



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

EXECUTIVE COMMITTEE 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 21, 2025, 9:00 a.m.

TCRPC Conference Room

Virtual Option available through
Microsoft Teams
Join the meeting now

Meeting ID: 254 703 504 397

Passcode: GfNHbY

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve February 10, 2025, minutes
5. Executive Director report
6. Review of Commission Draft Budget for FY26
7. Discussion of Executive Director's Evaluation Process
8. Recommend to the Commission the approval of updates to Employee Handbook (Resolution 25-46)
 - a. Complaint Policy
 - b. Parental Leave Policy
 - c. Professional Fee Reimbursement Policy
9. Recommend to the Commission the approval of Wage and Salary Increases (Resolution 25-53)
10. Recommend to the Commission the approval of Cost of Living Increase (Resolution 25-54)
11. Recommend to the Commission the approval of IMRF Buy-Back of Out-of-State Time (Resolution 25-48)
12. Discussion and Recommendation to the Commission on using up to \$40,000 Local Funds to match \$160,000 Federal grant dollars for the purpose of conducting a Bus Stop Inventory and Analysis in the Regional CityLink System (Resolution 25-55)
13. Discussion of Building Resilient Economies in Coal Communities (BRECC) housing implementation strategies
14. Other
 - a. Next Meeting will be May 19, 2025 at 9:00 a.m.
15. Adjournment



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, February 10, 2025 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, Chuck Nagel, Russ Crawford, Rita Ali, Autum Jones, John Kahl and Danny Phelan. Also present were Patrick Urich-Peoria City Manager, Amanda Beadles-Chillicothe Economic Development Director, and Eric Miller, Ray Lees and Lori Reynolds from TCRPC.

3. Public Input: None

4. Motion to approve November 18, 2024, minutes

Chuck Nagel motioned to approve the November 18, 2024 minutes, and John Kahl seconded the motion. Motion carried.

5. Motion to Retain as Confidential or Release to Public the following Executive Session minutes: August 17, 2014, February 23, 2015, March 2, 2015, March 11, 2015, March 16, 2015, June 20, 2016, October 15, 2018

John Kahl motioned to retain as confidential, Russ Crawford seconded, and the motion carried. Tracking sheets were circulated for signatures.

6. Executive Director report

New administration has put us in an awkward position. When writing grants, we tend to use buzz words that conflict with the DEI which are no longer favorable. So we took some time to smooth out the LRTP. There's not a project on the high priority list that's not necessary. EPA Brownfield is set, first meeting is tomorrow. It is hoped that Peoria Lake will be used for U of I students to do surveys and studies.

7. Discussion regarding probable requests from local jurisdictions requesting financial assistance in support of high priority projects

a. City of Chillicothe - IL29 BNSF viaduct

Eric Miller stated this project has been around for many years and rail projects are notoriously hard to deal with. There is conflict between the state and BNSF railroad. Chillicothe doesn't really have an interest other than resident safety. Tri-County hired

Hanson Engineers to do a benefit cost analysis, but it won't get federal funding at this point. Chillicothe observers say there are 75 trains a day but BNSF reports to the government there are 50. BNSF says it would take 48 hours to repair if it fails. In reality, it would be 2 weeks. Hanson would like an additional \$30,000 for additional tasks including engaging the railroad directly, to assist with getting the score higher in order to receive federal funding.

Amanda Beadles reported that the additional Hanson fee would be \$10,000 for design, and \$20,000 for meetings with all parties involved. The viaduct is over 100 years old and this project has been being worked on for 25 years. The concern is the crumbling cement eventually causing a catastrophic accident. The railroad's 48 hour plan is to dump the area full of material and build the railroad across the top of it, essentially blocking the road from any use. Chillicothe is trying to plan ahead to avoid that. The City Council agreed to \$15,000, with the other half coming from Tri-County in order to increase/continue Hanson's work.

Eric stated that this needs to move quickly and go to the Commission for approval this fiscal year, for \$15,000 in local funds. Hanson said road improvements also need to go into a multi-year plan. Chillicothe has a plan, which speaks volumes to their commitment. If the viaduct fails, it affects their commerce. Congressman LaHood's office is engaged in the plan and has funded similar projects. We're having incremental progress, let's keep moving forward.

Danny Phelan stated that Peoria County has federal lobbyists who might be interested in helping. Russ offered to talk to lobbyists.

Eric stated that a resolution will be put together for the March Commission meeting.

b. City of Peoria Passenger Rail

Eric Miller stated that we have identified a list of high priority projects for the region, and we need to put our best efforts out there, and do the groundwork in order to submit the best possible applications to compete for the discretionary dollars that are available. The City of Peoria has a project that is really a regional project, in fact a statewide project, and local funds are needed to move the project forward.

Mayor Ali reported that this project really started 4 years ago when former US Secretary of Transportation Ray LaHood and 20 local leaders in the areas of education, business, health care, the trades, employers, Peoria County, and Tri-County, which has now grown to about 50 members up and down the corridor to Chicago, after doing several studies, and it is now an official state rail plan. Step 1 of the project came with \$500,000 in funding, so it didn't cost anything. Step 2 requires 10% of the total project cost and the federal government pays the rest, and Step 3 requires 20% of the total project cost and the federal government pays the rest. Once Step 3 is completed, you're in the pipeline for implementation and construction. In the process of working with Federal Railway

Administration (FRA), we found out we only need to get to Joliet, then IDOT takes it the rest of the way to Union Station in Chicago.

City Manager Ulrich explained that Step 2 is where we put together the actual service plan and beef up the initial feasibility study. This will take \$4million and about 30 months to complete. That will be about 2.5 years and about \$2million for CSX to do their analysis. In 2022, there was an intergovernmental agreement to raise \$260,000 for the grant application, and there is \$53,000 unspent from that. Need an additional \$86,000. Can we go to IDOT to contribute? Since it's moving from a local project to statewide, they should be able to. Can we ask all of the communities to re-up at the same level and spread it over multiple fiscal years?

Eric asked if there is momentum to take a resolution to the Commission to commit \$50,000 from local funds. We don't want to start over having come this far. Those that give to Tri-County don't need to give again, they've already given.

City Manager Ulrich sent an email to the participating communities to let them know that if they're not comfortable, we can spread it over several years, so he expects them all to be able to budget for it.

Danny Phelan would like to have an exact dollar amount before going to the Commission.

City Manager Ulrich stated that Mayor Ali has already reached out to IDOT to stay on their radar. There are about 69 of these projects around the country, and about 11 of them touch on Chicago.

Eric stated there will be a resolution at the March Commission meeting for \$50,000 payable over 2 fiscal years.

8. Other

- a. Danny asked how the staff is feeling about the change to IMRF. Eric stated there are no complaints other than the excessive amount time spent switching funds over from Nationwide.
- b. Next meeting will be March 17, 2025 at 9:00 a.m.

9. Adjournment

John Kahl motioned to adjourn, seconded by Chuck Nagel. Meeting was adjourned at 9:51 a.m.

Submitted by: Eric Miller, Executive Director
Recorded and transcribed by: Lori Reynolds

To: Members of the Commission
From Eric W. Miller, Executive Director
Date: April 16, 2025
Subject: Executive Director Report for April, 2025

Project	Activity	Status
Administrative		
Headlines		
	Monitored Presidential Executive Orders regarding Federal Transportation Bill Funding	Ongoing
	Coordination with IDOT regarding Federal Funding Issues	Ongoing
	Ongoing meetings with Rail leadership and FRA regarding Peoria Passenger Rail	Ongoing
	Regional Housing Coordination	Ongoing
	Expanded Brownfields Assessment Grant project area	Ongoing
	Safe Streets for All Plan	Ongoing
	Received Contract from IDOT OIPI for City Link Bus Stop inventory	Ongoing
Personnel	Semi-annual staff reviews ongoing	Complete
	Internal update to Salary and benefits study	Ongoing
	Updates to Employee Handbook as a result for input from Personnel Committee	Ongoing
Website	Content review of website.	Ongoing
Planning Issues		
Illinois River Issues		
	Started Discussion regarding Regional Strategic Planning Session on the Environment	
		Ongoing
HUD Healthy Homes	Work Ongoing	Ongoing
Water Supply Planning	Work has commenced	Ongoing
Watershed Planning	Kickapoo Creek Watershed Plan, work is ongoing	Ongoing
EPA Brownfield Assessment	Work has commenced	Ongoing
Peoria County Comp Plan	Consultant Selection	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	contract extension executed	Ongoing
MPO/Transportation		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program	FY 25 TIP amendments	Ongoing
	Creation of web based TIP document	Ongoing
2045 Long Range Transportation Plan Update	Finalize Public Comment period make final edits to document - April 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
		Ongoing
Special Transportation Studies		
FY24		
IL29 Viaduct CBA	Project Completed	Complete
Germantown Hills Trail feasibility Study	Project Completed	Complete
Peoria Heights Active Transportation Plan	Project Completed	Complete
Waverly Ave Traffic Study	Project Completed	Complete
FY25		
Bartonville Active Transportation plan	Consultant procurement	Ongoing
City of Peoria Bike Plan update	Work has commenced	Ongoing
City of East Peoria Storm Sewer Inv.	Work has Commenced	Ongoing
Peoria Heights Parking Study	Work has commenced	Ongoing
State Planning and Research projects		
FY 23 State Planning and Research Funding		
Heart of Illinois Regional Port District Master Planning	Project Ongoing	Ongoing
Regional Community Planning	Project underway/ Executed No Cost contract extension with IDOT	Ongoing
East Peoria	Project Underway	Ongoing
Bartonville	Plan adopted by Village	Complete
Creve Coeur	Project Underway	Ongoing

Germantown Hills	Project Underway	Ongoing
Village of Brimfield	Project Underway	Ongoing
FY 24 State Planning and Research Funding	Bike and Ped counting equipment and consultant for Traffic Signal data collection-	Ongoing
	Consultant selection complete/ Negotiating Contract Scope, Equipment acquired	
FY25 State Planning and Research Funding		
IL 29 Multimodal Study	Scope Development. Consultant Procurement	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

DRAFT BUDGET FY26

JULY 2025 - JUNE 2026

Revenue By Project	FY26 DRAFT Budget	FY26 Federal	FY26 State	FY26 Local
FY25 IDOT - UPWP (Remaining Funds)	185,000.00	148,000.00	37,000.00	-
FY26 IDOT - UPWP	1,217,631.94	974,105.55	243,526.39	-
FY26 MPO Joint Funding - Local Projects (TO BE PROGRAMMED)	99,276.39	-	-	99,276.39
FY26 MPO Joint Funding - Local Projects - Peoria Passenger Rail	25,000.00	-	-	25,000.00
County Dues from MPO Joint Funding	45,000.00	-	-	45,000.00
5310 FTA	60,000.00	60,000.00	-	-
HSTP - Human Services Transportation Plan	70,000.00	70,000.00	-	-
IDNR - Water Supply Planning	36,000.00	-	36,000.00	-
IDOT - Comprehensive Plans	15,000.00	12,000.00	-	3,000.00
IDOT - IL-29 Corridor Study	100,000.00	80,000.00	20,000.00	-
IDOT - Multimodal Network Inventory and Acquisition	284,000.00	284,000.00	-	-
FY26 MPO Joint Funding - Local Projects - Multimodal Network	71,000.00	-	-	71,000.00
IDOT - Port District Master Plan	24,000.00	19,200.00	4,800.00	-
IEPA - Kickapoo Creek Watershed Study - Federal	9,500.00	9,500.00	-	-
FY26 MPO Joint Funding - Local Projects - Kickapoo Creek	3,250.00	-	-	3,250.00
USEPA Brownfields Assessment	75,000.00	75,000.00	-	-
GIS Services Dues	7,200.00	-	-	7,200.00
Logan County - GIS	10,000.00	-	-	10,000.00
METEC - HUD Healthy Homes	2,100.00	-	-	2,100.00
Peoria County - Comprehensive Plan	250,000.00	-	-	250,000.00
Tazewell County - Planning Contract	9,045.00	-	-	9,045.00
Woodford County - GIS	25,000.00	-	-	25,000.00
	-	-	-	-
Interest	750.00	-	-	750.00
Total FY26 Budgeted Revenue	2,623,753.33	1,731,805.55	341,326.39	550,621.39

TRI-COUNTY REGIONAL PLANNING COMMISSION

DRAFT BUDGET FY26

JULY 2025 - JUNE 2026

Expenses		FY25 Budget Estimate	FY26 Budget Estimate
Amortization Expenses:			
	Amortization Expense - Office	29,465.67	30,209.76
	Amortization Expense - Copier	5,332.39	5,658.48
	Amortization Expense - SBITAs	-	-
	Total Amortization Expenses	34,798.06	35,868.24
Computer Expenses:			
	Computer Hardware & Supplies	56,500.00	11,000.00
	Computer Software & Services	7,200.00	13,500.00
	Total Computer Expenses	63,700.00	24,500.00
Outside Services:			
	Computer Support Contracts	49,217.00	55,812.00
	Contractual Services	354,166.18	85,000.00
	Consultants	1,379,000.00	1,061,083.34
	Total Outside Services	1,782,383.18	1,201,895.34
Depreciation:		20,368.46	22,542.84
Employee Benefits:			
	Health Insurance	81,023.25	109,266.83
	Parking	10,710.00	11,220.00
	Payroll Taxes	58,489.07	65,722.21
	Retirement	82,222.41	94,663.98
	Workers Compensation Insurance	1,278.96	1,155.00
	Total Employee Benefits	233,723.69	282,028.02
Interest Expenses:			
	Interest Expense - Office	9,937.06	7,330.92
	Interest Expense - Copier	175.59	71.61
	Total Interest Expenses	10,112.65	7,402.53
Office Administration:			
	Bank Service Charges	200.00	200.00
	Copier Expense	200.00	200.00
	Fuel (Commission Vehicle)	500.00	500.00
	Internet & Phones	5,200.00	5,500.00
	Professional Liab & Auto Ins	5,487.96	5,500.00
	Office Supplies	3,500.00	3,500.00
	Parking (TCRPC Vehicle / Validations)	4,700.00	5,000.00
	Postage	300.00	300.00
	Repairs & Maintenance	2,500.00	2,500.00
	Subscriptions	59.00	50.00
	Office Water	1,500.00	2,000.00
	Total Office Administration	24,146.96	25,250.00
Miscellaneous Projects Costs:			
	Advertising	750.00	750.00
	Community Events	-	200.00
	Membership Dues	5,412.00	5,000.00
	Legal Notices	863.94	2,362.53
	Other Miscellaneous Expenses	100.00	-
	Total Miscellaneous Project Costs	7,125.94	8,312.53
Professional Fees:			
	Accounting/Audit	27,615.00	28,000.00
	HR Consultants and Services	-	-
	Legal Fees	3,000.00	3,000.00
	Total Professional Fees	30,615.00	31,000.00
Facility Costs:			

TRI-COUNTY REGIONAL PLANNING COMMISSION

DRAFT BUDGET FY26

JULY 2025 - JUNE 2026

Expenses		FY25 Budget Estimate	FY26 Budget Estimate
	Office Cleaning	2,424.00	2,520.00
	Property & Casualty Insurance	3,324.00	7,500.00
	Utilities	7,000.00	6,000.00
	Total Facility Costs	12,748.00	16,020.00
Salaries & Wages:		746,868.30	842,742.04
Training & Education:			
	In-State Conferences	10,400.00	10,050.00
	Out-of State Conferences	3,850.00	3,350.00
	Staff Training	2,400.00	1,200.00
	Total Training & Education	16,650.00	14,600.00
Travel:			
	Lodging	1,169.53	-
	Meals	504.14	500.00
	Meeting Expenses	1,450.00	1,000.00
	Mileage Reimbursements	2,405.68	3,000.00
	Training - Travel	13,455.00	12,000.00
	Other Travel & Meals	250.00	-
	Total Travel	19,234.35	16,500.00
	TOTAL BUDGETED EXPENSES	3,002,474.59	2,528,661.54
	SURPLUS/(DEFICIT)	106,289.13	95,091.79

RESOLUTION 25-46

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 attachments A-C as amendments to the Employee Handbook

Presented this 2nd day of April 2025

Adopted this 2nd day of April 2025

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission



MEMORANDUM

TO: Full Commission

FROM: Executive Director

SUBJECT: Amendment to Employee Handbook, update to Employee Complaint Policy/Procedure

DATE: February 5, 2025

Action Needed

Review and Recommendation to Commission approval of update to Employee Complaint Policy/Procedure.

Background

The current complaint policy is too vague and needs to be more strongly worded with a definite plan. Staff reviewed the complaint policy from multiple similar MPOs, communities, and counties for comparison.

Current policy:

The Commission strives to openly communicate with all employees. Any concerns employees have should be promptly reported to management so that a solution may be devised.

Examples of some complaints employees may have:

- *Suggestions for improvement*
- *Concerns about working conditions*
- *Issues with co-workers*
- *Concerns about treatment at work*

When a complaint is voiced, we will do our best to remedy the situation. While every employee may not be satisfied with every solution, we do value the input that employees provide and want to foster an environment where all employees feel comfortable reporting their concerns.

Please contact your supervisor and/or the Executive Director with all complaints.

Proposed new policy:

On occasion, a dispute, difference, or question may arise between a Tri-County Regional Planning Commission (Tri-County) employee and their supervisor or co-worker concerning an employment-related issue. It is Tri-County's desire to resolve issues as they arise and try to arrive at a fair and equitable resolution.

To alleviate problems, air grievances, and resolve differences of opinion relating to employment, employees are encouraged to discuss these matters with their supervisor. This communication should resolve most issues.

If an employee feels that a satisfactory resolution has not been achieved by discussing the issue(s) with their supervisor, the employee should meet with the Executive Director and attempt to resolve the issue(s). If these attempts do not resolve the issue(s), employees are encouraged to follow this Complaint Policy procedure.

No employee shall be disciplined or discriminated against in any way because of their proper use of this problem resolution procedure.

Step One. *Only after good faith open door discussions with the supervisor and Executive Director have not resulted in a resolution to the issue, an employee may initiate the problem resolution process by reducing the problem to writing and presenting the issue to the Executive Director. If discussions have not occurred with the immediate supervisor and Executive Director, step one may be delayed until after such discussions have occurred. The written presentation of the issue to the Executive Director must:*

- 1. Set forth the facts of the issue.*
- 2. Set forth the resolution desired.*
- 3. Address only one issue (per written submission).*
- 4. Be signed by the employee.*

If the problem or complaint is about the supervisor or Executive Director, the written presentation may go to the Chair of the Personnel Committee.

The employee will continue to perform their assigned duties while the issue or problem is being considered and addressed. The Executive Director will investigate the problem and will prepare a written response to the employee.

Step Two. *If the written response of the Executive Director to the employee in Step One is not satisfactory, the employee may request in writing that the issue or problem be presented in writing to the Chair of the Personnel Committee. This request will be acknowledged in writing by*

the Chair of the Personnel Committee providing the employee notice of third-party engagement, consistent with 820 ILCS 40/7 (1) Personnel Records Review Act.

The Chair of the Personnel Committee shall discuss the matter with the employee and other employees as necessary to fully review the employee's issue. The Chair shall then make a decision with regard to the issue. If this does not resolve the issue, the complaint will go to the Personnel Committee. The decision of the Chair or the Committee shall be final.

Copies of the employee's statement and the written answers will be maintained in their personnel file. No employee may be retaliated against in any way for utilizing the Complaint Policy procedure. Grievances and complaints will be kept confidential to the extent feasible.

Although Tri-County will make all possible attempts to follow the above Complaint Policy procedure, Tri-County may skip certain steps of the procedure as it deems necessary in its sole discretion, based on the facts and circumstances presented.

Recommendation

The Executive Director recommends that the Commission approve this proposed policy/procedure to replace the one currently in the Employee Handbook, effective immediately.



MEMORANDUM

TO: Full Commission

FROM: Executive Director

SUBJECT: Amendment to the Employee Handbook Parental Leave Policy

DATE: April 2, 2025

Action Needed

Recommendation to the Commission Approval of Parental Leave Policy.

Background

Tri-County does not currently have a specific policy for Parental Leave. Staff reviewed the policies of multiple similar MPOs, communities, and counties for comparison.

Proposed policy:

All Commission Employees fall under the Family Medical Leave Act (FMLA) and would be eligible for any benefits provided by that Act.

In order to take time off for Parental Leave due to the birth of a child or placement of a child through adoption or foster care, eligible employees must:

- be a regular full-time or part-time employee; and*
- have been employed with Tri-County at least 12 months; and*
- have worked at least 1250 hours during the 12-month period immediately before the commencement of leave; and*
- have given birth to a child; or*
- be a spouse of a woman who has given birth to a child; or*
- be the father of a newborn child; or*
- have adopted or been placed with a foster child, who is age 17 or younger, except the adoption of a spouse's child, or*
- to care for a child, spouse, or parent with a serious health condition, and*
- give at least 30-days' notice of taking leave when possible.*

Employees will be eligible to take up to 8 work weeks off (or 280 hours) per 12-month period by using their accrued paid time off (PTO - vacation, sick, personal). After exhausting their PTO, they may use IMRF and/or Guardian short-term disability if applicable. The

*employee is responsible for checking with IMRF and/or Guardian for their specific circumstances. After exhausting all of those options, any remaining necessary time off will be **unpaid**.*

Except in extraordinary circumstances or when required by law, no leave shall be granted before an employee has completed six (6) months of employment. Leave without pay will not be granted until an employee has exhausted their accumulated vacation and other paid time off benefits. Leave without pay may be extended for up to six (6) months with the prior approval of the Executive Director; these issues will be reviewed on a case-by-case basis.

HEALTH COVERAGE DURING PARENTAL LEAVE – During the employee’s absence, Tri-County will continue to pay its share of an employee’s health coverage.

Should an employee be absent from work for an extended leave period and the employee is being compensated through accrued paid time off approved by the Executive Director, the employee’s portion of fringe benefits will be deducted from the employee’s paychecks from the Commission.

If an employee’s planned extended leave exceeds accrued leaves, and the employee enters into disability leave or unpaid leave, the employee’s portion of health insurance coverage should be paid prior to the planned extended leave period, if possible. If this is not possible, the employee portion of health insurance coverage will be repaid upon the employee's return to work through a repayment plan.

If an employee determines they will not be returning to work, they must notify the Commission immediately. If an employee fails to return to work following a planned leave, unless such failure is due to continuation of a medical condition or circumstances beyond the employee's control, the employee must repay Tri-County the full cost of health coverage and fringe benefits paid during the leave period that exceeds their accrued leaves.

Recommendation

The Executive Director recommends that the Commission approve this proposed policy/procedure to be placed in the Employee Handbook, effective immediately.



MEMORANDUM

TO: Full Commission

FROM: Executive Director

SUBJECT: Amendment of Employee Handbook, Add Professional Fee Reimbursement Policy

DATE: April 2, 2025

Action Needed

Recommendation to Commission Approval of Professional Fee Reimbursement Policy.

Background

TCRCPC encourages employees to participate in work-related associations e.g. American Planning Association, Illinois GIS Association, or obtain a work-related license, AICP, GISP, etc. In the past TCRPC has paid these membership dues directly. To avoid potential conflicts. I am proposing that we reimburse Staff for expenses incurred due to membership. Staff has reviewed the reimbursement policy from multiple MPOs, communities, and counties for comparison.

Proposed policy:

Tri-County may reimburse certification/license or membership dues. The employee would pay for the license or membership, then submit a receipt and reimbursement form.

Supervisor and Executive Director would approve the reimbursement.

Recommendation

The Executive Director recommends that the Commission approve this proposed policy/procedure to be placed in the Employee Handbook, effective immediately.

RESOLUTION 25-53

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AMEND APPENDIX C (WAGE AND SALARY SCHEDULE FOR FULL-TIME EMPLOYEES, AND APPENDIX C1 (WAGE AND SALARY SCHEDULE FOR PART-TIME EMPLOYEES) OF THE EMPLOYEE HANDBOOK.

WHEREAS, the Employee Handbook includes a schedule of salary ranges for full-time and part-time employees of the Commission, and

WHEREAS, due to inflation and other factors, it is necessary to periodically adjust the salary ranges in an effort to attract and retain a well-qualified staff, and

WHEREAS, Appendices C and C1 of the Employee Handbook were last revised on June 5, 2024, and

WHEREAS, the minimum and maximum salary ranges for Appendix C and C1 are proposed to be adjusted for FY2026 by 3.1% (attached).

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission approves the increases indicated above to the minimum and maximum salary ranges of Appendix C and C1 of the Wage and Salary Schedules and require that they be placed in the Employee Handbook.

Presented this 7th day of May 2025

Adopted this 7th day of May 2025

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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



MEMORANDUM

TO: Full Commission

FROM: Executive Director

SUBJECT: Annual cost of living salary increases for eligible staff

DATE: April 2, 2025

Action Needed

Recommendation to Commission Approval of FY 26 Cost of living salary adjustment for eligible full-time and part-time employees.

Background

It is the practice of the Commission to give cost of living increases to eligible employees at the beginning of the fiscal year (July 1). The cost-of-living increase is based on many factors but closely tied to the Consumer Price Index (CPI). This year the CPI report, attached, has indicated a 3.1% increase over the previous 12 months.

During the development of the FY 2026 budget, a 3.5% increase in the overall salary line item was budgeted by the Commission. This budget number is included in the Unified Planning Work Program (UPWP) which was approved by the Commission and accepted by the Illinois Department of Transportation. I respectfully request authorization to adjust all eligible staff salaries by 3.1%. The 3.1% represents a dollar amount of \$23,412. All salary increases will be effective as of July 1, 2025.

Recommendation

The Executive Director recommends that the Commission approve the proposed adjustment to the Wage and Salary schedule effective July 1, 2025.



**Transmission of material in this release is embargoed until
8:30 a.m. (ET) Wednesday, March 12, 2025**

USDL-25-0332

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CONSUMER PRICE INDEX – FEBRUARY 2025

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.2 percent on a seasonally adjusted basis in February, after rising 0.5 percent in January, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 2.8 percent before seasonal adjustment.

The index for shelter rose 0.3 percent in February, accounting for nearly half of the monthly all items increase. The shelter increase was partially offset by a 4.0-percent decrease in the index for airline fares and a 1.0-percent decline in the index for gasoline. Despite the decrease in the gasoline index, the energy index rose 0.2 percent over the month as the indexes for electricity and natural gas increased. The index for food also increased in February, rising 0.2 percent as the index for food away from home increased 0.4 percent. The food at home index was unchanged over the month.

The index for all items less food and energy rose 0.2 percent in February, following a 0.4-percent increase in January. Indexes that increased over the month include medical care, used cars and trucks, household furnishings and operations, recreation, apparel, and personal care. The indexes for airline fares and new vehicles were among the few major indexes that decreased in February.

The all items index rose 2.8 percent for the 12 months ending February, after rising 3.0 percent over the 12 months ending January. The all items less food and energy index rose 3.1 percent over the last 12 months. The energy index decreased 0.2 percent for the 12 months ending February. The food index increased 2.6 percent over the last year.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Feb. 2024 - Feb. 2025
Percent change

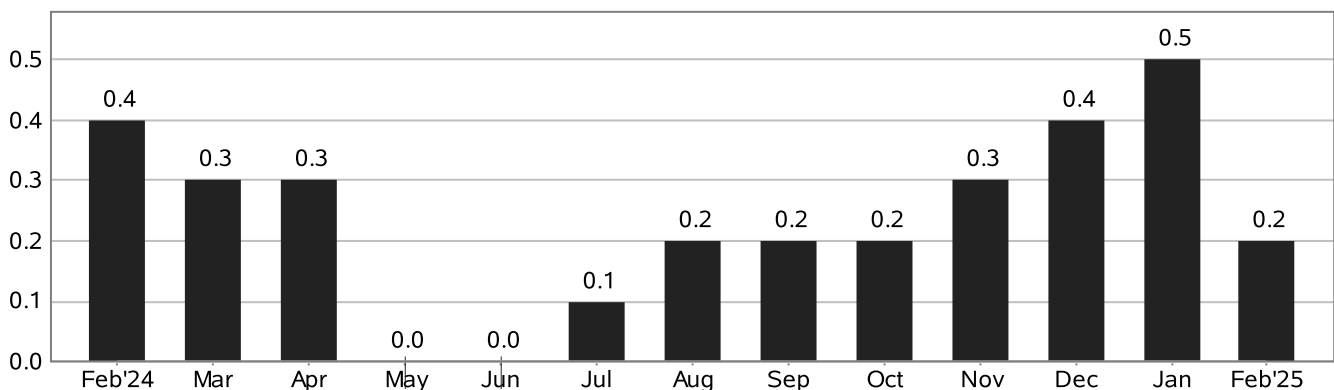


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Feb. 2024 - Feb. 2025
Percent change

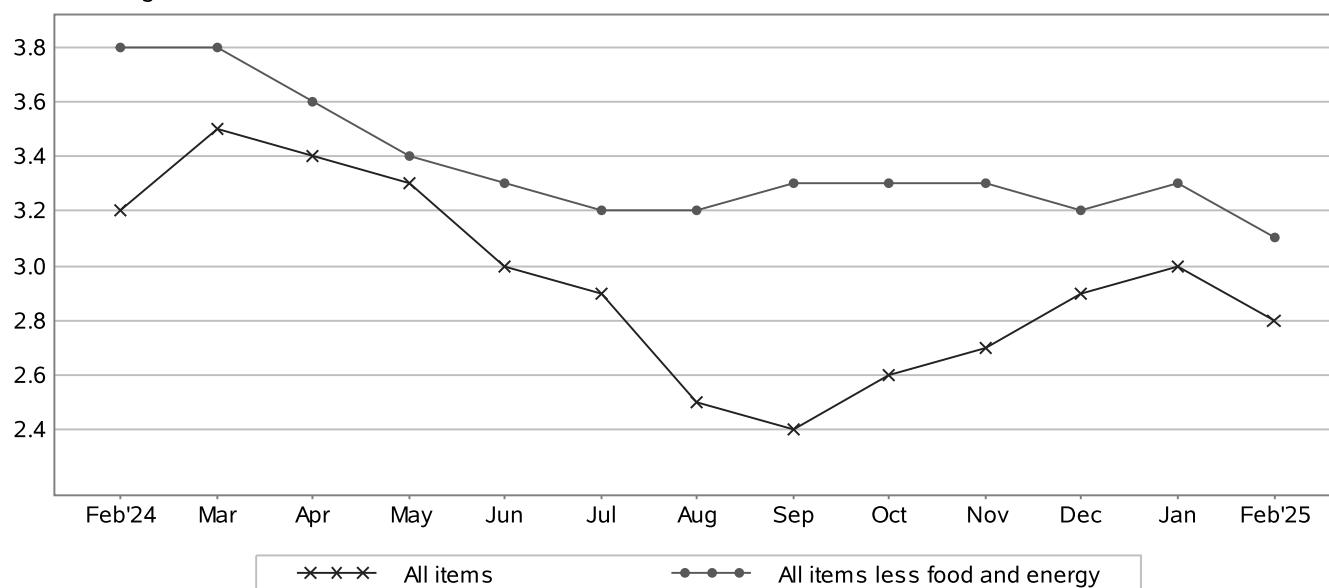


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un- adjusted 12-mos. ended Feb. 2025
	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	Jan. 2025	Feb. 2025	
All items.....	0.2	0.2	0.2	0.3	0.4	0.5	0.2	2.8
Food.....	0.2	0.3	0.2	0.3	0.3	0.4	0.2	2.6
Food at home.....	0.1	0.3	0.2	0.4	0.3	0.5	0.0	1.9
Food away from home ¹	0.3	0.3	0.2	0.3	0.3	0.2	0.4	3.7
Energy.....	-1.0	-1.0	-0.2	0.1	2.4	1.1	0.2	-0.2
Energy commodities.....	-1.3	-2.3	-1.1	0.2	3.9	1.9	-0.9	-3.2
Gasoline (all types).....	-1.2	-2.3	-1.0	0.3	4.0	1.8	-1.0	-3.1
Fuel oil.....	-2.8	-3.8	-2.3	-1.4	2.1	6.2	0.8	-5.1
Energy services.....	-0.7	0.6	0.7	-0.1	0.8	0.3	1.4	3.3
Electricity.....	-0.4	0.5	0.8	-0.2	0.2	0.0	1.0	2.5
Utility (pipel) gas service.....	-1.6	0.7	0.5	0.5	2.8	1.8	2.5	6.0
All items less food and energy.....	0.3	0.3	0.3	0.3	0.2	0.4	0.2	3.1
Commodities less food and energy commodities.....	-0.1	0.2	0.0	0.2	0.0	0.3	0.2	-0.1
New vehicles.....	0.0	0.1	0.0	0.5	0.4	0.0	-0.1	-0.3
Used cars and trucks.....	-0.2	0.5	1.2	1.3	0.8	2.2	0.9	0.8
Apparel.....	0.1	1.0	-0.9	0.1	0.1	-1.4	0.6	0.6
Medical care commodities ¹	-0.2	-0.7	-0.2	-0.1	0.0	1.2	0.1	2.3
Services less energy services.....	0.4	0.4	0.3	0.3	0.3	0.5	0.3	4.1
Shelter.....	0.5	0.3	0.4	0.3	0.3	0.4	0.3	4.2
Transportation services.....	0.8	1.2	0.4	0.1	0.5	1.8	-0.8	6.0
Medical care services.....	-0.1	0.6	0.3	0.3	0.2	0.0	0.3	3.0

¹ Not seasonally adjusted.

RESOLUTION 25-54

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE
FY2026 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS
OF JULY 1, 2025**

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

WHEREAS, it has been customary for the Executive Director beginning July 1 of each fiscal year to provide salary adjustments based on merit and/or a cost-of-living index, and

WHEREAS, the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2026 Overall Work Program, and

WHEREAS, the FY 2026 Budget includes a 3.1% salary increase for the Commission's staff.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission approves a lump sum amount of \$23,500 for FY 2026 wage increases for the full-time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 7th day of May, 2025

Adopted this 7th day of May, 2025

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

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



MEMORANDUM

TO: Full Commission

FROM: Executive Director

SUBJECT: Amendment to the Employee Handbook Adjusting Salary Schedule for Full and Part Time Employees

DATE: April 2, 2025

Action Needed

Recommendation to Commission Approval of adjustments to the Salary Schedule for Full and Part Time Employees.

Background

It is the practice of the Commission to review and adjust the Wage and Salary Schedules of the Employee Handbook. This adjustment process is done to keep the Wage and Salary Schedule current and competitive. The adjustment is based several factors including the United States Department of Labor's (USDOL) Consumer Price Index (CPI) and input from other sources such as Commission's salary survey report. The report from the DOL indicates that the CPI ending in February 2025 has increased 3.1%. Last year, the schedules were adjusted upward by 3.5%. Based on this information, I recommend the Commission to adjust the wage and salary schedule by 3.1%.

The charts for full-time salaried staff, part-time hourly staff scheduled to work under 1,000 hours in the fiscal year (with no benefits) are attached to this memo.

Recommendation

The Executive Director recommends that the Commission approve the proposed adjustment to the Wage and Salary schedule effective July 1, 2025.

Full Time Wage and Salary Schedule

The following wage and salary schedule depicts minimum and maximum ranges for FULL-TIME Commission team members. The schedule provides a guide to Executive Director for compensating new employees, as well as providing salary increases and promotions based on positive performance evaluations.

Position	FY2025		FY2026 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director	To be determined by Commission		To be determined by Commission	
GIS Program Manager	\$85,684.62	\$123,538.63	\$88,340.84	\$127,368.33
Planning Program Manager	\$85,684.62	\$123,538.63	\$88,340.84	\$127,368.33
GIS Manager	\$64,204.80	\$92,861.21	\$66,195.15	\$95,739.91
Senior Planner	\$62,766.56	\$90,492.61	\$64,712.32	\$93,297.88
GIS Project Manager	\$62,766.56	\$90,492.61	\$64,712.32	\$93,297.88
GIS Specialist III	\$56,599.81	\$81,605.54	\$58,354.40	\$84,135.31
Planner III	\$56,599.60	\$81,605.54	\$58,354.19	\$84,135.31
GIS Specialist II	\$50,495.92	\$77,035.41	\$52,061.29	\$79,423.51
Planner II	\$50,495.92	\$77,035.41	\$52,061.29	\$79,423.51
GIS Specialist I	\$43,087.00	\$62,122.09	\$44,422.70	\$64,047.87
Planner I	\$43,087.00	\$62,122.09	\$44,422.70	\$64,047.87
Office Administrator	\$42,243.27	\$64,984.21	\$43,552.81	\$66,998.72

The FY2025 Wage and Salary Schedule was adopted June 5, 2024, by the Tri-County Regional Planning Commission.

The Proposed FY2026 Wage and Salary Schedule was adopted May 7, 2025, by the Tri-County Regional Planning Commission.

Part Time Wage and Salary Schedule

The following wage and salary schedule depicts minimum and maximum ranges for Commission part-time employees, who are scheduled to work an average of less than 30 hours per week and are not eligible for benefits. The schedule provides a guide to the Executive Director for compensating part-time employees.

Position	FY2025		FY2026 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director				
GIS Program Manager	\$43.91	\$60.87	\$45.27	\$62.76
Planning Program Manager	\$43.91	\$60.87	\$45.27	\$62.76
GIS Manager	\$42.47	\$55.21	\$43.79	\$56.92
Senior Planner/GIS Project Manager	\$41.06	\$53.80	\$42.33	\$55.47
Planner III	\$39.27	\$50.97	\$40.49	\$52.55
GIS Specialist III	\$39.64	\$52.39	\$40.87	\$54.01
Planner II	\$38.22	\$48.13	\$39.40	\$49.62
GIS Specialist II	\$38.22	\$47.66	\$39.40	\$49.14
Planner I	\$34.03	\$42.21	\$35.08	\$43.52
GIS Specialist I	\$34.03	\$42.21	\$35.08	\$43.52
Office Administrator	\$33.97	\$42.47	\$35.02	\$43.79
Secretary	\$28.31	\$33.97	\$29.19	\$35.02
Accountant	\$35.11	\$45.91	\$36.20	\$47.33

The FY2025 Wage and Salary Schedule was adopted June 5, 2024, by the Tri-County Regional Planning Commission.

The Proposed FY2026 Wage and Salary Schedule was adopted May 7, 2025, by the Tri-County Regional Planning Commission.

RESOLUTION 25-55

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH THE ILLINOIS DEPARTMENT OF TRANSPORTATION FOR \$159,599 IN FEDERAL SECTION 5305(e) FUNDING, TO COMMIT UP TO \$39,900 IN LOCAL MATCH TO CONDUCT WORK FOR A BUS STOP CONDITION INVENTORY AND ANALYSIS GRANT, AND TO EXECUTE ANY SUB-CONTRACTS WITH SELECTED CONSULTANTS AND LOCAL PARTNERS THAT MAY REDUCE THE COMMISSION'S LOCAL MATCH CONTRIBUTION AMOUNT.

Whereas, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area and as a result routinely administers state and federal grants; and

Whereas, Section 5305(e) Statewide Non-Metropolitan Transit Planning is annually funded by approximately \$2,500,000 from the Federal Transit Administration Section 5305(e) and distributed to the Illinois Department of Transportation (IDOT) to conduct technical (planning and/or preliminary engineering) studies to support public transportation as identified in 49 USC 5305(e); and

Whereas, the Commission applied for and received IDOT's FY 2023 Section 5305(e) Statewide Non-Metropolitan Transit Planning program to conduct a Bus Stop Condition Inventory and Analysis Grant, hereafter referred to as the Project, using \$159,599 in Federal funds and \$39,900 in local funds, for a total project cost of \$199,499; and

Whereas, the Project's goal is to identify and prioritize the CityLink bus stop improvements that would provide the most effective use of future capital transit improvement funding; and

Whereas, the Project will utilize Commission staff to administer the grant and collect data, and it will utilize a consultant to analyze the data, create a prioritization rubric, identify the highest priority locations, develop conceptual designs, develop cost estimates, and calculate the capital needs for comprehensive system improvements; and

Whereas, the Commission proposes to administer this grant with the possibility of sub-contracting with other regional partners to contribute to the required local match, and select a consultant by the Commission and its stakeholders.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission commits up to \$39,900 in funding for the local match and authorizes its Executive Director to enter into an Intergovernmental Agreement with the Illinois Department of Transportation for an amount not to exceed \$159,599, execute any agreements with financial supporting stakeholders that may arise, and execute a contract with a selected consultant to assist in developing the Bus Stop Condition Inventory and Analysis Grant in an amount not to exceed \$199,499.

Presented this 7th day of May 2025.

Adopted this 7th day of May 2025.

ATTEST:

Greg Menold, Chairman
Tri County Regional Planning Commission

Eric W. Miller
Tri-County Regional Planning Commission

RESOLUTION 25-48

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE BUY-BACK OF OUT-OF-STATE IMRF SERVICE CREDIT.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, provides Retirement, Disability and Death Benefits to all full-time employees through Illinois Municipal Retirement Fund (IMRF), and

WHEREAS, by working for the Commission, IMRF law authorizes and directs the Commission, as a condition of employment, to make deductions from the employee's earnings. The Commission also contributes to the IMRF program on the employee's behalf, and

WHEREAS, a member of staff is actively participating in IMRF and has completed two years of IMRF contributing service, and

WHEREAS, the member was an employee of a local government in another state; and, as such, participated in a public employee pension system of that state, and

WHEREAS, the member has now irrevocably forfeited all rights to a benefit from that pension system, and

WHEREAS, to encourage employee attraction and retention, Tri-County can authorize employees with eligible out-of-state service to transfer that credit to IMRF.

THEREFORE, BE IT RESOLVED

That the Commission authorize the Executive Director to approve an IMRF Out-of-State Credit Authorization for Debbi La Rue.

Presented this 2nd day of April 2025

Adopted this 2nd day of April 2025

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

Housing Accelerator: Overview

Why?

- National and regional housing shortage
- Nexus between economic development strategies and housing supply

The US housing market is short 6.5 million homes

By Anna Bahney, CNN
 5 minute read · Updated 8:57 AM EST, Wed March 8, 2023



LOCAL

A home inventory 'crisis' is hitting Peoria and Illinois. Here's what the experts say

Mike Kramer
 Peoria Journal Star
 Published 3:25 a.m. CT Sept. 9, 2024

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NATIONAL

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FEBRUARY 17, 2024 · 6:00 AM ET
 HEARD ON WEEKEND EDITION SATURDAY

Laurel Wamsley



1

Housing Accelerator: Program

(Proposed) initial program components:

- Regional housing hub
 - Regional coordination
 - Technical support
- Regional Housing Needs Assessment
 - Quantify the amount and type of needed housing
 - Assess existing housing stock conditions
 - Review land use, zoning, and building code regulations and make recommendations
 - Review permitting processes and make recommendations
 - Conduct submarket analysis
- Middle Illinois Housing Supply Accelerator Playbook
 - Establish a framework and gameplan for accelerating housing supply
- Housing Summit



2

Housing Accelerator: Program

(Proposed) subsequent program components:

- Regional housing hub
 - Support local updates to land use, zoning, and building code regulations
 - Expand technical assistance in permitting and review processes
 - Grant writing and administration
 - Establish a developer-community matching program
 - Support construction workforce development
 - Create and host a housing site inventory map
 - Advocacy and lobbying
 - Funding coordination
 - Policy assistance for local communities



3

Housing Accelerator: Next Steps

Refine project program, timeline, and ownership.

- We want to chat! Municipalities, non-profits, agencies, and foundations - reach out with stories, ideas, and questions.



4