

Tri-County Regional Planning Commission

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Ways & Means Committee

Chuck Nagel, Chairman

Andrew Rand, and John Kahl

MINUTES

Wednesday, April 5, 2023 @ 8:30 a.m.

1. Call to Order

Chairman Chuck Nagel called the meeting to order at 8:30 a.m.

2. Roll Call

Present: Chuck Nagel, and John Kahl. Absent: Andrew Rand. Staff present: Debbie Ulrich, Eric Miller, and Rebecca Eisele. Also present: Don White

3. Public Input

4. Approval of Minutes of December 7, 2022

John Kahl moved to approve the Minutes of December 7, 2022 and Chuck Nagel seconded. Motion carried.

5. Recommendation to Commission the approval of February Financial Statements and Billings (Resolution 23-60)

John Kahl moved to recommend to Commission the approval of February Financial Statements and Billings (Resolution 23-60) and Chuck Nagel seconded.

Rebecca Eisele reported on the following:

- February resulted in a deficit of (\$7k)
- Total Operating Cash at the end of the month was approximately \$884k. Cash decreased in February by (\$60k) compared to January.
- Total Accounts Receivable at the end of the month was \$169k. Of the A/R balance, \$119k was federal funds, \$22k was state funds, and \$28k was local funds.
- Accounts Payable at the end of the month was \$68k, and there was \$59k in unpaid pass-through expenses as of the end of February. The remaining \$9k A/P balance was for regular monthly bills unpaid as of the end of the month.

- Current Billing for February was \$132k, minus direct pass-through expenses of (\$65k) that were billed to customers, resulting in Operating Revenue of approximately \$67k.
- Total Expenses for February were \$139k, minus direct pass-through expenses of (\$65k), resulting in Operating Expenses of approximately \$74k.
- February had 19 regular working days, 1 paid holiday, and 67.5 hours of PTO were used by staff.
- February resulted in a deficit of (\$7k). Fiscal Year 2023 has a net surplus of \$192k as of the end of February.

Motion carried.

6. Recommendation to Commission the approval of Executive Director to enter into an agreement with INTUIT QuickBooks for an amount not to exceed \$2,000 (Resolution 23-66)

John Kahl moved to recommend to Commission the approval of Executive Director to enter into an agreement with INTUIT QuickBooks for an amount not to exceed \$2,000 (Resolution 23-66) and Chuck Nagel seconded.

Rebecca Eisele said our QuickBooks needs to be updated.

Motion carried.

7. Other

- Eric Miller said that Debbi LaRue has started as a Planner III
- We are reviewing the IMRF cost study. Increase of Commission to participate is 12.69% with 5.7% employee contribution. The timing we are looking to start is July target date and August adoption.
- Don White suggested to go to Executive Board with results.

8. Adjournment

John Kahl moved to adjourn at 8:42 a.m. and Chuck Nagel seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Debbie Ulrich, Office Administrator