



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, Autumn Jones, John Kahl, and Danny Phelan)

Monday, February 12, 2024

9:00 a.m.

Please join my meeting from your computer, tablet, or smartphone.

<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 January 15, 2024 minutes
5. Update from Personnel Committee on Employee Handbook Amendments
6. Recommendation of Executive to Commission for Promotion in Place for Selected Commission Employees (Resolution 24-40)
7. Discussion on developing a dissolution contingency plan for Commission.
8. Recommend to Commission for Tri County Regional Planning Commission to participate in Illinois Municipal Retirement Fund (Resolution 24-41)
9. Other
10. Adjournment



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Greg Menold, CHAIRMAN

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Monday, January 15, 2024

9:00 a.m.

MINUTES

1. Call to Order
Chairman Greg Menold called the meeting to order at 9:00 a.m.
2. Roll Call
Present: Greg Menold, John Kahl, Autum Jones, Chuck Nagel, Camille Coates, and Danny Phelan.
Absent: Russ Crawford. Staff present: Eric Miller, Debbie Ulrich, and Ray Lees
3. Public Input-none
4. Motion to approve November 20, 2023, minutes.
John Kahl moved to approve November 20,2023 minutes and Chuck Nagel seconded. Motion carried.
5. Executive Director report
Eric Miller updated on the following:
 - City of Peoria- Rail Corridor grant was accepted.
 - EV charging stations- City of Peria did not receive grant.
 - IDOT- State Planning Research- \$500,000 Comprehensive Plans
 - Employee benefits- Peoria County still has questions if Tri County dissolves of who is responsible.
 - Greg Menold asked if we would have an intergovernmental agreement with the 3 counties and Eric replied yes.
 - Greg Menold said he will get with representatives of Tazewell County to discuss further.
6. Recommendation to Commission the approval of Employee Health Insurance package (Resolution 24-34)
John Kahl moved to recommend to Commission the approval of Employee Health Insurance package (Resolution 24-34) and Autum Jones seconded.
Eric Miller explained that the renewal for Platinum went up 6.90 % a little over \$500.00, and HSA went up 10.60% over \$91.00. Dental, Vision, Short-Term Disability and Life did not increase. Motion carried.

7. Recommendation to Commission the approval of Executive Director to enter agreement for General Liability, Property, Commercial Auto, Crime, Workers Comp., Professional Liability, & Commercial Umbrella Insurance (Resolution 24-35)

Chuck Nagel moved to recommend to the Commission the approval of Executive Director to enter into an agreement for General Liability, Property, Commercial Auto, Crime, Workers Comp., Professional Liability, and Commercial Umbrella Insurance and Autum Jones seconded. Eric Miller mentioned it went up around \$100.00.
Motion carried.

8. New Planning Projects

Eric Miller updated on the following items:

- City Link is interested in Tri County helping them with Planning projects. They will be billed monthly.
- Khephra Jackson is one of our planners and will be returning Feb. 1 thru Aug. 1. We will need a new planner to fill the spots of Gavin Hunt and Khephra Jackson who is returning to graduate school.
- Eric Miller mentioned that consultant Jim Cummins is retiring from EDC. He asked if we could assist EDC.
- Chuck Nagel asked when the new planner will come into effect and Eric Miller said July 1.
- Eric Miller asked if we would be interested in helping areas outside of TCRPC and if we can
- Menold asked if this would be a real position?

9. Other

10. Adjournment

Autum Jones moved to adjourn at 9:50 am and Chuck Nagel seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Debbie Ulrich, Office Administrator

RESOLUTION 24-39

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE CHANGES AS STATED IN ATTACHMENT AS AMENDMENTS TO THE EMPLOYEE HANDBOOK.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has established an Employee Handbook that provides employees with general information about working conditions, benefits, and policies of the Commission, and

WHEREAS, the Commission is committed to encouraging growth and development for its employees, and

WHEREAS, the Commission, from time to time, reviews and updates the Employee Handbook to ensure that it complies with federal, state, and local employment laws, and

WHEREAS, there is need to adapt those policies and procedures to attract and retain those employees who will provide guidance in the development and implementation of strategies leading to the adoption of regional approaches addressing issues of interest to the Commission, and

WHEREAS, the Personnel Committee, and Executive Board, of the Commission have reviewed the proposed changes of the TCRPC of the Employee Handbook and desire to amend it,

WHEREAS, the Commission attorney reviewed the proposed changes and provided comments and corrections where appropriate.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

that the Commission adopt the changes as stated in attachment A as amendments to the Employee Handbook

Presented this 6th day of March 2024

Adopted this 6th day of March 2024

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

To: Personnel Committee
From: Eric Miller, Executive Director
Subject: Promotion in Place for selected Commission employees
Date: February 9, 2024

Action Needed:

Make recommendation to Full Commission

Background:

In my continued efforts to attract and retain quality professional employees for the Commission. The management staff undertakes several steps to provide existing employees with continual feedback regarding performance. The management team conducts mid-year and end of year reviews with all staff. There is also an open-door policy where employees are encouraged to discuss performance and other issues with management.

The Commission has a promotion in place policy to recognize and reward employees for excellent work above which goes beyond the annual cost of living increase that the Commission acts at the beginning of the fiscal year.

The Planning Program Manager and I have performed mid-year reviews with staff for the purpose of developing a recommendation for employee promotions. After much discussion between the Accountant, Planning Program Manager, and myself, I recommend to the Personnel Committee the following:

Action:

Recommend to the Commission the promotion of:
Gabriel Guevara, Planner I to Planner II. This promotion would carry a corresponding salary adjustment.

In addition, I am requesting adequate funding to be allocated for the promotion of two individuals who meet specific targets as outlined in their performance evaluations after a period of 3 months.

Funding for these three actions shall not exceed \$15,000.

RESOLUTION 24-40

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2022 WAGE ADJUSTMENTS FOR EMPLOYEE PROMOTION IN PLACE

WHEREAS, the Tri-County Regional Commission, hereafter referred to as the Commission, employs a staff of administrators, planners, and specialists, and

WHEREAS, the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2024 Overall Work Program, and

WHEREAS, The Commission's policy is to encourage employee retention and to recognize and reward employees for excellent work and,

WHEREAS, the Executive Board has directed the Executive Director to evaluate employees and consider a promotion in place plan, and

WHEREAS, The Executive Director has reviewed employees and has met with the Executive Committee, and

WHEREAS, The Executive Committee has recommended to the Commission the promotions in place, and

WHEREAS, the FY 2024 Budget accounts for the sum of the increase for the staff promotions, and

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: That the Commission approves an amount not to exceed \$15,000 for FY 2024 for the purpose of Employee Promotions.

Presented this 6th day of March 2024

Adopted this 6th day of March 2024

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director
Tri- County Regional Planning Commission



A RESOLUTION FOR PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND

IMRF Form 1.12 (Rev. 09/2014)

Resolution 24-41

WHEREAS, Section 7-132 of the Illinois Pension Code provides that the Tri County Regional Planning Commission NAME OF POLITICAL ENTITY may become a participating instrumentality in the Illinois Municipal Retirement Fund (Fund) by the adoption of a resolution by a two-thirds vote of its entire governing body to apply for participation in the Fund, and

WHEREAS, upon receipt of the application, the Fund shall determine whether the application is in conformity with its requirements; whether the applicant has a reasonable expectation to continue as a political entity for ten years; has the financial capacity to meet its current and future obligations to the Fund; and whether participation by the applicant will impair the actuarial soundness of the Fund, and

WHEREAS, participation will commence following acceptance of the application by the Board of Trustees of the Illinois Municipal Retirement Fund (Board) and on the date specified by the Board.

NOW, THEREFORE, BE IT RESOLVED by the Tri County Regional Planning Commission GOVERNING BODY as follows:

(1) That the Commissioners GOVERNING BODY of Tri County Regional Planning Commission NAME OF POLITICAL ENTITY organized under the laws of the State of Illinois, hereby makes application to be included within and subject to the Article 7 of the Illinois Pension Code (40 ILCS 5/7-101 et seq.).

(2) That the standard for participation in the Fund shall be a position normally requiring performance of duty for 1,000 600 OR 1,000 hours or more per year.

(3) That Eric W. Miller NAME OF EXECUTIVE OFFICER, Executive Director TITLE is hereby instructed to file this resolution with the Board; and to furnish and certify additional information as requested by the Fund.

(4) That the decision to participate in IMRF is irrevocable and Tri County Regional Planning Commission NAME OF POLITICAL ENTITY shall participate in IMRF if its application is accepted by the Board.

(5) That the Tri County Regional Planning Commission NAME OF POLITICAL ENTITY, Peoria COUNTY Illinois does hereby request the Board to approve its participation in the Fund.

Ayes _____ Nays _____ Size of Entire Governing Body 21

CERTIFICATION

I, _____, NAME being the duly appointed _____ CLERK OR SECRETARY of the _____ NAME OF POLITICAL ENTITY of the County of _____ COUNTY, State of Illinois, do hereby certify that I am the keeper of the books and records of the aforesaid political entity and that the foregoing is a true and correct copy of a resolution duly adopted by the _____ GOVERNING BODY at a meeting duly convened and held on the _____ day of _____, 20____.

CLERK OR SECRETARY OF THE BOARD