00
Payroll Taxes		51,235.02
Retirement		32,662.90
Workers Compensation Insurance		1,353.00
<b>Total Employee Benefits</b>	<b>165,998.03</b>	<b>169,358.50</b>
<b>Office Administration:</b>		
Bank Service Charges		185.00
Copier Expense		5,014.92
Vehicle (Fuel & Parking)		2,900.00
Internet & Phones		8,040.00
Professional Liab & Auto Ins		2,088.96
Office Supplies		1,500.00
Postage		100.00
Repairs & Maintenance		1,000.00
Subscriptions		59.00
Office Water		500.00
<b>Total Office Administration</b>	<b>22,974.26</b>	<b>21,387.88</b>
<b>Miscellaneous Projects Costs:</b>		
Advertising		2,500.00
Dues (APA)		2,000.00
Legal Publications		50.00
Other Miscellaneous Expenses		2,429.80
<b>Total Miscellaneous Project Costs</b>	<b>6,213.48</b>	<b>6,979.80</b>
<b>Professional Fees</b>		
Accounting/Audit		25,125.00
HR Consultant		4,700.00
Legal Fees		7,500.00
Speakers		25,000.00
<b>Total Professional Fees</b>	<b>45,458.19</b>	<b>62,325.00</b>
<b>Facility Costs</b>		
Office Rent		35,400.00
Office Cleaning		2,232.00
Property & Casualty Insurance		4,358.04
Utilities		3,200.00
<b>Total Facility Costs</b>	<b>45,080.24</b>	<b>45,190.04</b>
<b>Salaries &amp; Wages</b>		
<b>Travel and Training:</b>		
APWA Conference		7,500.00
Other Travel, Training & Conferences		15,390.72
Meeting Expenses		3,360.00
Mileage Reimbursements		4,913.76
<b>Total Travel and Training</b>	<b>13,512.92</b>	<b>31,164.48</b>
<b>TOTAL EXPENSES</b>	<b>618,474.07</b>	<b>2,136,825.13</b>
<b>SURPLUS/(DEFICIT)</b>		<b>62,581.40</b>

## RESOLUTION 22-55

### JOINT FUNDING AGREEMENT – UNIFIED PLANNING WORK PROGRAM FY 2023

This agreement is hereby entered into by the members of the participating agencies of the metropolitan planning organization (MPO) of the Peoria-Pekin Urbanized Area, recognized under Section 134 of the *Infrastructure Investment and Jobs Act (IIJA)*. It is intended to set forth the procedures and methods agreed upon to ensure sufficient local matching funds enabling the Peoria-Pekin Urbanized Area to receive **\$814,199** in Federal Highway Administration and Federal Transit Administration planning funds. The funding requires a 20% local match, requiring a total local match of **\$203,550** for Fiscal Year 2022. It is further agreed that the Greater Peoria Mass Transit District provides **\$3,800** as a pass-through membership fee for participation in the planning process.

The Federal Planning funds, FTA funds, and local dollars will be utilized for the work and services performed in accordance with the Unified Planning Work Program (UPWP) for Fiscal Year 2023. The work and services and their associated costs as contained in the UPWP were adopted by the Tri-County Regional Planning Commission. If state funds can be utilized to offset local match for FY23, local dollars will be programmed by the Tri-County Regional Planning Commission in a separate work program.

Each participating agency identified herein hereby agrees to pay its entire share to the MPO not later than November 1, 2022. The MPO is hereby designated to deposit local funds into a special bank account. Withdrawals from this account shall be for reimbursement for work accomplished on the appropriate designated work tasks. The MPO shall make a monthly report to the Tri-County Regional Planning Commission accounting for the expenses incurred on the work tasks identified in the UPWP. Federal and State funds shall be requested by and dispersed directly to the MPO in accordance with agreements of the State of Illinois and the Greater Peoria Mass Transit District.

The local money for FY 2023 shall be provided by each of the participating agencies noted herein by the contributing percentage of MFT funds each such agency received in Calendar Year 2020.

<b>Community</b>	<b>2021 MFT Allotment</b>	<b>2021 MFT %</b>	<b>FY2022 Contribution</b>
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
<b>TOTAL</b>			<b>\$203,550</b>



Any surplus of local matching money with accumulated interest will remain on deposit in the special bank account managed by the MPO with any excess from previous years and may be used for such purposes and projects as designated by the Tri-County Regional Planning Commission.

This agreement is approved as indicated by signature of an agent of the undersigned participating agency represented on the Tri-County Regional Planning Commission:

Bartonville	_____	Date	_____
Chillicothe	_____	Date	_____
Creve Coeur	_____	Date	_____
East Peoria	_____	Date	_____
Germantown Hills	_____	Date	_____
GPMTD	_____	Date	_____
Morton	_____	Date	_____
Pekin	_____	Date	_____
Peoria	_____	Date	_____
Peoria Heights	_____	Date	_____
Washington	_____	Date	_____
West Peoria	_____	Date	_____
Peoria County	_____	Date	_____
Tazewell County	_____	Date	_____
Woodford County	_____	Date	_____

Presented this 1st day of June, 2022  
Adopted this 1st day of June, 2022

ATTEST:

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

\_\_\_\_\_  
\_Mike Hinrichsen, Chairman,  
Tri-County Regional Planning Commission

**RESOLUTION 22-51**

**A Resolution of the Tri-County Regional Planning Commission to Adopt the Slate of Officers and Committee Members for a Period from July 1, 2022-June 30, 2023.**

**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 agreement 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, 2022-June 30, 2023, the following shall be the Commission Officers, Executive Committee and Committee Member Appointments:

**Executive Board:**

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

**Personnel Committee:**

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

**Ways & Means Committee:**

Chairman Chuck Nagel-Woodford  
Andrew Rand-Peoria  
John Kahl-Tazewell

**Nominations:**

Chairman Russ Crawford-Tazewell  
Rita Ali-Peoria  
Chuck Nagel-Woodford

**Commission Leadership Rotation\*:**

Peoria (2022-2024)-Tazewell (2024-2026)-Woodford (2026-2028)

\*All official terms are one (1) year with the possibility of one (1) additional year to be determined by the Nominations Committee recommendation. Exception for abbreviated terms due to departure from office, with replacement by Nominations Committee recommendation.

Presented this 1st day of June, 2022

Adopted this 1st day of June, 2022

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Mike Hinrichsen, Chairman,  
Tri-County Regional Planning Commission

ATTEST:

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