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
2. Roll Call
3. Public Input
4. Approval of Minutes April 15, 2019
5. Executive Director Report
6. Motion to forward to Full Commission to authorize Executive Director to execute lease with City of Peoria for Commission offices (Resolution 19-48)
7. Discussion of FY2020 Draft Budget
8. Discussion of USDOT ADS grant application
9. Discussion of Strategic Planning Session
10. Discussion of new projects and grant applications
11. Review of May 23, 2019 Commission Agenda ***(Handout)***
12. Other
13. Executive Session
14. Any action as a result of Executive Session
15. Adjournment

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

1. Call to Order
   Neuhauser called the meeting to order at 5:15 pm

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

3. Public Input-none

4. Approval of Minutes March 18, 2019
   Sundell moved to approve the March 18, 2019 minutes and Hinrichsen seconded. Motion carried.

5. Executive Director Report
   Miller reported on the following:
   - Peoria Heights meeting with Chuck Moron for groundbreaking of hotel. Will be several meetings on May 6, 7, and 8th. State dignitaries will be attending.
   - ICAT conference talked of Capital Bill
   - PLBA is working closely with the CORP director Callahan of IDNR
   - Continue scoping for Hydrology study

6. Discussion of Strategic Planning Session
   - Neuhauser mentioned him and Eric met with George Buric from Bradley University for the Strategic Planning Session. They felt after summer would be a better timeframe for session. The focus would be for Executive Board but would invite Full Commission to attend. There will be questions/goals sent out to attendees, so we are better prepared for brainstorming at meeting.
   - Hinrichsen said he would prefer a Saturday morning and Phelan agreed. Need to call each and every member about timeframe.
   - Neuhauser suggested late August.

7. Discussion of Illinois Capital Bill
   Miller reported a Capitol Bill is being created and how to fund is the big question. The vertical side of raising income tax or some other tax increase. Are we in support of raising the MFT (Motor Fuel Tax)? He said the formulas would remain the same. Is there anything else we can do? The timing is optimistic for May.
   - Smith asked to get a resolution to increase revenue by MFT.
   - Bender said this sustainable funding is not enough. Can we get behind this? We need to focus on long term funding.

   Martin reported a PILOT program is to start this summer in Peoria with autonomous vehicles.

8. Discussion of IDOT SPR (State Planning & Research) Project submittals
    - Lees reported on the IDOT Statewide Planning and Research Funds Requests for Fiscal Year 2019
    - Miller explained our efforts to get existing grants.
    - Neuhauser asked of the timing and logistics of bridge reconstruction. Does our staff need to be used for this? Miller responded our work has already been completed.
    - Rosenbohm asked if it is match money or can be in-kind. Miller said in-kind money is not allowed. Has to be local or state funds.

9. Discussion of Illinois Center of Transportation (ICT) proposal
   Lees reported on the ICT proposal team structure and roles. This is for research in use of dredged material.

10. Review of April 25, 2019 Commission Agenda ***(Handout)***

11. Other

12. Executive Session

13. Any action as a result of Executive Session

14. Adjournment
    Adjourned at 6:10 pm

DRAFT

To: Members of the Commission
From Eric W. Miller, Executive Director
Date: May 20, 2019
Subject: Executive Director Report for May, 2019

Project	Activity	Status
Administrative		
Outreach Activities		
	Attended Peoria Heights Strong Towns event	Complete
	Ongoing planning activity regarding Autonomous Mobility Grant	Complete
	Participated in At Issue taping with H Wayne Wilson regarding infrastructure	Complete
	Participated in APWA spring Conference	Complete
	Coordination with possible facilitators for Strategic Planning session	Complete
Audit	Issued a notice to proceed with selected Commission auditor	Complete
Personnel		
Financial Report	April results $12k	Ongoing
Indirect Cost Rate(ICR)	Work on FY 19 ICR with State of Illinois GOMB	Ongoing
Website	Updated website.	Ongoing
Planning issues		
PLBA		
	Continued scoping work for Hydrology Study	Ongoing
	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
	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	Continued with Scope of Work for Regional Water Supply Planning	Ongoing
Watershed Planning	Resubmitted proposal to Woodford County SWCD to update Walnut Creek Watershed Plan	Ongoing
University of Illinois Collaboration	Exploring ICT funding opportunities for Beneficial Use study	Ongoing
	Participated in Spring studios with UIUC students	
GIS Projects		
Village of Minonk	Work ongoing	Ongoing
Village of Elmwood	Work ongoing	Ongoing
Peoria Heights	Work ongoing	Ongoing
PPUATS/ Transportation		
FY 20 UPWP Development	Ongoing Development of FY 20 UPWP	Ongoing
SPR Grant applications	submitted 6 spr grant applications to IDOT totaling 600k	complete
Transportation Infrastructure Funding	Presented Testimony at Transportation Subcommittee - State Infrastructure Plan - Public Hearing	Ongoing
Transportation Improvement Program	Amendments processed	Ongoing
STU project Selection	Continued work on New STU selection program	Ongoing
Eastern Bypass Coalition	No activity	
Intelligent Transportation Systems	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
		in progress
State Planning and Research Funding		
Digital ortho project	Aerial photos have been acquired, post processing has begun.	Ongoing
Regional Pavement management Expanded	Outreach to stakeholders	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	Village of Minonk GIS /Mapping	In Progress
	Village of Elmwood GIS	In Progress
	Metamora /Germantown Hills Trail Planning Data Collection is ongoing	In Progress
FY19 State Planning Funds	Received Notice of State award 160000	
	Region wide Guardrail inventory	ongoing
	LRTP public engagement tools	ongoing
	Performance Measures Dashboard web tool	ongoing
	Regional bicycle map	ongoing
IDOT Dist. 4 Travel Demand Modeling	Consultant work is ongoing	In progress

RESOLUTION 19-48

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO A LEASE WITH THE CITY OF PEORIA FOR SPACE AT 456 FULTON STREET, SUITE 401, PEORIA IL.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has leased office space owned by City of Peoria in Twin Towers Plaza at 456 Fulton Street, Peoria since July of 2014, and

WHEREAS, the lease for the 4,273 square feet of rentable area known as Suite 401 in the Twin Towers Plaza expires on June 30, 2019, and

WHEREAS, the Executive Director, having received notice from the City of Peoria Administrator, that the lease was going to expire, and

WHEREAS, the Peoria City Council accepted the proposal from the Commission with an increase of rent to $ 2,950.00 for (5) years at their meeting on April 23, 2019.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:
That the Executive Director is authorized to enter into a lease agreement with the City Peoria at 456 Fulton Street, Suite 401, Peoria Il.

Presented this 23rd day of May 2019
Adopted this 23rd day of May 2019

_____
Tim Neuhauser, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

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	$14,000	$11,000	
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	$10,000	$7,500	
Local Travel	$1,700	$3,600	$1,900	
Conferences Registration	$10,000	$10,000	$0	
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	
ER Taxes (@8%)	$49,000	$50,961	$1,961	
Depreciation Expense	$9,800	$9,980	$180	
Total Expense	**$1,756,034**	**$1,761,537**	**$5,503**	
Excess rev. over exp.	**$121,039**	**$172,584**	**$51,545**	

Tri-County Regional Planning Commission

FY 2020 Proposed Budget

May 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: Pavement Management - IDOT Share	$188,000	$188,000	$0	
SPR: Pavement 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**	