



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

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**Ways & Means Committee: 8:00 a.m., December 7, 2022**

**Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., December 7, 2022**

**AGENDA**

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

Chairman Don White called the meeting to order at 9:00 AM

**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 Urich</b> City of Peoria	x		<b>Autum Jones</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>Ann Sasso,</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>Don Knox</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, Debbie Ulrich, Michael Bruner, Rebecca Eisele, Ray Lees, Reema Abi-Akar, Logan Chapman, and. Gabriel Guevara. Staff virtual: Britney West. Also present: Brandon Geber- IDOT, and Garrett Kerr- Martin Hood LLC, Mike Huddelson- IDOT

**3. Public Input-none**

**4. Motion to approve November 2, 2022, Commission minutes**

Greg Menold moved to approve November 2, 2022, Commission minutes and John Kahl seconded. Motion carried.

**5. Chairman report**

Wished everyone Happy Holidays

**6. Executive Director report**

Eric Miller updated on the following:

- Working on grant application for Kickapoo Watershed. We are seeking stakeholders
- Brownsfield Program- Chris Setti is working with EPA to bring funds to our area.
- Brandon Geber-IDOT mentioned we are going to look into purchasing data for state MPO's

**7. Public Meeting – Long-Range Transportation Plan (LRTP) 2045 Amendment – Handout**

Russ Crawford moved to open Public Meeting- Long Range Transportation Plan (LRTP) 2045 Amendment and John Kahl seconded.

- Michael Bruner explained the LRTP corrections and the amendments
- Greg Menold asked for a final list and Michael Bruner said projects could be added.

Patrick Urich moved to close Public Meeting and John Kahl seconded. Motion carried.

**8. Ways and Means Report**

a. Motion to approve October 2022 Financial Statements and Billings (Resolution 23-36)

Chuck Nagel moved to approve October 2022 Financial Statements and Billings (Resolution 23-36) and John Kahl seconded.

Rebecca Eisele updated on the following:

- October resulted in a net surplus of approximately \$13k.
- Total Operating Cash at the end of the month was approximately \$798k. Cash decreased in October by (\$83k) compared to September.
- Accounts Payable at the end of the month was \$51,215, and there was \$50,891 in unpaid pass-through expenses as of the end of October. The remaining \$324 A/P balance was for regular monthly bills unpaid as of the end of the month.
- Current billing for October was \$140k, minus direct pass-through expenses of \$60k that were billed to customers, resulting in Operating Revenue of approximately \$81k.
- Total Expenses for October were \$127k, minus direct pass-through expenses of \$60k, resulting in Operating Expenses of \$68k.
- October had 21 regular working days, no paid holidays, and 69 hours of PTP were used by staff.
- October resulted in a net surplus of \$13k. Following our recent audit, we have reclassified the Joint Funding Contributions as Income rather than a Liability, So Fiscal Year 2023 has an adjusted net surplus of \$200k as of the end of October.

- b. Motion to approve Fiscal Year 2022 Audit (Resolution 23-37) – Handout  
Russ Crawford moved to approve Fiscal Year 2022 Audit (Resolution 23-37) and John Kahl seconded.

Garrett Kerr- Martin Hood LLC. reported on the following:

- Our audit procedures identified material misstatements of financial statement amounts provided to us by management. Subsequent to identifying the misstatements, we proposed, and management approved, adjusting journal entries, which have corrected the identified misstatements in the financial statements.
- Recommendations
  - The Commission’s management should record all adjusting journal entries necessary to report the account balances and transactions of the Commission prior to providing the trial balance summarization to the auditor for the annual financial statement audit.
  - If there are adjusting entries that management leaves knowingly for the auditor to calculate and record as a part of the audit, this fact should be made clear to the auditor prior to the engagement. In addition, a member of management possessing the necessary accounting skills, knowledge, or experience must review the adjusting journal entries and the supporting documentation and provide specific approval of h calculation and the drafted adjusting journal entries.
  - A material weakness finding related to material adjusting journal entries is reported for the fiscal year ended June 30, 2022.
- Russ Crawford asked if this has been identified before and Mr. Kerr said yes in last year’s audit.
- Eric Miller replied Rebecca was hired in August of last year with then the audit was in September and then PPUATS started. Moving forward we should avoid this.
- Russ Crawford asked how this merger affected the audit and Rebecca said funding.  
Motion carried.

## 9. Administration

- a. Motion to approve Executive Director to enter into an Agreement with METEC to act as Responsible Entity for HUD Healthy Homes Grant (Resolution 23-39)

John Kahl moved to approve Executive Director to enter into an Agreement with METEC to act as Responsible Entity for HUD Healthy Homes Grant (Resolution 23-89) and Patrick Urich seconded.

Michael Bruner reported on the following:

Tri-County staff assisted the Village of Peoria Heights, and METEC Resource Center in a grant application for the HUD Healthy Homes Program.

- METEC and the Village received \$2,000,000 to address and remediate health and safety issues in homes located in zip codes 61603, 61604, 61605, and 61616.

HUD requires a Responsible Entity to sign off on environmental reviews, and since METEC is a non-profit they are not eligible to function as a Responsible Entity.

- METEC is seeking a governmental entity that encompasses all four zip codes to function as the Responsible entity, in which the entity would take over the environmental review responsibilities.
  - METEC has requested the Commission to function as the Responsible Entity and provide the environmental review oversight for the duration of the 3-year grant.

METEC will compensate the Commission for all costs associated with acting as the Responsible Entity and providing environmental review oversight services.

Motion carried.

## 10. Transportation

- a. Motion to approve Transportation Improvement Program Amendments (Resolution 23-38)
  - i. Project S-23-09 Bridge Preservation (Cleaning)

Greg Menold moved to approve Transportation Improvement Amendments (Resolution 23-38) and John Kahl seconded.

Michael Bruner explained this was added to the FY 2023 Program. The bridge washing is IDOT's annual contract to clean the major river crossings as part of their Major Bridge Preventive Maintenance program. Motion carried.

- ii. Project S-23-10 Bridge Preservation (Painting)

Michael Bruner explained this was added to FY 2023 Program. The bridge painting project is to preserve several bridges in the district by painting as part of the annual Bridge Paint program. Motion carried.

- b. Motion to approve Surface Transportation Block Grant (STBG) Preservation Set-Aside Projects (Resolution 23-40)

Michael Bruner mentioned there was an error on this resolution which should have on the Woodford County Limits should state Lourdes Road to IL-116 not IL-29

Chuck Nagel moved to approve Surface Transportation Block Grant (STBG) Preservation Set-Aside Projects (Resolution 23-40) and Greg Menold seconded.

- Michael Bruner updated there was approximately \$1.64 million available to program with STBG set-aside program.
- Held a call for projects earlier this year
- Established and STBG set-aside subcommittee
  - Nov. 2 subcommittee meeting
    - Participants: Wayne Aldrich, Paola Mendez, and Patrick Meyer
    - Each assigned scores in 5 categories:
      - Regional connector
      - Employment center
      - Transportation facility
      - Public facility
      - Project phasing

- Total points also include the applicants' self-scored subtotal
- Top projects
  - **Cloverdale Road** in Chillicothe
  - **Sante Fe Trail** in Woodford County
  - Broadway Road in Tazewell County
  - **Parkway Drive** in Tazewell County
- There will be \$163,680 remaining
  - The Subcommittee and Technical Committee is recommending preserving this money for future STBG Preservation Set- Aside Call for Projects

Motion carried.

## 11. Updates

### a. Regional Priority List

- Eric Miller said the Regional Priority List is meeting tomorrow at 9:00 AM. At Executive Board discussion was held looking into lobbyists and want your decision to do so.
- Don White said this could be a necessary evil
- Russ Crawford added why not have someone to lobby for you
- Don White mentioned to also look into a state representative
- Patrick Urich said it is an extension of your staff

### b. Future Call for Projects

#### i. Transportation Alternative Program

Michael Bruner updated on the following:

- Available TAP Funding is \$1,458,565:
  - FY21- \$293,959
  - FY22- \$576,352
  - FY23- \$588,254
- We aim to release the call for projects on January 18th

#### ii. Section 5310

Reema Abi-Akar reported on the following:

- 5310 FTA funding to increase the mobility of seniors and people with disabilities
  - Operations (50/50), and capital (80/20)
- We have \$272,021 total 5310 funds available, mainly from FFY21 and FFY22
- Up to \$55,784 of hem are from Covid funds that can potentially be funded up to 100% (preference is operational funding)
- We aim to release the call for projects on January 18th

### c. IDOT

Brandon Geber mentioned that he sent out meeting request for carbon conditions.

Russ Crawford asked for him to send out detail criteria to TCRPC. Brandon said he would.

d. FHWA

e. Acronyms

Michael Bruner went thru more acronyms

**12. Other**

- Ray Lees mentioned that some staff will start next year on giving a presentation of them self
- Ray Lees asked if there is anything you would to be in newsletter to notify him.

**13. Adjournment**

John Kahl moved to adjourn at 10:00 AM and Greg Menold seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Debbie Ulrich, Office Manager