



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

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

www.tricountyrpc.org

Ways & Means Committee: 8:30 a.m., May 3, 2023

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., May 3, 2023

MINUTES

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
Mike Hughes Chillicothe	Virtual		Leon Ricca Bartonville	X	
Rita Ali City of Peoria	X		Nate Parrott Morton	X	
Patrick Urich City of Peoria	x		Autum Jones Woodford Co	X	
Rick Powers City of Peoria	x		Chuck Nagel, Woodford Co.	X	
Ron Talbot Creve Coeur	x		Andrew Rand, Peoria Co.		X
John Kahl East Peoria.	X		Don White Peoria Co.	X	
Ann Doubet, Germantown Hills	X		Russ Crawford Tazewell Co.	x	
Mike Phelan, Peoria Heights		X	Greg Menold, Tazewell Co.	x	
Becky Cloyd, City of Pekin.		x	Don Knox CityLink	Virtual	
Gary Manier, Washington		x	Karen Dvorsky, IDOT		X
James Dillon West Peoria	Virtual				

Present: Eric Miller, Debbie Ulrich, Michael Bruner, Reema Abi-Akar, Rebecca Eisele, Ray Lees, Logan Chapman, Debbi LaRue, and Gabriel Guevara. Staff virtual: Britney West, and Anthony Baumann. Also virtual: Betsy Tracy- FHWA, and Bob Innis-IDOT. Also present: Camille Coates, and Danny Phelan

3. Public Input-none

4. Motion to approve April 5, 2023, Commission minutes.

Rick Powers moved to approve the April 5, 2023, minutes and Ron Talbot seconded. Motion carried.

5. Chairman report-nothing to report.

6. Executive Director report

Eric Miller reported on the following:

- IMRF, with the change in staff this will be helpful with retention.
- Patrick Urich commented that IMRF is attractive to new employees and to keep those you have.

- Ray Lees updated on Terracon for Brownfield site grant.

7. Ways and Means Report

- a. Motion to approve March 2023 Financial Statements and Billings (Resolution 23-67)
John Kahl moved to approve March 2023 Financial Statements and Billings (Resolution 23-67) and Greg Menold seconded.

Rebecca Eisele updated on the following:

- Total Operating Cash at the end of the month was \$789,752. Operating Cash decreased in March by (\$94,101) compared to February.
- Accounts Receivable balance at the end of March was \$297,486. Of the A/R balance, \$246,445 was Federal funds, \$43,342 was State funds, and the remaining \$7,698 was Local GIS and Planning Services.
- Accounts Payable balance at the end of March was \$77,256. Of that amount, \$74,533 was unpaid pass-through expenses as of the end of March. The remaining \$2,723 in Accounts Payable at the end of the month was for regular monthly bills unpaid on the last day of the month.
- Billing for March was \$159,064 minus direct pass-through expenses of (\$75,833) resulting in Operating Revenue of \$83,231. There were also several billable hours that were worked, but that cannot be billed yet, however those hours will be billed in the future.
- Total Expenses for March were \$56,529 minus direct pass-through expenses of (\$75,833) resulting in Operating Expenses of \$80,696.
- March resulted in a surplus of \$2,535. Fiscal Year 2023 so far has a net surplus of \$182,863.

Motion carried.

- b. Motion to approve engagement letter with Martin Hood LLC for FY2023 financial audit (Resolution 23-69)

Russ Crawford moved to approve engagement letter with Martin Hood LLC for FY2023 financial audit (Resolution 23-69) and Rick Powers seconded.

Eric Miller explained this has gone thru Ways & Means for approval.

Motion carried.

- c. Review of Draft FY24 budget – Handout

Eric Miller explained the following:

- Revised to \$1 million in revenue. He then explained the Revenue by Project and the FY24 Budget Estimate
- Wages and benefits have an increase of 5% for wages and \$77,000 increase if IMRF passes.

8. Administration

- a. Motion to adopt the Slate of Officers, Executive Board, Committee Chairpersons and Members for a period from July 1, 2023, to June 30, 2024 (Resolution 23-45)

Russ Crawford moved to adopt the Slate of Officers, Executive Board Committee Chairpersons and Members for a period from July 1, 2023, to June 30, 2024 (Resolution 23-45) and Autumn Jones seconded.

Russ Crawford then explained this term is for July 1, 2023, thru June 30, 2024.

He then thanked Don White for his Chairmanship, and that all the appointments are according to the by-laws.

John Kahl then asked why Peoria County cannot be able to be a committee chair and Russ explained according to our by-laws Peoria County can be (as all three counties) but Chillicothe may not (only serving on the Ful Commission and not the Executive Committee nor Officer). Mr. White transitions from representing Peoria County on June 30, 2023 to representing Chillicothe on July 1, 2023, whereupon he may serve on the Commission but not and officer position.

Motion carried.

b. Motion to approve purchasing technology and equipment upgrades (Resolution 23-72)

Chuck Nagel moved to approve purchasing technology and equipment upgrades (Resolution 23-72) and John Kahl seconded.

Michael Bruner updated on the following:

- Every Spring staff evaluates our Equipment Inventory to ensure everything is up-to-date and in working order.
- Staff has identified technology and equipment upgrades for FY 2024: however, one existing workspace has been identified for replacement with FY 2023 funding.
- The budget amount is not to exceed \$2,500 and will be paid using our FY 2023 Equipment budget that is reimbursable by IDOT with PL funding.
- Staff will follow the Commission's procurement policy and gather a minimum of three quotes.

Motion carried.

c. Motion to approve Executive Director to enter into an agreement with the Pekin Housing Authority for environmental review oversight (Resolution 23-73)

John Kahl moved to approve Executive Director to enter into an agreement with the Pekin Housing Authority for environmental review oversight (Resolution 23-73) and Nate Parrott seconded.

Michael Bruner updated on the following:

- This agreement would ask staff to complete the NEPA (National Environmental Policy Act of 1969) process for all activities within the Five-Year Capitol Improvement Plan.
- The Pekin Housing Authority would reimburse the Commission for all costs associated with conducting the environmental review services.

Motion carried.

9. Transportation

a. Motion to approve Transportation Program Amendments (Resolution 23-68)

- i. Project S-23-14 Safety-Add Turn Lane at IL-116 & Cameron Ln
- ii. Project PEK-24-01 Railroad Grade Crossing Improvement
- iii. Project W-24-02 Railroad Grade Crossing Improvement
- iv. Project 5310-24-01 Crosswalk Safety Improvement Feasibility Study

John Kahl moved to approve i. thru iv. and Greg Menold seconded.

Michael Bruner updated on the following:

- i. Project S-23-14 Safety-Add Turn Lane at IL-116 & Cameron Ln.
 - Adding to FY 2023 Program
 - Scheduled for the June Letting
 - Safety project using HSIP funding to add a left turn lane at IL-116 & Cameron Lane
- ii. Project PEK-24-01 Railroad Grade Crossing Improvement
 - Adding to FY 2024 Program
 - Safety railroad grade crossing improvement along the Illinois & Midland Railroad at the Washington Street intersection and McLean Street intersection

- Installing (1) new automatic flashing light signals (2) gates, (3) new constant warning time circuitry with event recorder and remote monitor, and (4) crossing surface.
- iii. Project W-24-02 Railroad Grade Crossing Improvement
 - Adding to FY 2024 Program
 - Safety railroad grade crossing improvement along Toledo, Peoria and Western Railroad at the Zinser Place intersection and Wood Street intersection
 - Installing (1) new automatic flashing light signals, (2) gates, (3) new constant warning time circuitry with event recorder and remote monitor, and (4) crossing surface.
- iv. Project 5310-24-01 Crosswalk Safety Improvement Feasibility Study
 - Adding to FY 2024 Program
 - Engineering Study to fully investigate the options to enhance pedestrian crossing at the signalized intersection of IL-116 and Mariner's Way for CityLink route #20 ICC Express transit users.

Motion carried.

b. Discussion and motion to approve Transportation Alternative funding (Resolution 23-70)

Chuck Nagel moved to approve Transportation Alternative Funding (Resolution 23-70) and Rita Ali seconded.

Michael Bruner updated on the following:

- Released a call for projects on Feb. 15, 2023, for transportation alternative projects.
- The total funding available was \$1,458,565.
- To ensure three projects were funded, staff divided the available funding by three to get the total maximum award of \$486,188.
- Projects were due by March 31, 2023
 - Received two submissions by this date.
 - Staff extended the due date to Tuesday, April 4th due to the severe weather.
- TCRPC received a total funding request of \$726,188 or 49.8% of the available funding amount.
 - Germantown Hills requested 80% of the total project cost of \$300,000.
 - Peoria County requested 71.6% of the project cost of \$678,949 due to the total maximum award.
- The Technical Committee recommends funding both projects and increasing Peoria County's funding amount to the 80% level.
 - Increases the TA funds by \$56,971 to make the updated funding amount to \$543,159.
 - Makes the total funding amount \$783,159 or 53.6% of the available funding amount.
 - This would leave \$675,406 in leftover TA funding.
 - Release a second call for project later with leftover TA funding was recommended.

Motion carried.

c. Motion to approve Executive Director to execute activities related to a Regional Bicycle and Pedestrian Workshop (Resolution 23-71)

John Kahl moved to approve Executive Director to execute activities related to a Regional Bicycle and Pedestrian Workshop (Resolution 23-71) and Rita Ali seconded.

Michael Bruner updated on the following:

- The FY 2023 Unified Planning Work Program (UPWP) has a 25,000 budget for having a regional bicycle and pedestrian workshop.
- Staff have received proposals from vendors to assist in facilitating, executing.

- Charles Brown for Equitable Cities will provide a keynote speech.
- The Illinois State Alliance of YMCA's is providing funding for Mark Fenton to attend the event and hold the optional walk audit and give a presentation at the event.
- The event information
 - **Title- Walk, Bike, Ride Greater Peoria: Paving the Way to Just Transportation**
 - Date- Tuesday, May 16, 2023
 - Time- 5:00 to 7:30 pm (Optional walk audit at 3:30 pm with limited space)
 - Location- Neighborhood House at 1020 S. Matthew Street

Rita Ali added this is a great idea. Reema Abi-Akar added for Commissioners to contact their community leaders about event.

d. Discussion of Tri-County's Public Participation Plan 2023 Update

Gabriel Guevara explained the following:

- The last PPP was in 2021.
- US DOT releases: Promoting Practices for Meaningful Public Involvement in Transportation- Oct 2022. This is a guidance on adding equity into community engagement.
- The Stakeholder interviews: Central Illinois Friends, Southside Mission Community Center, Peoria Community Against Violence, CityLink, Phoenix Development, Urban Acres, We Can Hear You, and Council Members.
- The Lessons Learned are we need to meet people where they are: Express why the project is important and how this directly effects people and establish and utilize partnership with trusted members of the community.

10. Updates

a. IDOT

Bob Innis mentioned that State Planning document will be coming.

b. FHWA

Betsy Tracy said Annual Fall Planning meeting will be held in Springfield in the Fall

11. Other

a. Staff Presentation – Reema

Reema Abi-Akar reported on the following:

- History of Education and her timeline of recent events.
- Current Projects at TCRPC
 - Human Service Transportation Planning
 - Communications & Editing
 - Hazard mitigation
 - Environment & Sustainability
 - APA Conference in Philadelphia
 - Mobility Connections
 - Accessibility for person with disabilities

12. Adjournment

John Kahl moved to adjourn at 10:00 am and Leon Ricca seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded by: Britney West, GIS III

Transcribed by: Debbie Ulrich, Office Administrator