



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330 FAX: 309-673-9802

www.tricountyrpc.org

Ways & Means Committee: 8:00 a.m., December 7, 2022

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., December 7, 2022

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

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United States: +1 (408) 650-3123

Access Code: 291-023-189

AGENDA

- 1. Call to Order, Welcome, Recognition of Audience**
- 2. Roll Call**
- 3. Public Input**
- 4. Motion to approve November 2, 2022 Commission minutes**
- 5. Chairman report**
- 6. Executive Director report**
- 7. Public Meeting – Long-Range Transportation Plan (LRTP) 2045 Amendment - Handout**
- 8. Ways and Means Report**
 - a. Motion to approve October 2022 Financial Statements and Billings (Resolution 23-36)
 - b. Motion to approve Fiscal Year 2022 Audit (Resolution 23-37) - Handout
- 9. Administration**
 - a. Motion to approve Executive Director to enter into an Agreement with METEC to act as Responsible Entity for HUD Healthy Homes Grant (Resolution 23-39)
- 10. Transportation**
 - a. Motion to approve Transportation Improvement Program Amendments (Resolution 23-38)
 - i. Project S-23-09 Bridge Preservation (Cleaning)
 - ii. Project S-23-10 Bridge Preservation (Painting)
 - b. Motion to approve Surface Transportation Block Grant (STBG) Preservation Set-Aside Projects (Resolution 23-40)
- 11. Updates**
 - a. Regional Priority List
 - b. Future Call for Projects
 - i. Transportation Alternative Program
 - ii. Section 5310
 - c. IDOT
 - d. FHWA
 - e. Acronyms
- 12. Other**
- 13. Adjournment**

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Tri-County Regional Planning Commission strives to provide an environment welcoming to all persons regardless of physical or mental challenges, race, gender, or religion. Please call 309-673-9330 to request special accommodations at least two days in advance.



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Ways & Means Committee: 8:30 a.m., November 2, 2022

Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., November 2, 2022

MINUTES

1. Call to Order, Welcome, Recognition of Audience

Chairman Don White called the meeting to order at 9:00 AM

2. Roll Call

Commissioner	P	A	Commissioner	P	A
Mike Hughes Chillicothe	x		Leon Ricca Bartonville		x
Rita Ali City of Peoria.		x	Nate Parrott Morton		x
Patrick Ulrich City of Peoria		x	Autum Jones Woodford Co	x	
Rick Powers City of Peoria		x	Chuck Nagel, Woodford Co.	x	
Ron Talbot Creve Coeur		x	Andrew Rand, Peoria Co.		x
John Kahl East Peoria.	x		Don White Peoria Co.	x	
Ann Sasso, Germantown Hills		x	Russ Crawford Tazewell Co.	x	
Mike Phelan, Peoria Heights		x	Greg Menold, Tazewell Co.	x	
Mark Luft City of Pekin.	x		Don Knox CityLink		x
Gary Manier, Washington	x		Karen Dvorsky, IDOT	x	
James Dillon West Peoria	x				

Present: Eric Miller, Debbie Ulrich, Michael Bruner, Rebecca Eisele, Ray Lees, Logan Chapman, and. Gabriel Guevara. Staff virtual: Britney West, and Reema Abi-Akar. Also present: Brandon Geber- IDOT. Virtual: Betsy Tracey- FHWA

3. Public Input-none

4. Motion to approve October 5, 2022, Commission minutes

John Kahl moved to approve October 5, 2022, minutes and James Dillon seconded. Motion carried.

5. Chairman report-none

6. Executive Director report

Eric Miller updated on the following:

- Project Prioritization is meeting tomorrow (funneling list to prioritize)
- HSIP guardrail is moving forward. Tazewell County is the lead
- Consultant on compensation report shows our employees are at middle pay scale. January or February we may adjust pay is our timeframe.
- Recommendation from Executive board is to look into IMRF for retirement. A cost study is needed.

7. Public Meeting – HSTP draft document (<https://tricountyrpc.org/hstp-public-comment>)

John Kahl moved to open Public Meeting and James Dillon seconded

Reema Abi-Akar updated on the following:

- Regions (Peoria, Tazewell, Woodford, Fulton, Knox, Stark, and Marshall)
- Seniors and people with disabilities in region
- Transportation Dependence Analysis
- Goals which include Education, Service Expansion, Infrastructure & Multimodal Options and Affordability.
- Is in 30- day public comment period
- Hope to get approved thru Technical Committee and Full Commission in 2023

James Dillon moved to close Public Meeting and John Kahl seconded. Motion(s) carried.

8. Ways and Means Report

- a. Motion to approve September 2022 Financial Statements and Billings (Resolution 23-29)

John Kahl moved to approve September 2022 Financial Statements and Billings (Resolution 23-29) and Gary Manier seconded.

Rebecca Eisele updated on the following:

- September resulted in a net surplus of approximately \$6K
- Total Operating Cash at the end of the month was approximately \$881k. Cash decreased in September by (\$57k) compared to August.
- Total Accounts Receivable at the end of the month was \$232k. Of the A/R balance, \$91k was federal funds, \$15k was state funds, and \$126k was local funds.
- Accounts Payable at the end of the month was \$10,435, and there was \$9,935 in unpaid pass-through expenses as of the end of September. The remaining \$501 A/P balance was for regular monthly bills unpaid as for the end of the month.
- Current Billing for September was \$93k, minus direct pass-through expenses of \$13k that were billed to customers, resulting in Operating Revenue of approximately \$80k.
- Total Expenses for September were \$87k, minus direct pass-through expenses of \$13k, resulting on Operating Expenses of \$74k.
- September resulted in a net surplus of \$6k and Fiscal Year 2023 so far has a net surplus of \$17k.

Eric Miller added that the auditors want us to include the PPUATS funds in our balances as income due to the merger.

Motion carried.

9. Administration

- a. Motion to approve Executive Director to enter into an agreement with Woodford County for GIS Services (Resolution 23-28)

John Kahl moved to approve Executive Director to enter into an agreement with Woodford County for GIS Services (Resolution 23-28) and James Dillon seconded.

Eric Miller this is for Geographic Information System support for Woodford County not to exceed \$45,000.

Motion carried.

- b. Motion to approve Executive Director to enter into an agreement with the Heart of Illinois Regional Port District for Financial and Fiscal Services (Resolution 23-34)

John Kahl moved to approve Executive Director to enter into an agreement with the Heart of Illinois Regional Port District for Financial and Fiscal Services (Resolution 23-34) and James Dillon seconded.

Eric Miller said is to implement and agreement for financial and fiscal services for the Heart of Illinois Regional Port District for and amount not to exceed \$43,760. We have met with client to develop the

proposed Scope of Services and includes the assignment of hours for the Commission Accountant and Planning Program Manager to assist with financial services, and fiscal agent monitoring.

Motion carried.

c. Introduction and Review of Acronyms List – Attachment

Michael Bruner reviewed the following acronyms:

- I. A Metropolitan Planning Organization (MPO) is the policy board of an organization created and designated to carry out a continuing, comprehensive, and cooperative (3C) multimodal metropolitan transportation planning process in all Urbanized Areas (UA/UZA) with populations over 50,000 as determined by the US Census Bureau.
 - a) The 3C process provides a basis for decision-making and ensures that transportation interests are balanced when public funds are spent.
 - a. It is designed to engage the public and stakeholders in establishing shared goals and a vision for the community.
- II. The Metropolitan Planning Area (MPA) is the MPO planning area and encompasses the UA and the contiguous geographical area likely to become urbanized within the next 20-years.
- III. An AU with a population over 200,000 as defined by the Census Bureau and designated by the Secretary of the US Department of Transportation (USDOT), is called a Transportation Management Area (TMA).
 - a. An MPO designated as a TMA are subject to special planning and programming requirements.
 - i. Transportation plans shall be based on a continuing and comprehensive Transportation planning process carried out by the MPO in cooperation with the Illinois Department of Transportation (IDOT) and public transportation operators. At IDOT, MPO's primarily coordinates with Office of Planning and Programming (OPP) and Bureau of Local Roads and Streets (LRS).
 - ii. The transportation process must include Congestion Management Progress (CMP)
 - iii. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) must certify the transportation planning process no less than every 4 years.

10. Transportation

a. Motion to approve Transportation Improvement Program Amendments (Resolution 23-30)

John Kahl moved to approve Transportation Improvement Program Amendments (Resolution 23-30) and Gary Manier seconded.

Michael Bruner updated on the following:

- i. Project MPO-23-01 Tri-County Multi-Jurisdictional Guardrail Replacement Program
 - o Now that we are making headway on this project, we are requesting for a TIP Amendment
 - o Tri County is working with Tazewell County and IDOT. IDOT is finalizing a joint funding agreement for participating jurisdictions to enter into.
 - o Added to FY23 Program
 - o Various locations with Peoria, Tazewell, and Woodford counties.
 - o Participating jurisdictions include:
 - Village of Bartonville
 - Deer Creek Township, Tazewell County
 - Green Township, Woodford County

- Groveland Township, Tazewell County
- Hallock Township, Peoria County
- Limestone County, Peoria County
- Village of Morton
- City of Pekin
- City of Peoria
- Tazewell County
- Tremont Township, Tazewell County
- Washington Township, Tazewell County

ii. Project PC-25-02 Hanna City – Glassford Road HSIP

Michael Bruner updated on the following:

- Added to FY25 Program with January 2025 Anticipated Letting
- Location Smithville Rd to Lancaster Rd.
- Action is shoulder widening, rumble strips, and stripping

Motion carried.

b. Motion to approve Safety Performance Measure (Resolution 23-31)

James Dillon moved to approve Safety Performance Measures (Resolution 23-31) and

John Kahl seconded.

Michael Bruner updated on the following:

- i. Congress established a national performance measurement system MAP-21, FAST Act, and IIJA to guide.
 - a) Performance measure target setting, and
 - b) Transportation decision making.
- ii. Performance Measures
 - a) Highway Safety
 - b) Pavement & Bridge Condition
 - c) System Performance
 - d) Transit Asset Conditions
 - e) Transit Safety
- iii. IDOT set their Safety Performance Measure in August as part of their submission of the Highway Safety Improvement Plan Annual Report to the FHWA
- iv. MPOs must decide to either support the State DOT targets or develop their own by February 2023.
- v. In the past four years, TCRPC has elected to support IDOT targets
- vi. FHWA does not directly assess MPO progress toward meeting safety targets
- vii. IDOT Safety Targets
 - a) IDOT's 2023 Safety Targets were calculated using the 5-year annual rolling average from the 2017-2021 crash date
 - 1) Fatalities- 2% reduction for 1,088.1
 - 2) Rate of Fatalities- 2% reduction for 1.06
 - 3) Serious Injuries- Linear regression to 9,316.7
 - 4) Rate of SI-Linear regression to 9.0

- 5) Non-motorized F & SI- 2% reduction to 1,438.9
- b) MPO Safety Data Summary
 - 1) Memo includes this graph and table outline the Fatalities and Serious injuries in our metropolitan planning area
- c. Motion to approve Executive Director to enter into agreements with the Illinois Department of Transportation for SPR Grant Awards
 - i. Tri-County Multi-Jurisdictional Comprehensive Plan SPR Project (Resolution 23-32)
 - a) Tri-County requested and received Statewide Planning & Research funding to develop six comprehensive plans in the Tri County region
 - b) Consultant will be utilized for the City of East Peoria Comprehensive Plan and to assist Tri County with the five additional plans
 - 1) Bartonville, Brimfield, Chillicothe, Creve Coeur, & Germantown Hills
 - c) Grant Budget

2) Federal SPR Funds	\$240,083
3) Local Match	<u>\$ 60,021</u>
4) Total Project Cost	\$300,104
 - ii. Heart of Illinois Regional Port District Master Plan (Resolution 23-33)
 - c) Tri- County requested and received Statewide Planning & Research for a consultant-led Marine Port Development and Implementation Master Plan
 - d) Grant Budget

1) Federal SPR Funds	\$372,400
2) State Planning Funds	<u>\$ 93,100</u>
3) Total Project Cost	\$465,500

11. Updates

- a. IDOT
Brandon Geber mentioned that FY23 Metropolitan Plans have been allocated at 2% increases.
- b. FHWA
Betsy Tracey had nothing to add.

12. Other

- a. Calendar Year 2023 Meeting Dates and Times – Attachment
Chairman White said to get dates in your calendar.

13. Adjournment

John Kahl moved to adjourn at 9:54 AM and Gary Manier 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: November 21, 2022
Subject: Executive Director Report for November 2022

Project	Activity	Status
Administrative		
Headlines	met with sub committee on major project prioritization processes	Ongoing
	Working with stakeholders and lead agency on guardrail HSIP project	Ongoing
	Monitored Federal Grants NOFO's	Ongoing
	Working with members on support for federal grant programs	Complete
	Developing transportation dashboard	Ongoing
	Kickapoo Creek 319 Grant award	Ongoing
	HUD Healthy Homes grant implementation assistance	ongoing
	Worked with stakeholders and consulting team re: Passenger Rail Federal Grant Applications	Ongoing
	IEPA Brownfields program	Ongoing
	Presented to Tri-County Mayors association	
Personnel	Annual staff reviews ongoing	Ongoing
	Reviewing Draft Compensation report	Ongoing
	Contact IMRF regarding Commission participation	
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 discussion with stakeholders re: Island Design Workshop -USACE Engineering with Nature (nationa	Ongoing
Village of Tremont Comp Plan	Presentation of Draft Plan/ public meeting	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	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
Watershed Planning	Submitted Scope of Work and IEPA 319 Grant Submittal for a Watershed plan in Kickapoo Creek WS	Ongoing
Hazard Mitigation Plan	Contracts Signed with IEMA and selected consultant, Work has Commenced	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		
Logan County GIS technical assistance	Signed Contract, work has commenced	Ongoing
Maintained COVID-19 dashboard for Woodford County Health Dept.		Ongoing
MPO/Transportation		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Transportation Improvement Program	Development of FY 23 Transportation Improvement Program	Complete
	Creation of web based TIP document application	
	Processed FY 23 TIP Amendments	Ongoing
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	on hold
Highway Safety Improvement Program Guardrails	working with Stakeholders to identify project lead for implementation	Ongoing
Special Transportation Studies		
FY23		
Chillicothe Active Transportation Plan	Consultant Selection underway	Ongoing
City of Peoria Intersection Study	Consultant Selection underway	Ongoing
City of Pekin Bike/Ped plan	Consultant Selection underway	Ongoing
MPO TDM work	Work has Commenced	Ongoing
FY22		
East Peoria Storm Sewer planning	Project is in progress	Ongoing
Passenger Rail multimodal Center location study	Draft report received	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
Congestion Management Plan	Work is complete	Ongoing
FY 23 State Planning and Research Funding		
Heart of Illinois Regional Port District Master Planning	Contract development with IDOT	Ongoing
Regional Community Planning	Contract development with IDOT	Ongoing
HSTP/Transportation		
5310 program Grant	work with 5310 Grant recipients to ensure commitment to project	Ongoing
HSTP Plan	Development of HSTP Plan/ Public review underway	Ongoing
HSTP meetings		Ongoing

October 2022 Financial Summary

	October-22	September-22	FY23 YTD
Net Income / (Loss)	12,998	(14,280)	199,724

Page 1&2	Balance Sheet	October-22	September-22	Increase / (Decrease)
	Operating Cash	798,405	881,312	(82,907)
	Joint Funding Account	268,884	272,362	(3,477)
	All Unrestricted and Restricted Cash	1,094,338	1,180,205	(85,867)

Accounts Receivable	October-22	September-22	Increase / (Decrease)
Total Accounts Receivable	356,056	232,024	124,031
Total Federal Receivables	194,073	91,397	102,676
Total State Receivables	37,972	14,501	23,471
Total Local Receivables	124,011	126,126	(2,115)

Accounts Payable	October-22	September-22	Increase / (Decrease)
Total Accounts Payable at EOM	51,215	10,435	40,779
A/P to be billed - Pass-throughs	50,891	9,935	40,956
A/P indirect costs	324	501	(177)

Page 3 **Reference Statement of Cash Flows for Detail on Changes in Cash**

Page 4	Income Statement	October-22	September-22	Increase / (Decrease)
	Current Billing	140,470	87,927	52,543
	Billing of Pass-Through Expenses	(59,585)	(13,331)	(46,254)
	Operating Revenue	80,885	74,596	6,290

	October-22	September-22	Increase / (Decrease)
Current Expenses	127,472	102,206	25,266
Pass-Through Expenses billed	(59,585)	(13,331)	(46,254)
Operating Expenses	67,888	88,876	(20,988)

	October-22	September-22	Increase / (Decrease)
Regular Working Days	21.00	22.00	(1.00)
Paid Holidays	-	1.00	(1.00)
PTO Used (Hours)	69.00	146.00	(77.00)

	October-22	September-22	FY23
Operating Revenue	80,885	74,596	638,592
Less Operating Expenses	(67,888)	(88,876)	(438,868)
Net Income / (Loss)	12,998	(14,280)	199,724

Tri-County Regional Planning Commission
Balance Sheet
As of October 31, 2022

	Oct 31, 22	Sep 30, 22	Oct 31, 21
ASSETS			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	798,405	881,312	661,527
Total 10000 · Cash - Unrestricted	798,405	881,312	661,527
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	268,884	272,362	51,236
11310 · MCB Checking - IL MPO Adv.	19,238	19,238	19,238
11410 · MCB Savings - Unvested Retiremt	6,280	5,763	16,437
Total 11000 · Cash - Restricted	295,933	298,893	88,441
Total Checking/Savings	1,094,338	1,180,205	749,968
Accounts Receivable			
13000 · Accounts and Grants Receivable	356,056	228,524	466,122
Total Accounts Receivable	356,056	228,524	466,122
Other Current Assets			
15000 · Prepaid Expenses	37,367	41,845	43,940
Total Other Current Assets	37,367	41,845	43,940
Total Current Assets	1,487,761	1,450,574	1,260,031
Fixed Assets			
17100 · Computer Equipment	86,403	86,403	62,389
17101 · Accum. Deprec. - Computers	(47,011)	(45,530)	(33,911)
17200 · Office Furniture	23,019	23,019	23,019
17201 · Accum. Deprec. - Office Furn.	(23,019)	(23,019)	(23,019)
17300 · Vehicles	23,944	23,944	23,944
17301 · Accum. Deprec. - Vehicles	(23,944)	(23,944)	(23,944)
17400 · Leasehold Improvements	7,080	7,080	7,080
17401 · Accum. Deprec. - Leasehold Impr	(7,080)	(7,080)	(7,080)
Total Fixed Assets	39,393	40,873	28,478
Other Assets			
19000 · Right of Use - Office Space	58,643	61,436	92,154
19001 · Right of Use - Copier	17,604	17,996	22,299
Total Other Assets	76,248	79,432	114,453
TOTAL ASSETS	1,603,401	1,570,879	1,402,961
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	51,215	25,755	32,391
20011 · MCB Credit Card	-	674	-
Other Current Liabilities			
21000 · Accrued Expenses	1,690	1,521	596
21100 · Accounts Payable - Employees	446	1,452	606

Tri-County Regional Planning Commission

Balance Sheet

As of October 31, 2022

	Oct 31, 22	Sep 30, 22	Oct 31, 21
22000 · Employer Liabilities	93,087	90,794	91,680
23000 · Unearned Revenue			
23100 · PPUATS	-	-	200,191
23101 · Deferred Revenue - IDOT	33,098	36,667	47,649
23200 · IL MPO	19,238	19,238	19,238
23300 · Woodford County	-	-	933
23400 · Regional Server Partnership	-	-	6,000
23500 · Village of Washburn	488	488	488
Total 23000 · Unearned Revenue	52,824	56,392	274,499
28000 · Current Lease Liab. - Office Sp	22,428	25,195	21,658
28001 · Current Lease Liab. - Copier	3,072	3,453	3,011
Total Other Current Liabilities	173,547	178,807	392,049
Total Current Liabilities	224,762	205,237	424,440
Long Term Liabilities			
29000 · Lease Liability - Office Space	37,578	37,578	71,026
29001 · Lease Liability - Copier	14,751	14,751	19,343
Total Long Term Liabilities	52,329	52,329	90,368
Total Liabilities	277,091	257,566	514,809
Equity			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	920,136	920,136	678,902
Net Income	199,724	186,727	2,801
Total Equity	1,326,310	1,313,313	888,152
TOTAL LIABILITIES & EQUITY	1,603,401	1,570,879	1,402,961

Tri-County Regional Planning Commission

Statement of Cash Flows

October 2022

	Oct 22	Jul - Oct 22
OPERATING ACTIVITIES		
Net Income	12,998	199,724
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	(127,531)	(164,300)
15000 · Prepaid Expenses	4,478	1,746
20000 · Accounts Payable	25,459	(16,175)
20011 · MCB Credit Card	(674)	(16)
21000 · Accrued Expenses	169	676
21100 · Accounts Payable - Employees	(1,006)	347
22100 · Accrued Wages Payable	622	1,616
22200 · Accrued Vacation/Personal Time	1,121	(4,082)
22300 · Unvested Retirement	516	2,066
22503 · FICA & Medicare	48	128
22504 · IL Unemployment Taxes	-	(163)
22505 · 457 (b) Contributions	(0)	58
22520 · United Way	(13)	7
23100 · PPUATS	-	(7,482)
23101 · Deferred Revenue - IDOT	(3,568)	5,578
28000 · Current Lease Liab. - Office Sp	(2,767)	22,428
28001 · Current Lease Liab. - Copier	(381)	3,072
Net cash provided by Operating Activities	(90,531)	45,227
INVESTING ACTIVITIES		
17101 · Accum. Deprec. - Computers	1,481	5,923
19000 · Right of Use - Office Space	2,793	11,170
19001 · Right of Use - Copier	391	1,565
Net cash provided by Investing Activities	4,664	18,658
FINANCING ACTIVITIES		
29000 · Lease Liability - Office Space	-	(33,447)
29001 · Lease Liability - Copier	-	(4,592)
Net cash provided by Financing Activities	-	(38,039)
Net cash increase for period	(85,867)	25,846
Cash at beginning of period	1,180,205	1,068,493
Cash at end of period	1,094,338	1,094,338

Tri-County Regional Planning Commission
Profit & Loss
October 2022

	Current Month	Previous Month	FY23 - Current YTD	FY22 - Previous YTD
	Oct 22	Sep 22	Jul - Oct 22	Jul - Oct 21
Ordinary Income/Expense				
Revenue by Type				
41000 · Federal Grants and Awards	112,165	69,699	337,374	271,394
42000 · State Grants and Awards	25,821	15,467	89,669	68,587
43000 · Local Matching Contributions	(3,500)	(3,500)	186,052	(7,935)
44010 · GIS Support	1,437	1,137	6,839	9,743
44020 · Planning & Zoning Support	971	1,552	4,383	6,810
45000 · Member Dues	3,500	3,500	14,000	16,282
46000 · Interest Income	76	73	276	40
Total Income	140,470	87,927	638,592	364,921
Gross Profit	140,470	87,927	638,592	364,921
Expense by Account & Category				
Total 60500 · Amortization Expense	3,184	3,184	12,735	12,344
Total 61000 · Computer Expenses	2,170	3,132	11,794	10,744
Total 61500 · Outside Services	46,294	10,184	112,629	62,739
Total 62000 · Depreciation	1,481	1,481	5,923	971
Total 63000 · Employee Benefits	13,412	13,409	53,730	56,990
Total 63400 · Interest Expense	213	222	906	1,275
Total 63500 · Office Administration	1,331	764	5,162	6,839
Total 64000 · Miscellaneous	-	-	3,553	4,757
Total 65000 · Professional Fees	6,265	15,320	24,585	18,388
Total 65500 · Facility Costs	815	815	3,260	6,206
Total 66000 · Salaries and Wages	50,898	49,289	195,513	175,259
Total 67000 · Travel and Training	1,410	4,407	9,078	5,608
Total Expense	127,472	102,206	438,868	362,121
Net Income	12,998	(14,280)	199,724	2,801

Tri-County Regional Planning Commission
Check Register - Operating Account
October 2022

Date	Num	Name	Memo	Amount
10/05/2022	ACH	Staff - Payroll	Payroll 09/16/22 - 09/30/22	19,340.02
10/05/2022	ACH	Department of the Treasury	Payroll Taxes 09/16/22 - 09/30/22	6,175.38
10/05/2022	ACH	CEFCU	Payroll Liability 09/16/22 - 09/30/22	50.00
10/05/2022	ACH	Illinois Department of Revenue	Payroll Taxes 09/16/22 - 09/30/22	1,147.32
10/05/2022	ACH	Nationwide	Retirement 09/16/22 - 09/30/22	2,010.92
10/05/2022	ACH	Unvested Retirement Account	Retirement 09/16/22 - 09/30/22	258.23
10/05/2022	1288	Heart of IL United Way	Payroll Liability	19.50
10/05/2022	1289	Blue Cross and Blue Shield of Illinois	Health Insurance	6,703.10
10/05/2022	1290	City of Peoria	Rent - 10/2022	2,950.00
10/05/2022	1291	Xerox Financial Services	Copier	437.10
10/13/2022	ACH	Delta Dental	Dental Insurance	238.31
10/13/2022	ACH	Facet Technologies	Service on GIS Web Server	168.75
10/13/2022	ACH	Guardian	Life, Disability, and Vision Insurance	458.90
10/13/2022	ACH	Heartland Parking	Monthly Parking	852.00
10/13/2022	ACH	Heartland Parking	Parking Validations	88.00
10/13/2022	ACH	Hinckley Springs	Water	89.38
10/13/2022	ACH	IT Unified	Monthly IT Service	1,200.00
10/13/2022	ACH	Lochmueller Group	Activity Based TDM	6,923.17
10/13/2022	ACH	The Cleaning Source	Office Cleaning - 09/2022	186.00
10/13/2022	ACH	Verizon Wireless	Phones	357.14
10/13/2022	ACH	WEX Bank	Gas for Commission Vehicle	75.93
10/20/2022	ACH	Staff - Payroll	Payroll 10/01/22 - 10/15/22	17,346.25
10/20/2022	ACH	Department of the Treasury	Payroll Taxes 10/01/22 - 10/15/22	5,879.18
10/20/2022	ACH	CEFCU	Payroll Liability 10/01/22 - 10/15/22	50.00
10/20/2022	ACH	Illinois Department of Revenue	Payroll Taxes 10/01/22 - 10/15/22	1,109.42
10/20/2022	ACH	Nationwide	Retirement 10/01/22 - 10/15/22	2,010.92
10/20/2022	ACH	Unvested Retirement Account	Retirement 10/01/22 - 10/15/22	258.23
10/21/2022	1292	Morton Community Bank	Bruner - Payment for 09/2022 CC Charges	2,319.30
10/21/2022	1293	Morton Community Bank	Ulrich - Payment for 09/2022 CC Charges	234.62
10/21/2022	1294	Xerox Financial Services	Copier	437.10
10/31/2022	ACH	Facet Technologies	GIS Web Hosting - 11/2022	385.00
10/31/2022	ACH	Martin Hood	FY22 Audit Services	15,320.00
10/31/2022	ACH	Quill Corporation	Office Supplies	181.98
10/31/2022	ACH	Quill Corporation	Office Supplies	73.47
10/31/2022	ACH	Quill Corporation	Office Supplies	68.99
10/31/2022	ACH	Verizon Wireless	Phones	336.22
10/31/2022	ACH	Morton Community Bank	Service Charge	13.88
Register			Total Checks	95,753.71

Tri-County Regional Planning Commission
Credit Card Register
October 2022

Date	Employee Card	Vendor	Memo	Amount
09/30/2022	Bruner	Hotel Blake	Hotel - APA IL Conference - Bruner	674.10
10/05/2022	Ulrich	Stoney Creek Hotel	R. Lees - Hotel for River Action Conference	140.40
10/05/2022	Ulrich	Stoney Creek Hotel	Double Charge for R. Lees Hotel - REFUND REQUESTED	140.40
10/05/2022	Ulrich	Adobe	Adobe User Subscription - Miller	15.93
10/05/2022	Ulrich	River Action, Inc.	River Action Conference Registration	245.00
10/06/2022	Ulrich	Adobe	Adobe User Subscription - Lees	15.93
10/08/2022	Ulrich	Qbox	QuickBooks File Management	12.00
10/15/2022	Ulrich	Adobe	Adobe Main Account Subscription	54.99
10/21/2022	Ulrich	Walmart	Supplies for IDOT meeting	11.76
10/28/2022	Ulrich	USPS	Postage for HSTP mailings	183.75
10/31/2022	Ulrich	Adobe	Adobe User Subscription - Accounting	15.93
10/31/2022	N/A	Morton Community Bank	Finance Charges	0.00
Register			Total Charges	1,510.19

Date	Employee Card	Vendor	Memo	Amount
10/13/2022	Bruner	SilkLetter	REFUND for pens purchased for HSTP meeting	(195.39)
Register			Total Refunds and Credits	(195.39)

RESOLUTION 23-36

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR OCTOBER

WHEREAS the Tri-County Regional Planning Commission is required to establish and maintain proper accounting procedures and cash management records in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies, and

WHEREAS, on a monthly basis, the staff accountant prepares end-of-month financial reports and a listing of cash disbursements, and

WHEREAS, the Ways & Means Committee has reviewed the end-of-month financial statements and cash disbursements report for October 2022 and recommends that the Commission approve said reports.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the financial reports and cash disbursements for October 2022 are approved.

Presented this 7th day of December 2022

Adopted this 7th day of December 2022

Don White, Chairman
Tri-County Regional Planning Commission

ATTEST:

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

RESOLUTION 23-37

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ACCEPT AND FILE THE FISCAL YEAR 2022 INDEPENDENT AUDIT REPORT.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is required by all funding sources to conduct a yearly audit of revenue and expenditures, and

WHEREAS, the Commission has contracted with the firm of Martin, Hood LLC to conduct the FY 2021 Audit, which covers July 1, 2021 to June 30, 2022 and

WHEREAS, the firm of Martin, Hood LLC conducted the audit in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error,

WHEREAS, on December 7, 2022 the Ways & Means reviewed the audit and forwarded it on to the Full Commission for acceptance,

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

that the Commission accepts the FY 2022 Independent Auditors Report and directs Executive Director Eric Miller, and managing staff to sign off on the final audit conducted by the firm of Martin, Hood LLC.

Presented this 7th day of December 2022

Adopted this 7th day of December 2022

Don White, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

RESOLUTION 23-39

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AND IMPLEMENT AN AGREEMENT FOR ACTING AS THE RESPONSIBLE ENTITY FOR METEC'S HUD HEALTHY HOMES GRANT.

WHEREAS, Tri-County Regional Planning Commission, hereafter referred to as Commission, assisted the Village of Peoria Heights, hereafter referred to as Village, and METEC Resource Center, hereafter referred to as METEC, in a grant application for the HUD Healthy Homes Program, and

WHEREAS, METEC and the Village received \$2,000,000 to address and remediate health and safety issues in homes located in zip codes 61603, 61604, 61605, and 61616, and

WHEREAS, METEC is a non-profit and, therefore, not eligible to function as a Responsible Entity, and

WHEREAS, METEC is seeking a governmental entity that encompasses all four zip codes to function as the Responsible Entity, in which the entity would take over the environmental review responsibilities, and

WHEREAS, the Commission will function as the Responsible Entity and provide environmental review oversight services to the METEC Resource Center, and

WHEREAS, METEC will compensate the Commission for all costs associated with acting as the Responsible Entity and providing environment review oversight services.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission authorize its Executive Director to enter into an agreement with METEC Resource Center for acting as the Responsible Entity for the HUD Healthy Homes grant, in which the Commission will provide environmental review oversight services and be reimbursed by METEC for all costs associated with conducting the services.

Presented this 7th day of December 2022

Adopted this 7th day of December 2022

Don White, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

TRI-COUNTY REGIONAL PLANNING COMMISSION
FY 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
Adopted July 6, 2022, as amended

TIP AMENDMENT REQUEST FORM

DATE		AMENDING TIP DOCUMENT		AGENCY REQUESTING AMENDMENT(S)					
12/7/2022		From 2023	To 2026	IDOT					

PROJECT INFORMATION									
PROJECT TITLE	TCRPC TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
Bridge Preservation (Cleaning)	S-23-09	68H30	0-01292-4001 0-01292-4002	D4 Bridge Washing 2023	Various locations over the Illinois River and within IDOT Dist. 4	Bridge Cleaning	Federal - STP-Flex	80%	\$780,000
							State	20%	\$195,000
							Local		
Total									\$ 975,000
Reason for Amendment: Project is an addition to IDOT Dist. 4 FY 2023 Program for annual major bridge preventative maintenance.									

Bridge Preservation (Painting)	S-23-10		0-01376-4001 0-01376-4002		Various locations within IDOT Dist. 4	Bridge Painting	Federal - STP-Flex	80%	\$ 1,604,000
							State	20%	\$ 401,000
							Local		
Total									\$ 2,005,000
Reason for Amendment: Project is an addition to IDOT Dist. 4 FY 2023 Program for annual Bridge Paint program.									

							State		
							Local		
Total									\$ -
Reason for Amendment:									

							State		
							Local		
Total									\$ -
Reason for Amendment:									

							State		
							Local		
Total									\$ -
Reason for Amendment:									

							State		
							Local		
Total									\$ -
Reason for Amendment:									

							State		
							Local		
Total									\$ -
Reason for Amendment:									

							State		
							Local		
Total									\$ -
Reason for Amendment:									

							State		
							Local		
Total									\$ -
Reason for Amendment:									

Technical	
Commission	

IDOT District 4 Local Roads	
IDOT District 4 Programming	
FHWA	

RESOLUTION 23-38

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE AMENDMENT TO THE FISCAL YEAR 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM.

WHEREAS, the recognized Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area is the Tri-County Regional Planning Commission, hereafter referred to as the Commission; and

WHEREAS, Titles 23 and 49 of the United States Code require MPOs to develop a Transportation Improvement Program (TIP), and Title 23 Code of Federal Regulations, Section 450.326, records the required content; and

WHEREAS, the Commission has developed the Fiscal Year 2023–2026 (FY23-26) TIP through the continuing, cooperative, and comprehensive (3C) transportation planning process and through a participatory process as prescribed in the Commission’s Public Participation Plan (PPP); and

WHEREAS, the FY23–26 TIP lists all federally-funded transportation projects in the Peoria-Pekin Urbanized Area programmed within the four-year plan horizon and warrants the metropolitan transportation planning process follow all applicable state and federal requirements; and

WHEREAS, the Technical Committee recommended approval of the FY23-26 TIP on June 15, 2022, and the Commission authorized the adoption on July 6, 2022; and

WHEREAS, the Commission has received a request to amend the FY23-26 TIP by adding, deleting, or revising project(s) as shown in the TIP Amendment Request Form; and

WHEREAS, the Commission has reviewed the request and found it consistent with the policies, plans, and programs, including the most recent Long-Range Transportation Plan adopted by the Commission.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission herewith amends the Fiscal Year 2023–2026 Transportation Improvement Program as detailed in the attached TIP Amendment Request.

Presented this 7th day of December 2022

Adopted this 7th day of December 2022

Don White, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

MEMORANDUM

TO: Full Commission
FROM: MPO Technical Committee
SUBJECT: FYs 2025-2026 STBG Set-Aside Program
DATE: December 7, 2022

Action Needed

Review and take action on the programming of FYs 2025-2026 STBG Preservation Set-Aside projects

Background

The Tri-County Regional Planning Commission (TCRPC) is the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area. One of the responsibilities of the MPO is to program federal Surface Transportation Block Grant (STBG) funds allocated annually to the urbanized area through the Illinois Department of Transportation.

Approximately \$1.64M will be programmed as part of the Set-Aside Program, which includes resurfacing projects. Earlier in calendar year 2022, staff submitted a call for projects, and the MPO Technical Committee established an STBG Set-Aside Subcommittee to assign regional significance scores and recommend projects for funding.

STBG Set-Aside Subcommittee

On Wednesday, November 2, 2022, the STBG Set-Aside Subcommittee (Wayne Aldrich, Paola Mendez, and Patrick Meyer) convened a meeting to assign regional significance scores for Preservation Set-Aside projects and to formulate a recommendation for funding to Technical. Staff (Reema Abi-Akar, Michael Bruner, and Eric Miller) facilitated the meeting.

The subcommittee assigned Project Points (commonly referred to as “regional significance”) for each application. Scores were based on the narratives submitted and subcommittee members’ collective knowledge of the regional transportation system. They scored each application in five categories on a scale of 0 to 4, with 4 being the most significant. Each member assigned their own Project Points and averaged with staff’s assignments.

Table 1 on the following page shows the scoring points for each project:

Self-Scored Subtotal – out of 80 points

Category Names (all out of 4 points):

- | | |
|--|--------------------------------|
| 1. Regional Connector avg. scores | 4. Public Facility avg. scores |
| 2. Employment Center avg. scores | 5. Project Phasing avg. scores |
| 3. Transportation Facility avg. scores | |

Project Points Subtotal – out of 20 points



Total Points – out of 100 points

Table 1: STBG Set-Aside Program FYs 2025-26 Project Application Scoring

Project	Self-Scored Subtotal	Categories (see previous page)					Project Points Subtotal	Total Points
		1	2	3	4	5		
Cloverdale Road Chillicothe	67	2.31	2.75	0.75	3.50	0.25	9.56	76.56
Grange Road East Peoria	50	3.25	1.25	0.75	3.13	3.75	12.13	62.13
Cameron Lane Peoria County	50	3.25	0.50	2.50	2.06	0.25	8.56	58.56
Koerner Road Peoria County	43	2.56	2.56	2.69	2.00	0.25	10.06	53.06
Broadway Road Tazewell County	56	2.63	1.81	1.31	1.63	2.75	10.13	66.13
Parkway Drive Tazewell County	56	2.44	1.34	1.25	2.00	0.5	7.53	63.53
Kern Rd & S. Wilmor Rd Washington	51	1.75	2.25	1.25	2.00	0.25	7.5	58.50
Santa Fe Trail Woodford County	62	2.56	2.00	1.88	2.25	2.75	11.44	73.44

Recommended STBG Project Funding

The STBG request for the top three projects, Cloverdale Road, Santa Fe Trail, and Broadway Road, amount to \$2,056,320 total. The available STBG funding is \$1,640,000. Therefore, there is an excess request of \$416,320. To reduce Broadway Road, the third ranked project, by \$416,320 would result in a federal funding below 50 percent threshold, eliminating the project from eligibility for state lettings. An equitable split of the difference would reduce the Santa Fe Trail project below the 50 percent federal funding threshold.

To fund three projects, the Subcommittee looked at the 4th ranked project, which was also a Tazewell County project, Parkway Drive, requested \$240,00 STBG funding, which would result in a leftover balance of \$163,680. The Subcommittee recommended the remaining \$163,680 be left for future preservation projects. The subcommittee STBG Set-Aside funding recommendation is listed in **Table 2** at amounts in the column labeled "STBG." The Technical Committee reviewed these recommendations and unanimously voted for the Subcommittee recommendation to be considered by the Commission.

Table 2: STBG Set-Aside Subcommittee Recommendation

Project	Extent	FY	STBG	Local	Total
Cloverdale Rd Chillicothe	Western City Limits to IL-29	2025	\$416,320	\$104,080	\$520,400
Santa Fe Trail Woodford County	Lourdes Rd to IL-116	2026	\$820,000	\$450,000	\$1,270,000
Parkway Dr Tazewell County	Pekin City Limits to IL-98	2025	\$240,000	\$60,000	\$300,000
Total			\$1,476,320		
<i>Leftover Balance</i>			<i>\$163,680</i>		

RESOLUTION 23-40

A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO PROGRAM FISCAL YEARS 2025-2026 SURFACE TRANSPORTATION BLOCK GROUP PRESERVATION SET-ASIDE PROJECT FUNDING TO THE CITY OF CHILlicothe FOR CLOVERDALE ROAD PRESERVATION FROM WESTERN CITY LIMITS TO IL-29, WOODFORD COUNTY FOR SANTA FE TRAIL PRESERVATION FROM LOURDES ROAD TO IL-29, AND TAZEWell COUNTY FOR PARKWAY DRIVE PRESERVATION FROM PEKIN CITY LIMITS TO IL-98.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is the designated Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urbanized Area and receives federal transportation funds from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) through the Illinois Department of Transportation (IDOT), and

WHEREAS, the Commission is responsible for competitively programming federal Surface Transportation Block Grant (STBG) funds for eligible projects that have regional significance; therefore, the Commission released a Call for Projects for the approximately \$1.64 million (\$1.64M) in funding for the FYs 2025-2026 STBG Preservation Set-Aside, hereafter referred to as Projects, on Wednesday, August 17; all in all, the Commission received eight project applications for pavement preservation by the Friday, September 30 deadline, and

WHEREAS, the MPO Technical Committee, hereafter referred to as Technical, formed a STBG Set-Aside Review Subcommittee, hereafter referred to as the Subcommittee, to evaluate and assign Project Points (commonly referred to as "regional significance") to each Project at their November 2, meeting, where each member assigned their own Project Points and averaged with staff's assignments, and

WHEREAS, the top three projects, Cloverdale Road in Chillicothe, Santa Fe Trail in Woodford County, and Broadway Road in Tazewell County, amount to \$2,056,320 total, which creates an excess request of \$416,320, due to the total available STBG funding being \$1,640,000 for Preservation Set-Aside Projects, and

WHEREAS, the Subcommittee recommended to fund Tazewell County's Parkway Drive project, which received fourth place, instead of Tazewell County's third place Broadway Road project because there was no equitably split option that kept the project's federal share above the minimum requirement of 50%, and

WHEREAS, as presented, the City of Chillicothe, Woodford County, and Tazewell County will have a federal cost share of their original request, and the leftover \$163,680 will remain in the Preservation Set-Aside pot for future preservation projects, and

THEREFORE, BE IT RESOLVED BY COMMISSION AS FOLLOWS:

That Commission accepts the MPO Technical Committee's recommendation and programs \$416,320 in FY 2025 to the City of Chillicothe for Cloverdale Road Preservation from Western City Limits to IL-29, \$820,000 in FY 2026 to Woodford County for Santa Fe Trail Preservation from Lourdes Road to IL-29, and \$240,000 in FY 2025 to Tazewell County for Parkway Drive Preservation from Pekin City Limits to IL-98.

Presented this 7th day of December 2022

Adopted this 7th day of December 2022

Don White, Chairman
Tri-County Regional Planning Commission

ATTEST:

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