



**TRI-COUNTY REGIONAL PLANNING COMMISSION**

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330

[www.tricountyrpc.org](http://www.tricountyrpc.org)

**Ways & Means Committee: 8:30 a.m., March 6, 2024**

**Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., March 6, 2024**

---

Join via computer or smartphone:

Or call in with any telephone

1 (408) 650-3123

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

Access Code: 291-023-189

---

**AGENDA**

- 1. Call to Order, Welcome, Recognition of Audience**
- 2. Roll Call**
- 3. Public Input**
- 4. Motion to approve February 7, 2024 Commission minutes**
- 5. Chairman report**
- 6. Executive Director report**
- 7. Ways and Means Report**
  - a. Motion to approve January 2024 Financial Statements and Billings (Resolution 24-42)
- 8. Administration**
  - a. Motion to approve Promotion in Place for selected Commission Employees (Resolution 24-40)
  - b. Motion to approve Commission to adopt the changes as amendments to Employee Handbook (Res 24-39)
  - c. Motion to approve Tri-County Regional Planning Commission to participate in Illinois Municipal Retirement Fund. (Res. 24-41)
- 9. Transportation**
  - a. Motion to approve Transportation Improvement Program (TIP) Amendments (Resolution 24-43)
    - i. Project S-24-26 Safety Shoulders
  - b. Discussion of FY 2025 Unified Planning Work Program
  - c. Discussion of the FY 2025-28 Transportation Improvement Program
  - d. Discussion on Statewide Planning & Research (NOFO)
- 10. Planning**
- 11. Updates**
  - a. IDOT
    - Central Office
  - b. FHWA
- 12. Other**
- 13. Adjournment**

---

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI complaint form, please call 309-673-9330.

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.



# TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET, SUITE 420

PEORIA, IL 61602

Phone: 309-673-9330

[www.tricountyrpc.org](http://www.tricountyrpc.org)

**Ways & Means Committee: 8:30 a.m., February 7, 2024**

**Full Commission/Executive Board (in lieu of Lack of Quorum): 9:00 a.m., February 7, 2024**

Join via computer or smartphone:

Or call in with any telephone

1 (408) 650-3123

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

Access Code: 291-023-189

## MINUTES

### 1. Call to Order, Welcome, Recognition of Audience

Chairman Greg Menold called the meeting to order at 9:00 a.m.

### 2. Roll Call

Commissioner	P	A	Commissioner	P	A
<b>Don White</b> Chillicothe	x		<b>Leon Ricca</b> Bartonville	x	
<b>Rita Ali</b> City of Peoria	x		<b>Nate Parrott</b> Morton	x	
<b>Patrick Urich</b> City of Peoria	x		<b>Autum Jones</b> Woodford Co	x	
<b>Rick Powers</b> City of Peoria	x		<b>Chuck Nagel,</b> Woodford Co.	x	
<b>Ron Talbot</b> Creve Coeur		x	<b>Camille Coates,</b> Peoria Co.	x	
<b>John Kahl</b> East Peoria.	x		<b>Danny Phelan,</b> Peoria Co.	x	
<b>Ann Doubet,</b> Germantown Hills	x		<b>Russ Crawford</b> Tazewell Co.	Virtual	
<b>Mike Phelan,</b> Peoria Heights		x	<b>Greg Menold,</b> Tazewell Co.	x	
<b>Mary Burress,</b> City of Pekin.		x	<b>Don Knox</b> CityLink	Virtual	
<b>Gary Manier,</b> Washington	x		<b>Karen Dvorsky,</b> IDOT		x
<b>James Dillon</b> West Peoria	x				

Present: Debbie Ulrich, Ray Lees, Khephra Jackson, Rebecca Eisele, Eric Miller, Debbi La Rue, Gabriel Guevara Reema Abi-Akar, and Michael Bruner. Staff virtual: Logan Chapman. Also virtual: Mike Vanderhoof- IDOT, and Russ Crawford, and Don Knox.

### 3. Public Input-none

### 4. Motion to approve December 6, 2023, Commission minutes.

James Dillon moved to approve the December 6, 2023, Commission minutes and Nate Parrott seconded. Motion carried.

### 5. Chairman report- nothing to report.

### 6. Executive Director report

- Mayor Rita Ali reported that we have received step 1 for the Passenger Rail from Peoria to Chicago corridor from the Federal Rail Program in the amount of \$500,000. There will be three steps to go through.
  - Russ Crawford congratulated the City of Peoria and region.

Eric Miller reported on the following:

- Staff working on SSR stakeholder fund. If you need assistance with your Comprehensive Plan for your area to please let us know.
- Explained the conversion to IMRF, and if Commission dissolves who is responsible of who holds the assets. Peoria County lead with questions on this. They also said they would be willing to take the lead on this.
- John Kahl mentioned this will require legal overview.
- There is a personnel Committee meeting Monday to inform them on the IMRF program.
- Chris Setti has approached TCRPC that Jim Cummins is retiring from CDBG and wondered if we would be willing to take some responsibility to help EDC.
- Rick Powers wondered about disallowance and Eric Miller explained.

## 7. Ways and Means Report

- Motion to approve November and December 2023 Financial Statements and Billings (Resolution 24-36)  
Camille Coates moved to approve November and December 2023 Financial Statements and Billings (Resolution 24-36), and John Kahl seconded.  
Rebecca Eisele updated on the following:
  - **Total Operating Cash** at the end of the month was approximately \$892k. Operating cash decreased by (\$89k) in December, compared to November.
  - **Total Accounts Receivable** at the end of the month was \$397k. Of the A/R balance, \$288k was federal funds, \$60k was state funds, and \$49k was local funds.
  - **Accounts Payable** balance at the end of the month was \$161k, and of that amount there was \$159k in unpaid pass-through expenses as of the end of December. The remaining \$2k A/P balance was for regular monthly bills unpaid as of the end of the month.
  - **Current billing** for December was \$174k, minus direct pass-through expenses and adjusting entries of (\$95k), resulting in Operating Revenue of approximately \$79k.
  - **Total Expenses** for December were (\$185k), minus direct pass-through expenses and adjusting entries of \$95k, resulting in **Operating Expenses** of approximately (\$90k)
  - **December ended with a deficit of approximately (\$10k). Fiscal Year 2024 has a surplus of \$250k.**

Motion carried.

## 8. Administration

- Motion to approve Employee Health Insurance package (Resolution 24-34)  
Autum Jones moved to approve Employee Health Insurance package (Resolution 24-34) and Chuck Nagel seconded.  
Eric Miller explained this is for full-time employees and the renewal went up 6.90% and the HSA went up 10.80% of which only one employee is participating in the HSA. He also said the Commission costs of health insurance benefits are recovered by direct reimbursement or the "Fringe Benefit Rate" from federal and state contracts and by hourly rates for local projects.  
Motion carried.
- Motion to approve Executive Director to enter into agreement for General Liability, Property, Commercial Auto, Crime, Workers Compensation, Property Liability, and Commercial Umbrella Insurance. (Res. 24-35)  
Rita Ali moved to approve the Executive Director to enter into an agreement for General Liability, Property, Commercial Auto, Crime, Workers Compensation, Property Liability, and Commercial Umbrella Insurance (Resolution 24-35) and Danny Phelan seconded.  
Eric Miller updated this is from Cincinnati Insurance for Professional Liability, Directors & Officers, Umbrella (Terrorism), Crime, Automobile, Workers Compensation and Commercial Insurance.  
Motion carried.

## 9. Transportation

- Motion to approve Transportation Improvement Program (TIP) Amendments (Resolution 24-37)
  - Project CL-25-06 Replace Paratransit Vans
  - Project CL-25-07 Construction & Renovation of Buildings
  - Project MO-20-01 Main St Rail Upgrade
  - Project PEK-25-01 Court Street: 8<sup>th</sup> to 10<sup>th</sup>
  - Project PEK-25-02 Court Street: 10<sup>th</sup> to Stadium
  - Project PC-25-01 Maxwell & Middle Road

vii. Project S-24-22 Pavement Preservation

viii. Project S-24-25 Bridge Preservation

Danny Phelan moved to approve the Transportation Improvement Program (TIP) Amendments (Resolution 24-37) and Camille Coates seconded.

Michael Bruner went over the following:

- **Project CL-25-06 Replace Paratransit Vans**
  - Adjusting the budget to align with the grant funding with \$818,000 coming from FTA 5339 funding and remaining \$204,500 being funded with local dollars.
- **Project CL-25-07 Construction & Renovation of Buildings**
  - Adding Project CL-25-07 to the FY 2025 Program for the remaining costs for the Greater Peoria Mass Transit District (GPMTD) new building and renovation of existing buildings.
- **Project MO020-01 Main St. Rail Upgrade**
  - Reviving Project MO-20-01 which was programmed in the FY 2021 Program. This TIP amendment is for moving this project to the FY 2024 Program and increasing Section 130 funding 90% funding to 100% funding.
- **Project PEK-25-01 Court Street: 8<sup>th</sup> to 10<sup>th</sup>**
  - Splitting Project PEK-25-01 into two projects per IDOT's request. PEK-25-01 project extent is Court Street from 8<sup>th</sup> to 10<sup>th</sup> Street. The remaining portion of the project from 10<sup>th</sup> to Stadium is included in PEK-25-02.
- **Project PEK-25-02 Court Street: 10<sup>th</sup> to Stadium**
  - Project PEK-25-02 is the remaining portion of Project PEK-25-01 and will be locally let in the same time frame as Project PEK-25-01.
- **Project PC-25-01 Maxwell & Middle Road**
  - Amending Project PC-25-01 to adjust the STBG-Rural funding and MFT match funding amounts to match the updated records with IDOT.
- **Project S-24-22 Pavement Preservation**
  - Adjusting the budget and funding sources. The only roadway segment within MPO boundaries is IL-40 (Knoxville Ave) from Ravinwoods Road to North of Timber Lane in Peoria.
- **Project S-24-25 to IDOT District 4 FY 2024 Program for Bridge Deck Sealing in various locations within District 4.**
  - Adding Project S-24-25 to IDOT District 4 FY 2024 Program for Bridge Deck Sealing in various locations with District 4.

Motion carried.

b. **Call for Projects for consideration on the Long-Range Transportation Plan 2025-2050**

Michael Bruner updated on the following:

- The LRTP is one of the MPO's core planning documents and serves as a guide for the future development and maintenance of our MPO's transportation system.
- The plan covers a 25-year planning horizon and outlines the region's transportation vision, priorities, and plans that is developed based on public engagement, population projections, and travel demand. The plan is updated every five years, and our LRTP 2050 is due to IDOT and FHWA by March 2025.
- A key step in developing and updating the LRTP is to identify a list of transportation projects for the region, which is federally required. The Project List includes all projects that intend to use federal funding sources or are regionally significant. Roadway projects must be on a Federal Aid Urban (FAU) route, which is a minor collector and above.

Eligible project types include.

1. Construction of new roadways,
2. Improvements to existing roadways
3. Transit projects
4. Bicycle and pedestrian facilities, and
5. Other transportation improvements.

To access application, please visit Tri- County's website at <https://tricountyrpc.org.transportation.lrtplrtpl-2050> Each project you would like to be considered for inclusion in the LRTP 2050 update will need its own separate application. Please note that projects listed in the existing 2045LRTP will not automatically be carried forward into the new plan. The deadline for submitting projects is 3:30 p.m., on Thursday, February 29, 2024. Email staff any questions and applications at [lrtplrtpl@tricountyrpc.org](mailto:lrtplrtpl@tricountyrpc.org).

c. **Discussion of the FY 2025 Unified Planning Work Program**

The Unified Planning Work Program (UPWP) is one of the cores MPO planning documents and is updated annually. It serves as the budget for the metropolitan transportation planning process and directs the day-to-day work of the MPO. The document describes all transportation planning activities with a corresponding budget Tri-County proposes to undertake during the fiscal year (July 1 through June 30)

Staff in the beginning stages of developing the draft FY 2024 UPWP and following the schedule listed in the memo:

1. Feb. 14: Draft Uniform budget Template (UBT) and Programmatic Risk Assessment (PRA) submitted to IDOT.
2. March 20: Technical Committee recommends UPWP to the Commission for approval.
3. April 3: Commission approves final UPWP & staff submits document to IDOT.
4. July 1: IDOT accepts UPWP, work begins.

d. **Discussion of combining Call for Projects for Commission-allocated Federal Funds**

As an MPO with an urbanized population over 200,000, TCRPC receives an annual allotment of federal funds from the Infrastructure Investment and Jobs Act (IIJA). These funds come from the Illinois Department of Transportation (IDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA).

Every year, our region is allocated federal funding in several different categories, including the following:

**Surface Transportation Block Grants (STBG)**

STBG funds are allocated annually to the MPO for regionally significant roadway projects in the Greater Peoria area. Tri-County utilizes 80% of STBG funding for Traditional projects (New roadways or reconstruction projects) AND 80% FOR Preservation projects.

**Transportation Alternatives (TA) Set-Aside**

TA funds allocated annually to the MPO for small scale transportation projects that provide active transportation facilities.

**Carbon Reduction Program (CRP)**

CRP is a new federal program funded through the infrastructure bill to fund projects to reduce transportation emissions.

**Section 5310**

Section 5310 funds are allocated by both IDOT through their Consolidated Vehicle Procurement (CVP) program and Tri-County's grant program funding capital and operational expenses to help improve mobility for seniors and individuals with disabilities.

We are presenting this to you to get your thoughts and potential green light to move forward with combining these funding sources into one call for projects. Traditionally each of these funding programs would be done separately. This would provide an opportunity for a project to request funding for multiple funding sources.

## 10. Planning

a. Motion to approve and adopt the 2023 Tri-County Multi-Jurisdiction Multi-Hazard Mitigation Plan (Res. 24-38)  
Danny Phelan moved to approve and adopt the 2023 Tri-County Multi-Jurisdiction Multi-Hazard Mitigation Plan (Res. 24-38) and John Kahl seconded.

Reema Abi-Akar reported on the following:

- **Key points:**
  - The plan's purpose "is to identify, assess, and mitigate hazard risk to better protect the people and property within the county from the effects of natural and human-caused hazards.
  - This document is a requirement to be eligible for some funding streams from the Federal Emergency Management Agency (FEMA).
  - Both natural and manmade hazards are included.
- **Funding and Plan Background**
  - This hazard mitigation plan must be updated every five years. In the past, Tri-County had a separate document and process than Peoria County simply because the County had been on their own schedule until this point.
  - Both Peoria County's last plan and Tri County's regional plan were set to expire this year in different months, so in late 2021, Tri-County staff met with Kathi Urban and Andrew Braun to talk about combining efforts for a more streamlined process.
  - Tri County applied for funds in late 2021 to complete a regional hazard mitigation plan through the Hazard Mitigation Grant Program.
  - We received funding in 2022 and selected a consultant (American Environmental Corporation) and a subconsultant (WSP) through Tri County's procurement process.
  - The funding stream and processes are the same, though the result is three separate plans, one for each county.
- **Finalization**
  - FEMA and IEMA have looked through these plans and with some edits, approved them pending adoption by each jurisdiction.
  - Tri County is mentioned in the Tazewell County plan, simply because we had to select one. We are approving all today as a sweeping measure.
- **The Plan Documents include the following sections:**
  - Planning process
  - Community profile
  - Hazard identification
  - Hazard risk and vulnerability assessment
  - Capability assessment
  - Mitigation strategy
  - Mitigation action plan

Motion carried.

## 11. Updates

a. Kickapoo Creek Watershed-Based Plan

Reema Abi-Akar updated on the following:

- In late 2021, we applied for a Section 319 grant to conduct a Watershed Plan for Kickapoo Creek. Last year, we heard that we were successful, and in the late fall, we received the final contract with the Illinois EPA. Since then, we have released a Request for Qualifications, which we received six responses.
- We put together a Selection Committee made up of technical experts and Tri County staff, and we narrowed it down to three firms. We interviewed the three and selected the top one, Baxter & Woodman, who has extensive experience with watershed plans and understands the requirements of the IEPA.
- We have just finalized the contract with our consultant, and we are just kicking off the work on this project. Soon, we will put together a steering committee and begin the data collection process. We will keep you updated about the project as it moves along.
-

b. IDOT

- Local Roads
- Central Office

Mike Vanderhoof updated on the SPR Program- historically, comprehensive plans are reviewed for their transportation component which sometimes causes an adjustment to the federal percentage. The recent inclusion of "Housing" in federal planning will be considered. The trick part remaining is the land use component.

c. FHWA

**12. Other**

- Chairman Menold mentioned that helping staff and to thank all for attending the meeting. He appreciates that many Commissioners are attending the meeting.
- Ray Lees talked about the that the Bob Micael Bridge completion on December 23, 2023 and that Jefferson and Adams streets construction will be completed in June of 2026.
- Eric Miller added about the Safe Streets grant is due February 13.

**13. Adjournment**

Autum Jones moved to adjourn at 9:50 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: February 27, 2023**  
**Subject: Executive Director Report for Feb 2024**

Project	Activity	Status
<b>Administrative</b>		
Headlines		Ongoing
	Working on Regional Priority Process	Ongoing
	Monitored Federal Grants NOFO's	Ongoing
	Met with Counties regarding IMRF Participation	Ongoing
	Working with Communities, drafting letters of support for State and Federal grant funding programs	Ongoing
	Developing transportation dashboard	Ongoing
	Attended Chillicothe IL29 Viaduct Meeting	Ongoing
	CFI Grant Consultant Procurement	Ongoing
	Attended USPS meeting	Ongoing
	Participated in Prospect Rd Consultant Procurement	Ongoing
	Met with Woodford County Supervisor of Assessments	
	Ongoing meetings with FRA regarding Peoria Passenger Rail	
Personnel	Semi-annual staff reviews ongoing	Ongoing
	Recruitment of GIS Specialist II	Ongoing
Website	Content review of website.	Ongoing
<b>Planning Issues</b>		
Illinois River Issues	Continued coordination of Beneficial Use of Dredged Material Pilot project	Ongoing
	Continued coordination and outreach regarding Asian Carp	Ongoing
	Continued coordination with USACE for funding opportunities related to IL river/Peoria lakes	Ongoing
HUD Healthy Homes	Work Ongoing	Ongoing
Village of Germantown Hills Comp Plan	Continued discussion with Village board regarding scope of work	Ongoing
Village of Creve Coeur	Continued discussion with Village board regarding scope of work	Ongoing
Village of Bartonville	Work underway	Ongoing
City of Chillicothe	Continued discussion with Village board regarding scope of work	Ongoing
Village of Brimfield	Continued discussion with Village board regarding scope of work	Ongoing
City of East Peoria	Work underway	
Watershed Planning	Coordination with IEPA regarding Kickapoo Creek Watershed contract	Ongoing
Hazard Mitigation Plan	Peoria County plan is adopted, Taz Wood plans: Work is completed, FEMA approval pending,	Ongoing
<b>GIS Projects/ Asset Management</b>		
Village of Elmwood	Dunlap	Ongoing
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Ongoing
Bartonville	Sidewalk Inventory	Complete
Logan County GIS technical assistance	Technical Assistance as needed	Ongoing
Greater Peoria Sanitary District	Technical Assistance as needed	Ongoing
<b>MPO/Transportation</b>		
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
Highway Safety Improvement Program Guardrails	Engineering phase underway	Ongoing
Active Transportation Planning	Work with various Stakeholders, coordination of planning efforts	ongoing
Special Transportation Studies		
FY23		
Chillicothe Active Transportation Plan	Project is underway, coordinating with consultant	Ongoing
City of Peoria Intersection Study	Project is underway, coordinating with consultant	Ongoing
City of Pekin Bike/Ped plan	Project is underway, coordinating with consultant	Ongoing
MPO TDM work	Work Completed	Complete
FY24		
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	Procurement	Ongoing
FY 21 State Planning and Research Funding		
Asset Management software	Project is underway, coordinating with consultant	Ongoing
Activity Based Travel Demand Model	Project is underway, coordinating with consultant	Ongoing
FY 23 State Planning and Research Funding		



Heart of Illinois Regional Port District Master Planning	Project Underway	Ongoing
Regional Community Planning	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	project underway	Ongoing
FY25 State Planning and Research Funding	Project Scope Development Underway. Awaiting NOFO from IDOT	Ongoing
HSTP/Transportation		
5310 program Grant	Issued Call for projects	Ongoing
HSTP Plan	Commission Adopted Plan	Ongoing
HSTP meetings		Ongoing

# January 2024 Financial Summary Full Commission

	January-24	December-23	FY24 YTD
<b>Net Income / (Loss)</b>	<b>10,505</b>	<b>(10,310)</b>	<b>260,704</b>

**Page 1**      **Monthly Financial Summary**

**Page 2**      **PPUATS Joint Funding Account Summary**

**Page 3**

<b>Balance Sheet</b>	<b>January-24</b>	<b>December-23</b>	<b>Increase / (Decrease)</b>
Operating Cash	1,038,443	892,401	146,042
Joint Funding Account	503,494	507,201	(3,707)
All Unrestricted and Restricted Cash	1,431,604	1,431,604	-

<b>Accounts Receivable</b>	<b>January-24</b>	<b>December-23</b>	<b>Increase / (Decrease)</b>
Total Accounts Receivable	207,951	396,716	(188,766)
Total Federal Receivables	133,422	288,234	(154,813)
Total State Receivables	22,307	59,919	(37,612)
Total Local Receivables	52,222	48,563	3,659

<b>Accounts Payable</b>	<b>January-24</b>	<b>December-23</b>	<b>Increase / (Decrease)</b>
Total Accounts Payable at EOM	101,295	161,027	(59,732)
A/P to be billed - Pass-throughs	99,220	158,969	(59,749)
A/P indirect costs	2,075	2,058	17

**Page 4**      **Reference Statement of Cash Flows for Detail on Changes in Cash**

**Page 5**

<b>Income Statement</b>	<b>January-24</b>	<b>December-23</b>	<b>Increase / (Decrease)</b>
Current Billing	113,404	175,152	(61,748)
Pass-Through Expenses and Adjusting Entries	(17,156)	(95,929)	78,774
Operating Revenue	96,248	79,222	17,026

	<b>January-24</b>	<b>December-23</b>	<b>Increase / (Decrease)</b>
Current Expenses	102,899	185,462	(82,563)
Pass-Through Expenses and Adjusting Entries	(17,156)	(95,929)	78,774
Operating Expenses	85,743	89,533	(3,790)

	<b>January-24</b>	<b>December-23</b>	<b>Increase / (Decrease)</b>
Regular Working Days	22.00	18.00	4.00
Paid Holidays	1.00	3.00	(2.00)
PTO Used (Hours)	352.84	144.00	208.84

	<b>January-24</b>	<b>December-23</b>	<b>FY24 YTD</b>
Operating Revenue	96,248	79,222	1,408,955
Less Operating Expenses	(85,743)	(89,533)	(1,148,251)
<b>Net Income / (Loss)</b>	<b>10,505</b>	<b>(10,310)</b>	<b>260,704</b>

**Page 6**      **Checking Account Register of Expenses Paid**

**Page 7**      **Credit Card Register of Expenses Paid**

# JANUARY 2024

## PPUATS Joint Funding Account Summary

	Current Month	Previous Month
	January-24	December-23
<b>Account Balance</b>	<b>503,494</b>	<b>507,201</b>

<b>Account Income</b>	<b>January-24</b>	<b>December-23</b>
Joint Funding Payments Received	-	-
Interest Income	43	42

<b>Account Expenses</b>	<b>January-24</b>	<b>December-23</b>
Peoria, Tazewell, Woodford - Member Dues**	(3,750)	(3,750)

<b>Joint Funding Summary</b>	<b>Received</b>	<b>Due</b>
<b>Total Joint Funding</b>	<b>\$ 216,064</b>	<b>\$ 17,752</b>
City Link	3,800	-
City of Chillicothe	3,237	-
City of East Peoria	12,282	-
<b>City of Pekin</b>	<b>-</b>	<b>17,752</b>
City of Peoria	60,720	-
City of Washington	8,715	-
City of West Peoria	2,416	-
Peoria County	50,550	-
Tazewell County	40,379	-
Village of Bartonville	3,359	-
Village of Creve Coeur	2,819	-
Village of Germantown Hills	1,819	-
Village of Morton	8,741	-
Village of Peoria Heights	3,230	-
Woodford County	13,997	-

# Tri-County Regional Planning Commission

## Balance Sheet

As of January 31, 2024

	Current Month	Previous Month	Previous Year
	Jan 31, 24	Dec 31, 23	Jan 31, 23
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10000 · Cash - Unrestricted			
10110 · MCB Checking - Operations	1,038,443	892,401	943,636
Total 10000 · Cash - Unrestricted	1,038,443	892,401	943,636
11000 · Cash - Restricted			
11110 · MCB Checking - Flex Benefits	1,530	1,530	1,530
11210 · MCB Money Market - PPUATS	503,494	507,201	342,950
11310 · MCB Checking - IL MPO Adv.	19,238	19,238	19,238
11410 · MCB Savings - Unvested Retirement	11,933	11,234	6,947
Total 11000 · Cash - Restricted	536,195	539,204	370,665
Total Checking/Savings	1,574,638	1,431,604	1,314,301
Accounts Receivable			
13001 · Accrued Receivables	11,598	24,367	-
13000 · Accounts and Grants Receivable - Other	196,353	373,239	106,401
Total 13000 · Accounts and Grants Receivable	207,951	397,606	106,401
Total Accounts Receivable	207,951	397,606	106,401
Other Current Assets			
15000 · Prepaid Expenses	22,435	27,341	23,632
Total Other Current Assets	22,435	27,341	23,632
Total Current Assets	1,805,024	1,856,552	1,444,334
Total Fixed Assets	22,636	24,304	34,950
Total Other Assets	32,575	36,641	72,042
<b>TOTAL ASSETS</b>	<b>1,860,234</b>	<b>1,917,497</b>	<b>1,551,326</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
20000 · Accounts Payable	101,295	161,847	21,560
Total Accounts Payable	101,295	161,847	21,560
Total Other Current Liabilities	188,325	195,541	162,944
Total Current Liabilities	289,620	357,389	184,504
Total Long Term Liabilities	14,152	14,152	53,250
Total Liabilities	303,772	371,540	237,754
Equity			
31000 · General Fixed Asset Equity	13,450	13,450	13,450
35000 · Capital Contribution	193,000	193,000	193,000
39000 · Retained Earnings	1,089,308	1,089,308	919,628
Net Income	260,704	250,199	187,495
Total Equity	1,556,462	1,545,957	1,313,572
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,860,234</b>	<b>1,917,497</b>	<b>1,551,326</b>

# Tri-County Regional Planning Commission

## Statement of Cash Flows

July 2023 through January 2024

	Jan 24	Jul '23 - Jan 24
<b>OPERATING ACTIVITIES</b>		
Net Income	10,505	260,704
Adjustments to reconcile Net Income to net cash provided by operations:		
13000 · Accounts and Grants Receivable	176,887	83,612
13001 · Accrued Receivables	12,769	(11,598)
15000 · Prepaid Expenses	4,907	9,941
20000 · Accounts Payable	(60,553)	(98)
21000 · Accrued Expenses	534	2,137
21100 · Accounts Payable - Employees	(99)	(345)
22100 · Accrued Wages Payable	6,416	9,258
22200 · Accrued Vacation/Personal Time	(8,662)	(10,074)
22300 · Unvested Retirement	(643)	2,796
22503 · FICA & Medicare	599	830
22504 · IL Unemployment Taxes	446	556
22505 · 457 (b) Contributions	1,617	1,688
22520 · United Way	7	7
22801 · Local Match - City of Peoria	-	(5,000)
22802 · Local Match - GPSD	-	(9,500)
22803 · Local Match - PDC Services, Inc	-	(5,000)
22804 · Local Match - Wildlife Prairie	-	(500)
23101 · Deferred Revenue - IDOT	(3,706)	(3,862)
23210 · Kickapoo Creek Watershed-Local	(399)	19,601
28000 · Current Lease Liab. - Office Sp	(2,890)	14,579
28001 · Current Lease Liab. - Copier	(435)	2,187
Net cash provided by Operating Activities	137,299	361,918
<b>INVESTING ACTIVITIES</b>		
17100 · Computer Equipment	-	(6,770)
17101 · Accum. Deprec. - Computers	1,669	11,681
19000 · Right of Use - Office Space	2,793	19,548
19001 · Right of Use - Copier	444	2,199
19002 · Right of Use - SBIT Agreements	830	5,807
Net cash provided by Investing Activities	5,735	32,465
<b>FINANCING ACTIVITIES</b>		
29000 · Lease Liability - Office Space	-	(34,637)
29001 · Lease Liability - Copier	-	(4,461)
Net cash provided by Financing Activities	-	(39,098)
Net cash increase for period	143,034	355,285
Cash at beginning of period	1,431,604	1,219,353
Cash at end of period	<b>1,574,638</b>	<b>1,574,638</b>

# Tri-County Regional Planning Commission

## Profit & Loss

January 2024

CURRENT Month	Previous Month	FY24 - CURRENT YTD	FY23 - Previous YTD
Jan 24	Dec 23	Jul '23 - Jan 24	Jul '22 - Jan 23

### Ordinary Income/Expense

#### Revenue by Type

41000 · Federal Grants and Awards	86,853	128,420	912,740	637,711
42000 · State Grants and Awards	18,605	27,008	198,430	149,539
43000 · Local Matching Contributions	(1,262)	10,588	233,569	175,302
44000 · Charges for Services	5,357	5,283	37,325	24,354
45000 · Member Dues	3,750	3,750	26,250	24,750
46000 · Interest Income	101	102	641	515

#### Total Income

113,404	175,152	1,408,955	1,012,170
---------	---------	-----------	-----------

#### Gross Profit

113,404	175,152	1,408,955	1,012,170
---------	---------	-----------	-----------

#### Expense by Account & Category

Total 60500 · Amortization Expense	4,066	4,066	28,440	28,264
Total 61000 · Computer Expenses	2,057	2,197	19,934	12,686
Total 61500 · Outside Services	16,272	92,911	492,711	259,554
Total 62000 · Depreciation	1,669	1,669	11,681	10,365
Total 63000 · Employee Benefits	17,067	16,643	116,390	95,048
Total 63400 · Interest Expense	83	92	768	1,854
Total 63500 · Office Administration	1,398	1,785	11,291	9,191
Total 64000 · Miscellaneous	1,042	100	6,987	5,994
Total 65000 · Professional Fees	861	2,782	28,301	33,064
Total 65500 · Facility Costs	873	865	5,448	9,648
Total 66000 · Salaries and Wages	57,327	62,152	416,339	349,087
Total 66500 · Training & Education	-	-	2,300	-
Total 67000 · Travel	185	200	7,660	9,921

#### Total Expense

102,899	185,462	1,148,251	824,675
---------	---------	-----------	---------

#### Net Income

10,505	(10,310)	260,704	187,495
--------	----------	---------	---------

# Tri-County Regional Planning Commission

## Check Register - Operating Account

### January 2024

Date	Num	Name	Memo	Amount
01/03/2024	1431	Blue Cross Blue Shield of Illinois	Health Insurance - 01/2024	7,770.57
01/03/2024	1432	Dr. Annie Kelve - Consultant	Writing Consultant	400.00
01/03/2024	1433	GateHouse Media	Legal Notices	99.80
01/03/2024	1434	Hinckley Springs	Water	114.91
01/03/2024	1435	PGAV Planners, LLC	Consultant Services - Local Comp Plans	1,740.00
01/03/2024	1436	Xerox Financial Services	Copier Lease	458.20
01/03/2024	1437	City of Peoria	Rent - 01/2024	2,950.00
01/05/2024	ACH	Staff - Payroll	Payroll 12/16/23 - 12/31/23	21,790.13
01/05/2024	ACH	Department of the Treasury	Payroll Taxes 12/16/23 - 12/31/23	7,286.72
01/05/2024	ACH	Illinois Department of Revenue	Payroll Taxes 12/16/23 - 12/31/23	1,381.38
01/05/2024	ACH	CEFCU	Payroll Liability 12/16/23 - 12/31/23	50.00
01/05/2024	ACH	Nationwide	Retirement 12/16/23 - 12/31/23	2,875.95
01/05/2024	ACH	Unvested Retirement Account	Retirement 12/16/23 - 12/31/23	359.10
01/10/2024	ACH	Delta Dental	Dental Insurance	299.43
01/10/2024	ACH	Facet Technologies, Inc.	GIS Web Hosting - 01/2024 - IDOT FY24 UPWP	385.00
01/10/2024	ACH	Guardian	Life, Disability, and Vision Insurance	526.93
01/10/2024	ACH	Heartland Parking	Monthly Parking - 01/2024	1,022.00
01/10/2024	ACH	Heartland Parking	Parking Validations - 12/2023	42.00
01/10/2024	ACH	IT Unified	Monthly IT Service - 01/2024	1,200.00
01/10/2024	ACH	Quill Corporation	Office Supplies	140.13
01/10/2024	ACH	The Cleaning Source	Office Cleaning - 12/2023	194.00
01/10/2024	ACH	Verizon Wireless	Phones - 12/2023	308.21
01/10/2024	ACH	WSP USA, Inc.	Consultant Services - IDOT SPR Port District	36,629.89
01/19/2024	ACH	IDES	IL Unemployment Tax	84.40
01/19/2024	ACH	Staff - Payroll	Payroll 01/01/24 - 01/15/24	20,599.34
01/19/2024	ACH	Department of the Treasury	Payroll Taxes 01/01/24 - 01/15/24	6,844.06
01/19/2024	ACH	Illinois Department of Revenue	Payroll Taxes 01/01/24 - 01/15/24	1,312.20
01/19/2024	ACH	CEFCU	Payroll Liability 01/01/24 - 01/15/24	50.00
01/19/2024	ACH	Nationwide	Retirement 01/01/24 - 01/15/24	2,896.21
01/19/2024	ACH	Unvested Retirement Account	Retirement 01/01/24 - 01/15/24	338.84
01/24/2024	1438	Morton Community Bank	Bruner - Payment for 12/2023 CC Charges	395.11
01/24/2024	1439	Morton Community Bank	Ulrich - Payment for 12/2023 CC Charges	60.16
01/24/2024	1440	Midwest Engineering Associates	Consultants - IDOT FY23 UPWP	14,339.62
01/24/2024	1441	PGAV Planners, LLC	Consultant Services - Local Comp Plans	20,798.45
01/31/2024	1445	IMRF	Cost Study	861.00
01/31/2024	ACH	Morton Community Bank	Service Charge	14.99
<b>Register</b>			<b>Total Checks</b>	<b>156,618.73</b>

**Tri-County Regional Planning Commission**  
**Credit Card Register**  
**JANUARY 2024**

Date	Employee Card	Vendor	Memo	Amount
01/07/2024	Ulrich	Qbox	QuickBooks File Management	15.00
01/07/2024	Ulrich	Adobe	Adobe User Subscription - Miller	21.24
01/12/2024	Bruner	i3 Broadband	Internet Service	117.48
01/12/2024	Ulrich	USPS	Postage	44.60
01/23/2024	Bruner	GovernmentJobs.com	GIS Job Posting	199.00
01/24/2024	Bruner	Amazon Business	IDOT FY24 UPWP - IT Supplies	82.62
01/24/2024	Ulrich	Amazon Business	Damaged Item Returned	-69.22
01/24/2024	Bruner	GISjobs.com	GIS Job Posting	50.00
01/24/2024	Bruner	American Planning Association	GIS Job Posting	295.00
01/25/2024	Bruner	American Planning Association	GIS Job Posting	100.00
01/31/2024	Miller	Thanh Linh Vietnamese Cuisine	Staff Lunch - 01/31/24	117.23
01/31/2024	N/A	Morton Community Bank	Finance Charges	0.00
<b>Register</b>			<b>Total Charges</b>	<b>972.95</b>

Date	Employee Card	Vendor	Memo	Amount
<b>Register</b>			<b>Total Refunds and Credits</b>	<b>-</b>



**RESOLUTION 24-42**

**A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR JANUARY 2024**

**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 January 2024 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 January 2024 are approved.

Presented this 6th day of March 2024

Adopted this 6th day of March 2024

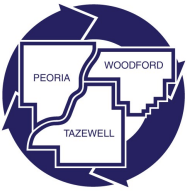
---

Greg Menold, Chairman  
Tri-County Regional Planning Commission

**ATTEST:**

---

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



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

To: Commissioners  
From: Eric Miller, Executive Director  
Subject: Promotion in Place for selected Commission employees  
Date: March 6, 2024

## **Background:**

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

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

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

## **Action:**

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

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

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

**RESOLUTION 24-40**

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

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

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

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

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

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

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

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

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

Presented this 6th day of March 2024

Adopted this 6th day of March 2024

---

Greg Menold, Chairman  
Tri-County Regional Planning Commission

ATTEST:

---

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

# Recommended Employee Handbook Updates February 2024

## Table of Contents

ADA Policy with Reasonable Accommodations (pg. 10) .....	2
Gifts Policy (pg. 16) .....	3
Employee Retirement Plan (pg 34) .....	4
Disability Insurance (pg. 33).....	5
Flexible Holidays (pg. 47) .....	6
Office Emergency Action Plan (pg. 50-51) .....	7
Business Meal Policy (pg. 55).....	8

Note that anything highlighted in blue represents a suggested change.

## ADA Policy with Reasonable Accommodations (pg. 10)

The Tri-County Regional Planning Commission is committed to providing access and reasonable accommodation in its services, activities, programs, and employment opportunities. The Commission complies with the Americans with Disabilities Act and all other applicable federal, state, and local laws regarding disability discrimination and accommodation. To request an accommodation based on a disability, employees can contact the office manager or their immediate supervisor.

Reasonable accommodations are available for qualified employees with known disabilities. For purposes of this policy, a disability is any physical or mental impairment that substantially limits a major life activity. An employee is qualified if they can perform essential job functions with or without reasonable accommodation.

A reasonable accommodation is a modification or adjustment of an employee's job or work environment that enables that employee to perform essential job functions or enjoy the same employment benefits and privileges as similarly situated employees without disabilities. Examples of reasonable accommodations include: modifying a workspace to make it wheelchair accessible, providing screen reading software, or adjusting an employee's work schedule to accommodate medical appointments. The Commission does not provide accommodations of a personal nature, such as eyeglasses or hearing aids.

The Commission is committed to providing accommodations so long as accommodations do not place an undue hardship on Commission operations or pose a threat to the health or safety of employees in the workplace.

The Tri-County Regional Planning Commission will actively engage in an interactive process with employees who request accommodations to determine what, if any, accommodation can be provided. The Commission aims to process requests for accommodations in a prompt and efficient manner.

## Gifts Policy (pg. 16)

The Commission requires all employees to only use lawful practices involving payments to customers, political parties, officials, candidates or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No Commission employee may offer to make direct or indirect payments of value in the form of compensation, gifts or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding favorable actions in a transaction.
- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

According to the [US General Services Administration](#), a **gift** is considered to be anything of monetary value. Examples include gratuities, favors, discounts, entertainment, hospitality, loan, forbearance (forgiveness of a loan), services, training, transportation, travel, meals, lodging, etc.

An employee shall not, directly or indirectly, solicit or accept a gift from a prohibited source or a gift that is offered because of the employee's official position. Under the \$20 rule, an employee may accept an unsolicited gift of \$20 or less per occasion and no more than \$50 in a calendar year from one person. If the market value of a gift offered on any single occasion exceeds \$20, the employee may NOT pay the excess value over \$20 in order to accept the gift.

For example, if Tim was offered a \$55 item by a prohibited source, he could not apply the \$20 rule to the gift and pay the other \$35 to account for the total \$55.

For more information about employees accepting gifts, refer to the [US General Services Administration](#) SmartPay guidance.

## Employee Retirement Plan (pg 34)

### 457 DEFERRED SAVINGS/SALARY REDUCTION PLAN

All full-time employees participate in the Commission sponsored retirement plan administered by Nationwide Retirement Systems. For the first ten years of employment, five percent (5%) of monthly gross earnings will be contributed by the Commission to the account of each full-time employee. After ten years of employment the Commission's contribution will increase to 7%. The ten years employment will be calculated from date of employment and will include all approved leaves of absence. For vesting purposes, you are considered to have completed one (1) year of service upon the completion of 1,000 hours of service at any time during your employment year. The vesting schedule is 1 year of service, 10%, 2 years of service 25%, 3 years of service 45%, 4 years of service 70% and 5 years of service 100%. In addition, all full time employees are eligible to contribute tax deferred income into the retirement plan.

### ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)

The Commission provides Retirement, Disability and Death Benefits to all full-time employees through Illinois Municipal Retirement Fund (IMRF).

The Illinois Municipal Retirement Fund (IMRF) provides employees of local governments and school districts in Illinois with a system to pay retirement annuities and disability and death benefits. These benefits are in addition to any benefits provided by Social Security. 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.

Employees are considered an IMRF participating member if their job requires 1000 or more hours in a year and they are less than 70 years of age at the time the employee was initially employed in a position covered by IMRF.

NOTE: This policy is only a general overview of IMRF and does not attempt to explain all of the rules and regulations set forth by IMRF. Anyone who has a question concerning IMRF benefits should see the [www.imrf.org](http://www.imrf.org) website or call IMRF Member Services at 1-800-ASK-IMRF (1-800-275-4673).

All decisions concerning IMRF will be made by IMRF and will be final.

### 457 DEFERRED SAVINGS PLAN

All employees have the option to enroll in the 457 Plan made available through Nationwide Retirement Solutions. The 457 Plan is similar to a 401K plan in private industry. Employees select the dollar amount they wish to have deducted from their paycheck, pretax and also decide how they would like their funds to be distributed. The Nationwide Retirement Solutions representatives are available to discuss retirement options with employees.

## Disability Insurance (pg. 33)

Eligibility: From Date of Full-time Employment the Commission full-time employees are covered, without cost to them, under a loss of time disability insurance plan.

Employees who have a medical certification of a disability which may extend for 30 calendar days or more could be eligible for disability benefits under the Illinois Municipal Retirement Fund (see IMRF Disability Benefits).

Generally, you are eligible for monthly payments up to 50% of your monthly earnings if you—

1. Have at least 12 consecutive months of service credit,
2. Are disabled for more than 30 days,
3. Are unable to perform duties assigned by your employer because of illness or injury, and
4. are not receiving any earnings from any IMRF employer

IMRF's Member Disability Checklist, available from [www.imrf.org](http://www.imrf.org), can guide you through the disability application process.

Disability benefits may be payable for any injury or illness whether work-related or not.

If your application for IMRF disability benefits is approved, while you are receiving disability benefits, you:

- Continue to earn IMRF service credit as if working (no cost to you),
- Continue to be covered by IMRF death benefit protection,
- Receive monthly disability benefit payments equal to 50% of your average monthly salary based on your salary for the 12 months prior to the month you became disabled.
- Are assured that your future pension would be based on your full salary, not your reduced disability benefit.

For a complete explanation of your disability benefits, contact IMRF at 1-800-ASK-IMRF (1-800-275-4673) and request a copy of the IMRF Disability Benefits booklet.



## Flexible Holidays (pg. 47)

The Commission recognizes eleven paid holidays per year as follows:

New Year's Day

Thanksgiving

**President's Day**

**The day after Thanksgiving**

**The Friday before Easter**

**Christmas Eve Day**

Memorial Day

Christmas

July 4th

**New Year's Eve Day**

Labor Day

If a holiday falls on a Saturday, it will be observed on the preceding Friday. Those which fall on a Sunday will be observed on the following Monday. If a holiday occurs during your vacation period, you will be paid for the holiday and will not be charged with a vacation day for the day that the holiday is observed.

Commission employees have the option to flex five out of 11 their holidays at the discretion of their immediate supervisor. The flexible holidays are shown in **bold** above. This means that staff have a choice to work on a Commission holiday and take a different working day off in its place, as a holiday, at a different date. To flex a holiday, a staff member must request permission from their supervisor in advance and use the flexed holiday within the same fiscal year.

## Office Emergency Action Plan (pg. 50-51)

In the event of an emergency where staff is no longer safe in the Tri-County office, employees should follow these listed procedures:

### **Responsible Parties:**

- For any emergency evacuation event, the Office Manager is responsible for making sure all individuals in the office are accounted for and understand where to meet after leaving the office. If the Office Manager is not present, the Executive Director is the responsible party; if the Executive Director is not present, the Planning Program Manager is responsible, etc. This will follow the administrative order of Tri-County employees as needed.
- If guests are visiting the Commission offices for a meeting or any other reason, the individual in charge of the meeting is responsible for ensuring that all guests are accounted for and understand where to meet.

### **Policies and Procedures During Evacuation:**

- Individuals should take only their essential belongings with them in the event of an office evacuation.
- Once individuals have left the building in an evacuation, no one should re-enter the building for any reason until emergency personnel, building management personnel, or others in charge of the emergency situation give an all-clear signal and/or verbal command.
- All individuals should take the stairs in an evacuation situation and avoid the elevators. If an individual is unable to take the stairs, ensure that others can assist them in doing so to the best of their ability.
- After all individuals have evacuated the office, everyone should stay together and ensure that the responsible party knows where they are at all times.

### **Meeting Locations**

- In case of fire, all individuals in the office should take the stairs to the first floor, exit the building, and cross the street to meet in front of City Hall.
- In case of tornado, all individuals in the office should take the stairs to the P1 level of the parking deck on the Fulton Street side.

## Business Meal Policy (pg. 55)

Employees will be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All original receipts must be included with the employee's travel and expense report. Any employee expense report received without the receipts will be returned to the employee. Reasonable meal expenses are defined in the [US General Services Administration](#).

The guideline for reimbursement of tips on business meals is 20 percent.

Alcohol will not be reimbursed.

## **RESOLUTION 24-39**

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

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

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

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

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

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

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

#### **THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:**

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

Presented this 6th day of March 2024

Adopted this 6th day of March 2024

---

Greg Menold, Chairman  
Tri-County Regional Planning Commission

#### **ATTEST:**

---

Eric Miller, Executive Director  
Tri-County Regional Planning Commission



# A RESOLUTION FOR PARTICIPATION IN THE ILLINOIS MUNICIPAL RETIREMENT FUND

IMRF Form 1.12 (Rev. 09/2014)

Resolution 24-41

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

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

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

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

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

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

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

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

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

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Size of Entire Governing Body 21

## CERTIFICATION

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

CLERK OR SECRETARY OF THE BOARD

Illinois Municipal Retirement Fund  
2211 York Road Suite 500 Oak Brook, IL 60523-2337  
Member Services Representatives 1-800-ASK IMRF (275-4673) Fax: (630) 706-4289  
www.imrf.org

TRI-COUNTY REGIONAL PLANNING COMMISSION

FY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Adopted October 4, 2023, as amended

TIP AMENDMENT REQUEST FORM

DATE		AMENDING TIP DOCUMENT		AGENCY REQUESTING AMENDMENT(S)
2/9/2024	From	To	Illinois Dept. of Transportation	
	2024	2027		

PROJECT INFORMATION									
PROJECT TITLE	PPUATS TIP NUMBER	PROJECT CONTRACT NUMBER	PROJECT NUMBER (PPS#)	PROJECT SECTION NUMBER	IMPROVEMENT LOCATION	ACTION	FUNDING SOURCE	FUNDING SHARE (%)	TOTAL COST
Safety Shoulders	S-24-26	68H95	4-02124-0200		0.4 mi E of Veterans Dr in Pekin to 0.5 mi W of WCL of Tremont	New HMA safety shoulders	Federal (HSIP-State)	90%	\$ 2,287,000
							State match	10%	\$ 254,000
							Total		\$ 2,541,000
Reason for Amendment: Addition to IDOT Dist. 4 Fiscal Year 2024 Safety Program. The project is currently scheduled for the 6/24/2024 letting.									

							Federal (NHPP)		
							State match		
							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 24-43**

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

**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

**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.

#### **NOW 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 6th day of March 2024

Adopted this 6th day of March 2024

---

Greg Menold- Chairman  
Tri-County Regional Planning Commission

#### **ATTEST:**

---

Eric Miller, Executive Director  
Tri-County Regional Planning Commission

## Statewide Planning and Research Funds

### **Spring 2024 call for projects is underway February 29 through April 14, 2024**

Statewide Planning & Research (SPR) funds are used to support planning and research activities. The funds are used to establish a cooperative, continuous, and comprehensive framework for making transportation investment decisions and to carry out transportation planning and research activities throughout the State.

Eligible activities include:

- Planning studies
- Data purchase, collection, and/or analysis
- Research activities
- Program development activities
- Performance management activities
- Coordination/outreach activities

These funds are eligible to internal and external parties. Statewide Planning & Research funds are used to support planning and research activities. The funds are used to establish a cooperative, continuous and comprehensive framework for making transportation investment decisions and to carry out transportation planning and research activities throughout the state.

IDOT evaluated proposed projects based on the following criteria:

- Studying or implementing a goal strategy or objective within the state's Long Range Transportation Plan or one of the Department's associated plans.
- Implementing a performance-based program development process.
- Implementing asset management.
- Benefiting a disadvantaged/economically distressed community
- Climate Change/Carbon reduction
- Equity
- Resiliency Improvement Planning



- Discretionary Grant Program Development

The program schedule is as follows, which includes a link to register for an Informational Webinar:

## **FY 2025**

- **February 29, 2024** - Call for Projects Opened
- **March 13, 2024** – Informational Webinar 10:00-12:00 p.m. ([Webinar](#))
- **April 14, 2024** - Applications due 11:59:59 CDT
- **Summer 2024** - Awards Announced
- [Program Guidance](#)
- [Application](#)

**Upon Receiving an Award Letter, Grantees will be required to send the following information:**

**Local Public Agency (LPA).** GATA Exempt grantees will be required to complete the following forms/processes:

- [BoBS 2831](#) – Conflict of Interest form
- [IDOT Uniform Grant Application](#)
- [IDOT GATA Exempt Budget](#)
- [BoBS 2835](#) - GATA Exempt Risk Assessment

**State Agency, Universities, and Other.** Nonexempt grantees will be required to complete the following forms/processes:

- [BoBS 2831](#) – Conflict of Interest form
- [GATA Application](#)
- [GATA Budget Template](#)
- [GATA Programmatic Risk Assessment](#)

## Historical

- [FY 2024 SPR Work Program](#)
- [2023 SPR IDOT Awards](#)