



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, April 22, 2024

9:00 a.m.

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

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

You can also dial in using your phone.

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 12, 2024 minutes
5. Executive Director report
6. For discussion Commission dissolution plan
7. For discussion FY25 Draft Budget
8. Discussion and recommendation of the Federal Highway Administration (FHWA) Greenhouse Gas Emissions Performance Measure
9. Other
10. Adjournment



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Monday, February 12, 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. Danny Phelan, Autum Jones, John Kahl and Camille Coates. Virtual: Chuck Nagel, Rita Ali, and Russ Crawford.
3. Public Input- none
4. Motion to approve January 15, 2024, minutes.
John Kahl moved to approve the January 15, 2024, minutes and Camille Coates seconded. Motion carried.
5. Update from Personnel Committee on Employee Handbook
Eric Miller updated on the following:
 - Met with Personnel Committee this morning. Went through Executive Board changes to Employee Handbook updates and amendments, which were to include IMRF and taking working from home out of handbook. Everything else was approved.
 - Had conversations with all 3 counties. Peoria County was ok with developing a Commission dissolution plan. They will support it if that plan is completed and will become a leading agency.
 - Chuck Nagel wondered if 3 counties could be sole agencies.
 - Eric Miller said yes Peoria County volunteered.
6. Recommendation of Executive Board to Commission for Promotion in Place for Selected Commission Employees (Resolution 24-40)

John Kahl moved to recommend the Commission the Promotion in Place for Selected Commission Employees (Resolution 24-40) and Danny Phelan seconded.

Eric Miller explained the Promotion in Place procedure:

- Gabriel Guevara will be promoted to Planner II with raise.
- Debbi La Rue will be promoted to Senior Planner with raise.
- Logan Chapman will get a raise.

Motion carried.

7. Discussion on developing a dissolution contingency plan for Commission.

Eric Miller explained that when the Commission merged the goal was to effectively merge 2 governing boards. Peoria County will take responsibility for TCRPC dissolutions. They will take the lead. Proper dissolutions will be created. The plan to dissolve is in order. Attorneys, etc. will be involved.

- Russ Crawford is willing to support IMRF. Protection of current employees. Congratulated Peoria County for assisting with contingency plan. He strongly wanted to not go back to the 1958 plan. Suggesting liability not only Peoria but to also have proportional plan.
- John Kahl asked if we should go back to intergovernmental agreement with all.
- Eric Miller said we need to develop a dissolution plan and need direction of getting one. Do we need direction from all participants?
- John Kahl mentioned if directions from all 11 then Executive Board needs to talk to all 11.
- Chuck Nagel said this is going to be a lot of heavy lifting.
 - Extremely purposeful and is ok to move forward.
- Greg Menold mentioned that If we go to all entities there may be issues.
- John Kahl feels everyone should have a voice.
- Danny Phelan said they will all have a voice.
- Eric Miller added that a contingency plan is a good idea of the minimal risk of dissolution.
- Chuck Nagel said we should focus on voice or vote?
- Eric Miller asked if we want a subcommittee or what?
- Greg Menold said it should stay in Commission.
- Eric Miller said that the Executive Committee can represent.

8. Recommend to Commission for Tri-County Regional Commission to participate in Illinois Municipal Retirement Fund (Resolution 24-41)

John Kahl moved to recommend to Commission for Tri County Regional Commission to participate in Illinois Municipal Retirement Fund (Resolution 24-41) and Danny Phelan seconded.

Eric Miller said this is the official resolution from IMRF.

John Kahl said this needs to be a unanimous vote of Commissioners.

9. Other

Eric Miller added that February is the new year for UWP budget.

10. Adjournment

John Kahl moved to adjourn at 9:45 a.m. 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: April 18, 2024
 Subject: Executive Director Report for April 2024

Project	Activity	Status
Administrative		
Headlines		
	Released Draft Title VI and Public Participation plan	Ongoing
	Monitored State and Federal (Grants) NOFO's	Ongoing
	Met with New CityLink GM and Asst. GM	Ongoing
	Ongoing meetings with FRA regarding Peoria Passenger Rail	Ongoing
	Development of FY25 Draft Budget	Ongoing
	Development of LRTP	Ongoing
	Staff Recruitment	Ongoing
	Dissolution Plan development	Ongoing
	SPR Grant Submittals	Ongoing
	Germantown Public Hearing position statement on proposed Multi-use path	Ongoing
Personnel		
	Semi-annual staff reviews ongoing	Ongoing
Website		
	Content review of website.	Ongoing
Planning issues		
Illinois River Issues		
	Started Discussion regarding Regional Strategic Planning Session on the Environment	
	Continued coordination with USACE for funding opportunities related to IL river/Peoria lakes	Ongoing
HUD Healthy Homes		
	Work Ongoing	Ongoing
Water Supply Planning		
	Awaiting notification from IDNR to fund Water Supply Planning work	Ongoing
Watershed Planning		
	Kickapoo Creek Watershed Plan, work is ongoing	Ongoing
Hazard Mitigation Plan		
	Peoria County plan is adopted, Taz Wood plans: Work is completed, FEMA approval pending,	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
Logan County GIS technical assistance		
	Technical Assistance as needed	Ongoing
Greater Peoria Sanitary District		
	Technical Assistance as needed	Ongoing
MPO/Transportation		
Technical Committee		
	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program		
	FY 24 Transportation Improvement Program is adopted	Ongoing
	Creation of web based TIP document application	Ongoing
	Began update of FY 25 TIP	
2045 Long Range Transportation Plan Update		
	Internal planning and data collection underway - March 2025 Adoption	Ongoing
Highway Safety Improvement Program Guardrails		
	Engineering phase underway	Ongoing
Active Transportation Planning		
	Work with various Stakeholders, coordination of planning efforts	ongoing
Safe Streets for All SS4A plan		
	Project is underway, coordinating with consultant	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		
IL29 Viaduct CBA		
	Project is underway, coordinating with consultant	Ongoing
Germantown Hills Trail feasibility Study		
	Project is underway, coordinating with consultant	Ongoing
Peoria Heights Active Transportation Plan		
	Project is underway, coordinating with consultant	Ongoing
Waverly Ave Traffic Study		
	Project is underway, coordinating with consultant	Ongoing
FY 21 State Planning and Research Funding		
Asset Management software		
	Project is underway, coordinating with consultant	Ongoing
Activity Based Travel Demand Model		
	Project has been delivered Staff training ongoing	Ongoing
FY 23 State Planning and Research Funding		
Heart of Illinois Regional Port District Master Planning		
	Project Underway	Ongoing
Regional Community Planning		
	Consultant selection / project underway	Ongoing
East Peoria		
	Project Underway	Ongoing

Bartonville	Project Underway	Ongoing
Creve Coeur	Project Starting	Ongoing
Germantown Hills	Project Starting	Ongoing
FY 24 State Planning and Research Funding	Procuring Bike and Ped counting equipment and consultant for Traffic Signal data collection	Ongoing
FY25 State Planning and Research Funding	Project Scope Development Underway. Application due April 15	Ongoing
HSTP/Transportation		
5310 program Grant	Issued Call for projects	Ongoing
HSTP Plan	Commission Adopted Plan	Ongoing
HSTP meetings		Ongoing

TRI-COUNTY REGIONAL PLANNING COMMISSION

BUDGET FY25

JULY 2024 - JUNE 2025

Revenue By Project	FY25 Budget Estimate	FY25 Federal	FY25 State	FY25 Local
FY25 IDOT - UPWP	1,093,168.78	874,535.02	218,633.76	-
FY25 MPO Joint Funding - Local Projects	198,633.76	-	-	198,633.76
County Dues from MPO Joint Funding	45,000.00	-	-	45,000.00
FY24 IDOT - UPWP (Remaining Funds)	145,000.00	116,000.00	29,000.00	-
IDOT - Port District Master Plan	220,000.00	176,000.00	44,000.00	-
IDOT - Multimodal Network Inventory and Acquisition	384,000.00	384,000.00	-	-
IDOT - Chillicothe Comprehensive Plan	30,000.00	24,000.00	-	6,000.00
IDOT - Creve Coeur Comprehensive Plan	20,000.00	16,000.00	-	4,000.00
IDOT - Germantown Hills Comprehensive Plan	30,000.00	24,000.00	-	6,000.00
IDOT - Local Comprehensive Plan	30,000.00	24,000.00	-	6,000.00
IDOT - East Peoria Comprehensive Plan	45,000.00	36,000.00	-	9,000.00
IDNR - Water Supply Planning	36,000.00	-	36,000.00	-
5310 FTA	354,166.18	354,166.18	-	-
FHWA - Safe Streets 4 All	285,000.00	285,000.00	-	-
GPSD - GIS	24,000.00	-	-	24,000.00
HSTP - Human Services Transportation Plan	75,000.00	75,000.00	-	-
Kickapoo Creek Watershed Study	45,000.00	-	45,000.00	-
Logan County - GIS	2,500.00	-	-	2,500.00
METEC - HUD Healthy Homes	5,000.00	-	-	5,000.00
Pekin Housing Authority	1,500.00	-	-	1,500.00
Tazewell County - Planning Contract	9,045.00	-	-	9,045.00
Woodford County - GIS	30,000.00	-	-	30,000.00
Interest	750.00	-	-	750.00
Total FY24 Budgeted Revenue	3,108,763.72	2,388,701.20	372,633.76	347,428.76

Expenses	FY24 End of Year Estimate	FY25 Budget Estimate
Amortization Expenses:		
Amortization Expense - Office	33,510.48	29,465.67
Amortization Expense - Copier	5,299.60	5,332.39
Amortization Expense - SBITAs	8,295.30	-
Total Amortization Expenses	47,105.38	34,798.06
Computer Expenses:		
Computer Hardware & Supplies	26,744.36	56,500.00
Computer Software & Services	6,023.65	7,200.00
Total Computer Expenses	32,768.01	63,700.00
Outside Services:		
Computer Support Contracts	43,923.49	49,217.00
Contractual Services	41,849.96	354,166.18
Consultants	820,246.25	1,379,000.00
Total Outside Services	906,019.71	1,782,383.18
Depreciation:	20,025.24	20,368.46
Employee Benefits:		
Health Insurance	89,988.35	81,023.25
Parking	10,954.00	10,710.00
Payroll Taxes	57,074.03	58,489.06
Retirement	35,770.69	82,222.41
Workers Compensation Insurance	1,331.44	1,278.96

TRI-COUNTY REGIONAL PLANNING COMMISSION

BUDGET FY25

JULY 2024 - JUNE 2025

Expenses		FY24 End of Year Estimate	FY25 Budget Estimate
	Total Employee Benefits	195,118.51	233,723.68
Interest Expenses:	Interest Expense - Office	914.87	9,937.06
	Interest Expense - Copier	292.27	175.59
	Total Interest Expenses	1,207.13	10,112.65
Office Administration:	Bank Service Charges	192.65	200.00
	Copier Expense	(101.32)	200.00
	Fuel (Commission Vehicle)	262.17	500.00
	Internet & Phones	5,078.24	5,200.00
	Professional Liab & Auto Ins	6,760.87	5,487.96
	Office Supplies	3,500.37	3,500.00
	Parking (TCRPC Vehicle / Validations)	2,050.67	4,700.00
	Postage	262.28	300.00
	Repairs & Maintenance	83.93	2,500.00
	Subscriptions	59.00	59.00
	Office Water	1,342.99	1,500.00
	Total Office Administration	19,491.85	24,146.96
Miscellaneous Projects Costs:	Advertising	858.67	750.00
	Community Events	333.33	-
	Membership Dues	4,614.00	2,432.00
	Legal Notices	1,638.80	863.94
	Other Miscellaneous Expenses	250.00	100.00
	Total Miscellaneous Project Costs	7,694.80	4,145.94
Professional Fees:	Accounting/Audit	27,440.00	27,615.00
	HR Consultants and Services	861.00	-
	Legal Fees	-	3,000.00
	Total Professional Fees	28,301.00	30,615.00
Facility Costs:	Office Cleaning	2,376.00	2,424.00
	Property & Casualty Insurance	1,830.67	3,324.00
	Utilities	5,588.93	7,000.00
	Total Facility Costs	9,795.60	12,748.00
Salaries & Wages:		711,022.83	746,868.30
Training & Education:	In-State Conferences	11,004.69	10,400.00
	Out-of State Conferences	835.00	3,850.00
	Staff Training	-	2,400.00
	Total Training & Education	11,839.69	16,650.00
Travel:	Lodging	5,808.93	1,169.53
	Meals	709.44	504.14
	Meeting Expenses	40.00	1,450.00
	Mileage Reimbursements	5,336.99	2,405.68
	Training - Travel	-	13,455.00
	Other Travel & Meals	4.00	250.00
	Total Travel	11,899.36	19,234.35
	TOTAL BUDGETED EXPENSES	2,002,289.11	2,999,494.58
	SURPLUS/(DEFICIT)	262,713.81	109,269.14



MEMORANDUM

TO: Executive Board

FROM: Staff

SUBJECT: FHWA Greenhouse Gas Emissions Performance Measure

DATE: April 22, 2024

Action Needed

Discussion and recommendation of how to proceed with the Federal Highway Administration (FHWA) Greenhouse Gas Emissions Performance Measure rule.

Background

On November 22, 2023, the Federal Highway Administration (FHWA) amended its national performance management regulations, adding a requirement for states and metropolitan planning organizations to measure and report on greenhouse gas (GHG) emissions associated with transportation. The purpose of the new GHG performance measures is to provide State DOTs and MPOs with a clear and consistent framework to track carbon emissions. FHWA would assess if states make significant progress toward their GHG emission targets but would not impose any penalties for not meeting said targets.

This rule required State DOTs to submit the following by February 1, 2024:

1. Establish the 2022 baseline GHG metric, which is to include tailpipe CO₂ emissions generated on the National Highway System
2. Establish a declining CO₂ emission reduction target for 2026, relative to the reference year 2022

MPOs have 180 days to either accept or make their own GHG Performance Measures.

IDOT's GHG Metrics

1. According to the FHWA-defined methodology for calculating the GHG metric baseline, IDOT estimated 26.67 million metric tons of total tailpipe CO₂ on the National Highway System for the base year of 2022.
2. IDOT established a target of 2.6% reduction from 2022 to 2026, which is consistent with the state's commitment to the Paris Climate Agreement.

Federal Lawsuit

Several lawsuits, involving multiple states, were brought against the U.S. Department of Transportation (DOT) for requiring states to measure and set declining targets for GHG emissions from vehicles using the National Highway System. The argument is that the DOT lacks legal authority to enact the rule. As a result, States and MPOs are no longer required to comply with the new rule.

IDOT's GHG Performance Measure Statement

"For those who have not already seen the communication from FHWA, states and MPOs are not required to submit initial targets and reports for the greenhouse gas performance measure as a result of lawsuits from a number of states. IDOT submitted its target on the original deadline of February 1, 2024, and intends to work toward meeting the target in absence of the federal rule. We encourage MPOs to consider setting GHG targets on timelines that work for your agencies and are happy to provide technical assistance as needed. Please reach out if you have any questions or need any assistance."