



TRI-COUNTY REGIONAL PLANNING COMMISSION

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Ways & Means Committee: 8:30 a.m., June 5, 2024

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., June 5, 2024

1. Call to Order, Welcome, Recognition of Audience

Chairman Greg Menold called the meeting to order at 9:00 a.m.

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	V	
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	
Mary Burress, City of Pekin.		x	Don Knox CityLink		x
Gary Manier, Washington	V		Karen Dvorsky, IDOT	x	
James Dillon West Peoria	x				

Present: Ray Lees, Rebecca Eisele, Eric Miller, Debbi La Rue, Gabriel Guevara, Reema Abi-Akar, Michael Bruner, Else Hayes, Ian Chenoweth, and Liberty Pritchard. Staff virtual: Logan Chapman. Virtual: Brandon Geber, IDOT

3. Public Input

None.

4. Motion to approve May 1, 2024, Commission minutes.

John Kahl moved to approve the May 1, 2024 Commission minutes, and Russ Crawford seconded. Motion carried.

5. Chairman report

Chairman Menold acknowledged Debbie Ulrich’s last day of employment with TCRPC on May 31st, and he expressed that he was thankful for her work and was a real asset to the Commission.

Russ Crawford asked if the Commission formally accepted Ulrich’s resignation. Chuck Nagel responded that there was no formal action by the Commission, but TCRPC followed protocol on the resignation of an employee.

6. Executive Director report

Eric Miller reported on the following:

- TCRPC has made two new hires: Else Hayes as Planner I and Isaiah Hageman as GIS Specialist II.
- TCRPC also has two summer interns, Ian Chenoweth and Liberty Pritchard.
- The office is currently recruiting for the Office Administrator role.
- TCRPC has received two grants:
 - IDOT Bus Stop Condition Inventory and Analysis
 - US EPA Brownfield Assessment

7. Ways and Means Report

a. Motion to approve April 2024 Financial Statements and Billings (Resolution 24-52)

Danny Phelan moved to approve April 2024 Financial Statements and Billings (Resolution 24-52), and John Kahl seconded.

Rebecca Eisele updated on the following;

- Total Operating Cash at the end of the month was approximately \$1.011 million. Operating cash decreased by \$10,000 in April, compared to March.
- Total Accounts Receivable at the end of the month was \$177,000. Of the A/R balance, \$130,000 were federal funds, \$24,000 were state funds, and \$24,000 were local funds.
- Accounts Payable balance at the end of the month was \$42,000, and of that amount, there were \$37,000 in unpaid pass-through expenses as of the end of April. The remaining \$5,000 A/P balance was for regular monthly bills unpaid as of the end of the month.
- Current billing for April was \$106,000, minus direct pass-through expenses and adjusting entries of \$24,000, resulting in Operating Revenue of approximately \$82,000.
- Total Expenses for April were \$109,000, minus direct pass-through expenses and adjusting entries of \$24,000, resulting in Operating Expenses of approximately \$85,000.
- April ended with a deficit of approximately \$3,000. Fiscal Year 2024 has a surplus of approximately \$261,000.
- TCRPC is now starting to use matching funds to pay for Kickapoo Creek and the Safe Streets for All (SS4A) projects. Therefore, they will show up as expenses in May and June.
 - Miller clarified that these are local funds.

Motion carried.

b. Motion to approve FY25 Budget (Resolution 24-53)

Don White motioned to approve FY25 Budget (Resolution 24-53), and John Kahl seconded.

Eric Miller presented the following:

- He apologized for the timing of presenting the draft budget due to scheduling conflicts of the Ways and Means Committee.
- There have been changes to the budget to more accurately reflect what TCRPC would pay for employee benefits. Costs of health insurance have decreased while retirement has increased.
- TCRPC is currently budgeting \$3.1 million in revenue, the first time in Commission history.
- The projects that helped attribute to increase in revenue:
 - SS4A
 - FY 24 SPR
 - Kickapoo Creek Watershed Study
 - Equipment in the form of pedestrian counters

Don White had a question about rent for facility costs.

- Rebecca explained that according to Governmental Accounting Standards Board 87, leases are required to be tracked as a lease liability and as a right-to-use asset. Therefore, TCRPC's rent costs no longer show up as a rental expense but as amortization expense for the office lease agreement, interest expense, and the value of our office lease.

Rebecca explained that TCRPC is going to start a new five-year contract for leasing its office space and will pay a higher interest expense at the beginning of the contract, which will decrease over time.

Commissioner Crawford shared the various peaks in revenue during his tenure as a commissioner, and he expressed his support of the new budget. Motion carried.

8. Administration

a. **Motion to approve amendments to Employee Handbook Salary Ranges for full-time and part-time employees (Resolution 24-54)**

Danny Phelan motioned to approve the Employee Handbook Salary Ranges for full-time and part-time employees (Resolution 24-54), and John Kahl seconded the motion.

Eric Miller reported the following:

- This is an amendment to the Employee Handbook to adjust salary schedules to keep up with inflation to ensure salaries are competitive in the market.
- This is an annual practice, and Tri-County is recommending an increase of 3.5 percent. This is based on the consumer price index.

Motion carried.

b. **Motion to approve Cost of Living (COLA) adjustments (Resolution 24-55)**

Chuck Nagel motioned to approve the Cost of Living (COLA) adjustments (Resolution 24-55) with the amendment, "Therefore, be it resolved by the Commission as follows: that the Commission approves a lump sum amount of \$19,950 for FY 2025 wage increases for the full-time and part-time staff." Russ Crawford seconded the motion.

Commissioner Crawford shared that language from an old resolution was used for the amendment. Kahl wanted to confirm that the 3.5% salary increase will be for all employees.

Eric Miller presented the following:

- TCRPC is asking 3.5 percent salary increase for all employees to keep up with inflation
- Mid-year adjustments are made based for merit

Commissioner Powers asked for clarification on the motion. Commissioner Kahl answered. Motion carried.

c. **Motion to approve FY25 Slate of Officers, Tri-County Regional Planning Commission (Resolution 24-51)**

Russ Crawford motioned to approve the FY25 Slate of Officers, Tri-County Regional Planning Commission (Resolution 24-51). Danny Phelan seconded the motion.

Commissioner Crawford shared the following:

- The slate of officers will be the same until June 20, 2025.
- All the officers are excited to come back, and the procedure meets all by-laws.

Motion carried.

d. **Motion to authorize the Executive Director to enter into an Agreement for IT Administration and Web Hosting with IT Unified for amount not to exceed \$14,000 (Resolution 24-59)**

John Kahl motioned to authorize the Executive Director to enter into an agreement for IT administration. Patrick Urich seconded the motion.

Michael Bruner presented the following:

- This is a yearly contract with a consultant to administer Tri-County's network and server needs and host the website.
- The contract includes the Commission's phone service, backup internet, website hosting, and IT support.
- The cost of this contract has been accounted for in the Commission's FY25 Budget.

Motion carried.

9. Transportation

a. **Motion to approve the Public Participation Plan (Resolution 24-56)**

Danny Phelan motioned to approve the Public Participation Plan (Resolution 24-56). John Kahl seconded the motion.

Gabriel Guevara presented the following:

- The public comment period for the Public Participation Plan (PPP) has come to an end, and Tri-County is seeking and recommending approval to adopt the plan.
- The PPP is a document that outlines how TCRPC plans to engage the public when engagement is deemed necessary.
- The PPP is also a required MPO document.

Motion carried.

b. **Motion to approve the Title VI Program with Environmental Justice Consideration and Limited English Proficiency Plan (Resolution 24-57)**

Chuck Nagel motioned to approve Title VI Program with Environmental Justice Consideration and Limited English Proficiency Plan (Resolution 24-57). Danny Phelan seconded this motion.

Gabriel Guevara presented the following:

- Title VI is a federally required document for recipients of US DOT financial assistance.
- This document must be updated every three years.
- This document outlines TCRPC's procedures to ensure that no person will be discriminated against and procedures to handle complaints against discrimination.

Motion carried.

c. **Motion to approve reallocating FY 2020 Transportation Alternative (TA) Funds (Resolution 24-58)**

John Kahl motioned to approve reallocating FY 2020 Transportation Alternative (TA) Funds (Resolution 24-58). Rick Powers seconded the motion.

Michael Bruner presented the following:

- The Commission awarded Washington \$293,959 in FY 2020 TA funding to construct a multiuse path along US Route 24 Business from Gillman Ave to Eagle Ave.
- Since the award, IDOT has added the reconstruction of US-24 Business in the MYP.
- Washington has paused their project until IDOT moves forward with the reconstruction.
 - However, the IDOT project timeline has taken longer than anticipated.
- Typically, TA funds lapse in three fiscal years following the funding year unless federally authorized, so this project's funding has the potential of being rescinded by the US DOT.
- The Technical Committee recommended reallocating the FY 2020 Transportation Alternative funds to the current Combined Call for projects.
 - Original TA amount: \$1,170,320
 - Updated amount: \$1,464,279

Russ Crawford asked if the Technical Committee was aware of all their options and if this recommendation came from them. Michael confirmed that they were aware of all the options, and

this is the one they chose. Commissioner Crawford expressed that he supports the Technical Committee's decision.

Motion carried.

d. Call for Projects: FY 2025 Special Transportation Studies

Michael Bruner presented the following:

- The Commission has programmed approximately \$181,000 of FY 2025 Metropolitan Planning Funds for Special Transportation Studies.
- The project application is available on the Commission's website under Funding Programs. The application is a Google Form, plus a requirement to email staff any supporting documents
- Project Schedule:
 - Project proposals are due June 14 by 3:30 p.m.
 - A review subcommittee will be established at the next Technical Committee.
 - Recommendations will be available to the Commission at the August meeting.

10. Updates

Brandon Geber had no updates from IDOT.

11. Other

Eric Miller shared that staff is scheduling and preparing the Technical Committee agenda. Staff is considering cancelling the July Commission meeting since it is currently scheduled for July 3rd.

12. Adjournment

James Dillion motioned to adjourn the meeting, and Don White seconded. The motion passed, and the meeting adjourned at 9:55 am.

Submitted by: Eric Miller, Executive Director

Recorded by: Reema Abi-Akar, Planner

Transcribed by: Gabriel Guevara, Planner