



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330 FAX: 309-673-9802

[www.tricountyrpc.org](http://www.tricountyrpc.org)

**Ways & Means Committee.....8:30 a.m., May 4, 2022**  
**Full Commission/Executive Board (in lieu of Lack of Quorum) ...9:00 a.m., May 4, 2022**

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

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United States: +1 (408) 650-3123

**Access Code: 291-023-189**

**AGENDA**

- 1. Call to Order, Welcome, Recognition of Audience**
- 2. Roll Call**
- 3. Public Input**
- 4. Motion to approve April 6, 2022 Commission minutes**
- 5. Chairman report**
- 6. Executive Director report**
- 7. Ways and Means Report**
  - a. Motion to approve March 2022 Financial Statements and Billings (Resolution 22-47)
  - b. Motion to approve engagement letter with Martin Hood LLC for FY2022 financial audit (Resolution 22-48)
  - c. Presentation of draft Fiscal Year 2023 Commission budget
- 8. Administration**
  - a. Discussion and recommendation of Commission policy for member participation via virtual meetings.
- 9. Planning**
  - a. Discussion of Strategic Planning
  - b. FYs 2025-26 Surface Transportation Block Grant (STBG) Traditional Program (Handout)
  - c. Discussion regarding Administration of HOI Port District Grant ( Attachment)
  - d. Motion to approve Executive Director to enter into an agreement with chosen consultant for Special Studies Funding of \$30k, to City of East Peoria (Resolution 22-49).
  - e. Motion to approve Executive Director to enter into an agreement with Logan County for GIS staffing services (Resolution 22-50)
- 10. Updates**
  - IDOT Highway Safety Improvement Program funding announcement
  - FTA 5310 Funding Update
  - IDOT
  - FHWA
- 11. Other**
- 12. Adjournment**



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**Ways & Means Committee.....8:30 a.m., April 6, 2022**  
**Full Commission/Executive Board (in lieu of Lack of Quorum) ...9:00 a.m., April 6, 2022**

**MINUTES**

**1. Call to Order, Welcome, Recognition of Audience**

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

**2. Roll Call**

Commissioner	P	A	Commissioner	P	A
<b>Mike Hughes</b> Chillicothe		x	<b>Leon Ricca</b> Bartonville		X
<b>Rita Ali</b> City of Peoria.		X	<b>Nate Parrott</b> Morton		X
<b>Patrick Ulrich</b> City of Peoria	X		<b>Barry Logan</b> Woodford Co	X	
<b>Rick Powers</b> City of Peoria	X		<b>Chuck Nagel,</b> Woodford Co.	X	
<b>Ron Talbot</b> Creve Coeur	X		<b>Andrew Rand,</b> Peoria Co.	X	
<b>John Kahl</b> East Peoria.	X		<b>Don White</b> Peoria Co.	X	
<b>Mike Hinrichsen,</b> Germantown Hills	X		<b>Russ Crawford</b> Tazewell Co.	X	
<b>Mike Phelan,</b> Peoria Heights		X	<b>Greg Menold,</b> Tazewell Co.	X	
<b>Mark Luft</b> City of Pekin.		X	<b>Sharon McBride</b> CityLink		X
<b>Gary Manier,</b> Washington		X	<b>Karen Dvorsky,</b> IDOT		X
<b>James Dillon</b> West Peoria	x				

Present: Eric Miller, Rebecca Eisele, Ray Lees, Debbie Ulrich, Gabriel Guevara, Michael Bruner, Logan Chapman, and Reema Abi-Akar. Virtual staff: Britney West Also present: Brandon Geber- IDOT, Betsy Tracy- FHWA, and Tim Shelly- WCBU. Also present: Allison Montgomery

**3. Public Input**

Allison Montgomery, 1322 N. Main St., Washington, IL 61571 explained her concerns of her farm field being severely degraded due to poor design of the Cruger Rd. shared use path (West Cruger Recreational Trail)

- Don White suggested that Tri County Staff create a letter of concern of there issues to City of Washington and IDOT.

#### **4. Motion to approve March 2, 2022, Commission minutes**

John Kahl moved to approve March 2, 2022, Commission minutes and Patrick Urich seconded. Motion carried.

#### **5. Chairman report- nothing to report**

#### **6. Executive Director report**

- Eric Miller reported on the following:
  - A draft of FY23 budget will be brought for review at the next Commission meeting in May.
  - Working with Logan County on GIS services
- Ray Lees reported on the Bradley Ollie program.

#### **7. Ways and Means Report**

- a. Motion to approve February 2022 Financial Statements and Billings (Resolution 22-43)  
Greg Menold moved to approve February 2022 Financial Statements and Billings (Resolution 22-43) and Ron Talbot seconded.

Rebecca Eisele reported on the following:

- End of month Operating cash was \$753k. Net cash increased in February by \$118k. Operating activities in February resulted in a net surplus of approximately \$5k.
- Accounts Receivable at the end of the month was \$208k. Of the A/R balance, \$135k was federal funds, \$41k was state funds, and \$33k was local funds.
- Accounts Payable at the end of the month was \$15k, there was \$4k in unpaid pass-through expenses as of the end of February. The remaining \$11k A/P balance included regular monthly bills, including health, dental, vision, and life insurances.
- Total Billings for February were \$77k, minus direct pass-throughs of \$10k which resulted in Operating Revenue of \$67k. February included 19 regular working days, and 1 paid holiday,
- Total Expenses for February were \$72k, minus direct pass-throughs of \$10k which resulted in Operating Expenses of \$62k.
- February ended with a net surplus of about \$5k, and FY22 has a year - to - date surplus of \$14k.

Motion carried.

#### **8. Administration**

- a. Motion to approve Planning Server Upgrades (Resolution 22-45)  
Barry Logan moved to approve the Planning Server Upgrades (Resolution 22-45) and John Kahl seconded.

- Michael Bruner explained this is funded from IDOT FY20 State Metropolitan Planning Funds. There is \$20,000 budgeted and must be used by June 30, 2022. The reason for planner upgrade is we are approaching its lifetime expectancy and it utilizes operating system Microsoft will stop working. An RFP is expected to be released on Friday, April 8, 2022.

## 9. Planning

- a. Motion to approve the FY 2023 Unified Planning Work Program (Resolution 22-44)

John Kahl moved to approve the FY 2023 Unified Planning Work Program (Resolution 22-44) and Don White seconded.

- Michael Bruner explained this is a federally required document for MPO. It specifies the MPO work program and budget for FY23.  
The timeline is you have to submit a draft FY23 Uniform Budget Template to IDOT by February 14, 2022. It was presented to Technical Committee in February 2022 and presented to Commission in March 2022. The Technical Committee recommended the adoption on March 16, 2022.
- Eric Miller explained the new Infrastructure Bill which includes housing issues and complete streets.
- Barry Logan asked if this is still invoiced to communities and Eric Miller said yes.
- Mike Hinrichsen said this is the Transportation Bill.

Motion carried.

- b. Motion to approve Bicycle Counting Equipment Purchase (Resolution 22-46)

Patrick Urch moved to approve Bicycle Counting Equipment Purchase (Resolution 22-46) and Ron Talbot seconded.

- Michael Bruner explained this is funded from IDOT Y20 State Metropolitan Planning Funds in the amount of \$5,000 and must be used by June 30, 2022. The reason for purchase is to accurately evaluate usage of existing walking and biking infrastructure. It evaluates warrants for additional pedestrian improvements. It is available for member agencies to out and to use. Staff is in the process of reviewing products and gathering quotes.
- Barry Logan pointed out on the resolution it states \$5,000 but in the last paragraph it is \$20,000. Patrick Urch agreed to change on Resolution to to \$5,000.

Motion carried.

- Don White asked what this and Michael Bruner is said cameras and sensors.

- c. FYs 2025-26 Surface Transportation Block Grant (STBG) Traditional Program

- Michael Bruner explained the timeline for the FYs 2025-26 Surface Transportation Block Grant. He said this is for reconstruction and new roadway projects. There is approximately \$6.56 million available. He then gave the timeline which begins on March 16, 2022, with Call for projects, April 2022 Application to staff, May 2022 Match resolution due to staff and presentations to Technical, June 2022 Subcommittee assigns Regional Significance scores, and staff assigns project Tiers, July 2022 Subcommittee makes recommendations to Technical and Technical develops recommendation to Commission. In August 2022 Commission makes final decision.

- August 17, 2022, Preservation Set- Aside Call for Project, this funding is estimated at \$1.64 million for Preservation Program.
- d. Discussion and Recommendation on the Hanna City Trail
- Eric Miller announced that Hanna City has lost the battle of this trail. He said they have pulled out.
  - Mike Hinrichsen said we should continue to put our shoulder behind this trail, it is important for people in this region. Need to find solutions for this to happen.
  - Andrew Rand explained there were too many what ifs.
  - Russ Crawford said that the Executive and Commission have supported this for several years.
  - Barry Logan added TCRPC is the business of planning not maintaining trails
  - Andrew Rand said they need to look for resources.
  - Greg Menold added this is disappointing
  - Mike Hinrichsen said to bring to Executive Board this month.

## 10. Updates

- Federal MPO Certification Review  
Michael Bruner said this is MPO required to be certified by FHWA and FTA every 4 years.
  - Betsy Tracey- FHWA said review went well. Mike Hinrichsen added he was impressed of all subject matter discussed.
  - Michael Bruner said the Certification Report outlining recommendations is pending next month.
- Transportation Improvement Program FYs 2023-26  
Michael Bruner reported this is a federally required document for MPO. It is a short-range plan with a four- year horizon. It specifies the transportation projects with federal funding within MPA. It typically is updated annually at the beginning of the Fiscal Year. The Technical Committee was notified, and the staff will update on current federal funded projects. The list of projects is expected to receive federal funds in FY 2023-26. The staff is exploring migrating the TIP to an online GIS web map.

Barry Logan left at 9:44 a.m.

- Statewide Planning and Research (SPR) program  
Michael Bruner explained the Statewide Planning & Research (SPR) grant submission. There were four submitted Heart of Illinois Regional Port Master Plan- \$465,500; Aerial Photography for Logan, Peoria, Tazewell, and Woodford Counties - \$321,088; Comprehensive Plans for 6 communities \$240,083; and Regional Pavement Management \$168,400. A decision should be made in the July timeframe.
- Strategic Planning  
Eric Miller invited everyone to attend. This will be the first of 2 sessions. The first is April 28 from 5 to 7 p.m. at the Scottish Temple in Peoria. Public is invited. The second will be later with Commissioners only.
- Passenger Rail  
Eric Miller said there will be a press conference later this month. Patrick Urich added they appreciated TCRPC help in this.
- IDOT

Brandon Geber- IDOT there is Open Meeting Act updates and suggests everyone take the test. He will send link to TCRPC, and they can forward onto you.

- FHWA

Betsy Tracy had nothing more to add.

#### **11. Other**

Patrick Ulrich encouraged everyone to get Statement of Interests completed.

#### **12. Adjournment**

John Kahl moved to adjourn, and Don White seconded. Motion carried.

Submitted by:

Eric Miller

Executive Director

Transcribed by:

Debbie Ulrich, Office Manager

DRAFT

**To: Members of the Commission**  
**From Eric W. Miller, Executive Director**  
**Date: April 18, 2022**  
**Subject: Executive Director Report for April 2022**

Project	Activity	Status
<b>Administrative</b>		
Headlines	Working with Consultant regarding regional transportation meeting and strategic planning meeting	Ongoing
	Working with stakeholders with guardrail agreements	Ongoing
	Submitted four SPR grants valued at greater than \$1m	Complete
	Working with stakeholders with guardrail agreements	Ongoing
	Coordination with Stakeholders regarding Hanna City Trail implementation	Ongoing
	Outreach Coordination with Bradley OLLI program	Ongoing
	Continued support of regional freight transportation through the Heart of Illinois Regional Port District	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
<b>Planning issues</b>		
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 (nationa	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 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
<b>GIS Projects/ Asset Management</b>		
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	Presented Scope of work for review	Ongoing
Maintained COVID-19 dashboard for Woodford County Health Dept.		Ongoing
<b>MPO/Transportation</b>		
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
<b>Special Transportation Studies</b>		
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
<b>HSTP/Transportation</b>		
5310 program Grant	work with 5310 Grant recipients to ensure commitment to project	Ongoing
HSTP meetings		

**RESOLUTION 22-47**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR MARCH**

**WHEREAS** the Tri-County Regional Planning Commission is required to establish and maintain proper accounting procedures and cash management records in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies, and

**WHEREAS**, on a monthly basis, the staff accountant prepares end-of-month financial reports and a listing of cash disbursements, and

**WHEREAS**, the Ways & Means Committee has reviewed the end-of-month financial statements and cash disbursements report for March 2022 and recommends that the Commission approve said reports.

**THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

That the financial reports and cash disbursements for March 2022 are approved.

Presented this 4th day of May 2022

Adopted this 4th day of May 2022

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Michael Hinrichsen, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

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



## Tri-County Regional Planning Commission

## Balance Sheet

As of March 31, 2022

	Current Month	Previous Month	Previous Year
	Mar 31, 22	Feb 28, 22	Mar 31, 21
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	859,501	752,648	606,928
Total 10000 · Cash - Unrestricted	859,501	752,648	606,928
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	194,115	198,896	51,226
11310 · MCB Checking - IL MPO Adv.	19,238	19,238	19,238
11410 · MCB Savings - Unvested Retirement	8,825	11,706	16,734
Total 11000 · Cash - Restricted	223,708	231,370	88,728
<b>Total Checking/Savings</b>	<b>1,083,209</b>	<b>984,018</b>	<b>695,656</b>
Accounts Receivable			
13000 · Accounts and Grants Receivable	111,836	208,377	380,813
Total Accounts Receivable	111,836	208,377	380,813
Other Current Assets			
15000 · Prepaid Expenses	30,516	31,587	22,279
Total Other Current Assets	30,516	31,587	22,279
<b>Total Current Assets</b>	<b>1,225,560</b>	<b>1,223,983</b>	<b>1,098,748</b>
Fixed Assets			
17100 · Computer Equipment	33,098	33,098	33,098
17101 · Accum. Deprec. - Computers	(33,098)	(33,098)	(32,470)
Total Fixed Assets	-	-	628
<b>TOTAL ASSETS</b>	<b>1,225,560</b>	<b>1,223,983</b>	<b>1,099,375</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	14,266	14,811	47,388
20011 · MCB Credit Card	-	16	-
Other Current Liabilities			
21000 · Accrued Expenses	1,864	1,610	496
21100 · Accounts Payable - Employees	340	159	-
22100 · Accrued Wages Payable	21,171	21,231	23,977
22200 · Accrued Vacation/Personal Time	58,241	55,475	65,932
22300 · Unvested Retirement	8,995	11,876	16,961
22500 · Payroll Taxes and Withholdings	3,386	3,493	3,618
Total 22000 · Employer Liabilities	91,794	92,075	110,489
23000 · Unearned Revenue			
23100 · PPUATS	188,155	192,941	29,837
23200 · IL MPO	19,238	19,238	19,238
23250 · Walkability Funds	-	-	10,975

## Tri-County Regional Planning Commission

## Balance Sheet

As of March 31, 2022

	Current Month	Previous Month	Previous Year
	Mar 31, 22	Feb 28, 22	Mar 31, 21
23300 · Woodford County	-	-	7,467
23400 · Regional Server Partnership	2,250	3,000	2,250
23500 · Village of Washburn	488	488	488
<b>Total 23000 · Unearned Revenue</b>	<b>210,130</b>	<b>215,667</b>	<b>70,254</b>
<b>Total Other Current Liabilities</b>	<b>304,128</b>	<b>309,511</b>	<b>181,238</b>
<b>Total Current Liabilities</b>	<b>318,394</b>	<b>324,338</b>	<b>228,626</b>
<b>Total Liabilities</b>	<b>318,394</b>	<b>324,338</b>	<b>228,626</b>
<b>Equity</b>			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	678,902	678,902	619,810
<b>Net Income</b>	<b>21,815</b>	<b>14,293</b>	<b>44,489</b>
<b>Total Equity</b>	<b>907,166</b>	<b>899,645</b>	<b>870,749</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,225,560</b>	<b>1,223,983</b>	<b>1,099,375</b>

Tri-County Regional Planning Commission

Profit & Loss

March 2022

	Current Month	Previous Month	FY22 - Current YTD	FY21 - Previous YTD
	Mar 22	Feb 22	Jul '21 - Mar 22	Jul '20 - Mar 21
<b>Ordinary Income/Expense</b>				
<b>Revenue by Type</b>				
41000 · Federal Grants and Awards	58,007	55,695	607,624	695,665
42000 · State Grants and Awards	11,143	13,140	185,894	353,869
43000 · Local Matching Contributions	-	1,286	(6,648)	85,519
44010 · GIS Support	1,848	2,073	19,509	49,593
44020 · Planning & Zoning Support	1,187	985	12,081	18,582
45000 · Member Dues	4,250	4,250	37,352	37,220
46000 · Interest Income	20	16	116	252
<b>Total Income</b>	<b>76,455</b>	<b>77,446</b>	<b>855,928</b>	<b>1,240,700</b>
Gross Profit	76,455	77,446	855,928	1,240,700
<b>Expense by Account &amp; Category</b>				
Total 61000 · Computer Expenses	1,384	1,486	49,946	19,835
Total 61500 · Outside Services	2,553	2,053	166,816	384,095
Total 62000 · Depreciation	-	-	157	1,412
Total 63000 · Employee Benefits	11,854	12,676	122,519	134,194
Total 63500 · Office Administration	(202)	1,801	15,647	17,709
Total 64000 · Miscellaneous	-	-	(5,364)	15,544
Total 65000 · Professional Fees	756	1,786	40,277	151,425
Total 65500 · Facility Costs	3,850	4,112	34,256	30,471
Total 66000 · Salaries and Wages	45,944	48,131	398,055	440,210
Total 67000 · Travel and Training	2,796	484	11,804	1,316
<b>Total Expense</b>	<b>68,934</b>	<b>72,529</b>	<b>834,113</b>	<b>1,196,211</b>
<b>Net Income</b>	<b>7,521</b>	<b>4,917</b>	<b>21,815</b>	<b>44,489</b>

**Tri-County Regional Planning Commission**  
**Statement of Cash Flows**

March 2022

	Mar 22	Jul '21 - Mar 22
<b>OPERATING ACTIVITIES</b>		
Net Income	7,521	21,815
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	96,541	327,068
15000 · Prepaid Expenses	1,072	(10,147)
20000 · Accounts Payable	(545)	(102,527)
20011 · MCB Credit Card	(16)	(51)
21000 · Accrued Expenses	254	873
21100 · Accounts Payable - Employees	181	214
22100 · Accrued Wages Payable	(60)	(1,252)
22200 · Accrued Vacation/Personal Time	2,766	(6,832)
22300 · Unvested Retirement	(2,881)	(5,757)
22503 · FICA & Medicare	(260)	(103)
22504 · IL Unemployment Taxes	150	663
22505 · 457 (b) Contributions	(4)	(89)
22520 · United Way	7	-
23100 · PPUATS	(4,786)	158,318
23250 · Walkability Funds	-	(10,975)
23300 · Woodford County	-	(4,667)
23400 · Regional Server Partnership	(750)	2,250
<b>Net cash provided by Operating Activities</b>	<b>99,191</b>	<b>368,802</b>
<b>INVESTING ACTIVITIES</b>		
17101 · Accum. Deprec. - Computers	-	157
<b>Net cash provided by Investing Activities</b>	<b>-</b>	<b>157</b>
<b>Net cash increase for period</b>	<b>99,191</b>	<b>368,959</b>
<b>Cash at beginning of period</b>	<b>984,018</b>	<b>714,250</b>
<b>Cash at end of period</b>	<b>1,083,209</b>	<b>1,083,209</b>

**Tri-County Regional Planning Commission**  
**Check Register - Operating Account**  
**March 2022**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
03/01/2022	1226	Blue Cross and Blue Shield of Illinois	Health Insurance	6,703.10
03/01/2022	1227	Xerox Financial Services	Copier	417.91
03/02/2022	ACH	Comcast	Phones and Internet	359.95
03/02/2022	ACH	Delta Dental	Dental Insurance	238.31
03/02/2022	ACH	Facet Technologies, Inc.	Flex Service / Web Hosting Contract - 03/2022	985.00
03/02/2022	ACH	Guardian	Life, Disability, and Vision Insurance	410.68
03/02/2022	ACH	Heartland Parking	Employee Parking - 03/2022	765.00
03/02/2022	ACH	Heyl Royster	Legal Fees	3,786.30
03/02/2022	ACH	Hinckley Springs	Water	11.25
03/04/2022	ACH	Staff - Payroll	Payroll 02/16/22 - 02/28/22	15,827.14
03/04/2022	ACH	Department of the Treasury	Payroll Taxes 02/16/22 - 02/28/22	5,856.54
03/04/2022	ACH	CEFCU	Payroll Liability 02/16/22 - 02/28/22	50.00
03/04/2022	ACH	Illinois Department of Revenue	Payroll Taxes 02/16/22 - 02/28/22	1,014.64
03/04/2022	ACH	Nationwide	Retirement 02/16/22 - 02/28/22	4,809.66
03/09/2022	1228	City of Peoria	Rent - 03/2022	2,950.00
03/09/2022	1229	Morton Community Bank	Credit Card Payment	407.18
03/09/2022	1230	Morton Community Bank	Credit Card Payment	188.80
03/14/2022	ACH	Heartland Parking	Parking Validations	44.00
03/14/2022	ACH	The Cleaning Source	Office Cleaning - 02/2022	186.00
03/14/2022	ACH	Verizon Wireless	Phones	307.29
03/18/2022	ACH	Staff - Payroll	Payroll 03/01/22 - 03/15/22	15,114.77
03/18/2022	ACH	Department of the Treasury	Payroll Taxes 03/01/22 - 03/15/22	4,940.22
03/18/2022	ACH	CEFCU	Payroll Liability 03/01/22 - 03/15/22	50.00
03/18/2022	ACH	Illinois Department of Revenue	Payroll Taxes 03/01/22 - 03/15/22	956.12
03/18/2022	ACH	Nationwide	Retirement 03/01/22 - 03/15/22	1,474.17
03/18/2022	ACH	Unvested Retirement Account	Retirement 03/01/22 - 03/15/22	225.18
03/25/2022	1231	Xerox Financial Services	Copier	417.91
03/30/2022	ACH	Facet Technologies, Inc.	Flex Service / Web Hosting Contract - 03/2022	985.00
03/30/2022	ACH	Heartland Parking	Employee Parking - 03/2022	765.00
03/30/2022	ACH	Pearl Technology	Domain Registration - tricountyrpc.org	30.00
03/31/2022	ACH	Morton Community Bank	Service Charge	14.83
<b>Register</b>			<b>Total Checks</b>	<b>70,291.95</b>

**Tri-County Regional Planning Commission**  
**Credit Card Register**  
**March 2022**

<b>Date</b>	<b>Employee Card</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>
02/28/2022	Ulrich	Adobe	Adobe User Subscription - Accounting	15.93
03/01/2022	Ulrich	Casey's General Store	Meeting Supplies	4.53
03/05/2022	Ulrich	Adobe	Adobe User Subscription - Miller	15.93
03/06/2022	Ulrich	Adobe	Adobe User Subscription - Lees	15.93
03/07/2022	Ulrich	American Airlines	Flight to APA Conference - G. Guevara	405.21
03/07/2022	Ulrich	American Planning Association	APA Conference Registration - G. Guevara	785.00
03/09/2022	Ulrich	Qbox	QuickBooks File Management	12.00
03/15/2022	Ulrich	Adobe	Adobe Main Account Subscription	52.99
03/16/2022	Ulrich	APWA	APWA Registration - L. Chapman	50.00
03/18/2022	West	Hilton Hotels	Hotel for Conference - B. West	633.96
03/21/2022	Miller	Scottish Rite Theatre	Deposit for Venue - Strategic Planning Meeting 04/28/22	327.00
03/25/2022	Ulrich	APWA	APWA Registration - B. West	50.00
03/31/2022	N/A	Morton Community Bank	Finance Charges	0.00
<b>Register</b>			<b>Total Charges</b>	<b>2,368.48</b>

<b>Date</b>	<b>Employee Card</b>	<b>Vendor</b>	<b>Memo</b>	<b>Amount</b>
<b>Register</b>			<b>Total Refunds and Credits</b>	<b>0.00</b>

**RESOLUTION 22-48**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO CONTRACT WITH THE FIRM OF MARTIN HOOD LLC TO COMPLETE THE FINANCIAL AND COMPLIANCE AUDIT FOR THE FISCAL YEAR 2022.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is required to conduct a yearly audit of revenue and expenditures, and

**WHEREAS**, the firm of Martin Hood LLC submitted a proposal to provide professional auditing services to the Commission for the year ending June 30, 2022 for an estimated fee of \$25,125.00

**WHEREAS**, the Ways and Means Committee of the Commission recommends that the Commission enter into a contract with the firm of Martin Hood LLC.

**THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

That the Commission enter into a contract with the firm of Martin Hood LLC for auditing services for the fiscal year ending June 30, 2022, for an estimated fee of \$25,125.00

Presented this 4th day of May 2022

Adopted this 4th day of May 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

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

<b>Revenue By Fund</b>	<b>FY23 Budget</b>			
	<b>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	
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	
FY23 HSTP	<b>71,546.07</b>	71,546.07		
Hazard Mitigation - Federal	<b>88,250.00</b>	88,250.00		
GIS - GPSD	<b>4,500.00</b>			4,500.00
GIS - Woodford County	<b>21,375.00</b>			21,375.00
GIS - Logan County	<b>19,875.00</b>			19,875.00
County Dues from PPUATS Funds	<b>45,000.00</b>			45,000.00
Planning Review - Tazewell Co	<b>9,045.00</b>			9,045.00
Land Use Plan - NEW	<b>10,000.00</b>			10,000.00
Interest	<b>150.00</b>			150.00
<b>Total Revenue</b>	<b>2,130,584.75</b>	<b>1,502,861.23</b>	<b>354,628.79</b>	<b>273,094.73</b>

DRAFT



Tri-County Regional Planning Commission Budget for FY23

E nses		FY22 E Y Estimate	FY23 Budget Estimate
<b>Com uter E nses</b>			
	Com uter Hardware Su lies		17,200.00
	Com uter Software Su ort		16,000.00
	<b>Total Com uter E nses</b>	<b>72,843.00</b>	<b>33,200.00</b>
<b>utside Services</b>			
	Com uter Su ort Contracts		96,244.00
	Consultants		935,153.65
	Contract Services - S ecial Projects		-
	<b>Total utside Services</b>	<b>246,393.95</b>	<b>1,031,397.65</b>
<b>eciation</b>			
<b>Em loyee Benefits</b>			
	Health Insurance		72,887.58
	Par ing		11,220.00
	Payroll Ta es		51,235.02
	Retirement		32,662.90
	Wor ers Com ensation Insurance		1,353.00
	<b>Total Em loyee Benefits</b>	<b>165,998.03</b>	<b>169,358.50</b>
<b>ffice dministration</b>			
	Ban Service Charges		185.00
	Co ier E nse		5,014.92
	ehicle Fuel Par ing		2,900.00
	Internet Phones		8,040.00
	Professional Lia Auto Ins		2,088.96
	Office Su lies		1,500.00
	Postage		100.00
	Re airs Maintenance		1,000.00
	Su cri tions		59.00
	Office Water		500.00
	<b>Total ffice dministration</b>	<b>22,974.26</b>	<b>21,387.88</b>
<b>Miscellaneous Pro ect Costs</b>			
	Advertising		2,500.00
	Dues APA		2,000.00
	Legal Pu lications		50.00
	Other Miscellaneous E nses		2,429.80
	<b>Total Miscellaneous Pro ect Costs</b>	<b>6,213.48</b>	<b>6,979.80</b>
<b>Professional Fees</b>			
	Accounting Audit		24,500.00
	HR Consultant		4,700.00
	Legal Fees		7,500.00
	S ea ers		25,000.00
	<b>Total Professional Fees</b>	<b>45,458.19</b>	<b>61,700.00</b>
<b>Facility Costs</b>			
	Office Rent		35,400.00
	Office Cleaning		2,232.00
	Pro erty 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 ages</b>			
<b>Travel and Training</b>			
	APWA Conference		7,500.00
	Other Travel, Training Conferences		15,390.72
	Meeting E nses		3,360.00
	Mileage Reim ursements		4,913.76
	<b>Total Travel and Training</b>	<b>13,512.92</b>	<b>31,164.48</b>
<b>T T LE PE SES</b>		<b>618,474.07</b>	<b>2,055,378.35</b>
<b>S RPL S EF CT</b>			<b>75,206.40</b>

## RE: OMA question [HRVA-HRVA.FID2329026]

External  
Inbox

**Andrew J. Keyt**

10:17 AM (11  
minutes ago)

to me, Andrew, T7589

Thanks Debbie.

If I understand the question it's whether the TCRPC board members can permanently attend meetings virtually.

The short answer is no. See below for a detailed discussion.

The Open Meetings Act allows entirely virtual attendance so long as a disaster proclamation from the state (governor or director of public health) is in effect for the entire state or location the public body. If so, then the head of the public body must declare an in person meeting not practical or prudent because of the disaster. Then the meeting can proceed virtually with some particular requirements for the meeting itself. That change to the OMA came in 2020 in response to the COVID pandemic to allow for public business to continue. However, if there is no disaster proclamation then the virtual attendance is only allowed in limited circumstances. Virtual attendance is then limited to individual members who are not able to attend due to illness, work obligations, family or other emergencies. In those circumstances, virtual attendance is only allowed when a physical quorum is present at the meeting site. See 5 ILCS 120/7.

There's more to the requirements for conducting virtual meetings, but in terms of whether entirely virtual attendance can continue is dependent upon whether the disaster proclamation continues. Eventually it will be lifted and when it is then entirely virtual attendance will not be allowed. It's still in effect pursuant to E.O. 2022-10 but it's anticipated it may be lifted in the near future. The Governor is issuing new orders on the issue on a monthly basis. The current Executive Order (which continues the disaster proclamation) is in effect thru 4/30.

Let me know if you have questions. I could have someone attend the meeting in person or by phone if need be.

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**Andrew J. Keyt**  
Shareholder

**Heyl, Royster, Voelker & Allen, P.C.**

Phone: [309.677.9653](tel:309.677.9653)  
Web: [heyloyster.com](http://heyloyster.com)



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

Re: Heart of Illinois Regional Port District  
Letter of Inquiry Pursuant to Contract Management and Administrative Support Services  
Illinois State House Bill Appropriations, Section 455 – Port District Operating Funds

Dear Eric,

This letter will inform the Tri-County Regional Planning Commissioners of the Heart of Illinois Regional Port District's interest in exploring the possibility of entering into a formal contractual agreement with the Tri-County Regional Planning Commission to secure the referenced Contract Management and Administrative Support services.

The Commission has a well demonstrated and documented operational capability to manage such contracts for State of Illinois agencies. The Port District Board of Directors values this acumen for fiscal management and knowledge of State contract execution requirements and performance expectations.

Please consider this inquiry as the first step in determining the Commission's interest in collaborating with the Port District to further research the specific Department of Commerce and Economic Opportunity (DCEO) contract requirements. If there is interest, the Port District Board would seek a proposal for the services necessary to execute a contract in some manner with the Port District and/or DCEO.

We appreciate the Commission's consideration of this request by the Port District's Board of Directors.

Sincerely,

Dan Silverthorn  
Chairman of the Board  
Heart of Illinois Regional Port District (TransPORT)  
401 NE Jefferson Avenue  
Peoria, IL 61603



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## MEMORANDUM

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**TO:** Commission

**FROM:** Staff

**SUBJECT:** FY 2022 Special Studies Funding: \$30,000

**DATE:** May 4, 2022

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### **Action needed by Technical Committee**

Approval of reprogramming \$30,000 of Special Studies Funding to the City of East Peoria Stormwater Planning Management or direct staff to issue a call for projects.

### **Special Studies Background**

Beginning in fiscal year 2016 (FY16), Tri-County has annually set aside approximately \$90,000 in funds for consultant-led special transportation planning studies. TCRPC receives funding requests during an annual call for projects, scores them based on set evaluation criteria, prioritizes them with a review committee, and ultimately approves them for funding. For FY22, TCRPC made \$80,000 available for funding such Special Studies.

### **Tri-County's Call for Projects**

Tri-County opened a call for projects at the October 20, 2021, Technical Committee meeting. The projects were due to staff on Monday, November 8, 2021. Tri-County received three applications, totaling \$150,000. Summaries of the submitting applications are as follows:

#### City of East Peoria Stormwater Planning Management

The City of East Peoria requested \$80,000 in funding for inventorying all stormwater runoffs, outfalls, pipes, and inlets. Televising pipes to narrow down pipe types among concrete, PVC, and metal will help identify and mitigate any problems before they occur. The funds will be used to secure a GIS system and tools to complete the inventory.

#### Peoria Passenger Rail Planning Study

The City of Peoria requested \$50,000 in funding to supplement IDOT's feasibility study for Peoria passenger rail service, to provide local support for the project. The study would aid in the site selection for a transportation center in the greater downtown area that would accommodate multimodal uses, such as passenger rail, a transit transfer station, and an intercity passenger bus terminal.

#### Peoria County Hanna City Trail Connection Study

Peoria County requested \$20,000 in funding to investigate and identify the best connections to the Hanna City Trail from the Rock Island Greenway and proposed

pedestrian improvements over the Bob Michel Bridge in downtown Peoria, and Wildlife Prairie Park.

### **Tri-County's Special Studies Selection and Award**

Tri-County staff established a Selection Committee to review and evaluate each application and establish a recommendation based on the accompanying evaluation criteria, available funds, and regional priority. The selection committee was comprised of Tri-County staff, Conrad Moore, Jon Oliphant, and Hannah Martin.

A Selection Committee met on November 16, 2021, to discuss the three projects submitted, listed above. The Selection Committee examined the applications submitted and prioritized the projects based on consistency with goals of the FAST Act and LRTP, regional significance, local match, partnership with other jurisdictions, and ability to complete by December 31, 2022. The Selection Committee allocated special project funds based on the above aspects.

The Selection Committee listed the City of Peoria Passenger Rail Planning Study as a top priority and recommended providing the full request of \$50,000 of special transportation project funds. They determined that the project would provide regional significance and complement the goals of FAST Act and Long-Range Transportation Plan.

The Selection Committee also listed the Peoria County Hanna City Trail Connection Study as a top priority and worthy of receiving the full \$20,000 requested plus the remaining \$10,000 budget. The Committee determined that the project met many goals listed in the FAST Act and LRTP. They also noted the regional significance of the project to connect regional trails.

Staff presented this proposal to the Technical Committee on November 17, 2021, which recommended the Steering Committee's recommendation to the Commission. The Commission reviewed and approved Technical's recommendation on December 1, 2021.

### **FY 2022 Special Studies Funding Returned**

Due to unforeseen circumstances with the purchase of the Hanna City Trail Corridor, Peoria County has returned their \$30,000 in funding to Tri-County. Therefore, this funding is now unobligated and requires direction from the Technical Committee. As a result of this, Tri-County staff recommend to either reprogram \$30,000 for a consultant study or direct staff to issue a call for projects.

**RESOLUTION 22-49**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE REPROGRAMMING OF \$30,000 OF SPECIAL STUDIES FUNDING AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH THE SELECTED CONSULTANT FOR THE CITY OF EAST PEORIA STORMWATER PLANNING MANAGEMENT FOR AN AMOUNT NOT TO EXCEED \$30,000.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area, and

**WHEREAS**, the Commission established a Special Transportation Planning Projects Program utilizing up to \$80,000 in FY22 Federal Transportation Funds, whereby local agencies can apply for and receive federal funding for transportation planning projects in their jurisdictions, and

**WHEREAS**, the Commission, after a call for projects, selected a project submitted by the City of Peoria for a Passenger Rail Station Study and Peoria County for the Hanna City Trail Connection Study, and

**WHEREAS**, Peoria County has returned their \$30,000 in funding for the Hanna City Trail Connection Study due to unforeseen circumstances with the purchase of the Hanna City Trail Corridor, and

**WHEREAS**, the Technical Committee recommends utilizing this \$30,000 to fund a portion of the City of East Peoria special studies application for \$80,000 in funding for stormwater planning management.

**THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

That the Commission authorizes its Executive Director to enter into a contract with the selected consultant for the East Peoria Stormwater Planning Management for an amount not to exceed \$30,000.

Presented this 4th day of May 2022

Adopted this 4th day of May 2022

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

ATTEST:

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

**RESOLUTION 22-50**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AND IMPLEMENT A CONTRACT FOR GEOGRAPHIC INFORMATION SYSTEM SUPPORT SERVICES FOR LOGAN COUNTY.**

**WHEREAS**, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has hosted Geographic Information System (GIS) mapping applications online for Logan County since 2016, and

**WHEREAS**, Logan County reached out to Commission staff to inquire about GIS staffing services on March 24, 2022, and

**WHEREAS**, the Commission staff met with officials from Logan County to set a scope of work for GIS staffing services on March 30, 2022, and

**WHEREAS**, the Commission submitted a proposal and budget to Logan County for the scope of services, and

**WHEREAS**, the proposal, budget, and scope of services includes the assignment of a GIS Specialist for Logan County GIS support services, and

**WHEREAS**, the Logan County Board approved the proposal and budget at their regular Board meeting on Tuesday, April 19, 2022.

**THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

That the Commission authorizes its Executive Director to enter into a contract for Geographic Information System support services from July 1, 2022, through June 30, 2023, with Logan County for an amount not to exceed \$45,000.

Presented this 4th day of May 2022

Adopted this 4th day of May 2022

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Michael Hinrichsen, Chairman  
Tri-County Regional Planning Commission

ATTEST:

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Eric Miller, Executive Director  
Tri-County Regional Planning Commission