



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

EXECUTIVE BOARD MEETING

456 Fulton St. Suite 401

Peoria, IL 61602

Greg Menold, CHAIRMAN

(Chuck Nagel, Camille Coates, Russ Crawford, Rita Ali, Autum Jones, John Kahl, and Danny Phelan)

Monday, October 16, 2023

9:00 a.m.

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve August 21, 2023 minutes
5. Executive Director report
6. Discussion of Thriving Communities- Notice of Funding Opportunity (NOFO)
7. Discussion of EV Charging Station NOFO Regional application
8. Update on Employee Handbook
9. Other
10. Adjournment



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Monday, August 21, 2023

9:00 a.m.

MINUTES

1. Call to Order
Chairman Greg Menold called the meeting to order at 9:00 am
2. Roll Call
Present: Greg Menold, Chuck Nagel, Camille Coates, Russ Crawford, Rita Ali, Autum Jones, John Kahl. Absent: Danny Phelan. Staff present: Eric Miller, Ray lees, and Debbie Ulrich
3. Public Input-none
4. Motion to approve June 19, 2023, minutes.
John Kahl moved to approve June 19, 2023, minutes and Camille Coates seconded. Motion carried.
5. Executive Director report
Eric Miller reported on the following:
 - Met with Mark Slover- Weaver's Chief of Staff on Regional charging stations- \$20M Federal grant for urban and rural areas. Information meeting September 20. Dewberry is the consultant, plus IDOT and Ameren will be at session.
 - HOI Port District has a contract to help Port District. It is a \$500,000 grant. DCEO has asked TCRPC to administer the grant. To prepare the scope of work it will be \$43,000.
 - Went to Port District to define our contract.
 - Federal Protect grant is \$500,000 grant. Shout out to Reema for an 8,000-word document she constructed.
 - New funding of \$600,000 for 1 year carbon reduction for 3 or 4 more years.
 - Greg Menold asked if the charging stations are eligible for this grant and Eric said yes.
 - Russ Crawford asked if there is an inventory of charging stations and Miller said yes.
 - Rita Ali said that the state of Illinois has its own plan on charging stations.
6. Discussion and recommendation to Commission of amendments to Employee Handbook (Attachments)
Eric Miller updated on the suggested amendments to the Employee Handbook
 - ADA Act

- Eric Miller said that Tri-County is committed to providing access and reasonable accommodation in its services, activities, programs, and employment opportunities.
- Gift Policy
 - Eric Miller updated an employee shall not, directly or indirectly, solicit or accept a gift from a prohibited source or a gift that is offered because of the employee's official position. Follow US General Services Administration
 - Autum Jones added Woodford County cannot accept gift cards of monetary value.
- IMRF is 13% match. Nationwide will not be contributing.
 - John Kahl asked who gets unfunded liability and what the employee survey is. Miller said the majority of employees are on board with 1 that is collecting IMRF from previous job and will not be collecting.
 - Russ Crawford said that all 3 counties need to be on board with this.
 - Chuck Nagel asked if a resolution needs to be accepted from all 3 counties.
 - Autum Jones said that this needs to be discussed at all 3 counties.
 - Camille Coates suggested to have State's Attorney advice on this.
 - Chuck Nagel asked for bullet points to discuss to their county board.
 - Eric Miller said he will prepare a briefing for each Chair, and State's Attorney
- Disability Insurance
 - Eric Miller explained for eligibility is from date of Full-time employment the Commission full-time employees are covered, without cost to them, under a loss of time disability insurance plan.
 - IMRF's member disability Checklist is available from www.imrf.org, can guide you through the disability process.
- Flexible Holiday
 - Eric Miller mentioned that Commission employees have the option to flex 5 out of the 11 their holidays at the discretion of their immediate supervisor. This means that staff have a choice to work on a Commission holiday and take a different working day off in its place, as a holiday, at a different date. To flex a holiday, a staff member must request permission from their supervisor in advance and use the flexed holiday within the fiscal year.
- Office Emergency Action
 - Eric Miller explained the Office Emergency Plan, for the staff to follow.
- Work from home policy
 - John Kahl is not in favor of this.
 - Autum Jones explained the importance if you have children and daycare, or babysitter is ill, and you need to stay home with your child. This is also a benefit for flexibility and staff retention.
 - Chuck Nagel mentioned having trust with employees.

- Greg Menold understands John Kahl's reservation. Family obligation needs more definition.
 - Camille Coates needs policy for consistency in future.
 - Russ Crawford asked why IMRF and Personal Policy is not run thru Personnel Committee.
 - Business Meals
 - Eric Miller explained that employees will be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All receipts must be included with the employee's travel and expenses report. Any employee expenses report received without the receipts will be returned to the employee. Reasonable meal expenses are defined in the US General Services Administration. The guideline for reimbursement of tips on business meals is 20 percent. Alcohol will not be reimbursed.
7. Other
8. Adjournment

Autum Jones moved to adjourn at 9:40 am and Camille Coates seconded. Motion carried.

Submitted by.

Eric Miller, Executive Director

Recorded and transcribed by:

Debbie Ulrich, Office Administrator

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date October 13, 2023
 Subject: Executive Director Report for October 2023

Project	Activity	Status
Administrative		
Headlines	Held Regional EV Charging Station Meeting for possible grant application	Ongoing
	Working on Regional Priority Process	Ongoing
	Monitored Federal Grants NOFO's	Ongoing
	Met with Brownfield EPA grant planning team	Ongoing
	Working with Communities, drafting letters of support for State and Federal grant funding programs	Ongoing
	Developing transportation dashboard	Ongoing
	Continued research on Employee Benefits	Ongoing
	Attended IDOT Fall Planning Conference	Ongoing
	Met With Village of Metamora Mayor re grants for community projects	Ongoing
	Presented to Tri-County Mayors Assoc on Oct. 18	
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 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	Work underway	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	Project Starting	
Watershed Planning	Received NOSA Contract Development with IEPA regarding Kickapoo Creek Watershed	Ongoing
Hazard Mitigation Plan	Peoria County Complete/ Tazewell Woodford Project ongoing	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	Ongoing
MPO/Transportation		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program	Development of FY 24 Transportation Improvement Program in Public review	Ongoing
	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	Engineering phase underway	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
FY24		
Project selection is complete	Developing RFQ's for selected projects	Ongoing
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
FY 23 State Planning and Research Funding		
Heart of Illinois Regional Port District Master Planning	Project underway	Ongoing
Regional Community Planning	Project underway	Ongoing
FY 24 State Planning and Research Funding	Application Submitted to IDOT, Awarded Project, In procurement	Ongoing
HSTP/Transportation		
5310 program Grant	Issued Call for projects	Ongoing
HSTP Plan	Commission Adopted Plan	Ongoing
HSTP meetings		Ongoing



MEMORANDUM

TO: Executive Board

FROM: Staff

SUBJECT: Thriving Communities Program (TCP)

DATE: October 16, 2023

Action Needed

Discussion of the U.S. Department of Transportation Thriving Communities Program.

Background

The Thriving Communities Program (TCP)—established by the Consolidated Appropriations Act, 2022 (P.L.-117-103 Division L, Title I) and funded for FY 2023 in the Consolidated Appropriations Act of 2023 (PL-117-328 Division L, Title I)—is an initiative of the U.S. Department of Transportation (DOT) designed to provide technical assistance, planning, and capacity building support to advance a pipeline of transportation and community revitalization activities that increase mobility, reduce pollution from transportation sources, expand affordable transportation and housing options, improve health outcomes, facilitate efficient land use, preserve or expand jobs, and enhance connections to health care, education, and food security to benefit disadvantaged populations and communities. The TCP will also support and build local capacity to accelerate projects, access and manage federal funding, and deploy local hiring, workforce development, and inclusive community engagement practices.

The program offers funding at 100%; a local match is not required.

The TCP includes three types of funding opportunities, two of which may benefit TCRPC's member communities: Thriving Communities Regional Pilot Program (TCP-R) and Thriving Communities Program (TCP). Both programs are competitive and offer capacity building and technical assistance to communities seeking to develop pipelines of community-driven transportation projects.

Thriving Communities Regional Pilot Program (TCP-R): Funds state and local governments and their agencies, Tribal governments, and regional governments or organizations through cooperative agreements to provide support to communities

selected by the applicant that are located within their jurisdiction or service area. The focus of this program is to enable state, Tribal, local, and regional governments to support the advancement of transportation opportunities in disadvantaged communities that align with state, Tribal, or regional housing, economic development, public health, climate, and other community development goals. TCP-R Capacity Builders will play a coordination and capacity building role rather than providing intensive, tailored technical assistance. TCP-R Capacity Builders will facilitate peer learning across communities in their state, Tribe and/or region to scale program impact and act as a model for other jurisdictions. The first two years of the period of performance will be focused on both individual community support and peer learning, while the third year will focus on evaluation, reporting, resource development, and transition activities.

DOT anticipates awarding four TCP-R grants in the current funding cycle. Awardees will receive \$1-2 million over three years to provide technical assistance, planning, and capacity building support and peer learning opportunities to communities located within their own jurisdiction or service area and selected by the applicant.

Thriving Communities Program (TCP): DOT will select at least 45-60 recipients of comprehensive planning, technical assistance, and capacity building support. Community recipients will be composed of coalitions of organizations from a geographic region. Selected recipients will be matched with TCP National Capacity Builders to receive targeted support over two years; and participate in their assigned Community of Practice for peer learning and knowledge sharing across three calendar years, 2024-2026.

TCP recipient communities will have access to:

1. Targeted, individualized deep-dive technical assistance and planning support, including assistance with grant applications, project scoping, planning and pre-development activities, pre-engineering studies, and other activities as determined by selected communities (years one and two).
2. Capacity Building support, including financial, staffing, or resource support – including through subgrants – to lead applicants and their identified community partners to grow local capacity and build local technical expertise (years one and two).
3. A Community of Practice comprised of local and national partners to advance policies, practices, and projects informed by meaningful public involvement and partnership (years one, two, and three).

Proposed Project

Thriving Communities Regional Pilot Program (TCP-R)

TCRPC will act as the Lead Applicant, providing technical assistance and facilitating peer learning with an aim of developing pipelines of community-drive and competitive transportation projects in multiple communities within Peoria, Tazewell, and Woodford Counties. TCRPC would provide technical assistance across three calendar years, 2024-2026.

Thriving Communities Program (TCP)

TCRPC or individual communities would submit specific requests for capacity building, comprehensive planning, and technical assistance. DOT would match recipient communities with consultant teams, "National Capacity Builders," to support the communities in achievement of their goals across three calendar years, 2024-2026.

Next Steps

Tri-County staff would reach out to members and municipalities within Peoria, Tazewell, and Woodford Counties to identify opportunities and to refine the application scope accordingly. Dependent on feedback, TCRPC staff would then prepare TCP-R and/or TCP grant applications through the following processes.

TCP-R

TCRPC staff would identify a competitive group of interested municipalities and at least two key community partners and seek Letters of Support.

Applications for the TCP-R program must be submitted by **November 28, 2023**.

TCP

TCRPC staff, acting as the Lead Applicant, would submit a Letter of Interest describing specific needs for capacity building, comprehensive planning, and technical assistance by **November 15, 2023**.