



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

EXECUTIVE BOARD MEETING

456 Fulton St. Suite 401

Peoria, IL 61602

Don White, CHAIRMAN

(Chuck Nagel, Rita Ali, Russ Crawford, Greg Menold, Autum Jones, Andrew Rand, John Kahl

Monday, April 17, 2023

9:00 a.m.

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

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United States: +1 (408) 650-3123

Access Code: 291-023-189

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve February 13, 2023 minutes
5. Executive Director report
6. Discussion of amending the Commission Employee Handbook- Memo attached
-Commission Retirement Plans- Illinois Municipal Retirement Fund
<https://www.imrf.org/cmsmedia/files/multi-site-files/employers/units-of-government-considering-participation-in-imrf.pdf?la=en>
7. Discussion and action to have Terracon Consultants, Inc. prepare a FY2024 EPA Brownfield Grant Application at no cost to the Commission- Memo attached
8. Discussion of Transportation Alternatives Program Call for projects
9. Other
10. Adjournment



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Monday, February 13, 2023

9:00 a.m.

MINUTES

1. Call to Order

Chairman Don White called the meeting to order at 9:00 a.m.

2. Roll Call

Present: Don White, Greg Menold, John Kahl, and Russ Crawford. Virtual: Chuck Nagel. Absent: Rita Ali, Autum Jones, and Andrew Rand. Staff: Eric Miller, Ray Lees, Debbie Ulrich, and Reema Abi-Akar. Also present: Danny Phelan.

3. Public Input- none

4. Motion to approve January 16, 2023 minutes

Russ Crawford moved to approve the January 16, 2023 minutes and Greg Menold seconded. Motion carried.

5. Executive Director report

Eric Miller reported on the following:

- Raises and promotions were approved by Full Commission
- Updated about Katherine Coyle from Darin LaHood office and Congressman Sorenson about Regional Priority Process

6. Project Updates

a. Safe Streets for All (SS4A) Grant Award

- Miller mentioned that the Commission received \$500,000 grant from Federal.
- Action plan needs to be complete to receive funds.
- We also need to raise \$100,000 locally for safety.
- He then explained the key problem areas for safety concerns
- 4 E's are Education, Engineering, Emergency response, and Enforcement.
- Explained the list of priorities.
- Russ Crawford asked who we need to reach out to, and Eric Miller responded this will be discussed at Technical to who we need to reach out to for regional support.
- Don White asked if consultant will be collecting data and Eric Miller said they will do some.

- Eric Miller added this is a Federal Compliant Plan
 - Greg Menold asked how will the match be made and Eric Miller replied the Technical Committee will discuss the match process.
 - Greg Menold added we need to try and get local communities to participate in the match.
- b. Passenger Rail
Eric Miller mentioned we are making progress. We need to complete 2 different grants. This process is to be done in an estimated time of 10 years. We need to commit to match and maintain support.
- c. Highway Safety Improvement Program (HSIP) Guardrail Grant
Eric Miller updated on the HSIP Guardrail grant for \$3M . Several communities are going to replace guardrails. Tazewell County is the lead agency. The 12 communities are working on intergovernmental agreements, hire an engineer contractor and produce bids for guardrails.
Greg Menold mentioned this is a long process and appreciates TCRPC on their support and help. He then asked if the time limit is shot and Eric Miller that we are making progress.
- d. Hazard Mitigation Plan
Reema Abi-Akar updated this is done every 5 years. This document outlines the risk factors. The last Hazard Mitigation Plan was completed in 2019. This year we are combining all counties. We applied for 1 umbrella process. Peoria County is seeking flooding. There will be 2 consultants: 1 for Peoria County and 1 for Tazewell and Woodford counties combined. There are 23 communities in this voluntary process.
- e. Unified Planning Work Program Development (UPWP)
Eric Miller reported on the normal funding thru the Federal government for each year work program. Draft budget is due by tomorrow. The additional \$100,000 is from MPO funding. If we do not spend it goes back.
- f. State Planning and Research Grants
- i. Community Comprehensive Plans
SPR- Federal sends money to state. MPO and state. The state has offered money for planning projects. There are 2 applications- Committee Comprehensive Planning, Consensual lead. There are 5 communities that will receive funds.
 - ii. HOI Regional Port District Master Plan
 - Ray Lees updated the SPR cycle of \$465,000 funds for this plan. \$350,000 will go to consultant from all over county. We are evaluating 8 communities. This should be completed by the end of March with a consultant on board. It is a 2-year window.
 - Eric Miller added that the State and Federal are encouraging involvement in the Port District.
 - John Kahl mentioned he had a meeting with someone from Governor's office and mentioned the Port District to her.

7. Other

Greg Menold asked about IMRF and staff.

Eric Miller said we received a letter, and they are processing the cost study for IMRF. Fran has left for job at McLean County. We have 2 interviews and may have 2 from ISU.

8. Adjournment

Russ Crawford moved to adjourn at 10:10 a.m. and John Kahl seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Debbie Ulrich, Office Manager

To: Members of the Commission
From Eric W. Miller, Executive Director
Date: April 17, 2023
Subject: Executive Director Report for April 2023

Project	Activity	Status
Administrative		
Headlines		
	Working with Regional Stakeholder group Led by the City of Peoria regarding EV charging stations	Ongoing
	Working on Regional Priority Process	Complete
	Met with CityLink regarding regional transit priorities	Complete
	Consultant Selection for guardrail HSIP project	Ongoing
	Monitored Federal Grants NOFO's	Ongoing
	Reviewed results of IMRF cost study with staff	Ongoing
	Working with Communities, drafting letters of support for State and Federal grant funding programs	Ongoing
	Developing transportation dashboard	Ongoing
	Worked with stakeholders and consulting team re: Passenger Rail Federal Grant Applications	Ongoing
	Applied for SPR grant funding	Complete
	Met with Germantown Hills regarding grant opportunity	Ongoing
	Met with Limestone Twp regarding support and Collaboration	Ongoing
Personnel	Semi-annual staff reviews ongoing	Ongoing
	IMRF Cost Study underway	Ongoing
Website	Content review of website.	Ongoing
Planning issues		
Illinois River Issues	Continued coordination of Beneficial Use of Dredged Material Pilot project	Ongoing
	Continued coordination and outreach regarding Asian Carp	Ongoing
	Continued coordination with USACE for funding opportunities related to IL river/Peoria lakes	Ongoing
HUD Healthy Homes	Work Ongoing	Ongoing
Village of Tremont Comp Plan	Report Complete	Complete
Village of Germantown Hills Comp Plan	Continued discussion with Village board regarding scope of work	Ongoing
Village of Creve Coeur	Continued discussion with Village board regarding scope of work	Ongoing
Village of Bartonville	Continued discussion with Village board regarding scope of work	Ongoing
City of Chillicothe	Continued discussion with Village board regarding scope of work	Ongoing
Village of Brimfield	Continued discussion with Village board regarding scope of work	Ongoing
City of East Peoria	Consultant Selection underway	
Watershed Planning	Contract Development with IEPA regarding Kickapoo Creek Watershed	Ongoing
Hazard Mitigation Plan	Work has Commenced Meeting with Stakeholders	Ongoing
GIS Projects/ Asset Management		
Village of Elmwood	Dunlap	Ongoing
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Ongoing
Bartonville	Sidewalk Inventory	Complete
Logan County GIS technical assistance	Technical Assistance as needed	Ongoing
Greater Peoria Sanitary District	Technical Assistance as needed	Ongoing
Germantown Hills Map development		
MPO/Transportation		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program	Development of FY 24 Transportation Improvement Program	Complete
	Creation of web based TIP document application	Ongoing
	Processed FY 23 TIP Amendments	Ongoing
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	on hold
Highway Safety Improvement Program Guardrails	Consultant Selection	Ongoing
Active Transportation Planning	Work with various Stakeholders, coordination of planning efforts	ongoing
Special Transportation Studies		
FY23		
Chillicothe Active Transportation Plan	Project is underway, coordinating with consultant	Ongoing
City of Peoria Intersection Study	Project is underway, coordinating with consultant	Ongoing

City of Pekin Bike/Ped plan	Project is underway, coordinating with consultant	Ongoing
MPO TDM work	Work Completed	Complete
FY 21 State Planning and Research Funding		
Asset Management software	Project is underway, coordinating with consultant	Ongoing
Activity Based Travel Demand Model	Project is underway, coordinating with consultant	Ongoing
Congestion Management Plan	Work is complete	Complete
FY 23 State Planning and Research Funding		
Heart of Illinois Regional Port District Master Planning	Consultant selection / project mobilization underway	Ongoing
Regional Community Planning	Consultant selection / project mobilization underway	Ongoing
HSTP/Transportation		
5310 program Grant	Programmed 5310 Funds	Ongoing
HSTP Plan	Commission Adopted Plan	Ongoing
HSTP meetings		Ongoing



MEMORANDUM

TO: Executive Board of the Commission
FROM: Executive Director
SUBJECT: Amendments to the Commission Employee Handbook
DATE: April 14, 2023

Action needed:
For Discussion

Background:

In June of 2022, The Commission directed staff to perform a compensation study. The staff hired HRFIT to perform a compensation study to look at salaries and benefits at organizations comparable to TCRPC. The conclusion of the study states that our experienced planners (3-5Yrs) are behind their counterparts at other organizations and, our entry-level starting salaries are behind our competitors. While our fringe benefits (Employee Health insurance and PTO) were comparable to other organizations, our retirement plan was not on par as many of the organizations participate in the Illinois Municipal Retirement Fund (IMRF). Staff has identified this as an issue with the attraction of professional staff coming from other IMRF agencies to the Commission.

The Commission staff reached out to officials at IMRF to discuss the exploratory process for an eligible organization to join IMRF. The first step in the process was to perform a cost study. The cost study is finished, and we have the results. On the agenda there is a link to a document that gives a thorough background on the program from an employer's perspective. In short, joining IMRF would greatly enhance the benefit package offered to Commission employees.

Staff members are actively discussing this topic. One significant change from the existing plan is that employees are required to contribute 4.5% of their salary. Our current plan has no such requirement. Each employee was encouraged to perform due diligence from their own perspective as to how a change in the Commission retirement plan would impact them personally. This discussion is ongoing.

From an employer perspective, joining the IMRF would have impacts on the Commission. First is cost, the cost study has indicated that the Commission contribution for the first year would be about 12.93% of the total annual salary expense. This is an estimate and was based on salary information that was given to IMRF at the time the study was conducted. The employer rate is calculated on a yearly basis, so, future years will be more or less depending upon various factors.

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Today, the Commission's contribution towards the retirement benefit averaged 5.06% of total annual salary expense.

Next is the permanent commitment to the plan, if the Commission joined IMRF, it would not be able to withdraw from IMRF. Furthermore, if the Commission ceased to exist, another unit of government would be responsible for the retirement pension liability of the Commission employees.

If the Commission wants to consider this option. The Commission will be required to pass a resolution with a 2/3 majority vote. To avoid an additional actuarial study, this action would need to take place by **July 1, 2024**.



MEMORANDUM

TO: Executive Board of the Commission
FROM: Executive Director
SUBJECT: USEPA Brownfield Grant Application
DATE: April 14, 2023

Action needed:

For Discussion and Action

Background:

Prompted by conversations with brownfield site investigating consultant, Terracon, the Greater Peoria Economic Development Council (GPEDC) approached Tri-County Regional Planning Commission about the referenced grant application development work determining that, as a public body, Tri-County would be a more appropriate organization to lead the referenced investigations and planning effort. Therefore, Tri-County staff wishes to inform the Executive Committee that it intends to approve a Work Authorization with St. Louis-based Terracon Consultants, Inc. (Terracon) to carry out Professional Brownfields Services, including Environmental Protection Agency (EPA) Grant Writing at **no cost** to the Commission. Tri-County staff will keep the Executive Committee and Commission informed of progress in this regard.

Services

The purpose of this **zero-fee** scope of services is to outline the information required to produce a contending USEPA Brownfield Grant application and to identify the services best completed by Tri-County, GPEDC and those to be completed by Terracon.

The proposed services include updating and resubmitting the grant application for the FY 2025 should the grant application not be selected by EPA for funding as part of the FY 2024 submittal process. If awarded funding, this proposal includes the completion of all EPA acceptance forms and required Work Plan Documents.

Professional Services Procurement

If the grant application is successful, Tri-County will follow all established professional services procurement processes in retaining a consultant to execute the work. Terracon understands this requirement and will make their own decision as to the pursuit or not of the grant execution services contract.

TCRPC / GPEDC Roles

Terracon will provide support to Tri-County and GPEDC in presenting the preceding information in the grant application. As mentioned above, to produce a competitive grant application, Tri-County and GPEDC should be active participants and take on significant roles in gathering the EPA required information, soliciting community support, and providing information to best present the community in a way that strengthens the grant proposal. Based on the FY 2023 grant application and EPA requirements, responsibilities of Tri-County and GPEDC include the following.

- Identification of one or more smaller geographic focus areas that exhibit an area of need, and correlates with the community's brownfields sites
- Conduct community outreach (online or in person) within the defined focus area(s) in the form of meetings that solicit input from the community on the properties included in the grant application within each focus area
- Develop and present partnerships with local community-based organizations
- Provide access to planning documents that align with focus area(s) (web links or names for web search)
- Provide information regarding quantification of private job loss numbers or specific business closures since 2012/2013 if available
- Provide information regarding quantification of any public job reductions or lower municipal operating budgets since 2012/2013 if available
- Provide additional information as requested in support of the grant application, which may be needed to develop the need of the community and in the event additional items are required when the FY 2024 EPA Grant Guidelines are released
- Provide timely review and comments of draft materials

Schedule

We anticipate the EPA will release the FY 2024 Grant Proposal Guidelines in September 2023. Upon their release, Terracon will provide a detailed schedule for coordination pertaining to the completion of the specific components of the grant proposal. Terracon will provide final grant and supporting documents.

The proposed services include updating and resubmitting the grant application for the FY 2025 should the grant application not be selected by EPA for funding as part of the FY 2024 submittal process. If awarded funding, this proposal includes the completion of all EPA acceptance forms and required Work Plan Documents.

Terracon Experience Summary

Terracon has been assisting communities with their EPA Brownfield grant preparation since the Brownfields program's inception in 1995. Project managers work with communities to develop strategies that help their grant applications present the required factors that provide EPA reviewers with a clear understanding as to why their community needs the federal funding to support local redevelopment.

Terracon staff assisted clients in obtaining over \$58 million in EPA brownfields grants. For the FY 2022 EPA Brownfields Grant cycle, we assisted clients in being awarded \$8.6 million in EPA Brownfield Assessment grant funds. Over the last five years, Terracon staff assisted clients across the country with obtaining over \$17.5 million in EPA Assessment and Cleanup grants, with an overall grant writing success rate for our clients of 78 percent. Terracon is one of the most successful firms in assisting communities with building their brownfields programs.