



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330

www.tricountyrpc.org

Ways & Means Committee: 8:30 a.m., July 5, 2023

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., July 5, 2023

Join via computer or smartphone:

Or call in with any telephone

1 (408) 650-3123

<https://global.gotomeeting.com/join/291023189>

Access Code: 291-023-189

MINUTES

- 1. Call to Order, Welcome, Recognition of Audience, Appointment of new Commissioners: Peoria County: Danny Phelan and Camille Coates; City of Chillicothe: Donald White**
Chairman Greg Menold called the meeting to order at 9:00 am

2. Roll Call

Commissioner	P	A	Commissioner	P	A
Don White Chillicothe	x		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	Camille Coates, Peoria Co.	x	
John Kahl East Peoria.	x		Danny Phelan, 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		x
Gary Manier, Washington		x	Karen Dvorsky, IDOT	x	
James Dillon West Peoria		x			

Present: Eric Miller, Debbie Ulrich, Michael Bruner, Reema Abi-Akar, Rebecca Eisele, Ray Lees, Debbi LaRue, Gavin Hunt, and Gabriel Guevara. Also present: Brandon Geber-IDOT. Virtual: Betsy Tracy- FHWA, and Mike Huddelson- IDOT

3. Public Input-none

4. Motion to approve June 7, 2023, Commission minutes.

Autum Jones moved to approve June 7, 2023, Commission minutes and John Kahl seconded. Motion carried.

5. Chairman report

Chairman Greg Menold recognized the staff. With the loss we had of Debbie Stratton and Ryan Harms staff really stepped up to cover their areas. Glad to hear we are fully staffed.

6. Executive Director report

Eric Miller reported on the following:

- We are now fully staffed.
- Introduced Gavin Hunt as our new planner.
- Planning work is ongoing.
- We have 5 communities working on Comp plans.
- New Fiscal year July 1.

7. Ways and Means Report

- a. Motion to approve May 2023 Financial Statements and Billings (Resolution 24-03)

Chuck Nagel moved to approve May 2023 Financial Statements and Billings (Resolution 24-03) and John Kahl seconded.

Rebecca Eisele reported on the following:

- Total Operating Cash at the end of the month was \$862,720. Operating increased by \$72,968 in May, compared to April.
- Accounts Receivable balance at the end of May was \$214,375. Of the A/R balance, \$175,651 was Federal funds, \$20,587 was State funds, and the remaining \$18,137 was local GIS and Planning Services.
- Accounts Payable balance at the end of May was \$32,289. Of that amount, \$26,797 was unpaid pass-through expenses as of the end of May. The remaining \$5,492 in Accounts Payable at the end of the month was for regular monthly bills unpaid on the last day of the month.
- Billing for May was \$133,066 minus direct pass-through expenses of (\$42,319) resulting in Operating Revenue of \$90,746.
- Total Expenses for May were \$173,723 minus direct pass-through expenses of (\$42,319) resulting in Operating Expenses of \$131,404. These expenses included \$50,000 that was paid in support of The Passenger Rail Study.
- May resulted in a deficit of (\$40,657). Fiscal year 2023 so far has a net surplus of \$156,615.

8. Administration

- a. Motion to approve the approval for Salary Ranges of Full-Time and Part-Time employees (Resolution 24-01)

Patrick Urich moved for approval for Salary Ranges of Full-Time and Part-Time employees (Resolution 24-01) and Don White seconded.

Eric Miller reported on the following:

- It is the practice of the Commission to review and adjust the Wage and Salary schedules listed on the Employee Handbook. This practice is done to keep the Wage and Salary Schedule current and competitive. This adjustment is partially based on United States Department of Labor's (USDOL) Consumer Price Index (CPI) and input from other sources. The attached report from the DOL indicates that CPI ending in June 2022 has increased 4.0% Last year, the schedules were adjusted upward by 4.0%. based on this information, I recommend the Executive Board and Full Commission to adjust the wage and salary schedule by 4.0%
- The charts for full-time salaried staff, part-time hourly staff scheduled to work under 1,000 hours in the fiscal year (with no benefits) is attached,

Motion carried.

- b. Motion to approve the approval for Salary Increases of Full Time and Part-time Employees (Resolution 24-02)

Patrick Urich moved to approve the approval for Salary Increases of Full Time and Part-time Employees (Resolution 24-02) and John Kahl seconded.

- It is a practice of the Commission to give cost of living increases to eligible employees at the beginning of the fiscal year (July 1). The cost-of-living increase is based on many factors but closely tied to the Consumer Price Index (CPI). This year the CPI report, has indicated a 4.0% increase over the previous 12 months.

- During the development of the FY 2024 budget, a 5% increase in the overall salary line item was budgeted by the Commission. This budget number is included in the Unified Work Program (UWP) which was approved by the Commission and accepted by the Illinois Department of Transportation. I request authorization to adjust all eligible staff salaries by 4%. The 4% represents a dollar amount of \$25,781.57. All salary increases will be effective as of July 1, 2023.

Motion carried.

- c. Motion to authorize the Executive Director to enter into an Agreement for IT Administration and Web Hosting with IT Unified for an amount not to exceed \$14,400 (Resolution 24-08)

Russ Crawford moved to authorize the Executive Director to enter into an Agreement for IT Administration and Web Histing with IT Unified for an amount not to exceed \$14,400 (Resolution 24-08) and John Kahl seconded.

Michael Bruner reported on the following:

- Our Yearly Contract for Information Technology (IT) Consultant to administer our network and server needs and host our website.
- The contract includes the Commission's phone service, backup internet, website hosting, and IT support.
- The cost of this contact has been accounted for in the Commission FY23 Budget.

Motion carried.

- d. Motion to approve the purchase of Video Conferencing and Workstation Upgrades for an amount not to exceed \$10,000 (Resolution 24-05)

John Kahl moved to approve the purchase of Video Conferencing and Workstation Upgrades for an amount not to exceed \$10,000 (Resolution 24-05) Don White seconded.

Michael Bruner updated on the following:

- On an annual basis staff evaluates the Commission's computer hardware and software needs.
- Staff has identified a need for two new workstation computers and monitors.
- Additionally, Staff has identified a need to replace its video conferencing to upgrade to a wireless unit that improve sound quality and recording capabilities for Commission meeting.
- The cost for these purchases has been identified and budgeted in existing Commission contracts with IDOT's FY 2024 Intergovernmental agreement and FY24 UPWP.

Motion carried.

- e. Motion to approve four staff members to attend the Illinois State American Planning Association Conference in Naperville, Illinois not to exceed \$5,800 (Resolution 24-06)

Danny Phelan moved to approve four staff members to attend the Illinois State American Planning Association Conference in Naperville, Illinois not to exceed \$5,800 (Resolution 24-06) and Camille Coates seconded.

Michael Bruner reported on the following:

- Typically, every year, planners attend the Illinois State American Planning Association Conference
- This year, it is in downtown Chicago from September 11-13, 2023.
- Cost is not to exceed \$5,800 total- this is for four planners.
 - Includes registration, hotel, and meals.

Motion carried.

9. Transportation

- a. Motion to approve Transportation Program Amendments (Resolution 24-04)

- Project W-24-03 Nofsinger Road
- Project W-24-04 Washington Safe Routes to School
- Project C-24-01 Chillicothe Shared Use Path
- Project S-24-13 Safety: Peoria County Pedestrian Push Buttons
- Project S-24-14 Safety Pedestrian Push Buttons

Don White moved to approve Transportation Program Amendments i. thru v. (Resolution 24-04) and John Kahl seconded.

Michael Bruner reported on the following:

- Project W-24-03 Nofsinger Road

- a. Realignment and Construction of existing Nofsinger Road from Sante Fe Road to Cruger Road, including new intersection at US-24 and at Dallas Road at the south end of the project.
 - b. Adding to the FY 2024 Program.
- ii. Project W-24-04 Washington Safe Routes to School
 - a. Sidewalk gap construction of a 5-foot sidewalk on the south side of Grant Street from School Street to the east, and on the north side of North Street from Main St. to West St.
 - b. Adding to the FY 2024 Program.
- iii. Project C-24-01 Chillicothe Shared Use Path
 - a. Construction of off-road multi-use path from the library along Bradley and Cloverdale to Calvary Baptist.
 - b. Adding to the FY 2024 Program.
- iv. Project S-24-13 Safety: Peoria County Pedestrian Push Buttons
 - a. Replacement of pedestrian crosswalk pushbuttons with Accessible Pedestrian Signals (APS) pushbuttons in various locations throughout Peoria County.
 - i. APS pushbuttons communicate Walk and DON'T WALK in intervals at signalized intersection in non-visual formats.
 - ii. Adding to the FY 2024 Program.
- v. Project S-24-14
 - a. Replacement of pedestrian crosswalk pushbuttons with Accessible Pedestrian Signals (APS) pushbuttons in various locations throughout IDOT District 4
 - i. APS pushbuttons communicate Walk and DON'T WALK intervals at signalized intersection in non-visual formats.
 - b. Adding to FY 2024 Program

Motion carried.

- b. Motion to support and authorize the filling of an application with the U.S. Department of Transportation for the PROTECT Discretionary Grant to develop a Regional Resiliency Plan for the Tri-County region (Resolution 24-07)
 Russ Crawford moved to support and authorize the filling of an application with the U.S. Department of Transportation for the PROTECT Discretionary grant to develop a Regional Resiliency Plan for the Tri-County region (Resolution 24-07) and John Kahl seconded.
 Reema Abi-Akar reported on the following:
 - i. PROTECT stands for Promoting Resilient Operations for Transformative, Efficient, and Cost saving Transportation.
 - ii. It aims to
 - a. Reduce damage and disruption to the transportation system,
 - b. Improve the safety of the traveling public.
 - c. Improve equity by addressing the needs of disadvantaged communities that are often the most vulnerable to hazards.
 - iii. The PROTECT programs offers 100% funding for Planning Grant projects that address the climate crisis by improving the resilience of the surface transportation system, including:
 - a. Highways
 - b. Public transportation
 - c. Ports
 - d. Intercity passenger rail
 - iv. Up to \$45 million is available nationwide for PROTECT Planning Grants
 - v. A minimum grant award of \$100,000 and no maximum award size
 - vi. Applications are due August 18, 2023
 - vii. Staff Proposed Project
 - a. TCRPC proposes the creation of a Regional Resiliency Plan (RRP) spanning the Tri-County area.
 - b. This project would be consultant-led.
 - c. Estimated cost is \$500,000.
 - d. The proposed project will include:
 - i. An assessment of vulnerabilities in the tri-county transportation network.

1. Including environmental risks:
 - a. Stormwater, as it relates to
 - b. Erosion, and
 - c. Flooding
2. Distribution of green space and recreation access
3. Heat island impacts (through a tree canopy analysis)
- ii. An assessment of multimodal transportation access throughout the region, and
- iii. All assessments will be assessed through an economic resiliency and social justice lens.
- e. The plan would produce a
 - i. Grant ready, coordinated but distinct projects and objectives designed to facilitate:
 1. Environmental, economic, and social resilience, and to competitively position the region for federal infrastructure funding.
- f. Next steps- Letter of Support

Motion carried.

10. Updates

- a. Regional Active Transportation Plan – Walk, Bike, Ride Greater Peoria
Gabriel Guevara updated we are working on a creative action plan to expand transit for visible ways to get to work:
 1. Creating a Community Plan- July 13
 2. Looking for bicycle and pedestrian needs
- b. Transportation Alternative (TA) Set-Aside
Michael Bruner updated on the following:
 - i. As an MPO with an urbanized population over 200,000, TCRPC receives an annual allotment of TA funds as a set-aside of the STBG program.
 - ii. TCRPC is opening up a 2nd call for projects for the Transportation Alternative (TA) Set-Aside
 - iii. TCRPC previously released a call for projects on Wednesday, February 15, 2023.
 1. Project applications were due to staff by Friday, March 31, 2023, by 4:00 PM
 2. Approximately \$1,458,565 was available for the Call for Projects
 3. Two projects were awarded, resulting in \$783,159 being programmed.
 - iv. TCRPC is releasing a 2nd Call for Projects today, June 21, 2023, with an available funding of \$675,406.
 1. Project applications are due to staff by 3:30 pm on Monday, July 31st.
 - v. Eligible projects:
 1. A project must demonstrate a relationship to surface transportation and pedestrian and/or bike facilities.
 2. Infrastructure projects to enhance non-driver access to public transportation.
 3. Community improvement activities
 4. Environmental mitigation related to stormwater.
 - vi. Non-eligible projects
 1. Routine maintenance activities are not eligible\Solely recreational projects are not eligible.
 - vii. Local match requirements
 1. Preliminary engineering and construction are 80/20
 2. Right-of-way and easement acquisition are 50/50
 3. Street lighting is 50/50- but if its in a designated historic area, it may qualify at 80/20
 - viii. Timeline
 1. Applications due July 31st by 3:30 pm
 2. August 16th- applicants will present their projects at Technical, and TA subcommittee is formed.
 3. September 20th- Technical committee will convene to consider the subcommittee's recommendation.
 4. October 4th- Commission programs TA funding
- c. FY 2024 Special Transportation Studies
Michael Bruner updated on the following:

- i. Tri-County released the Call for Projects for Special Studies on May 17th, with an application due date of Friday, June 16th at 3:30 pm
- ii. The Commission has programmed approximately \$150,000 for FY 2024 Special Transportation Studies.

- iii. Staff received a total of six applications for a total funding request of \$270,000.

Chillicothe	The cost Benefit Analysis for IL-29 Viaduct	\$30,000.00
CityLink	Pekin Area Transit Study	\$40,000.00
East Peoria	East Peoria Stormwater Inventory and Analysis	\$70,000.00
Germantown Hills	Feasibility Study for Germantown Hills to McCluggage Bridge Trail	\$50,000.00
Peoria Heights	Peoria Heights Active Transportation Plan	\$50,000.00
West Peoria	Corridors Study of Waverly Ave. and Aryers Ave.	\$30,000.00

- iv. Special Studies Review Committee scheduled for Tuesday, July 11 at 1100 am.
 - 1. Terry Koegel- Creve Coeur
 - 2. Jeff Gilles- Peoria County
 - 3. Paola Mendez- City of Peoria
 - 4. Jon Oliphant- City of Washington
 - 5. Brandon Geber- IDOT
- d. IDOT

Brandon Geber updated on the following:

 - FHWA recently released NOFOs for the National Infrastructure Project Assistance (MEGA), Rebuilding America (INFRA), and Rural Surface Transportation (RURAL) grant programs. The programs are larger infrastructure projects.
 - Eric Miller added that the City of Peoria is looking to get 25 recharging stations at a cost of \$10M. Please get back with Eric if supportive.
 - Russ Crawford asked if the rural grants are eligible to stand together or stand alone.
 - Brandon Geber said he will check into it.
- e. FHWA

Betsy Tracy had nothing to add.

11. Other

- a. Acronym List

Michael Bruner went over the following:

 - i. Tri-County Regional Planning Commission (TCRPC) serves as the regions.

Metropolitan Planning Organization (MPO)
 - ii. A MPO is the policy board of an organization created and designated to carry out a **continuing, comprehensive, and cooperative (3C)** multimodal metropolitan transportation planning process in all **Urbanized areas (UA/UZA)** with populations over 50,000, as determined by the US Census Bureau,
 - 1. The 3C provides a basis for decision-making and ensures that transportation interests are balanced when public funds are spent.
 - (1) It is designed to engage the public and stat=keyholders in establishing shared goals and a vision for the community.
 - iii. The **Metropolitan Planning Area (MPA)** is the MPO planning area and encompasses the UA/UZA and the contiguous geographical area likely to become urbanized within the next 20-years.

- iv. A UA/UZA with a population over 200,000 as defined by the Census Bureau and designated the Secretary of the **US Department of Transportation (USDOT)**, is called a **Transportation Management Area (TMA)**.
 1. A MPO designated as a TMA is subject to special planning and programming requirements.
 - (1) Transportation plans shall be based on a continuing and comprehensive transportation planning process carried out by the MPO in cooperation with the **Illinois Department of Transportation (IDOT)** and public transportation operators. At IDOT, MPOs primarily coordinates with **Office of Planning and Programming (OPP) and Bureau of Local Roads and Streets (BLRS)**.
 2. The transportation process must include **Congestion Management Progress (CMP)**. A CMP is a plan that maps the region's transportation network and identifies the areas with high traffic to be able to manage them effectively in the future.
 3. The **Federal Highway Administration (FHWA)** and **Federal Transit Administration (FTA)** must certify the transportation planning process less often than once every 4 years.

- v. As an MPO, The Commission coordinates and completes many transportation plans, projects, and studies, some required by federal law:
 1. **Unified Planning Work Program (UPWP)** is one of the cores MPO planning documents that outlines the day-to-day activities of the MPO and sets the budget for all transportation planning activities for the specified Fiscal Year. The UPWP is updated every year.
 2. **Public Participation Plan (PPP)** is a required document that sets forth the policy by which the MPO involves stakeholders and the general public in the transportation planning process. The PPP is updated as needed or every three years along with the Title VI Plan.
 3. **Long-Range Transportation Plan (LRTP)** is one of the cores MPO planning documents that serves as a guide for the future development and maintenance of the Peoria-Pekin urbanized Area transportation system for the next 25 years. The LRTP is updated every five years.
 4. **Transportation Improvement Plan (TIP)** is required short-range plan that identifies all federally funded transportation-related projects programmed for state and local jurisdictions within the MPA to be carried out during a four-year program horizon. The TIP is updated annually.
 5. **Previously Obligated Projects (POP)** is required annual listing of federally authorized transportation projects. The POP is updated annually after the end of the program year.
 6. **Human Services Transportation Plan (HSTP)** is federally required plan that identifies needs and gaps in transportation services for seniors and individuals with disabilities and recommends strategies to address. The HSTP document is updated every five years.
 7. All programs which receive funding from the FHWA and FTA are required to follow the USDOT Title VI regulation of 49 CFR Part 21. As a recipient of USDOT financial assistance, The Commission is required to prepare a **Title VI Program** to ensure that the level and quality of the transportation planning process and associated planning documents is provided in a nondiscriminatory manner.
 - (1) The Title VI Plan includes **Environmental Justice (EI)** considerations, which consider impacts to low-income, minority, and other disadvantaged populations within transportation planning and decision-making.
 - (2) The Title VI Plan also includes a **Limited English Proficiency (LEP)** section addressing language assistance needs to ensure meaningful access to transportation planning by persons with limited English proficiency.

b. Newsletter Discussion

Ray Lees updated on the following:

- Studies and plans. Is creating a Regional Plan document.
- Newsletter expansion- Seek out subject matter. Get people active and included in subjects of area.

Eric Miller- CO2 pipeline is this something the Commission wants input on.

- Russ Crawford mentioned this will play a role in our area.

12. Adjournment

Autum Jones moved to adjourn at 10:18 am and John Kahl seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded by:

Britney West, GIS Specialist

Transcribed by:

Debbie, Ulrich, Office Administrator